



CHILD PROTECTION AND SAFEGUARDING POLICY

'This policy will be implemented in a way which honours the vision that every FCJ school is a community of persons - students, staff, governors - bound together in mutual respect and ready to rely on each other in fulfilling their privileged task as educators in a Catholic school.'

Contents

CHILD PROTECTION AND SAFEGUARDING POLICY	0
Important contacts.....	2
1. Aims	4
2. Legislation and statutory guidance	5
3. Definitions	6
4. Equality statement.....	6
5. Roles and responsibilities	6
5.1 All staff	7
5.2 Designated safeguarding lead (DSL).....	7
5.3 Governing Body	8
5.4 Headmistress	8
5.5 Site Security	8
5.6 Screening	9
6. Confidentiality.....	9
Use of images	9
7. Recognising abuse and taking action	9
7.1 If a young person is suffering or likely to suffer harm, or in immediate danger	10
7.2 If a young person makes a disclosure to you	10
7.3 If you discover that FGM/breast ironing has taken place or a pupil is at risk	10
7.3.1 Referral to LA Children's Services	11
7.3.2 Liaison with Merseyside Police	12
7.3.3 Assessment.....	12
Children's Specialist Services in consultation with the Police will undertake a Section 47 Enquiry if it has reason to believe that a young person is likely to suffer or has suffered FGM.	12
7.4 Mental Health	12
7.5 If you have concerns about a young person (as opposed to believing a young person is suffering or likely to suffer from harm, or is in immediate danger)	12
Early help	12
Referral	13
7.6 Extremism	13
Figure 1: procedure if you have concerns about a young person's welfare (as opposed to believing a young person is suffering or likely to suffer from harm, or in immediate danger)	14
7.7 Concerns about a staff member or volunteer	15
Figure 2: Wirral procedures for allegations made against staff and volunteers.	16
7.8 Allegations of abuse made against other pupils	18
7.9 Sexual violence and sexting	18
Sexual violence	18
Harmful Sexual Behaviours	19
Sexting	19

Initial review meeting.....	19
Further review by the DSL	19
Informing parents	20
Referring to the police	20
Recording incidents.....	20
Curriculum coverage	20
8. Notifying parents	20
9. Vulnerable pupils.....	20
SEN and Disability	20
Children Looked After	21
The Care Plan.....	21
The Placement Plan	21
Independent Reviewing Officer (IRO).....	21
Looked After Children (LAC) review meetings	21
Safeguarding Children who are Looked After	22
What works in safeguarding young people in care	22
10. Mobile phones and cameras	22
11. Complaints and concerns about school safeguarding policies	22
11.1 Complaints against staff.....	22
11.2 Other complaints	22
11.3 Whistle-blowing	23
12. Record-keeping.....	23
13. Training	24
13.1 All staff	24
13.2 The DSL and deputies	24
13.3 Governors	24
13.4 Recruitment – interview panels.....	24
13.5 Staff who have contact with pupils and families	24
14. Monitoring arrangements	24
15. Links with other policies	25
These appendices are based on the Department for Education’s statutory guidance, Keeping Children Safe in Education.	26
Appendix 1: types of abuse.....	26
Appendix 2: safer recruitment and DBS checks – policy and procedures.....	26
New staff	26
Existing staff.....	27
Agency and third-party staff	27
Contractors.....	28
Trainee/student teachers	28
Volunteers	28
Governors	29
Staff working in alternative provision settings.....	29
Adults who supervise pupils on work experience	29
Pupils staying with host families	29
Appendix 3: allegations of abuse made against staff	30
Suspension	30
Definitions for outcomes of allegation investigations used in this Appendix.....	31
Procedure for dealing with allegations	31

Timescales	32
Specific actions	32
Supply workers.....	33
Confidentiality.....	33
Record-keeping.....	33
References.....	34
Learning lessons.....	34
Appendix 4: specific safeguarding issues.....	35
Children missing from education.....	35
Child sexual exploitation (CSE)	36
Lesbian, gay, bisexual and transgender (LGBT) pupils.....	36
County Lines	37
Contextual Safeguarding	38
Online Safety.....	38
Private Fostering.....	39
Private foster carers might be:.....	39
Examples of private foster care arrangements:.....	39
Reporting an arrangement:.....	39
Homelessness.....	39
Family members in prison.....	40
Young people and the court system	40
'Honour-based' abuse (including FGM and forced marriage).....	40
FGM	40
Forced marriage.....	41
Preventing radicalisation.....	41
Checking the identity and suitability of visitors	42
Missing Child Procedure	43
1. Purpose.....	43
2. Introduction	43
3. Steps to Keep Young people Safe.....	43
Appendix 5: Escalation Procedures.....	46
Appendix 6: Upton Hall School Training Log.....	47
Designated Safeguarding Lead	48
Safer Recruitment Training	50
Useful Links.....	51

Important contacts

ROLE/ORGANISATION	NAME	CONTACT DETAILS
Designated Safeguarding Lead (DSL)	Mrs Nicola Griffiths (Assistant Headteacher)	0151 677 7696
Deputy DSL	Mr Paul McAleese (Deputy Headteacher)	0151 677 7696
	Mrs A Gaunt (Headmistress)	0151 677 7696
Chair of Governors	Mrs Patricia Young	0151 677 7696

ROLE/ORGANISATION	NAME	CONTACT DETAILS
Link Governor for Safeguarding & Child Protection	Mrs Micha Woodworth	0151 677 7696
Local authority designated officer (LADO)	Pamela Cope	safeguardingunit@wirral.gov.uk
Head of Service Quality & Safeguarding Children	Lynn Campbell	0151 666 4442
Wirral Safeguarding Children Partnership Manager	David Robbins	0151 666 4314
Director of Children's Services	Elizabeth Hartley	0151 606 2000
Wirral Integrated Front Door	Children's Social Care	0151 606 2008 (Mon - Fri, 9am - 5pm) 0151 677 6557 (out of hours)
CPOMS	All staff	https://uptonhall.cpoms.net
Impero	Accessed by DSL	https://edpro.cloud
Channel helpline		020 7340 7264
Family Crime Investigation Unit		0151 777 2685
Prevent Team (Merseyside Police)	Prevent Team	0151 777 8125
Prevent Single Point of Contact	Claire Wright	Claire.Wright@liverpool.gov.uk
Police	Police Force	101 (non-emergency) 999 (emergency)

1. Aims

In accordance with our Mission Statement, as part of the FCJ family and as a Catholic and Christian Community we have in place a whole school policy which seeks to uphold the safety and security of all our pupils. This policy document provides the basis for good practice within the school for Child Protection work.

The school aims to ensure that:

- Appropriate action is taken in a timely manner to safeguard and promote young people's welfare
- All staff are aware of their statutory responsibilities with respect to safeguarding
- Staff are properly training in recognizing and reporting safeguarding issues

Upton Hall School's Safeguarding Policy applies to all adults working in or on behalf of the school and is an overarching document which demonstrates how everyone working in our school, shares an objective to help keep young people safe from harm and abuse. We are committed to safeguarding and promoting the welfare of all of our pupils and Sixth Form students. We will always take a considered and sensitive approach in order to allow us to support our pupils and we recognise that the safety and welfare of each pupil is of paramount importance.

We aim to ensure that:

- young people within our school feel safe at all times.
- our FCJ ethos promotes high levels of self-confidence and self-esteem in all of our pupils and Sixth Form students.
- all members of our school community are safe and are able to put the welfare of pupils first without concern that there will be any negative consequences attached to their actions.
- we promote and nurture positive relationships between all members of the school community.
- all adults who have contact with young people in school have been properly vetted and cleared as suitable to work and support young people in our care.
- all adults who have contact with young people in school have been trained to undertake their safeguarding responsibilities effectively.

