



**All Souls' Catholic**  
**PRIMARY SCHOOL**

# Child Protection and Safeguarding Policy

September 2021

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## Definitions

1.1 'Safeguarding' is defined in **Keeping Children Safe in Education (2021)** as;

- protecting children from maltreatment;
- preventing impairment of children's mental and physical 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.

1.2 'Child Protection' is the intervention that occurs when children have been significantly harmed or are at risk of significant harm.

1.3 'Child' refers to everyone under the age of 18.

1.4 'Parent' refers to birth parents and other adults in a parenting role for example adoptive parents, step parents and foster carers.

1.5 'Staff' or 'members of staff' refers to all teaching, non-teaching, support, supply, peripatetic, contract Staff, governors, volunteers and trustees working in or on behalf of All Souls Catholic Primary School.

## 2 Introduction

2.1 We recognise that safeguarding and child protection is an essential part of our duty of care to all students and all staff have a responsibility to provide a safe environment in which children can learn. We understand that safeguarding, child protection and promoting the welfare of all children is everyone's responsibility and everyone has a role to play in protecting children. We recognise that our school is part of a wider safeguarding system for children and work closely with other agencies to promote the welfare of children. We maintain an attitude of '*it could happen here*' and will consider the wishes of, and at all times, what is in the best interests of each child.

2.2 The purpose of this policy is to;

- Promote safeguarding and child protection and to demonstrate All Souls' commitment to keeping children safe;
- Provide all members of staff with the information required to meet their safeguarding duty and protect children from harm;
- Provide stakeholders with clear information relating to All Souls' safeguarding and child protection procedures;
- Ensure that staff understand, can recognise and can respond to the indicators of abuse;
- Ensure that all staff are aware of their mandatory reporting duty in relation to Section 5B of the Female Genital Mutilation Act 2003; and
- Ensure that children are protected from maltreatment or harm.

2.3 All Souls Catholic Primary School is committed to the following principles;

- All children have the right to be protected from harm.
- Children should feel safe and secure and cannot learn unless they do so.
- All staff are responsible for keeping children safe and have a responsibility to act if they think a child is at risk of harm.

- All staff take on a responsibility to promote children’s welfare
- Working with other agencies is essential to promote safeguarding and protect children from harm.
- Early help and providing support to families and/or children as soon as a problem emerges is essential to improving outcomes for children and families.

## 2.4 Safeguarding aims

2.4.1 The safeguarding aims of All Souls School, in line with Keeping Children Safe in Education (September 2021) are to;

- work to identify children who are suffering or likely to suffer abuse, **exploitation or neglect** and act to protect them;
- work with relevant services and agencies to ensure that children are protected from harm;
- provide a learning environment for children which is safe and secure;
- teach children how to keep themselves safe and provide structures for them to raise concerns if they are worried or at risk of harm;
- **support children’s mental health and wellbeing;**
- ensure that we adhere to safer recruitment guidance and legislation, deal promptly with allegations of abuse against staff and take bullying and harassment seriously;
- train staff effectively in all safeguarding issues and in their responsibilities for identifying and protecting children that are or may be at risk of harm;
- **have a designated safeguarding lead and designated deputies, who will provide support to staff, students and families;**
- recognise that all children may be vulnerable to abuse, but be aware that some children have increased vulnerabilities due to special educational needs or disabilities;
- maintain a robust recording system for any safeguarding or child protection information;
- ensure that everyone in All Souls understands the safeguarding procedures; and to
- regularly review policies and procedures to ensure that children are protected to the best of our ability.

2.5 This policy adheres to the following documents;

- [Keeping Children Safe in Education \(September 2021\)](#)
- [Working Together to Safeguard Children \(Parts updated December 2020\)](#)
- [Guidance for Safer Working Practice for those working with children and young people in education settings \(May 2019\)](#)
- [Guidance for Safer Working Practice for those working with children and young people in education settings addendum \(April 2020\)](#)
- [What to do if you are worried a child is being abused: Advice for practitioners \(2015\)](#)
- [Sexual Violence and Sexual Harassment Between Children in Schools and Colleges \(September 2021\)](#)

2.6 [Keeping Children Safe in Education remains in force throughout the Covid-19 emergency period. In addition we have regard to non-statutory interim guidance on safeguarding schools, colleges and other providers during the coronavirus outbreak. We continue to work closely with the Local Authority and the Coventry Safeguarding Children Partnership to safeguard children during this time.](#)

2.7 Please note that there are a number of other documents (statutory and non-statutory) that inform our policy and practice. A list of these can be found in Annex B of Keeping Children Safe in Education (September 2021).

2.8 This policy should be read in conjunction with the following policies;

Anti Bullying Policy	Complaints Policy
Attendance Policy	E-Safety & Acceptable Use Policy
Behaviour Policy	Staff Code of Conduct

Links to these policies can be found in Appendix A.

## 2.9 Scope

2.9.1 This policy applies to all teaching, non-teaching, support, supply, peripatetic, contract staff, governors, volunteers and trustees working in or on behalf of All Souls School. All references in this document to 'staff' or 'members of staff' should be interpreted as relating to the aforementioned unless otherwise stated.

2.9.2 Rather than duplicating content from Keeping Children Safe in Education (September 2021) in this policy, it should be understood that All Souls School will always refer to this document as the benchmark for all safeguarding practice.

## 3 Roles and Responsibilities

### 3.1 Role of the Governing Body

3.1.1 The school has a senior board level lead to take leadership responsibility for safeguarding. This role is carried out by the [Chair of Governors, Shirley Langford](#). Part 2 of Keeping Children Safe in Education (September 2021) sets out the responsibilities of governing bodies. As part of these overarching responsibilities the Governing Body will;

- [Have a strategic leadership responsibility for All Souls Catholic Primary School's safeguarding arrangements;](#)
- Ensure that they comply with their duties under legislation;
- [Ensure a whole school approach to safeguarding, including the use of mobile technology in school;](#)
- Ensure that policies, procedure and training in All Souls School are effective and comply with the law at all times and that they allow concerns to be responded to in a timely manner;
- Ensure that All Souls takes into account local authority and Coventry Safeguarding Children Partnership policies and supply information as requested by the three safeguarding partners (the Local Authority, a clinical commissioning group for an area within the local authority and the chief office of police for a police area within the local authority);
- Ensure that All Souls has an effective child protection policy, that it is published on the school website or available by other means and review this annually;
- Ensure that All Souls has a staff behaviour policy or Code of Conduct;
- Ensure that all staff undergo safeguarding and child protection training on induction ([including online safety](#));
- [Ensure All Souls School contributes to multi-agency working in line with statutory guidance;](#)

- Ensure that children are taught about safeguarding, including online safety as a whole school approach and curriculum planning but recognising that a one size fits all approach may not be appropriate for all children. See section 12 of this policy for further information;
- Ensure that there are clear systems and processes in place for identifying when children may be experiencing mental health problems;
- Put in place appropriate safeguarding responses for children who go missing from education;
- Appoint an appropriate member of staff from the senior leadership team to the role of Designated Safeguarding Lead;
- Understand the local criteria for action and local protocol;
- Recognise the importance of information sharing between practitioners and local agencies;
- Ensure that appropriate filters and monitoring systems are in place to keep children safe online; and
- Respond to allegations of abuse against the headteacher whilst ensuring there are procedures in place to manage safeguarding concerns, or allegations against staff (including supply staff, volunteers and contractors).

### 3.2 The Role of the Headteacher

#### 3.2.1 The headteacher will;

- Ensure that this policy is reviewed annually at minimum and ratified by the governing body;
- Ensure that this policy and associated procedures are adhered to by all staff;
- Ensure that all staff are made aware of the named governor for safeguarding and the Designated Safeguarding Lead;
- Ensure that the role of 'Designated Safeguarding Lead' is explicit in the role-holder's job description;
- Decide whether to have one or more deputy safeguarding leads and ensure they are trained to the same standard as the Designated Safeguarding Lead;
- Organise appropriate cover for the role of Designated Safeguarding Lead for any out of hour/out of term activities;
- Appoint a 'Designated Teacher for Looked-After and Previously Looked-After Children' to promote the educational achievement of children looked after;
- Appoint a lead for online safety: Mr Andrew Cooke; however the DSL will still retain ultimate responsibility for this;
- Promote a whole school approach to safeguarding;
- Promote resilience to social and emotional wellbeing, which is tailored to the needs of the children;
- Ensure that all recruitment follows the 'Safer Recruitment' guidance and a single, central record is maintained with details of all members of staff who are in contact with children;
- Respond to allegations of abuse against all other members of staff, including supply staff, volunteers and contractors;
- Refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required;

- Ensure that the school works with [Children’s Services](#), the police, health services and other services to; promote the welfare of children; provide a co-ordinated offer of early help when need is identified; contribute to inter-agency plans for children subject to children protection plans and to protect children from harm.
- Safeguard children’s wellbeing and maintain public trust in the teaching profession as part of their professional duties (Teaching Standards, 2012); [and](#)
- Ensure that [Children’s Services](#) (from the host local authority or placing authority) have access to All Souls School to conduct, or to consider whether to conduct a section 47 or section 17 assessment, as per Keeping Children Safe in Education (September 2021).

### 3.3 The Role of the Designated Safeguarding Lead

3.3.1 The Designated Safeguarding Lead for All Souls School is [Andrew Cooke](#), headteacher. The Designated Safeguarding Lead will;

- Take overall lead responsibility for safeguarding and child protection ([including online safety](#)) in All Souls School;
- [Liaise with the safeguarding partners and work with other agencies in line with Working Together to Safeguard Children \(2020\);](#)
- [Always be available during term time \(during school hours\) for staff in the school to discuss safeguarding concerns.](#) In the event that they are not available, a deputy will be made available;
- Undergo training to provide them with the knowledge and skills required to carry out this role and update this every two years;
- Act as a source of support and expertise on matters relating to safeguarding and child protection to ensure that other members of staff can carry out their safeguarding duty;
- Be best placed to advise on the response to safeguarding concerns;
- Identify if children may benefit from early help;
- [Act as a point of contact with the safeguarding partners;](#)
- Make referrals to Coventry’s Multi-Agency Safeguarding Hub (MASH) where children are at risk of significant harm.
- Make referrals to the Channel programme where there is a radicalisation concern and/or support staff that make a referral to Channel;
- Support the school with regards to their responsibilities under the Prevent duty and provide advice and support on protecting children from radicalisation;
- Refer cases to the police where a crime may have been committed<sup>1</sup>;
- Ensure all staff have read and understood Part 1 and Annex A of Keeping Children Safe in Education (September 2021);
- Update their knowledge and skills regularly and keep up with any developments relevant to their role;
- Provide staff in school with the knowledge, skills and support required to safeguard children;
- Take responsibility for the accurate and timely recording of safeguarding and child protection concerns and take overall responsibility for safeguarding and child protection files;
- Take responsibility for the transfer of safeguarding files when a child leaves All Souls School;

- Attend or ensure an appropriate representative attends multi-agency safeguarding or child protection meetings;
  - Promote supportive engagement with parents and/or carers in safeguarding and promoting the welfare of children;
  - Work closely with other relevant education professionals (e.g. SENCO, Virtual School Head) to ensure children with additional vulnerabilities are safeguarded;
  - Help to promote educational outcomes of child who have experienced or are experiencing safeguarding or child protection issues by sharing relevant information with teachers and the school leadership team;
  - Promote a 'culture of safeguarding', in which every member of the All Souls community acts in the best interests of the child;
  - Ensuring All Souls School knows who its cohort of children who have or have had a social worker are, understanding their academic progress and attainment, and maintaining a culture of high aspirations;
  - Regularly meet with the safeguarding link governor and/or Chair of Governors to review safeguarding in All Souls School; and
  - Liaise with the headteacher regarding safeguarding cases and issues.
- 3.3.2 Further details on the role of the Designated Safeguarding Lead can be found in Annex C of Keeping Children Safe in Education (September 2021).

### **3.4 Role & Responsibilities of all Staff within School**

- 3.4.1 School staff play a particularly important role because they are in a position to identify concerns early in order to provide help for children. All staff in All Souls;
- Have a responsibility to provide a safe environment, where children can learn;
  - Should know what to do if a child tells them that he/she is being abused, exploited or neglected;
  - Will be able to identify indicators of abuse;
  - Will be made aware of; the safeguarding and child protection policy; the school behaviour policy; the staff behaviour policy; information about the safeguarding response to children missing in education; the role of the designated safeguarding lead and systems in All Souls School that support safeguarding and child protection;
  - Will be provided with a copy of Part 1 of Keeping Children Safe in Education (September 2021) annually and receive annually updated training on their safeguarding roles and responsibilities;
  - Should have an awareness of safeguarding issues that put children at risk of harm and behaviours associated with these risks;
  - Should know what to do if a child makes a disclosure of abuse and never promise confidentiality when a child makes a disclosure;
  - Will be made aware of the early help process and understand their role in it;
  - Should be prepared to identify children who may benefit from early help and will discuss early help requirements with the safeguarding lead in the first instance;
  - May be required to support social workers and other agencies following a referral;



- Will be made aware of the process for making referrals to [Children’s Services](#) (though the MASH), understand statutory assessments and the role that they may be expected to play in such assessments;
- Should be prepared to make referrals to the MASH if they have concerns about a child’s welfare and understand the role that they may be expected to play in such assessments;
- Will receive regularly updated safeguarding and child protection training [including online safety](#);
- Will receive safeguarding updates throughout the year as part of continuous professional development;
- Should be able to contribute to the development of safeguarding policy and practice.
- Should always seek advice from the Designated Safeguarding Lead if they are unsure; and
- All teachers should safeguard children’s wellbeing and maintain public trust in the teaching profession as part of their professional duties (Teaching Standards, 2012).

### 3.5 Multi-Agency Working

3.5.1 The school is committed to multi-agency working and operates under Working Together to Safeguard Children (2018) and local safeguarding arrangements.

3.5.2 The school will work with Children’s Services, the police, health services, local Early Help practitioners and other relevant agencies to promote the welfare of children and protect them from harm.

3.5.3 We work closely with our local Family Hub to ensure children receive appropriate, co-ordinated Early Help. The school works primarily with the Early Help Co-ordinator based at Pathways Family Hub but also work closely with the Early Help team based at the Mosaics Family Hub.

3.5.4 The Coventry Safeguarding Children Partnership (CSCP) have designated that schools and colleges are a named ‘relevant agency’. As such, the school is under a statutory duty to co-operate with published CSCP arrangements.

## 4 Types of Abuse

4.1 As outlined above, all staff will be trained in indicators of abuse and should be able to recognise signs of abuse. We recognise that abuse, neglect and safeguarding issues are complex and can rarely be covered by one label. Abuse can take many forms and can involve directly inflicting harm on a child, or failing to protect a child from harm [online as well as face to face](#).

The four main types of abuse that staff are trained to recognise are;

- Physical abuse;
- Sexual abuse;
- Emotional abuse;
- Neglect.

4.2 Types of abuse ([taken from Keeping Children Safe in Education, 2021](#))

Type of abuse	Information
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. Abuse can take place wholly online, or technology may be



Type of abuse	Information
	<p><b>threat of violence.</b> The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.</p> <p>Further information about Child Sexual Exploitation can be found in paragraph 28 of Keeping Children Safe in Education 2020.</p>
Neglect	<p>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, for example, 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.</p>

4.3 Indicators of abuse can be found in Appendix B.

4.4 If a child is in immediate danger or at risk of harm, a referral will be made to children’s services (through the MASH) and any member of staff can make this referral. A Designated or Deputy Designated Safeguarding Lead should be available at all times, but in exceptional circumstances the member of staff should speak to a member of the Senior Leadership Team or seek advice directly from children’s services and then take appropriate action. The Designated Safeguarding Lead should be made aware as soon as possible.

4.5 Staff, parents and the wider community should report any concerns that they have about the welfare of children, however minor or seemingly insignificant. Staff should not assume that someone else will report concerns.

4.6 The school recognises that any child can be the victim of abuse and may benefit from early help. However, the school will be particularly vigilant to potential need for early help if a child;

- is disabled or has certain health conditions and has and have specific additional needs;
- has special educational needs (whether or not they have a statutory education, health and care plan);
- has a mental health need;
- 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;
- is frequently missing/goes missing from care or from home;
- is a risk of modern slavery, trafficking, sexual or criminal exploitation;
- is misusing drugs or alcohol themselves;
- has a family member in prison, or is affected by parental offending;

- is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health problems or domestic abuse;
- has returned home to their family from care;
- is showing early signs of abuse and/or neglect;
- is at risk of being radicalised or exploited;
- is at risk of 'honour-based' abuse such as Female Genital Mutilation or Forced Marriage;
- is persistently absent from education, including persistent absences for part of the school day.
- is a privately fostered child.<sup>2</sup>

4.7 All Souls School recognises that abuse can take many different forms. Staff will also receive training on the following issues and action will be taken if the school believes that a child is at risk of or is the victim of;

- sexual abuse;
- bullying, including cyber- or online-bullying;
- child criminal exploitation (including involvement in county lines);
- child sexual exploitation;
- domestic abuse;
- emotional abuse;
- fabricated or induced illness;
- faith-based abuse;
- female genital mutilation;
- forced marriage;
- gangs or youth violence;
- gender-based violence;
- hate;
- mental health;
- neglect;
- peer on peer abuse;
- physical abuse;
- radicalisation;
- relationship abuse;
- serious violence;
- sexual violence or sexual harassment (including peer on peer (child on child) abuse);
- sharing of consensual or non-consensual nude and semi-nude images/videos;
- sexting;
- so-called 'honour-based' abuse;
- trafficking and modern slavery.