When a safeguarding issue arises, staff of Upton Hall School will work in accordance with the principles outlined in the Wirral Safeguarding Children Partnership Safeguarding Procedures, these include:

- **Child-centred** – the child's welfare should be kept sharply in focus in all work with the child and family.. The child should be spoken and listened to, and their wishes and feelings ascertained, taken into account (having regard to their age and understanding) and recorded when making decisions about the provision of services.
- **Rooted in child development** - those working with children should have a detailed understanding of child development and how the quality of the care they are receiving can have an impact on their health and development.
- **Focused on outcomes for children** - the purpose of all interventions should be to achieve the best possible outcomes for each child recognising each is unique. These outcomes should contribute to the key outcomes set out for all children set out in the Children Act 2004:
 - Stay safe
 - Be healthy
 - Enjoy and achieve
 - Make a positive contribution
 - Achieve economic wellbeing
- **Holistic in approach** – meaning having an understanding of a child within the context of the child's family (parents or carers and the wider family) and of the educational setting, community and culture in which he or she is growing up.

- **Ensuring equality of opportunity**- all children should have the opportunity to achieve the best possible developmental outcomes, regardless of their gender, ability, race, ethnicity, sexuality, circumstances or age. Some vulnerable children may have been particularly disadvantaged in their access to important opportunities and their health and educational needs will require particular attention in order to optimise their current welfare as well as their long-term outcomes into adulthood
- **Involving of children and families** - it is important to listen to the child, develop a therapeutic relationship with the child and through this gain an understanding of his or her wishes and feelings. The importance of developing a co-operative working relationship is emphasised, so that parents or carers feel respected and informed, they believe agency staff are being open and honest with them, and in turn they are confident about providing vital information about their child, themselves and their circumstances.
- **Building on strengths as well as identifying difficulties**- identifying both strengths and difficulties within the child, his or her family and the context in which they are living is important, as is considering how these factors are having an impact on the child's health and development.
- **Integrated in approach** multi and inter-agency work to safeguard and promote children's welfare starts as soon as it has been identified that the child or the family members have additional needs
- **A continuing process not an event** - understanding what is happening to a vulnerable child within the context of his or her family and the local community, and taking appropriate action are continuing and interactive processes and not single events.
- **Providing and reviewing services**- action and services should be provided according to the identified needs of the child and family. The impact of service provision on a child's developmental progress should be reviewed at regular intervals.
- **Informed by evidence** -effective practice with children and families requires sound professional judgements which are underpinned by a rigorous evidence base, and draw on the practitioners' knowledge and experience. Decisions based on these judgements should be kept under review.

2. Legislation and statutory guidance

This policy is based on the Department for Education's statutory guidance [Keeping Children Safe in Education \(2024\)](#) (and the 2024 guidance due to come into force in September 2024), [Working Together to Safeguard Children \(2023\)](#), and the [Academy trust governance guide - Guidance](#). It is also based on HM Government's advice [Multi-agency statutory guidance on female genital mutilation](#). We comply with this guidance and the arrangements agreed and published by our 3 local safeguarding partners, who together form the Wirral Safeguarding Children Partnership.

This policy is also based on the following legislation:

- [Independent Schools Standards \(2019\)](#), which places a duty on independent schools to safeguard and promote the welfare of pupils
- [The School Staffing \(England\) Regulations 2009](#), which set out what must be recorded on the single central record and the requirement for at least one person conducting an interview to be trained in safer recruitment techniques
- [The Children Act 1989](#) (and [2004 amendment](#)), which provides a framework for the care and protection of young people
- Section 5B(11) of the Female Genital Mutilation Act 2003, as inserted by section 74 of the [Serious Crime Act 2015](#), which places a statutory duty on teachers to report to the police where they discover that female genital mutilation (FGM) appears to have been carried out on a girl under 18
- [Statutory guidance on FGM](#), which sets out responsibilities with regards to safeguarding and supporting girls affected by FGM
- [The Rehabilitation of Offenders Act 1974](#), which outlines when people with criminal convictions can work with young people.
- Schedule 4 of the [Safeguarding Vulnerable Groups Act 2006](#), which defines what 'regulated activity' is in relation to young people
- [Statutory guidance on the Prevent duty](#), which explains schools' duties under the Counterterrorism and Security Act 2015 with respect to protecting people from the risk of radicalisation and extremism

3. Definitions

Safeguarding and promoting the welfare of young people means:

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

Child protection is part of this definition and refers to activities undertaken to prevent young people suffering, or being likely to suffer, significant harm.

Abuse is a form of maltreatment of a young person, and may involve inflicting harm or failing to act to prevent harm. Appendix 1 explains the different types of abuse.

Neglect is a form of abuse and is the persistent failure to meet a young person's basic physical and/or psychological needs, likely to result in the serious impairment of the young person's health or development. Appendix 1 defines neglect in more detail.

Sexting (also known as youth produced sexual imagery) is the sharing of sexual imagery (photos or videos) by young people

Young people includes everyone under the age of 18.

The following 3 **safeguarding partners** are identified in Keeping Children Safe in Education (and defined in the Children Act 2004, as amended by chapter 2 of the Children and Social Work Act 2017). They will make arrangements to work together to safeguard and promote the welfare of local young people, including identifying and responding to their needs:

- The Local Authority (LA)
- Wirral Clinical Commissioning Group
- Merseyside Police.

4. Equality statement

Some young people have an increased risk of abuse, and additional barriers can exist for some young people with respect to recognising or disclosing it. We are committed to anti-discriminatory practice and recognise young people's diverse circumstances. We ensure that all young people have the same protection, regardless of any barriers they may face.

We give special consideration to young people who:

- Have special educational needs (SEN) or disabilities (see section 9)
- Are young carers
- May experience discrimination due to their race, ethnicity, religion, gender identification or sexuality
- Have English as an additional language
- Are known to be living in difficult situations – for example, temporary accommodation or where there are issues such as substance abuse or domestic violence
- Are at risk of FGM, sexual exploitation, forced marriage, or radicalisation
- Are asylum seekers
- Are at risk due to either their own or a family member's mental health needs
- Are looked after or previously looked after
- Are currently or previously have been allocated a social worker

5. Roles and responsibilities

Safeguarding and child protection is **everyone's** responsibility. This policy applies to all staff, volunteers and governors in the school and is consistent with the procedures of the Wirral Safeguarding Children Partnership. Our policy and procedures also apply to extended school and off-site activities.

Safeguarding topics are taught across the curriculum, particularly through PSHE, RE and Computer Science. Topics include such themes as drugs, alcohol and substance abuse, sex and relationship education, road safety, and online safety issues.

The curriculum is designed so that safety issues within each subject are discussed and safe practices explained, such as using equipment properly in PE, science and Design and Technology. Appropriate staffing levels will be maintained at all times when the curriculum is being delivered outside of the school site. Appropriate and agreed pupil/adult ratios are always maintained. The visit leader always undertakes a risk assessment for any visits or trips to ensure pupils are safeguarded and protected from harm before the event is finally authorised by the Headmistress, who is advised by the School Educational Visits Co-ordinator.

Visiting speakers, with correct clearance and/or constant supervision are always welcome into school so that they can impart specialist knowledge to the pupils.

5.1 All staff

All staff will read and understand part 1 and Annex A of the Department for Education's statutory safeguarding guidance, [Keeping Young people Safe in Education](#), and review this guidance at least annually.

All staff will be aware of:

- Our systems which support safeguarding, including this child protection and safeguarding policy, the staff code of conduct, the role and identity of the designated safeguarding lead (DSL) and deputies, the behaviour policy, and the safeguarding response to young people who go missing from education.
- The early help process and their role in it, including identifying emerging problems, liaising with the DSL, and sharing information with other professionals to support early identification and assessment.
- The process for making referrals to local authority children's social care and for statutory assessments that may follow a referral, including the role they might be expected to play.
- What to do if they identify a safeguarding issue or a young person tells them they are being abused or neglected, including specific issues such as FGM, and how to maintain an appropriate level of confidentiality while liaising with relevant professionals.
- The signs of different types of abuse and neglect, as well as specific safeguarding issues, such as child sexual exploitation (CSE), indicators of being at risk from or involved with serious violent crime, FGM and radicalisation.