4.8 All Souls School will also take action to protect;

- Children missing education;
- Children missing from home or care.

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<sup>2</sup> Taken from paragraph 18, Keeping Children Safe in Education (September 2021)

#### 4.8.1 There are other familial issues that can have a detrimental impact on children.

We work with other agencies in line with Keeping Children Safe in Education (2021) to support children and families in the following circumstances;

- Children facing the court procedures and/or children in the court system;
- Children with family members in prison;
- Children who are homeless.
- Children who need a social worker.

#### 4.9 Child potentially at greater risk of harm

##### 4.9.1 The school recognises that some children need a social worker due to abuse, neglect or **complex** family

circumstances and that abuse and trauma can leave children vulnerable to further harm, as well as educational disadvantage.

##### 4.9.2 The Designated Safeguarding Lead will hold information relating to social workers working with children in the school.

##### 4.9.3 This information will inform decisions about safeguarding and promoting welfare (including the provision of pastoral and/or academic support).

#### 4.10 Children missing from Education

##### 4.10.1 All Souls School understands that children missing from education can be a warning sign to a variety of safeguarding concerns.

##### 4.10.2 All Souls School will report information to the Local Authority when removing a child from roll.

#### 4.11 Elective Home Education

##### 4.11.1 All Souls School recognises that many home educated children have a positive learning experience and the decision is one with the child's best interests at heart.

##### 4.11.2 Since 2016, All Souls School has a statutory duty to inform the Local Authority of all deletions from roll. When Elective Home Education is the reason for this removal, the Local authority and other key professionals will work alongside All Souls School to coordinate a meeting with parents where possible ideally before a final decision is made.

#### 4.12 Mental Health

##### 4.12.1 The school recognise that safeguarding and promoting the welfare of children includes preventing the impairment of children's mental health or development.

##### 4.12.2 All staff will be aware that mental health problems may be an indicator that a child is suffering or is at risk of suffering abuse, neglect or exploitation.

##### 4.12.3 Staff will not attempt to make a diagnosis of a mental health problem unless they are appropriately trained.

##### 4.12.4 We recognise that staff are well-placed to observe behaviour that may indicate that a child is experiencing a mental health problem, or is at risk of developing one. There are clear systems and processes in place for identifying possible mental health problems. If staff are concerned that a child

is suffering a mental health problem, they should inform the Headteacher or Deputy Headteacher. A meeting will be held with parents and support put in place from the school's counsellor, Mary Morris. The Early Help Team will be informed and a plan drawn up to support the pupil, including involvement from the educational psychologist team.

- 4.12.5 If staff are concerned that a child is experiencing a mental health problem that is also a safeguarding concern, they must report this to the Designated Safeguarding Lead (or deputy Designated Safeguarding Lead) immediately.
- 4.12.6 Further information, guidance and advice regarding mental health can be found in paragraph 38 of Keeping Children Safe in Education 2021.
- 4.12.7 Further information, guidance and advice regarding mental health can be found in paragraph 41 of Keeping Children Safe in Education 2021.
- 4.13 All Souls School has a duty to refer any children who are living in a private fostering arrangement to the local authority.
- 4.14 All schools are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015 in the exercise of their functions to have “due regard” to the need to prevent people from being drawn into terrorism. See Appendix B for further information on All Souls School’s Prevent duty.
- 4.15 If any member of staff is unsure about signs of abuse or neglect, they should speak to the Designated Safeguarding Lead.
- 4.16 See Appendix B for further information and guidance on the above issues.<sup>3</sup>

## 5 Responding to Signs of Abuse

- 5.1 If a member of staff, parent or member of the public is concerned about a child’s welfare, they should report it to the designated safeguarding lead as soon as possible. On occasions when the designated safeguarding lead is not available, it should be reported to the deputy safeguarding lead without delay. Although any member of staff can make a referral to Children’s Services, where possible there should be a conversation with the Designated Safeguarding Lead.
- 5.2 If anyone other than the Designated Safeguarding Lead makes a referral to Children’s Services or to the police, they should inform the DSL as soon as possible.
- 5.3 All staff will be alert to indicators of abuse and will report any of the following to the Designated Safeguarding Lead immediately;
- Any concern or suspicion that a child has sustained an injury outside what is reasonably attributable to normal play;
  - Any concerning behaviours exhibited by children that may indicate that they have been harmed or are at risk of harm, including unusual changes in mood or behaviour, concerning use of language and/or concerning drawings or stories.
  - Any significant changes in attendance or punctuality;
  - Any significant changes in a child’s presentation;
  - Any concerns relating to people who may pose a risk of harm to a child; and/or
  - Any disclosures of abuse that children have made.
- 5.4 There will be occasions where a child discloses abuse directly to a member of staff. If this happens, the member of staff will;

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<sup>3</sup> Please note that definitions of physical, sexual, emotional abuse and neglect are contained in the main body of the policy. Further information about other safeguarding issues and indicators of abuse can be found in Appendix B.

- listen carefully to the child and believe what they are saying;
- not promise confidentiality, as information may need to be passed on so the child and family can receive additional support;
- only ask for clarification if something is unclear and will not ask 'leading' questions;
- report disclosure to the designated safeguarding lead as soon as possible, certainly by the end of the day;
- only discuss the issue with colleagues that need to know about it; and
- will write up the disclosure and pass it to the designated safeguarding lead. It is likely they will have a discussion with the DSL prior to this.

5.5 The designated safeguarding lead will make a decision about the action that needs to be taken following a member of staff raising a concern about a child, or following a direct disclosure. The DSL may;

- Manage support for the child internally;
- Seek advice from the social worker advice line in the MASH;
- Instigate single agency intervention and work directly with the family to improve the situation;
- Offer an Early Help Assessment to provide multi-agency help to a family;
- In cases where children are deemed to be at significant risk of harm, the DSL will refer cases to the MASH for statutory intervention. Parental consent will be obtained wherever possible before referring cases to the MASH. However, if the school is worried that telling parents will mean the child is at greater risk of harm, we may do this without informing them.
- If parents do not consent to a referral but the school believes that a child is at significant risk of harm, a referral will still be made to Children's Services.

5.6 For further information about the Coventry Safeguarding Children Partnership's 'Right Help, Right Time' guidance, which is used by All Souls School to make decisions about protecting children, please visit <http://www.coventry.gov.uk/righthelprighttime>.

5.7 See page 21 for flowchart of actions that will be taken where there are concerns about a child (taken from Keeping Children Safe in Education, September 2021).

5.8 In cases where members of staff become aware that Female Genital Mutilation (FGM) has been carried out on a female below the age of 18, they have a mandatory duty to report this to the police without delay and will do so. Staff should refer this to the DSL, but the legislation requires regulated

health and Children's Service professionals and teachers in England and Wales to make a report to the police where, in the course of their professional duties, they either;

- are informed by a girl under 18 that an act of FGM has been carried out on her; or
- observe physical signs which appear to show that an act of FGM has been carried out on a girl under 18 and they have no reason to believe that the act was necessary for the girl's physical or mental health or for purposes connected with labour or birth.<sup>4</sup>

5.9 **Peer on Peer Abuse**

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<sup>4</sup> \*introduced in Section 5B of the FGM Act 2003, as inserted by section 74 of the Serious Crime Act 2015

5.9.1 All Souls School understands that both adults and other children can perpetrate abuse, and **can happen inside and outside of school**. Peer on peer abuse is taken very seriously. Peer on peer abuse can include bullying, **(including cyber-bullying, prejudice-based and discriminatory bullying)**, **abuse in intimate personal relationships between peers**, physical abuse, **sharing of consensual or non-consensual images of videos, causing someone to engage in sexual activity without consent**, sexual violence and/or harassment, upskirting, and initiation/hazing ceremonies. The school recognises that safeguarding issues can manifest as peer on peer abuse.