Section 13 and appendix 4 of this policy outline in more detail how staff are supported to do this.

5.2 Designated safeguarding lead (DSL)

The DSL is a member of the senior leadership team. The DSL at Upton Hall School is Mrs Nicola Griffiths (Assistant Headteacher). The DSL takes lead responsibility for child protection, online safety and wider safeguarding.

During term time, the DSL will be available during school hours for staff to discuss any safeguarding concerns. If any concerns arise outside of these hours, the DSL can be contacted via the Upton Hall School email system, or by phoning the mobile number that all staff have been provided with.

When the DSL is absent, the deputies – Mr Paul McAleese (Deputy Headteacher) and Mrs Andrea Gaunt (Headmistress) – will act as cover.

If the DSL and deputies are not available, concerns should be reported to any other member of the senior leadership team (SLT). In the exceptionally rare circumstance that no member of SLT is available, advice should be sought by phoning the Integrated Front Door (0151 606 2008).

The DSL will be given the time, funding, training, resources and support to:

- Provide advice and support to other staff on child welfare and child protection matters
- Take part in strategy discussions and inter-agency meetings and/or support other staff to do so
- Contribute to the assessment of young people
- Refer suspected cases, as appropriate, to the relevant body (local authority children's social care, Prevent/Channel programme, Disclosure and Barring Service, and/or police), and support staff who make such referrals directly
- Ensure that employees and governors are aware of, understand and can discharge their role and responsibilities under this policy
- Attend any applicable training

The DSL will also keep the headmistress informed of any issues, and liaise with local authority case managers and designated officers for child protection concerns as appropriate. The DSL will also help to promote positive educational outcomes by sharing with staff information about welfare, safeguarding and child protection issues that young people (including those with a social worker) are experiencing or have experienced. This will include ensuring staff know who these young people are, understand the barriers to learning which they may face, maintain high expectations and offer appropriate support and adjustments.

The DSL should be familiar with the full guidance from the UK council for Internet Safety (UKCIS), [Sharing nudes and semi-nudes: advice for education settings working with children and young people](#).

The full responsibilities of the DSL and deputies are set out in their job description.

5.3 Governing Body

The Governing Body will approve this policy at each review, ensure it complies with the law and hold the headmistress to account for its implementation.

The Governing Body will appoint a link governor to monitor the effectiveness of this policy in conjunction with the full Governing Body.

The Chair of Governors will act as the 'case manager' in the event that an allegation of abuse is made against the Headmistress, where appropriate (see appendix 3).

The Governors shall ensure that children are taught about how to keep themselves and others safe against online and offline threats. This includes ensuring that any children with additional needs have tailored provision.

The Governors will understand the local criteria for action and assessment and ensure that these are reflected in policies and procedures.

All governors will read Keeping Children Safe in Education.

Section 13 has information on how governors are supported to fulfil their role.

5.4 Headmistress

The Headmistress is responsible for the implementation of this policy, including:

- Ensuring that staff (including temporary staff) and volunteers are informed of our systems which support safeguarding, including this policy, as part of their induction.
- Communicating this policy to parents when their child joins the school and via the school website
- Ensuring that the DSL has appropriate time, funding, training and resources, and that there is always adequate cover if the DSL is absent.
- Ensuring that all staff undertake appropriate safeguarding and child protection training and update this regularly.
- Acting as the 'case manager' in the event of an allegation of abuse made against another member of staff or volunteer, where appropriate (see appendix 3).

5.5 Site Security

Upton Hall School aims to provide a secure school site but recognises that the site is only as secure as the people who use it. Therefore, all people on the site have to adhere to the rules, which govern it. It is recognised that laxity can cause potential problems to safeguarding. Therefore, the school ensures that:

- gates are locked except at the start and end of each day with the exception of the main school gates on Saughall Massie Road which are electronically controlled
- doors are kept closed to prevent intrusion
- visitors only enter through the main entrance. They must sign in at reception and be reminded to wear their visitor badge while on site
- pupils are only allowed home with adults/carers with parental responsibility or when confirmed permission has been received in advance.
- should a young person leave the school premises without permission then staff must inform the DSL and the school attendance officer via email **immediately**. Parents and police will then be informed, as set out in the missing child procedure, outlined in appendix 4.

5.6 Screening

- The Headmistress and/or authorised employee have the statutory power to search a pupil/s or his/her possessions, without consent, where they have reasonable grounds for suspecting that a pupil/s may have prohibited items. The Headmistress, School and/or authorised employee may also use reasonable force to carry out a search when required. Full details of prohibited items and the School's procedures can be found in the School's Behaviour Policy.

6. Confidentiality

The school's Data Privacy policy is available as a separate document and outlines how personal data may be shared. In respect of safeguarding, it is important to recognise that: -

- Timely information sharing is essential to effective safeguarding.
- Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare, and protect the safety, of young people.
- The Data Protection Act (DPA) 2018 and GDPR do not prevent, or limit, the sharing of information for the purposes of keeping young people safe.
- If staff need to share 'special category personal data', the DPA 2018 contains 'safeguarding of children and individuals at risk' as a processing condition that allows practitioners to share information without consent if it is not possible to gain consent, it cannot be reasonably expected that a practitioner gains consent, or if to gain consent would place a young person at risk.
- Staff should never promise a young person that they will not tell anyone about a report of abuse, as this may not be in the young person's best interests.
- The government's [information sharing advice for safeguarding practitioners](#) includes 7 'golden rules' for sharing information, and will support staff who have to make decisions about sharing information.
- If staff are in any doubt about sharing information, they should speak to the designated safeguarding lead (or deputy).
- Confidentiality is also addressed in this policy with respect to record-keeping in section 12, and allegations of abuse against staff in appendix 3.

Use of images

At Upton Hall School we will:

- seek pupils' consent and parental consent for photographs to be taken or published (for example, on our website or twitter feed, or in newspapers or publications, for teaching and learning purposes, or for posterity)
- use only the pupil's first name with an image
- ensure that pupils are appropriately dressed
- encourage pupils to tell us if they are worried about any photographs that are taken of them
- ensure that pupils do not take photographs or video images of other students without their express permission and the permission of a member of staff

There is a policy for remote learning that demonstrates an understanding of how to follow safeguarding procedures when planning remote education strategies and teaching remotely.

[Safeguarding and remote education during coronavirus \(COVID-19\)](#)

7. Recognising abuse and taking action

Staff, volunteers and governors must follow the procedures set out below in the event of a safeguarding issue.

7.1 If a young person is suffering or likely to suffer harm, or in immediate danger

Tell the DSL, or the deputy DSL if the DSL is not available, who will make a referral to children's social care and/or the police **immediately** if there are grounds to believe a young person is suffering or likely to suffer from harm, or in immediate danger. Anyone can make a referral.

The DSL will make a referral through phoning the Wirral Integrated Front Door.

Mon - Fri, 9.00am - 5.00pm - **0151 606 2008**

Outside of these hours - **0151 677 6557**

Email - **IFD@wirral.gov.uk**

The DSL will then complete the referral through submission of an e-MARF (electronic multi-agency referral form), which should be completed within 24 hours of making a telephone referral, and can be found by visiting the following website: -

<https://www.wirral.gov.uk/health-and-social-care/childrens-social-care/report-child-risk>

7.2 If a young person makes a disclosure to you

If a young person discloses a safeguarding issue to you, you should:

- Listen to and believe them. Allow them time to talk freely and do not ask leading questions.
- Understand that it must be hard for young person to disclose this to you and seek to build their trust.
- Stay calm and do not show that you are shocked or upset.
- Tell the young person they have done the right thing in telling you. Do not tell them they should have told you sooner.
- Explain what will happen next and that you will have to pass this information on. Do not promise to keep it a secret.
- Safeguarding issues can manifest themselves via peer on peer abuse. This may include, but not limited to: bullying (including cyber bullying), gender based violence, teenage relationship abuse, sexual harassment, sexual violence and assaults, harmful sexual behaviours and sexting. Staff should recognize that young people are capable of abusing their peers.
- Write up your conversation as soon as possible in the young person's own words and record this on CPOMS. Stick to the facts, and do not put your own judgment on it.
- Once recorded on CPOMS, check the date and time fields are accurate, and assign the incident to the DSL only. Alternatively, if appropriate, make a referral to young children's social care and/or the police directly (see 7.1), and tell the DSL as soon as possible that you have done so.

7.3 If you discover that FGM/breast ironing has taken place or a pupil is at risk

Female Genital Mutilation involves cutting, and sometimes sewing the girl's genitalia, normally without anaesthetic, and can take place at any time from birth onwards. It is sometimes referred to as 'female circumcision' but this misnomer belies the invasive and irreversible nature of the procedure. It is now more correctly termed female genital mutilation. The procedure has a cultural, rather than religious, origin and is practised by disparate ethnic communities in many countries, including Ethiopia, Somalia, Sudan, Egypt, Nigeria, India, Pakistan, Yemen and Iraq.

Possible indicators that a pupil has already been subjected to FGM, and factors that suggest a pupil may be at risk, are set out in appendix 4.

Breast ironing (also known as breast flattening) is the pounding and massaging of a pubescent girl's breasts, using hard or heated objects, to try to make them stop developing or to disappear. Usually carried out by mothers on their daughters to protect them from rape and sexual harassment. In certain African cultures men believe that as soon as a girl has breasts she is ready to have sexual relationships. There have been incidents of this happening in the UK, you may notice an unwillingness to get changed for PE, pain when moving, or a flattened breast area.

The Female Genital Mutilation Act 2003 makes it a criminal offence, not only to carry out FGM in England, Scotland and Wales on a girl who is a UK national or permanent resident but also to take a girl out of the UK to have FGM performed abroad, even to countries where FGM is still legal. Professionals have a mandatory duty to report such offences to the police.

Any teacher who discovers (either through disclosure by the victim or visual evidence) that an act of FGM appears to have been carried out on a **pupil under the age of 18 years** must immediately report this to the police. This is a statutory duty, and teachers will face disciplinary sanctions for failing to meet it.

Unless they have good reason not to, they should also discuss the case with the DSL and involve children's social care as appropriate.

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

The duty for teachers mentioned 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 should not examine pupils.

Any member of staff who suspects a pupil is *at risk* of FGM or suspects that FGM has been carried out, or discovers that a pupil **age 18 or over** appears to have been a victim of FGM, must speak to the DSL and follow local safeguarding procedures.

7.3.1 Referral to LA Children's Services

If any agency becomes aware of a young person who may have been subjected to or is at risk of FGM they must make a referral to Children's Specialist Services by contacting the **Integrated Front Door (0151 606 2008)**.

Suspensions may arise in a number of ways that a young person is being prepared for FGM to take place abroad.

All professionals need to consider whether any other indicators exist that FGM may have or has already taken place, for example:

- Preparations are being made to take a long holiday - arranging vaccinations or planning an absence from school;
- The young person has changed in behaviour after a prolonged absence from school; or
- The young person has health problems, particularly bladder or menstrual problems.

There may be older women in the family who have already had the procedure and this may prompt concern as to the potential risk of harm to other female young people in the same family. Younger female siblings must also be considered. Any girl withdrawn from Personal, Social and Health Education or Personal and Social Education may be at risk as a result of her parents wishing to keep her uninformed about her body and rights.

On receipt of a referral, a strategy meeting must be convened as soon as practicable (and in any case within two working days), and should involve representatives from the police, Children's Specialist Services, education professionals, and health services.

The **Strategy Meeting** must first establish whether the parents or girl has had access to information about the harmful aspects of FGM and the law in the UK. If not, they should be given appropriate information regarding the law and harmful consequences of FGM.

Where a girl has already undergone FGM, a second strategy meeting should take place within ten working days of the referral. This meeting must evaluate the information collected in the enquiry and recommend whether a child protection conference is necessary to make a decision about whether the girl continues to be suffering or likely to suffer Significant Harm and needs further protection, and possibly to agree a child protection plan.

A girl who has already undergone FGM should not normally be subject to a child protection conference or be included on the child protection register unless additional child protection concerns exist. However, she should be offered counselling and medical help, and consideration should be given to any other female siblings at risk.

Children's Specialist Services will liaise with the Paediatric services where it is believed that FGM has already taken place to ensure that a **Medical Assessment** takes place.

It should be remembered that this is a one-off act of abuse to a young person, although it will have lifelong consequences, and can be highly dangerous at the time of the procedure and directly afterwards.

7.3.2 Liaison with Merseyside Police

Children's Specialist Services will refer the matter to Merseyside Police Family Crime and Investigation Unit who will participate in the investigation and consult with the Forensic Medical Examiner.

7.3.3 Assessment

Children's Specialist Services in consultation with the Police will undertake a Section 47 Enquiry if it has reason to believe that a young person is likely to suffer or has suffered FGM.

Where a young person has been identified as suffering or likely to suffer significant harm, it may not always be appropriate to remove the young person from an otherwise loving family environment. Parents and carers may genuinely believe that it is in the girl's best interest to conform to their prevailing custom. The preferred outcome for the young person is that the family agree to halt the process. Therefore, the main emphasis of work in cases of actual or threatened FGM should be through education and persuasion.

Where a young person appears to be in immediate danger of mutilation, legal advice should be sought and consideration should be given, for example, to seeking an Emergency Protection Order or a Prohibited Steps Order, making it clear to the family that they will be breaking the law if they arrange for the young person to have the procedure.

7.4 Mental Health

All staff should also be aware that mental health problems can, in some cases, be an indicator that a young person has suffered or is at risk of suffering abuse, neglect or exploitation.

Only appropriately trained professionals should attempt to make a diagnosis of a mental health problem. Staff however, are well placed to observe young people day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one.

Where young people have suffered abuse and neglect, or other potentially traumatic adverse childhood experiences, this can have a lasting impact throughout childhood, adolescence and into adulthood. It is key that staff are aware of how these young people's experiences, can impact on their mental health, behaviour and education.

If staff have a mental health concern about a young person that is also a safeguarding concern, immediate action should be taken, following their young person protection policy and speaking to the designated safeguarding lead or a deputy.

The department has published advice and guidance on [Preventing and Tackling Bullying](#), and [Mental Health and Behaviour in Schools](#) (which may also be useful for colleges). In addition, Public Health England has produced a range of resources to support secondary school teachers to promote positive health, wellbeing and resilience among young people including its guidance [Promoting children and young people's emotional health and wellbeing](#). Its resources include social media, forming positive relationships, smoking and alcohol. See [Better Health - every mind matters](#).

7.5 If you have concerns about a young person (as opposed to believing a young person is suffering or likely to suffer from harm, or is in immediate danger)

Figure 1 on page 16 illustrates the procedure to follow if you have any concerns about a young person's welfare. Where possible, speak to the DSL first to agree a course of action.

If in exceptional circumstances the DSL is not available, this should not delay appropriate action being taken. Consult the deputy DSLs, or if they are not available any other member of the senior leadership team. A referral to the Integrated Front Door may be necessary (0151 606 2008). You can also seek advice at any time from the NSPCC helpline on 0808 800 5000.

Early help

If early help is appropriate, the DSL will liaise with other agencies in setting up a multi-agency assessment. Staff may be required to support other agencies and professionals in an early help assessment, and the DSL may be required to act as the lead practitioner.

The DSL will closely monitor the case and the school will consider a referral to the Integrated Front Door (0151 606 2008) if the situation does not seem to be improving. Details and timelines of interventions will be monitored and reviewed by the DSL through the use of CPOMS.

When the **need** for a young person or family arises which requires level 2/3 intervention, early help can be initiated by completing an Early Help Assessment (EHAT) and initiating a Family Plan, or if a multi-agency response is required engage a 'Team Around the Family' to enable support to be provided.