5.9.2 All members of staff will be made aware of the school's policy and procedures with regards to peer on peer abuse. The school will ensure staff understand what is meant by peer on peer abuse and the school policy on peer on peer abuse by:

- training all Governors, Senior Leadership Team, staff and volunteers on the nature, prevalence and effect of peer-on-peer abuse, and how to prevent, identify and respond to it;
- ensuring regular reviews and updates for all staff
- promoting positive values and encouraging a culture of understanding, tolerance and respect amongst all members of the School community;
- providing support for any adults who find peer on peer abuse a difficult issue to comprehend and enabling them to not be prejudiced, judgemental, dismissive or irresponsible in dealing with such sensitive matters.

5.9.3 The school will work to prevent peer on peer abuse by:

- taking a contextual whole-school approach to preventing and responding to peer-on-peer abuse;
- establishing a culture where it is clearly understood all staff have a responsibility to work together to ensure that abuse does not occur, or where it is found, action is taken;
- ensuring a whole school understanding that abuse is abuse and should never be tolerated or passed off as banter, having a laugh or part of growing up;
- promoting British Values, ensuring all members of the school community understand behaviour expectations, contributes to a culture of mutual respect, understanding and respect;
- an effective system and culture enabling children and adults to raise concerns;
- undertaking robust risk assessments for pupils that are identified as posing a potential risk
- appropriate targeted work for pupils identified as being at a potential risk;
- providing a curriculum that includes an effective whole school PSHE programme, an effective whole school SRE programme, effective e-safety curriculum and embraces other opportunities within the curriculum to promote positive messages and facilitate understanding and learning;
- robust monitoring and filtering systems are in place to ensure pupils are safe and act appropriately when using information technology in school;

5.9.4 In the event that an allegation of peer on peer abuse is made, the school will investigate this;

- Each incident will be dealt with on an individual basis, with the DSL (or a deputy) taking the lead role and using their professional judgement, supported by other agencies as required.
- The facts of the allegation will be gathered, recorded and intent established.
- If a child has been harmed, is in immediate danger or is at risk of harm, a referral will be made to children's social care immediately, it may also be appropriate to contact the police.
- In all cases, parents will be informed at this stage and kept updated;



- After assessment, if an early help approach is deemed appropriate, the DSL will involve other agencies and school staff will work with them in responding to the incident and supporting those involved; alternatively, the school will respond to the incident internally.
  - The situation will be risk assessed and immediate supervision measures to prevent further incidents occurring implemented;
  - Agreed support packages will be defined and implemented for the child who was harmed and the child displaying harmful behaviour;
  - Regular monitoring and reviews of the behaviours and the children involved will take place by the school, multi agencies, support professionals, parents and the children involved.
  - Evaluation of 'lessons learnt' and any issues for the school should be addressed eg changes in policy, processes, curriculum
- 5.9.5 In the event that an allegation of peer on peer abuse is made, victims and alleged perpetrators will be supported by:
- Early Help Plan
  - specialist services
  - the school counsellor
  - peer group work
  - targeted curriculum support (individual/class/whole school)
  - teacher/TA support
  - wishes & feelings
  - signposting
- 5.9.6 All Souls School will never pass off peer on peer abuse as 'banter' or 'part of growing up' and recognise that even if there are no reported cases, such abuse may still be taking place. This should be a Zero-tolerance approach as this could lead to a culture of unacceptable behaviours.
- 5.9.7 The different gender/age specific issues that may affect children at All Souls School include:
- Physical – hitting, kicking, shaking, hair pulling
  - Emotional – taunting, teasing, embarrassing, humiliating, targeting weaknesses/popularity
  - Sexual – directing inappropriate sexual language, inappropriate role play, sexual touching, sharing sexual images/text, sexual abuse, encouraging inappropriate sexual behaviours
  - Upskirting
  - Bullying – aggressive, repeated behaviour, negative imbalance of power, threats, attacking
  - Cyber Bullying – misuse of phones, instant messaging, email, chat rooms or social networking to harass, threaten or intimidate
  - Sexting – sending or receiving sexually explicit texts, images or videos, pressurising others to do the same
  - Initiation/Hazing – activities/rituals that are humiliating, embarrassing or abusive, to induct newcomers into a group
- 5.9.8 All Souls School will adhere to guidance set out in Keeping Children Safe in Education (2021) and Sexual Violence and Sexual Harassment in Schools (September 2021) when responding to incidents of peer on peer abuse.
- 5.9.9 All staff will be made aware that 'upskirting' is a criminal offence.
- 5.10 Sharing of consensual or non-consensual nude and semi-nude images or videos**

- 5.10.1 “Sharing of consensual or non-consensual nude and semi-nude images or videos” refers to any sharing of youth-produced sexual imagery between children. This includes;
- A person under the age of 18 creating and sharing sexual imagery of themselves with a peer under the age of 18;
  - A person under the age of 18 sharing sexual imagery created by another person under the age of 18 with a peer under the age of 18 or an adult;
  - A person under the age of 18 being in possession of sexual imagery created by another person under the age of 18.
- 5.10.2 All Souls School has a responsibility to educate children in the risks relating to ‘sharing consensual or non-consensual nude images or videos’ and how to keep themselves safe online. ([All Souls Primary School Online Safety Policy](#)).
- 5.10.3 Any incidents or suspected incidents of ‘sharing consensual or non-consensual nude images or videos’ should be reported to the DSL without delay.
- 5.10.4 Once reported to the DSL, the DSL will decide on the appropriate course of action. This could include;
- Referrals to the MASH in regards to both peers (also the police if urgent response required);
  - Confiscation of mobile phones in line with guidance ‘Searching, Screening and Confiscation, (January 2018);
  - Referrals to the police and/or MASH;
  - Sanctions in accordance with behaviour policy;
  - Support for young people involved to prevent reoccurrence;
- 5.10.5 Any incidents of ‘sharing consensual or non-consensual nude images or videos’ involving the following will result in a MASH and sometimes a Police referral;
- Adult involvement;
  - Coercion or blackmail;
  - Children under the age of 13;
  - Extreme, or violent content;
  - Immediate risk of harm.
- 5.10.6 Staff will not view images or videos on pupil devices. Confiscated devices will be stored securely and passed to the relevant agencies.
- 5.10.7 We will work with parents as necessary if their child is involved in ‘sharing consensual or non-consensual nude images or videos’.
- 5.10.8 We operate a culture of safeguarding and young people should feel confident to disclose if they have sent an inappropriate image of themselves. Children will always be supported to retrieve and delete the images.

## 5.11 Peer on Peer Sexual Violence and Sexual Harassment

- 5.11.1 Sexual Violence and sexual harassment, just like the above types of Peer on Peer abuse, can occur both in and out of school (online and face to face) between children of any age and sex and is never acceptable. This includes children from Primary school through to Secondary and higher. Examples of this are:
- rape;

- assault by penetration;
- sexual assault;
- causing someone to engage in sexual activity without consent;
- sexual comments including on social media;
- sexual jokes;
- physical behaviour;
- online sexual harassment;
- sharing of unwanted explicit content;
- upskirting;
- sexualised online bullying;
- sexual exploitation, coercion and threats.

All members of staff at All Souls School maintain the attitude of ‘It can happen here’ to ensure all children are safeguarded. One way this is done is by addressing inappropriate behaviour ([insert behaviour policy link](#)). All staff understand that by not addressing this promptly, children’s educational attainment may be impacted if the alleged perpetrator attends the same setting.

5.11.2 All Souls School will reassure the victim that they are being taken seriously and will be support and kept safe. The Designated Safeguarding Lead (or deputy) will take a lead role on reports whilst using their professional judgement, and liaising with other agencies by following the below protocol;

- when possible, two members of staff will be present where the report includes an online element. Staff will not view illegal images of children;
- will not promise confidentiality as reports will need to be passed onto Children’s Service (and in some cases, the Police);
- recognises that a child is more likely to disclose to a member of staff they have the strongest relationship with;
- an initial disclosure may be the first incident that is reported rather than a singular event;
- some children may face barriers to disclosing such as, additional needs, vulnerability, sex, ethnicity and possibly sexual orientation;
- will always listen carefully to the child whilst being non-judgemental;
- write up the factual parts of the disclosure as soon as the child has finished disclosing;
- liaise with the MASH (and police if urgent response required).

5.11.3 Nevertheless, the victim will never be given the impression that they are creating a problem by reporting sexual violence and/or harassment. Staff will be aware of the importance of challenging inappropriate behaviours; making it clear it is never accepted, tolerated and is not a part of growing up or banter.

5.11.4 In some cases, a risk assessment may be required but will be kept under constant review.

## **5.12 Serious Violence**

5.12.1 All staff will be made aware of indicators, which may signal that children are at risk of, or are involved with serious violent crime such as absence from school, a change in friendship/relationship, a significant decline in performance, signs of self-harm or change in wellbeing, or sign of unexplained injury.

5.12.2 All staff will be made aware of the range of risk factors which will increase the likelihood of involvement in serious violence, criminal networks and gangs and understand the measures in place to prevent these.

5.12.3 All staff will have an awareness of Child Criminal Exploitation and behaviours linked to Child Criminal

Exploitation. Further information about Child Criminal Exploitation can be found in paragraph 51 of Keeping Children Safe in Education (2021).

### **5.13 Searching, Screening and Confiscation**

5.13.1 Where necessary, searching, screening and confiscation will be used to safeguard a child/children in All Souls School.

5.13.2 All Souls School adheres to 'Searching, Screening and Confiscation: Advice for Schools (January 2018).

### **5.14 Extra-Familial Harm**

5.14.1 All Souls School recognises that safeguarding incidents can be associated with factors outside the school and may take place outside of school. We also recognise that safeguarding incidents or behaviours can occur between children outside of school. We will always consider contextual safeguarding factors when responding to safeguarding incidents.

5.14.2 All staff will be made aware that safeguarding incidents and/or behaviours can be associated with factors outside the school and/or can occur between children outside these environments.

### **5.15 Raising Concerns About a Child**

To raise concerns about children, members of staff should contact the Multi-Agency Safeguarding Hub (MASH) by telephone to discuss the referral. They should then complete the online Multi-Agency Referral Form (MARF) and submit this to the MASH. The school will follow up referrals if we do not receive feedback from Children's Services.

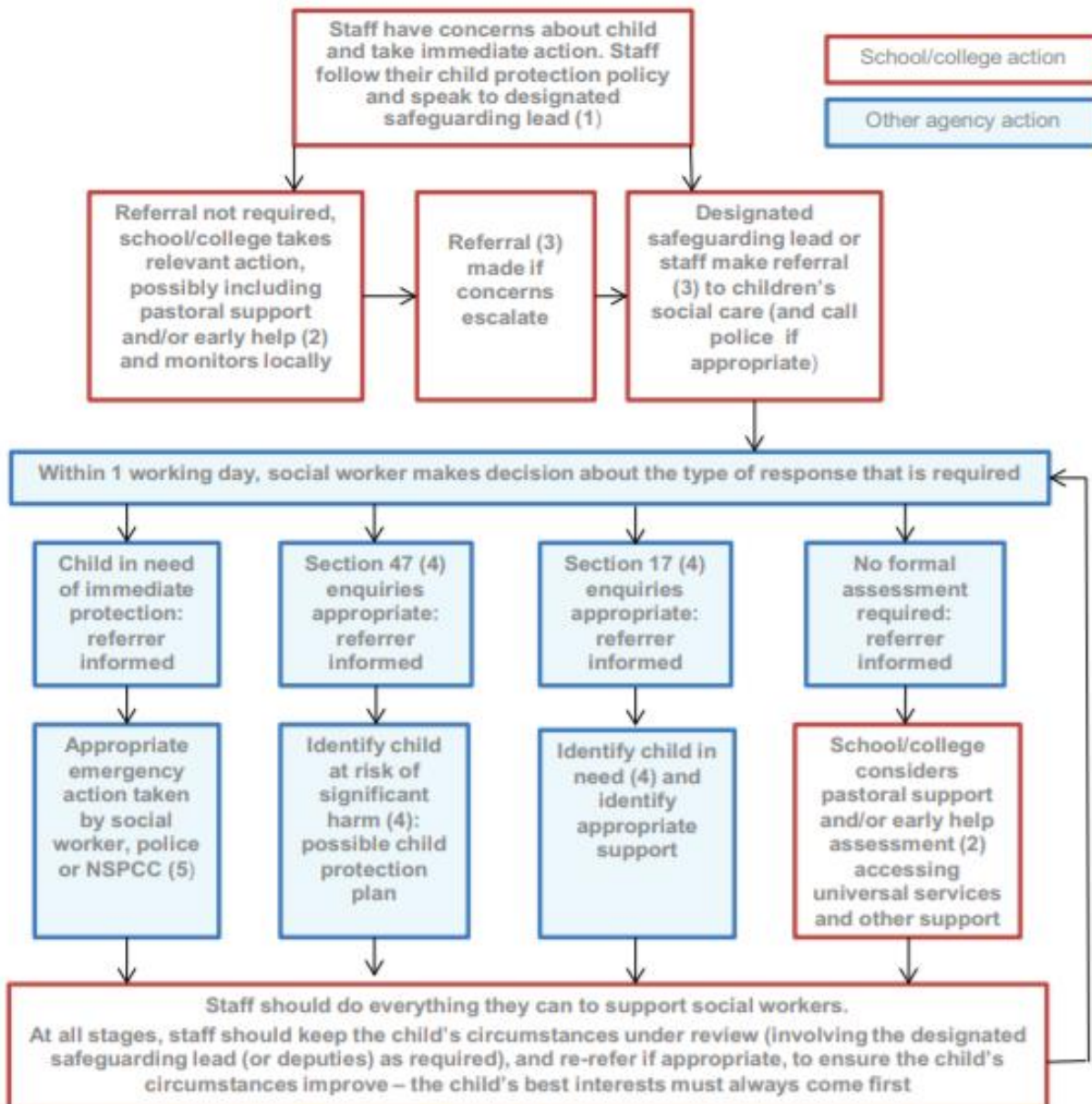
**MASH Telephone number:** 02476 788 555

**MASH online referral form:** <http://www.coventry.gov.uk/safeguardingchildren>

**Out of hours Emergency Duty Team:** 02476 832 222

**Prevent/Channel Referrals:** Refer to MASH ([mash@coventry.gov.uk](mailto:mash@coventry.gov.uk)) and to [CTU\\_GATEWAY@west-midlands.pnn.police.uk](mailto:CTU_GATEWAY@west-midlands.pnn.police.uk)

## Actions where there are concerns about a child



(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).

If a child's situation does not appear to be improving following a referral, the school may re-REFER the child. We will also consider using the [Coventry Safeguarding Children Partnership's Escalation and Resolution of Professional Disagreements policy](#), to ensure that our concerns have been addressed and that the situation improves for the child.

## 6 Record-keeping

- 6.1 Information will be kept confidential and stored securely.
- 6.2 A written record of all safeguarding and/or child protection concerns, discussions and decisions made will be kept in individual children's files. This will be separate from the main school file and will only be accessed by the relevant safeguarding staff.
- 6.3 All Souls School keeps all safeguarding files electronically, using a system called CPOMs.
- 6.4 Staff will submit all concerns in writing to the DSL at the earliest opportunity. This may be after having a verbal conversation, but conversations will also be followed up in writing.
- 6.5 In the event that a child moves school, the safeguarding file will be transferred to the new setting securely and separately from the main school file. Once received by the new school, this school will not retain the information.
- 6.6 The school will seek at least two emergency contacts for every child.
- 6.7 All data processed by All Souls School is done so in line with the General Data Protection Guidelines the Data Protection Act (2018). Please see the following policies for additional information;  
[All Souls Data Policy / Privacy Statement](#)
- 6.8 Further information regarding information sharing and data processing in relation to safeguarding can be found in Part Two of Keeping Children Safe in Education (September 2021).

## 7 Photography and Images

- 7.1 Consent from parents to photograph children at school events for promotional reasons will be sought when the child joins the school.
- 7.2 Parents can withdraw consent at any time and must notify the school if they do not wish their child's photographs to be used.
- 7.3 Photographs of children used publicly will not be displayed with their name or other personal information.
- 7.4 Photographs of children will be processed in line with the General Data Protection Regulation.  
[\(All Souls Data Policy\)](#)

## 8 Early Help

- 8.1 All Souls School is committed to supporting families as soon as a possible problem arises. It is more effective to support a family through early help than reacting to a problem later. Everyone who comes into contact with children and their families and carers have a role to play in safeguarding children. All Souls works closely with its neighbouring family hub to work with families in the community to improve outcomes for children.

Mosaic Family Hub  
Jardine Crescent  
Coventry  
CV4 9PL  
Tel: 024 76787801

- 8.2 All Souls School works within the Coventry Safeguarding Children Partnership's ['Right Help, Right Time'](#) framework, available on the CSCP website.