Community Matters works collaboratively with Young Children's Social Care to reduce the need for statutory intervention or young people becoming looked after, and has 2 priority areas; Edge of Care support and targeted Family support. A Lead Worker co-ordinates a multi-agency Early Help Assessment (EHAT) that would be undertaken to help identify a Family Plan, underpinned by SFEF to address needs. Family Matters services include targeted family support (4 teams), pre-birth and infant team (1 team), adolescent response (2 teams), family group conferencing (1 team).

Referral

If it is appropriate to refer the case to local authority children's social care or the police, the DSL will make the referral or support you to do so.

If you make a referral directly (see section 7.1), you must tell the DSL as soon as possible.

The local authority will make a decision within 1 working day of a referral about what course of action to take and will let the person who made the referral know the outcome. The DSL will follow up with the local authority if this information is not made available, and ensure outcomes are properly recorded.

If the young person's situation does not seem to be improving after the referral, the DSL or person who made the referral must follow local escalation procedures to ensure their concerns have been addressed and that the young person's situation improves.

Wirral escalation procedures can be found in the [multi-agency escalation procedure section of the WSCP website](#), and in Appendix 5. Completed escalation forms and records must be emailed to the WSCP Business Manager, David Robbins (david.robbins@wirral.gcsx.gov.uk).

7.6 Extremism

If a young person is not suffering or likely to suffer from harm, or in immediate danger, where possible speak to the DSL first to agree a course of action.

If in exceptional circumstances the DSL is not available, this should not delay appropriate action being taken. Speak to a deputy DSL or a member of the senior leadership team if no DSL or deputy DSL is available. Seek advice from the Integrated Front Door (0151 606 2008).

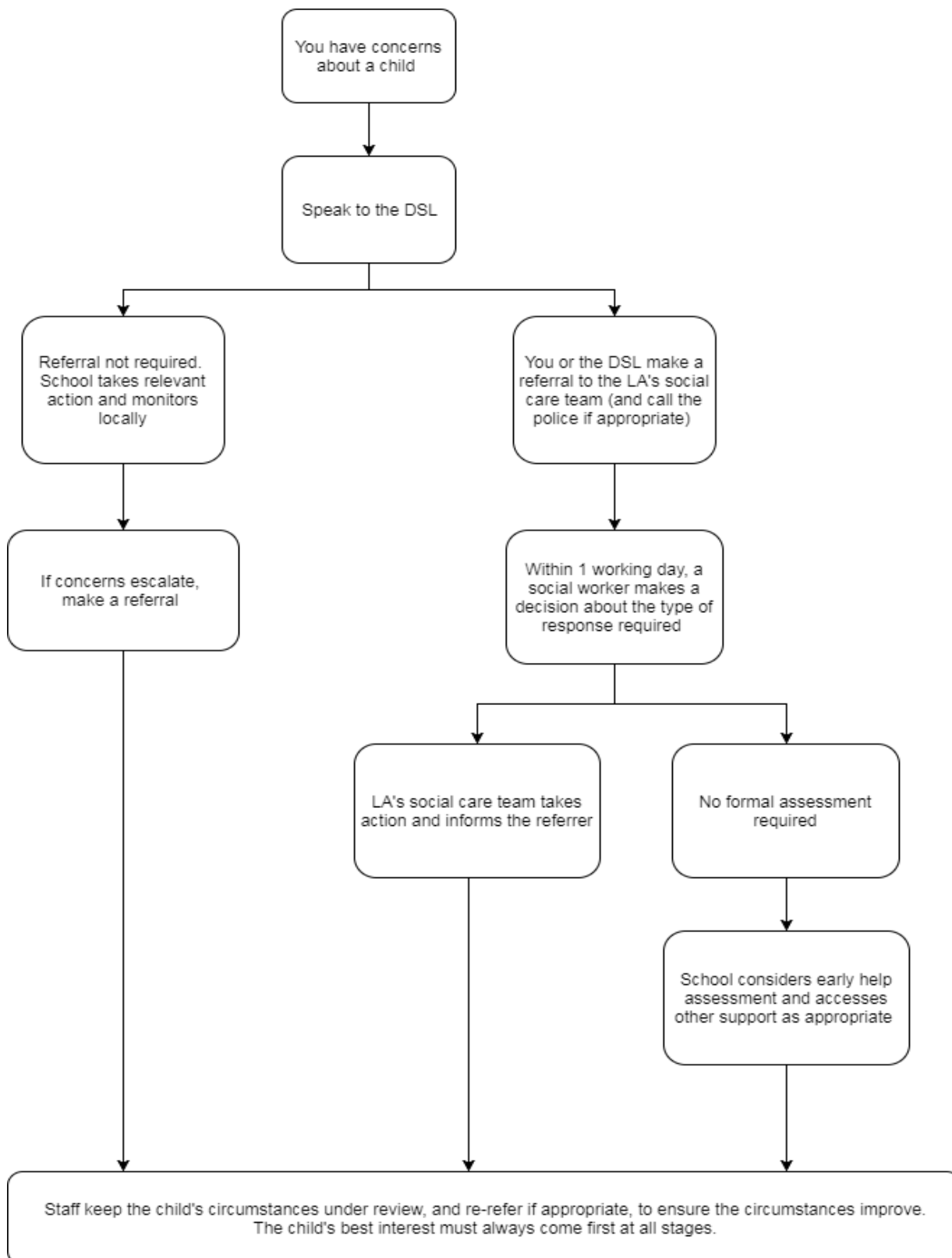
Where there is a concern, the DSL will consider the level of risk and decide which agency to make a referral to. This could include [Channel](#), the government's programme for identifying and supporting individuals at risk of being drawn into terrorism, or the local authority children's social care team via the Integrated Front Door. The Department for Education also has a dedicated telephone helpline, 020 7340 7264, which school staff and governors can call to raise concerns about extremism with respect to a pupil. You can also email counter.extremism@education.gov.uk. Note that this is not for use in emergency situations.

In an emergency, call 999 or the confidential anti-terrorist hotline on 0800 789 321 if you:

- Think someone is in immediate danger
- Think someone may be planning to travel to join an extremist group
- See or hear something that may be terrorist-related

Figure 1: procedure if you have concerns about a young person's welfare (as opposed to believing a young person is suffering or likely to suffer from harm, or in immediate danger)

(Note –if the DSL is unavailable, this should not delay action. See section 7.4 for what to do.)



7.7 Concerns about a staff member or volunteer

If you have concerns about a member of staff (including supply staff) or volunteer, or an allegation is made about a member of staff or volunteer posing a risk of harm to young people, speak to the Headmistress. If the concerns/allegations are about the Headmistress, speak to the Chair of Governors.

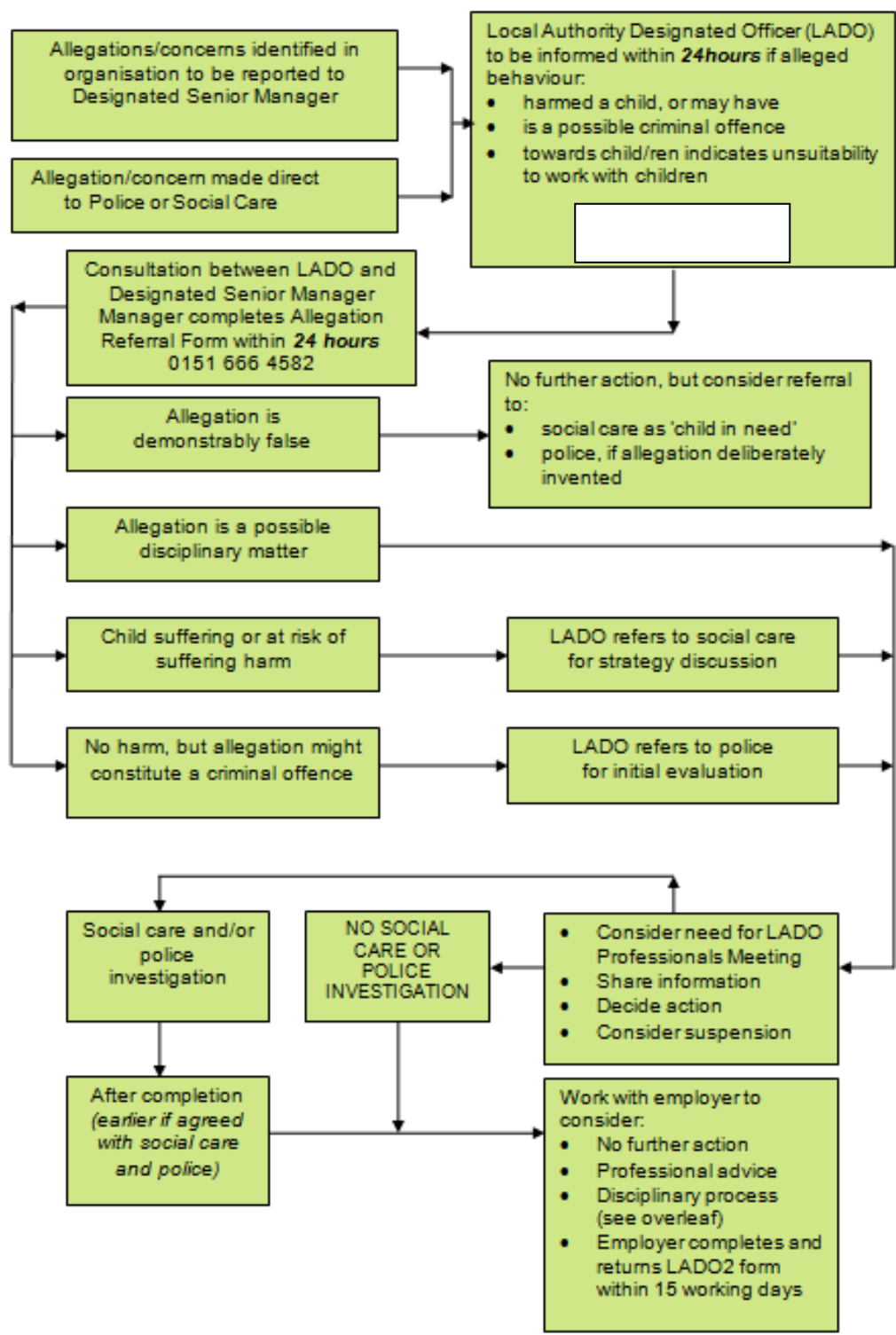
The Headmistress/Chair of Governors will then follow the procedures set out in appendix 3, if appropriate.

All allegations made about a staff member must be referred to the Local Authority Designated Officer (LADO) within 24 hours. The LADO for Wirral is Pamela Cope. She can be contacted via email

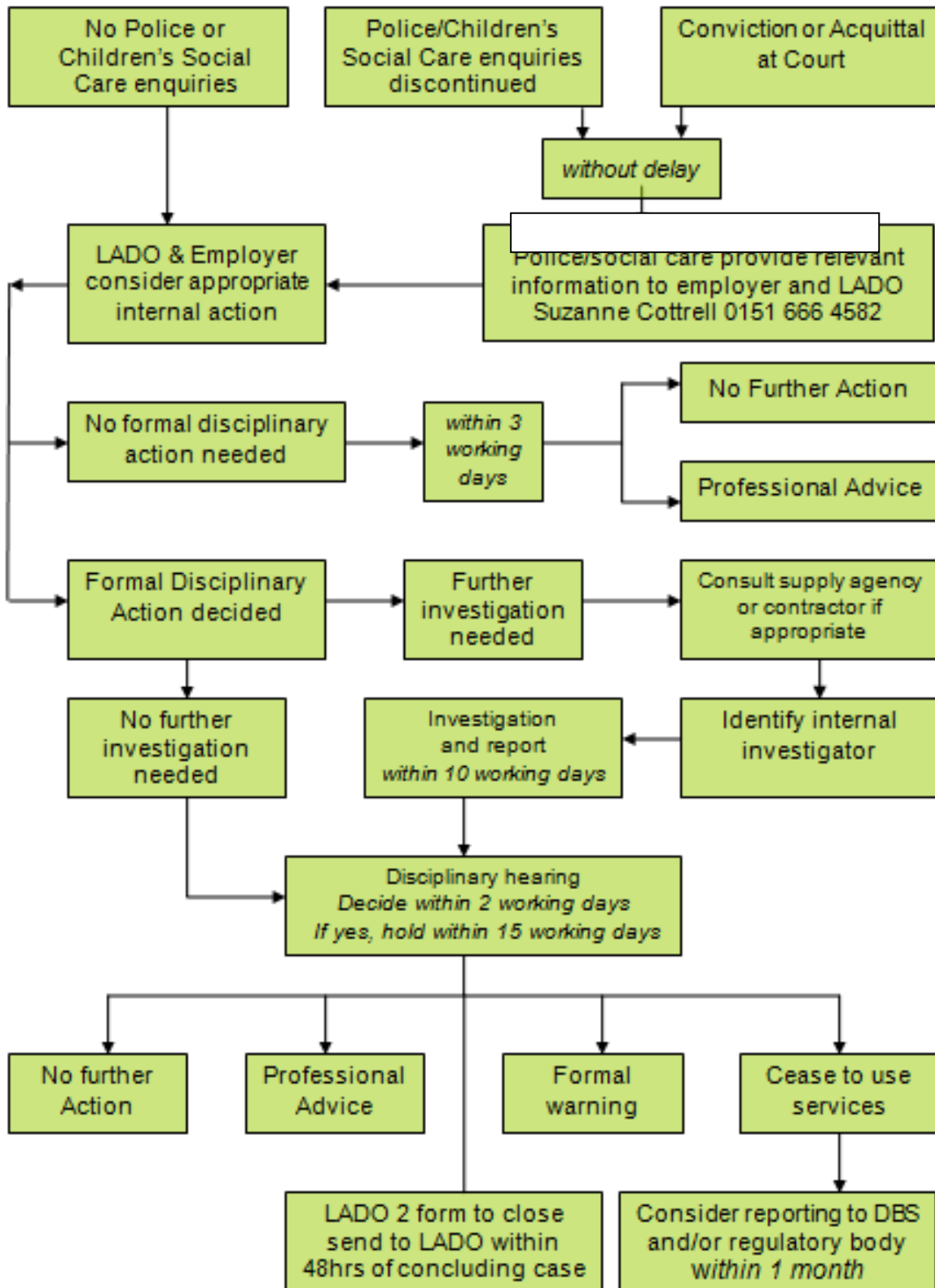
(safeguardingunit@wirral.gov.uk).

Figure 2: Wirral procedures for allegations made against staff and volunteers.

Stage 1 - ALLEGATIONS/CONCERNS REGARDING STAFF AND VOLUNTEERS WHO WORK WITH CHILDREN AND YOUNG PEOPLE



Stage 2 - ALLEGATIONS/CONCERNS AGAINST STAFF AND VOLUNTEERS - DISCIPLINARY/SUITABILITY PROCESS



7.8 Allegations of abuse made against other pupils

We recognise that young people are capable of abusing their peers. This occurs when a young person intentionally threatens, harms or causes distress to another young person. We also recognise that peer on peer sexual abuse can occur between two young people of any sex and/or age. Abuse will never be tolerated or passed off as “banter” or “part of growing up” as this can lead to a culture of unacceptable behaviour and an unsafe environment. All peer-on-peer abuse is unacceptable and will be taken seriously.