## 9 Staff training

- 9.1 In order for staff to be able to understand and discharge their safeguarding and child protection duties, All Souls School has committed to training staff throughout the academic year. All staff members will be made aware of *the school's* safeguarding processes and structures and will receive training on these as part of their induction. As part of this training and their annual refresher, they will
- This 'Safeguarding and Child Protection Policy';
  - The staff Code of Conduct
  - Copies of Part 1 and Annex A of Keeping Children Safe in Education (September 2021)
  - School Procedures for Children Missing Education
  - The school Behaviour Policy
- 9.2 Staff, governors and volunteers at All Souls School will also participate in additional training, as appropriate;
- online Prevent, FGM, Managing Sexual Behaviour
  - SRE training
  - aspects of Protective Behaviour training
  - teachers will attend Child Protection Review meetings and Core Group meetings as observers with the DSL leading
  - the DSL attends Local Authority DSL briefings and feedbacks to the deputy DSL & when relevant, staff.
  - updates at all staff meetings
  - other training opportunities
- 9.3 All Souls School recognise that children may engage in risky behaviours that may put them at additional risk of danger. These can include drug taking, alcohol abuse, truancy and [the sharing of consensual or non-consensual nude images or videos](#)<sup>5</sup>. Staff will be trained in these areas in order to be able to further recognise if a child is at risk of harm.

## 10 Safer Recruitment

- 10.1 All Souls School is committed to providing children with a safe environment, in which they can learn. We take safer recruitment seriously and all staff are subject to the following checks;
- Identity check;
  - DBS clearance;
  - Prohibition from teaching checks (where required);
  - Barred List check;
  - Section 128 checks (as required - leadership and management);
  - Reference check (two references required);
  - Professional qualifications check ;
  - Right to work in the UK check;
  - Further checks for those who have lived outside the UK;
  - Disqualification Under the Childcare Act 2006 checks (as required).
  - [Verification on the candidate's mental and physical fitness may also be checked.](#)
- 10.2 A record of all checks on members of staff will be held on the Single Central Record.
- 10.3 All new members of staff will be required to obtain DBS clearance. All Souls School reserves the right

to re-check DBS clearance for any member of staff where information is received that indicates that they may pose a risk to children **and may ask candidates to be registered on the DBS update service.**

- 10.4 At least one member of every interview panel will have undergone Safer Recruitment training **which will be refreshed every 2 years.**
- 10.5 We take proportionate decisions on whether to check individuals beyond what is required.
- 10.6 Any visitor to the school who has not been subject to the necessary checks will be supervised at all times **and risk assessed.**
- 10.7 All safer recruitment practices at All Souls comply with Keeping Children Safe in Education (September 2021). See Part 3 of Keeping Children Safe in Education (September 2021) for further information.
- 10.8 See Safer Recruitment policy for further details.

## **11 Allegations of Abuse Against Staff**

- 11.1 Souls School takes safeguarding concerns and/or allegations against staff seriously and will manage them in line with this policy, Part Four of Keeping Children Safe in Education (September 2021) and the CSCP Guidance, [‘Allegations Against Staff and Volunteers’](#).
- 11.2 Allegations or concerns may include
- Staff having behaved in a way that has harmed a child, or may have harmed a child;
  - Staff possibly committing a criminal offence against or related to a child;
  - Staff behaving towards a child or children in a way that indicates that he or she may pose a risk of harm to children or;
  - Staff behaving or possibly behaving in a way that indicates they may not be suitable to work with children **(including behaviour outside of work). This is known as ‘Transferable risk’.**
- 11.3 If a concern or allegation of abuse arises against the Headteacher, it must be reported to the Chair of Governors without delay.
- 11.4 If a concern or allegation of abuse arises against any member of staff supply teacher volunteer or contractor other than the Headteacher, it must be reported to the Headteacher without delay.
- 11.5 Concerns or allegations of abuse against staff must be reported to the Headteacher or Chair of Governors as appropriate and not discussed directly with the person involved.
- 11.6 The Headteacher or Chair of Governors should consider if the **concern or** allegation meets the threshold for Designated Officer intervention. The details of the LADO can be found at the front of this policy.
- 11.7 Concerns relating to a position of trust issue will be referred to the Local Authority designated officer within 24 hours.
- 11.8 If a child has suffered or may have suffered abuse or harm, a MASH referral will also be made.
- 11.9 In the instances where an allegation is dealt with internally, the Local Authority designated officer will provide information and support to All Souls School in managing the allegation.
- 11.10 A referral to the Disclosure and Barring Service will be made if a member of staff is dismissed or removed from their post as a result of safeguarding concerns, or would have been removed if they had not have resigned.

### **11.11 Supply Teachers**

- 11.11.1 Although the school does not directly employ supply teachers **and contractors**, the school will ensure



that any concerns or allegations are handled properly.

11.11.2 The school will never cease to use a supply teacher for safeguarding reasons without liaising with the Local Authority Designated Officer and reaching a suitable outcome.

11.11.3 Governing bodies/proprietors will liaise with the supply agency to determine whether to suspend or redeploy the supply teacher whilst they carry out their investigation.

11.11.4 The school will inform supply agencies of its process for managing allegations, including inviting the agency's human resource manager (or equivalent) to meetings and regularly updating agencies on relevant school policies. *The school will usually take the lead because agencies do not have direct contact with children or staff, so will not be able to collect facts.*

### **11.12 Governors**

*If an allegation or concern is about a Governor, All Souls School will follow local procedures.*

### **11.13 Volunteers**

*Risk assessments and a DBS check will be requested for all volunteers. Under no circumstances will a volunteer whereby no checks have been carried out will be alone with children or allowed to work in regulated activity.*

### **11.14 Whistleblowing**

11.14.1 All Souls School operates a culture of safeguarding and all staff should report any concerns about poor or unsafe practice, or *the school's* safeguarding processes to the senior leadership team.

11.14.2 The senior leadership team will take all concerns seriously.

11.14.3 In the event that a member of staff is unable to raise an issue with senior leadership in school, they should refer to Part 1 of Keeping Children Safe in Education for additional guidance on whistleblowing procedures.

## **12 Promoting Safeguarding and Welfare in the Curriculum**

12.1 All Souls School recognises the importance of teaching children how to stay safe and look after their mental health and are committed to equipping children with the skills and knowledge to have successful and happy lives.

12.2 The school will teach children about safeguarding, including online safety. As part of a broad and balanced curriculum, the school will cover relevant issues in line with government guidance on Relationships Education, Relationships and Sex Education and Health Education.

12.3 Children at All Souls School will receive the following as part of our promotion of safeguarding across the curriculum:

- quality whole school online safety curriculum
- SRE curriculum
- Protective Behaviours workshops
- RE curriculum promoting respect, tolerance, empathy and understanding of others
- weekly R Time sessions
- British Values curriculum, assemblies and activities
- Healthy Schools links
- whole school studies of other faiths including some visits to their places of worship
- access to school counsellor (directed or on request)

- visits from professionals/organisations promoting safeguarding message
- opportunity to access wide range of extra curricular clubs
- assemblies promoting personal safeguarding messages and valuing others

## 13 Children Looked After

- 13.1 The most common reason for children to be looked-after is because they have experienced abuse and/or neglect. All Souls School recognises that children looked after may have additional vulnerabilities. The Designated Lead for Looked-After and Previously Looked-After Children is the headteacher, [Andrew Cooke](#).
- 13.2 Staff will receive training on how to best safeguard children who are Looked-After and Previously Looked-After.
- 13.3 The school will work with Personal Advisors when children leave care (where applicable).
- 13.4 All Souls School is committed to working with other agencies to ensure the best outcomes for Looked-After and Previously Looked-After children.

## 14 Children with Special Educational Needs and Disabilities or Physical Health Needs

- 14.1 As outlined in Keeping Children Safe in Education (2021), All Souls School is aware that children with additional needs or disabilities may be more vulnerable to abuse and additional barriers may exist when recognising abuse and neglect. This could be because;
- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration;
  - being more prone to peer group isolation [or bullying](#) than other children;
  - the potential for children with SEN and disabilities [or certain medical conditions](#) being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs; and
  - communication barriers and difficulties in overcoming these barriers.<sup>5</sup>
- 14.2 Staff will be trained in recognising signs of abuse in children with SEN and disabilities [or certain medical conditions](#).

## 15 Use of Reasonable Force

- 15.1 Staff will take into account the needs of a child when responding to concerns of abuse or when taking a disclosure. [We will not use any more force than is necessary](#).
- 15.2 There may be occasions when staff are required to use reasonable force to safeguard children, for example:
- Causing disorder
  - Hurting themselves or others
  - Damaging property
- Incidents of physical restraint must:
- Always be used as a last resort
  - Be applied using the minimum amount of force and for the minimum amount of time possible

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<sup>5</sup> Keeping Children Safe in Education, September 2021

- Be used in a way that maintains the safety and dignity of all concerned
- Never be used as a form of punishment
- Be recorded and reported to parents

## 16 Work Experience

All work experience candidates who come into contact with our children have a duty of care to safeguard and promote their welfare to work to prevent, detect and report neglect and abuse.

Barred list checks by the DBS might be required for some work experience placements when they are undertaking regulated work. The school will consider the specific circumstances of the work experience, in particular the nature of the supervision and the frequency of the activity being supervised, to determine what, if any, checks are necessary. These considerations would include whether the person providing the teaching/training/instruction/supervision to the child will be: unsupervised; and providing the teaching/training/instruction frequently (at least once a week or on more than three days in a 30 day period, or overnight). If the person working with the child is unsupervised and the same person is in frequent contact with the child, the work is likely to be regulated activity. If so, the school or college could ask the employer providing the work experience to ensure that the person providing the instruction or training is not a barred person.

The School is not able to request an enhanced DBS check with barred list information for staff supervising children aged 16 to 17 on work experience.

For all work experience where a DBS check is not appropriate, a risk assessment will be carried out and they will only take part in unregulated activities.

## 17 Summary

The school is committed to safeguarding children and will always make safeguarding decisions that are in the best interests of each child. For further information or if you have any queries about this policy, please contact the school.

## Appendix A

The school's safeguarding policy is intended to be used in conjunction with the following policies;

The school adheres to **Coventry Safeguarding Children Partnership** Policies, which can be found here: <http://www.proceduresonline.com/covandwarksscb/contents.html>

- Allegations Against Staff or Persons in a Position of Trust Policy (CSCP)
- Allegations Against Members of Staff
- Anti – Bullying Policy
- Anti-Discrimination and Harassment Policy
- Attendance Policy
- Behaviour Policy
- Children/Young people with Medical Needs
- Children Missing in Education Procedures
- Complaints Policy
- Critical Incident Plan
- Data Protection Policy and Privacy Notice
- Equalities Policy
- Managing Professional Disagreements (CSCP) LINK UPDATED
- Health & Safety Policy
- Online Safety Policy *must be a clear policy, either standalone or in this policy about use of mobile technology in school – including children using their own phones – Should also include how children are taught about online safety*
- Intimate Care Policy
- IT Policy
- Lone Working Policy/Home visits policy
- Medicine & First Aid Policy
- Primary-Secondary Transition Policy
- PSHE Policy
- SRE Policy Self-harm/Mental Health Policy
- Safer Recruitment Policy
- Site Security Policy
- SEND Policy
- Staff Code of Conduct
- Trips and Visits Policy
- Positive Handling Policy( inc Use of Reasonable Force)
- Visitor Management Policy
- Whistleblowing Policy

## Appendix B – Further Safeguarding Information

### Types of Abuse

As outlined in paragraph 4.4, the school will take action if we believe a child is at risk of or is suffering from abuse. Abuse is not limited to physical, emotional, sexual abuse and neglect. For further information on the definitions of the types of abuse below, please refer to Keeping Children Safe in Education (2021), Annex A.

See below for policy information relating to other key safeguarding issues. All decisions taken in responding to concerns of abuse will be taken in the best interests of the child.

#### **Bullying, including cyber- or online-bullying**

The school takes all forms of bullying seriously and will respond sensitively and quickly to any reported bullying. Children should report any bullying to their form tutor, to the DSL or to any trusted member of staff and we will work to resolve it.

We also teach children about the dangers of bullying through our curriculum. See link to curriculum here:

Bullying can take many forms and we have several policies that cover different aspects of bullying. Please see the Anti-Bullying Policy, the Behaviour Policy and paragraph 5.8 of this policy for further information.

#### **Child criminal exploitation (including involvement in county lines)**

The school recognises that this form of abuse involves child criminal exploitation (CCE) as gangs use children and vulnerable people to move drugs and money. Staff members are expected to be aware & monitor the signs that a child may be experiencing this exploitation. Staff must report this to the DSL who will then follow the local safeguarding procedures

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/626770/6\\_3505\\_HO\\_Child\\_exploitation\\_FINAL\\_web\\_2.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/626770/6_3505_HO_Child_exploitation_FINAL_web_2.pdf)

#### **Domestic abuse**

The school is vigilant to children who may be victims or living with domestic abuse. Staff are informed of the signs and symptoms of domestic abuse in children, parents and colleagues.

Senior staff have received basic training in spotting signs and symptoms of domestic abuse and know how to talk to parents who disclose. This information has been cascaded to all staff. In the event of a disclosure the school will make a referral to the Multi Agency Safeguarding Hub and work closely with other professionals to support those involved.

Develop age-appropriate materials to teach children about what domestic abuse is, the different types, and how the victim is groomed at the early stages of the relationship.

The school has signed up to the Operation Encompass initiative and will receive immediate alerts from the police regards any of our families experiencing domestic abuse incidents.

## **Fabricated or induced illness**

The school recognises this is a rare and complex form of child abuse; however, it is mindful that it exists. The school policies and procedures regards monitoring attendance and recording absences, administering medication and safeguarding children ensure that children at risk of a carer fabricating or inducing illness would be highlighted. The school works closely with the school nurse and will refer any concerns of this nature to the Multi Agency Safeguarding Hub.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/277314/Safeguarding\\_Children\\_in\\_whom\\_illness\\_is\\_fabricated\\_or\\_induced.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/277314/Safeguarding_Children_in_whom_illness_is_fabricated_or_induced.pdf)

## **Faith-based abuse / Female genital mutilation / Forced marriage (Forms of so-called 'honour-based' abuse)**

The school welcomes and is sensitive to the beliefs of other faiths, cultures, ethnicities and nationalities. But if these beliefs lead to a child being at risk of harm or suffering from harm, the school will challenge and follow our safeguarding procedures.

Staff receive training including recognising signs displayed by children experiencing these forms of abuse.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/175437/Action\\_Plan\\_-\\_Abuse\\_linked\\_to\\_Faith\\_or\\_Belief.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/175437/Action_Plan_-_Abuse_linked_to_Faith_or_Belief.pdf)

<https://www.met.police.uk/advice/advice-and-information/caa/child-abuse/faith-based-abuse/>

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/276657/Project\\_Azure\\_FGM\\_school\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/276657/Project_Azure_FGM_school_guidance.pdf)

<https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/female-genital-mutilation-fgm/>

<https://www.gov.uk/guidance/forced-marriage>

## **Gangs or youth violence**

All Souls School has a duty and a responsibility to protect our pupils. We acknowledge that primary schools are increasingly recognised as places where early warning signs that younger children may be at risk of getting involved in gangs can be spotted. The school promotes good behaviour and that negative behaviour will not be tolerated by anyone. The curriculum reflects this through work on British Values, E-Safety, SRE etc

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/418131/Preventing\\_youth\\_violence\\_and\\_gang\\_involvement\\_v3\\_March2015.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/418131/Preventing_youth_violence_and_gang_involvement_v3_March2015.pdf)

## **Gender-based violence**

The school is aware of it's legal responsibility under the Human Rights Act 1998 (HRA), to ensure the safety of all it's pupils and that we are required to comply with relevant requirements as set out in the Equality Act 2010 (the Equality Act). The school promotes healthy relationships, respect and tolerance of all.

[https://consult.education.gov.uk/safeguarding-in-schools-team/keeping-children-safe-in-education/supporting\\_documents/Sexual%20Harassment%20and%20Sexual%20Violence%20Advice.pdf](https://consult.education.gov.uk/safeguarding-in-schools-team/keeping-children-safe-in-education/supporting_documents/Sexual%20Harassment%20and%20Sexual%20Violence%20Advice.pdf)

## **Hate**

The school acknowledges that some incidents of bullying may be considered hate crime, if the victim has been targeted because of disability, race, religion, transgender identity, sexual orientation. These will be dealt with following the school's Behaviour Policy and depending on the severity of the incident, the local safeguarding procedures and possibly the police.

<https://www.gov.uk/bullying-at-school>

## **Homelessness**

The school invests in ensuring parents acknowledge that if they are facing challenging times or risk, that school can support or signpost. In the case of homelessness, the school will carry out a CAF assessment and work with other agencies to support the family.

**(So-called) 'Honour-based' abuse** (For FGM and Forced Marriage, types of so-called 'honour-based' abuse, see above)

The school understand Honour Based Violence (HBV) encompasses all crimes which have been committed to protect or defend the honour of the family and/or the community. Staff know to pass on any concerns to the Designated Safeguarding Lead. If the individual is in imminent danger the police should be contacted.