Most cases of pupils hurting other pupils will be dealt with under the school behaviour policy, but this young person protection and safeguarding policy will apply to any allegations that raise safeguarding concerns. This might include where the alleged behaviour:

- Is serious, and potentially a criminal offence
- Could put pupils in the school at risk
- Is violent
- Involves pupils being forced to use drugs or alcohol
- Involves sexual exploitation, sexual abuse or sexual harassment, such as indecent exposure, sexual assault, upskirting or sexually inappropriate pictures or videos (including sexting)

If a pupil makes an allegation of abuse against another pupil:

- You must record the allegation on CPOMS and tell the DSL, but do not investigate it.
- The DSL will contact the Integrated Front Door and follow advice received, as well as the police if the allegation involves a potential criminal offence.
- The DSL will put a risk assessment and support plan into place for all young people involved (including the victim(s), the young people against whom the allegation has been made and any others affected) with a named person they can talk to if needed.
- The DSL will contact the children and adolescent mental health services (CAMHS), if appropriate.

We will minimise the risk of peer-on-peer abuse by:

- Challenging any form of derogatory or sexualised language or behaviour, including requesting or sending sexual images.
- Ensuring our curriculum helps to educate pupils about appropriate behaviour and consent
- Ensuring pupils know they can discuss any concerns or worries that they may have by speaking to their form tutor, head of year or a member of the senior leadership team.
- Ensuring staff are trained to understand that a pupil harming a peer could be a sign that the young person is being abused themselves, and that this would fall under the scope of this policy.

7.9 Sexual violence and sexting

Sexual violence

Sexual violence and harassment may or may not happen simultaneously, and can occur both on and offline. This can happen between individuals or groups of pupils, and will not be tolerated in any form. Those with SEND or those who identify as LGBTQ+ may be particularly susceptible to such behaviours.

DfE guidelines with regards to the management of sexual violence and harassment between young people at school can be found in the publication, [Sexual Violence and Sexual Harassment Between Children in Schools and Colleges \(2021\)](#).

The guidance covers what sexual violence and harassment is, schools' and colleges' legal responsibilities, a whole school approach to safeguarding and child protection and how to respond to reports of sexual violence and sexual harassment. All such incidents should be immediately reported to the DSL and managed in line with this policy. Victims of harm will be supported by the school's pastoral system.

There is a bespoke helpline for young people who've experienced abuse at school, and for worried adults and professionals that need support and guidance. The NSPCC helpline Report Abuse in Education can be contacted by phoning 0800 136 663 or by emailing help@nspcc.org.uk.

Harmful Sexual Behaviours

Harmful sexual behaviours refer to problematic, abusive and violent sexual behaviours which are developmentally inappropriate. Sexual behaviour between young people with an age gap could be considered harmful. For more information, see [NSPCC Harmful Sexual Behaviours](#).

Sexting

This approach is based on guidance from the UK Council for Child Internet Safety for [all staff](#) and for [DSLs and senior leaders](#).

Your responsibilities when responding to an incident

If you are made aware of an incident involving sexting (also known as ‘youth produced sexual imagery’), you must report it to the DSL immediately.

You must **not**:

- View, download or share the imagery yourself, or ask a pupil to share or download it. If you have already viewed the imagery by accident, you must report this to the DSL.
- Delete the imagery or ask the pupil to delete it.
- Ask the pupil(s) who are involved in the incident to disclose information regarding the imagery (this is the DSL’s responsibility).
- Share information about the incident with other members of staff, the pupil(s) it involves or their, or other, parents and/or carers.
- Say or do anything to blame or shame any young people involved.

You should explain that you need to report the incident, and reassure the pupil(s) that they will receive support and help from the DSL.

Initial review meeting

Following a report of an incident, the DSL will hold an initial review meeting with appropriate school staff. This meeting will consider the initial evidence and aim to determine:

- Whether there is an immediate risk to pupil(s)
- If a referral needs to be made to the police and/or young people’s social care
- If it is necessary to view the imagery in order to safeguard the young person (in most cases, imagery should not be viewed)
- What further information is required to decide on the best response
- Whether the imagery has been shared widely and via what services and/or platforms (this may be unknown)
- Whether immediate action should be taken to delete or remove images from devices or online services
- Any relevant facts about the pupils involved which would influence risk assessment
- If there is a need to contact another school, college, setting or individual
- Whether to contact parents/carers of the pupils involved (in most cases parents should be involved)

The DSL will make an immediate referral to police and/or children’s social care if:

- The incident involves an adult
- There is reason to believe that a young person has been coerced, blackmailed or groomed, or if there are concerns about their capacity to consent (for example owing to special educational needs)
- What the DSL knows about the imagery suggests the content depicts sexual acts which are unusual for the young person’s developmental stage, or are violent
- The imagery involves sexual acts and any pupil in the imagery is under 13
- The DSL has reason to believe a pupil is at immediate risk of harm owing to the sharing of the imagery (for example, the young person is presenting as suicidal or self-harming)

If none of the above apply then the DSL, in consultation with the Headmistress and other members of staff as appropriate, may decide to respond to the incident without involving the police or children’s social care.

Further review by the DSL

If at the initial review stage a decision has been made not to refer to police and/or children’s social care, the DSL will conduct a further review.

They will hold interviews with the pupils involved (if appropriate) to establish the facts and assess the risks. If at any point in the process there is a concern that a pupil has been harmed or is at risk of harm, a referral will be made to children's social care and/or the police immediately.

Informing parents

The DSL will inform parents at an early stage and keep them involved in the process, unless there is a good reason to believe that involving them would put the pupil at risk of harm.

Referring to the police

If it is necessary to refer an incident to the police, this will be done through dialling **101**. If a pupil is deemed to be at risk of immediate harm, the police will be contacted through dialling **999**.

Recording incidents

All sexting incidents and the decisions made in responding to them will be recorded on CPOMS. The record-keeping arrangements set out in section 12 of this policy also apply to recording incidents of sexting.

Curriculum coverage

Pupils are taught about the issues surrounding sexting as part of our PSHE, RE and Computer Science curricula. Teaching covers the following in relation to sexting:

- What it is
- How it is most likely to be encountered
- The consequences of requesting, forwarding or providing such images, including when it is and is not abusive
- Issues of legality
- The risk of damage to people's feelings and reputation

Pupils also learn the strategies and skills needed to manage:

- Specific requests or pressure to provide (or forward) such images
- The receipt of such images

This policy on sexting is also shared with pupils so they are aware of the processes the school will follow in the event of an incident.

8. Notifying parents

Where appropriate, we will discuss any concerns about a young person with the young person's parents. The DSL will normally do this in the event of a suspicion or disclosure.

Other staff will only talk to parents about any such concerns following consultation with the DSL.

If we believe that notifying the parents would increase the risk to the young person, we will discuss this with the Local Authority Children's Social Care Team via the Integrated Front Door before doing so.

In the case of allegations of abuse made against other young people, we will normally notify the parents of all the young people involved.

9. Vulnerable pupils

SEN and Disability

We recognise that pupils with special educational needs (SEN) and disabilities can face additional safeguarding challenges. Additional barriers can exist when recognising abuse and neglect in this group, including:

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the young person's disability without further exploration.
- Pupils being more prone to peer group isolation than other pupils.
- The potential for pupils with SEN and disabilities being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs.
- Communication barriers and difficulties in overcoming these barriers.

Staff will be mindful of these challenges, and use their knowledge of individual pupils to identify potential concerns and escalate these concerns where appropriate to do so.

Children Looked After

The term 'looked after' refers to young people who are under 18 and have been provided with care and accommodation by family services. There are three main ways that young people and young people under eighteen years of age become looked after:

1. With parental agreement – this is under Section 20 of the Children's Act 1989: this may include short breaks.
2. Under a care order from a family court, Section 31 of the Children's Act 1989: when a care order is made, family services acquire parental responsibility and become a legal parent alongside the parent/guardian.
3. If a court orders the young person to be remanded into Local Authority accommodation.

Young people may only need to be looked after for a short period of time and then return to their family, but sometimes the arrangement is more permanent. An assessment of needs, which will include the views of the young person and the parents, will be carried out to determine the best course of action for the young person.

After the assessment of the young person and their circumstances has been completed, LA Children's Services will agree with the family and young person the arrangements for their care.