## **Radicalisation and Extremism**

Staff receive training, including online Prevent training, to enable them to identify children who may be vulnerable to radicalisation, understand when it is appropriate to make a referral to the Channel programme and know what to do when they are identified. Protecting children from the risk of radicalisation is part of the school's wider safeguarding duties, and is similar in nature to protecting children from other harms (e.g. drugs, gangs, neglect, sexual exploitation), whether these come from within their family or are the product of outside influences.

The school's curriculum promotes fundamental British values and enables children to challenge extremist views, it has an RE curriculum and PSHE programme promote positive relationships, tolerance, understanding.

School staff and childcare providers should Channel is a programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism.

If a member of staff has a concern they should follow the school's usual safeguarding procedures.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/439598/prevent-duty-departmental-advice-v6.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf)

## **Relationship abuse**

Coercive behaviour is not tolerated at All Souls Catholic Primary School and whilst our children may not be of age to participate in typical relationship abuse, our staff are vigilant of signs of manipulation within social and peer groups and will challenge this via our behaviour policy. Should a child make a disclosure about themselves, older siblings or friends and /or parents, which include indicators of relationship abuse, the DSL will follow up with advice from MASH and refer where necessary.

## **Sharing of consensual or non-consensual nude images and videos**

Children are taught about the dangers of sending images of themselves via social media or messaging apps. They are taught that it is illegal in all cases for anyone to send inappropriate images of children and that it will lead to police involvement and MASH referral. Parents are made aware of this and encouraged to attend parent workshops or speak to the intervention team for any further guidance.

All Souls School has a responsibility to educate children in the risks relating to 'sexting' and how to keep themselves safe online, this is facilitated through the E-Safety & PSHE curriculum.

<https://www.nspcc.org.uk/globalassets/documents/information-service/briefing-for-schools-sexting.pdf>

### **Trafficking and modern slavery**

As part of the safeguarding training, staff are aware of the signs a child may be experiencing this type of abuse. Any member of staff with concerns should follow the schools safeguarding procedures.

<https://www.gov.uk/government/collections/modern-slavery>

<https://www.nspcc.org.uk/globalassets/documents/advice-and-info/child-trafficking-advice-education-workers.pdf>

### **Children missing from education, home or care**

The school will also take action to protect;

- Children missing education
  - Children missing from home or care
  - The school maintains an up to date admission register and an attendance register with all pupils placed on both registers. Pupils' attendance is monitored through the daily register and any absences where the school has not been informed are followed up by midday at the latest. Attendance, including vulnerable groups, is monitored on a weekly basis. This means any child absence without reason for 10 days would be highlighted and then the school follows the Coventry procedures for reporting missing children.
- [http://www.proceduresonline.com/covandwarksscb/p\\_missing\\_ch\\_pol.html](http://www.proceduresonline.com/covandwarksscb/p_missing_ch_pol.html)
  - <https://www.gov.uk/government/publications/children-missing-education>

### **Private Fostering**

The school have a duty to refer any children who are living in a private fostering arrangement to the local authority. We will do this through a MASH referral. It is important that parents/carers inform us if a child is going to be staying at an alternative address to that of their primary care-givers for more than 28 days.

[https://consult.education.gov.uk/children-in-care/revised-family-and-friends-care-statutory-guidance/supporting\\_documents/Revised%20Family%20and%20friends%20Care%20Statutory%20Guidance%20Draft.pdf](https://consult.education.gov.uk/children-in-care/revised-family-and-friends-care-statutory-guidance/supporting_documents/Revised%20Family%20and%20friends%20Care%20Statutory%20Guidance%20Draft.pdf)

### **Indicators of abuse**

See below for possible indicators of abuse. (Taken from *What to do if you are worried a child is being abused*, 2015)

- Children whose behaviour changes – they may become aggressive, challenging,
- disruptive, withdrawn or clingy, or they might have difficulty sleeping or start
- wetting the bed;
- Children with clothes which are ill-fitting and/or dirty;
- Children with consistently poor hygiene;
- Children who make strong efforts to avoid specific family members or friends,
- without an obvious reason;
- Children who don't want to change clothes in front of others or participate in
- physical activities;



- Children who are having problems at school, for example, a sudden lack of
- concentration and learning or they appear to be tired and hungry;
- Children who talk about being left home alone, with inappropriate carers or with
- strangers;
- Children who reach developmental milestones, such as learning to speak or walk,
- late, with no medical reason;
- Children who are regularly missing from school or education;
- Children who are reluctant to go home after school;
- Children with poor school attendance and punctuality, or who are consistently late
- being picked up;
- Parents who are dismissive and non-responsive to practitioners' concerns;
- Parents who collect their children from school when drunk, or under the influence
- of drugs;
- Children who drink alcohol regularly from an early age;
- Children who are concerned for younger siblings without explaining why;
- Children who talk about running away; and
- Children who shy away from being touched or flinch at sudden movements.

The school recognises that the above list of indicators is not exhaustive and staff will receive training on indicators of abuse.

### **Appendix C – COVID-19 Addendum** *(if school closure arises due to further lockdown)*

We continue to recognise that safeguarding and child protection is an essential part of our duty of care to all students and that we have a responsibility to safeguard children, whether they are on-site or staying at home. We understand that safeguarding, child protection and promoting the welfare of all children is everyone's responsibility and everyone has a role to play in protecting children. We continue to promote a culture of vigilance, where staff and volunteers act immediately if they have safeguarding concerns about a child. We recognise that our school is part of a wider safeguarding system for children and work closely with other agencies to promote the welfare of children. We maintain an attitude of 'it could happen here' and will consider the wishes of, and at all times, what is in the best interests of each child.

**Core safeguarding principles remain in place.**

#### **The Role of the Governing Body**

The governing body continues to monitor the school during any period of emergency closure. Governors will continue to have oversight of leadership in the school.

#### **The Role & Responsibilities of all Staff within School**

##### **Role of the DSL**

The role of the DSL is outlined in the main school Safeguarding and Child Protection Policy and in Keeping Children Safe in Education (2020).

- In addition to their usual duties, the DSL will also have regard to the additional mental health issues that pupils on-site may be experiencing as a result of COVID-19 and provide/arrange support for pupils as necessary.
- Wherever possible, a trained DSL (or deputy DSL) will be available on site. Where this is not possible due to staff self-isolation, a trained DSL (or deputy DSL) will be available to be contacted via phone or online video.
- In the event that the DSL and the DSL/s are unable to work remotely due to illness, an appropriate senior leader will take responsibility for co-ordinating safeguarding on site. This could include, but is not limited to, updating and managing access to safeguarding and child protection files and as required liaising with children's social workers where they require access to children in need and/or to carry out statutory assessments at the school. Information will be passed to the DSL as soon as practicably possible.

### **The Role of the Headteacher**

#### **The headteacher will;**

- Ensure that this policy is regularly updated in line with evolving government and local guidance relating to COVID-19;
- Ensure that this policy and associated procedures are adhered to by all staff;
- Ensure that all adults coming into contact with children at school have been subject to the appropriate safer recruitment checks;
- Respond to allegations of abuse against all other members of staff;
- Ensure that staff on-site and off-site have regularly updated training to ensure that they are aware of local safeguarding arrangements.

#### **All staff, whether on-site or working from home, will;**

- continue to operate under the principles of the main school Safeguarding and Child Protection Policy, the staff Code of Conduct, all relevant legislation and statutory guidance and continue to have particular regard to Keeping Children Safe in Education (2020);
- will continue to promote a culture of vigilance and refer all safeguarding concerns to the appropriate person immediately;
- adhere to all government, local and school advice relating to hygiene, response to COVID-19 symptoms and self-isolation;
- seek advice from the Designated Safeguarding Lead if they are unsure; and
- All teachers should safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties (Teaching Standards, 2012).

### **Responding to Signs of Abuse**

Information relating to types of abuse and signs and symptoms of abuse can be found in the school's main safeguarding and child protection policy and [Working Together to Safeguard Children \(2021\)](#).

All staff and volunteers will continue to be alert to indicators of abuse and will report any concerns to the appropriate member of staff immediately.

If a member of staff, parent/carer or member of the public is concerned about a child's welfare (whether they are attending school or not), they should report it to the designated safeguarding lead as soon as possible. If the designated safeguarding lead is not available, it should be reported to the deputy

safeguarding lead without delay. Although any member of staff can make a referral to Children's Social Care, where possible there should be a conversation with the Designated Safeguarding Lead via telephone or online video call, if they are working from home. If there is no DSL available, concerns should be reported to the MASH team.

The school recognise that children who are not attending school may need to make a disclosure or want to seek help from a trusted member of staff. The school will ensure all children have their class teacher's school email address and regular contact will be made via phone calls and doorstep visits.