They are set out in two documents: a care plan and a placement plan.

The Care Plan

The care plan explains what we are going to do to support the young person's needs in relation to their health, education, religion, culture, hobbies and people they want to spend time with. The care plan is reviewed on a regular basis through regular review meetings chaired by an Independent Reviewing Officer.

The Placement Plan

The placement plan sets out where and with whom the young person will live, looking at any specific arrangements about the placements including travel, and any restrictions that might be placed on the young person while placed with the foster carer for example people they cannot see. The placement plan is completed within five days of a young person being looked after.

Independent Reviewing Officer (IRO)

Family Services have a duty to appoint an Independent Reviewing Officer (IRO). The IRO is employed by Family Services but they work independently of them in the sense that they do not have any direct management or budget holding responsibility of the case.

The role of the IRO is to:

- Chair the review meetings.
- Meet with the young person on their own to seek their wishes and feelings.
- Monitor the care the young person is receiving.
- Try to resolve any disputes about the review or the young person's care plan.

Looked After Children (LAC) review meetings

When a young person is looked after, their situation is regularly reviewed at Looked After Children (LAC) review meetings.

The purpose of these meetings is to:

- look at the young person's care plan,
- make sure that the right arrangements are in place for the young person whilst they are looked after,
- discuss any changes since the last review, and
- consider whether decisions made at the last meeting were acted on.

The first Looked after Children's Review meeting must be held within twenty-eight days of a young person being looked after. The second is held within the next three months and the third and later reviews are held every six

months. LAC review meetings are chaired by an IRO.

The meetings are normally attended by:

- parents/others with parental responsibility for the young person,
- the social worker,
- the young person,
- an advocate or independent visitor,
- the foster carer, and
- the foster carer's supervising social worker
- other professionals may be there too, but it shouldn't be so many that it overwhelms the young person.

Safeguarding Children who are Looked After

Children may enter care for all sorts of reasons. But most enter because they have been abused or neglected. These experiences can leave young people with complex emotional and mental health needs. And this can increase their vulnerability to abuse.

Many young people also move repeatedly in and out of care, or between placements. This can prevent them from forming stable relationships with the adults who could help protect them.

What works in safeguarding young people in care

No two young people in care are the same. Each young person has their own characteristics and individual needs. But all young people need strong, caring and trusting relationships with those who care for them.

Through talking to looked after young people and young people the NSPCC has identified 6 ways the care for young people and the care system can be improved:

- ensure young people's voices are heard
- strengthen the social care work force and improving practice
- promote the right to advocacy
- improve emotional support
- support transitions in and out of care
- improve public understanding of the care system

10. Mobile phones and cameras

Staff are allowed to bring their personal phones to school for their own use, but will not use them on school premises as per information and communications policy. Staff members' personal phones will remain in their bags or cupboards during contact time with pupils.

Staff will not take pictures or recordings of pupils on their personal phones or cameras.

We will follow the General Data Protection Regulation and Data Protection Act 2018 when taking and storing photos and recordings for use in the school.

11. Complaints and concerns about school safeguarding policies

11.1 Complaints against staff

Complaints against staff that are likely to require a young person protection investigation will be handled in accordance with our procedures for dealing with allegations of abuse made against staff (see appendix 3).

11.2 Other complaints

Parents and other complainants are encouraged to raise any safeguarding concerns or complaints directly with the DSL so the matter can be resolved as quickly and informally as possible. To contact the DSL, complainants should contact Reception (0151 677 7696) or use the relevant year group email address. Complainants should not divulge any information when using these contact methods, and should simply request contact from the DSL.

Our aim is to acknowledge this initial contact within the next 24 hours and following this an appointment will be made for a phone call or meeting with the DSL to take place as soon as possible and by no later than five term time working days after the school's acknowledgment.

The DSL will take the concern or complaint seriously and seek to provide the necessary information. This might require an adjournment of the initial meeting or phone call so that further information can be gathered and then the meeting will be resumed or, if more convenient to the parent, the conversation may be completed with a phone call.

This meeting/conversation will be logged by the DSL through the use of CPOMS, to indicate the nature of the concern/complaint, the steps that have been taken to provide a resolution and that the matter has been resolved, if this is the outcome.

If the matter cannot be resolved, the parents/complainants should complete form Annexe A of the School Complaints Procedure so that the Headmistress is able to work to resolve the complaint. Parents or other complainants, are usually expected to lodge the written complaint within three months of the expression of initial concern. Although this period will be extended if there are special circumstances.

The Headmistress will seek to:

- establish the facts i.e. who is involved, what has happened and how has the complaint been addressed to date
- clarify the precise nature of the complaint and what is unresolved
- meet with the complainant to clarify what they feel needs to be done to resolve the issue(s)
- interview those concerned to establish all points of view
- conduct interviews with an open mind and be prepared to persist in the questioning to ensure that the facts emerge
- keep a record of all interviews.

The Headmistress will be responsible for ensuring that a written report of their findings is made to the complainant and that a full record of any investigation, including the original written complaint and the written report is kept on file. This record is confidential to the parent, staff involved in the investigation and the Headmistress.

The Written Report will be accompanied by a letter that explains that if the parent does not feel that the matter has been resolved, a further meeting will be arranged with the Headmistress. This letter, containing the report, will be sent no later than 10 term time working days following the stage one meeting with the parents who lodged the complaint.

If the complaint still remains unresolved, the Chair of Governors will seek advice from the Wirral Safeguarding Children Partnership.

11.3 Whistle-blowing

The school has a whistle-blowing policy which can be viewed as a separate document.

Staff who do not feel able to raise concerns regarding child protection failures internally can contact the NSPCC whistle-blowing helpline by dialling **0800 028 0285** or emailing **help@nspcc.org.uk**.

Whistle-blowing issues regarding the Headmistress should be raised with the Chair of Governors.

12. Record-keeping

All safeguarding and child protection records are held on CPOMS.

All safeguarding concerns, discussions, decisions made and the reasons for those decisions, must be recorded on CPOMS. If you are in any doubt about whether to record something, discuss it with the DSL.

Non-confidential records will be easily accessible and available. Confidential information and records will be held securely on CPOMS and only available to those who have a right or professional need to see them.

Safeguarding records relating to individual young people will be retained until their 26th birthday. CPOMS ensures that pupil records are deleted after this date. The DSL will ensure that any hard copies of safeguarding documents are securely disposed of after this date.

If a young person for whom the school has, or has had, safeguarding concerns moves to another school, the DSL will ensure that their child protection file is forwarded promptly and securely, and separately from the main pupil file. In addition, if the concerns are significant or complex, and/or social services are involved, the DSL will speak to the DSL of the receiving school and provide information to enable them to have time to make any necessary preparations to ensure the safety of the young person.

In addition:

- Appendix 2 sets out our policy on record-keeping specifically with respect to recruitment and pre-employment checks
- Appendix 3 sets out our policy on record-keeping with respect to allegations of abuse made against staff

13. Training

13.1 All staff

All staff members will undertake safeguarding and child protection training at induction, including on whistle-blowing procedures, to ensure they understand the school's safeguarding systems and their responsibilities, and can identify signs of possible abuse or neglect. This training will be regularly updated and will be in line with advice from the Wirral Safeguarding Children Partnership.

All staff will have training on the government's anti-radicalisation strategy, Prevent, to enable them to identify young people at risk of being drawn into terrorism and to challenge extremist ideas.

Staff will also receive regular safeguarding and child protection updates (for example, through emails, e-bulletins and staff meetings) as required, but at least annually.

Contractors who are provided through a private finance initiative (PFI) or similar contract will also receive safeguarding training.

Volunteers will receive appropriate training, if applicable.

13.2 The DSL and deputies

The DSL and deputies will undertake child protection and safeguarding training at least every 2 years.

In addition, they will update their knowledge and skills at regular intervals and at least annually (for example, through e-bulletins, meeting other DSLs, or taking time to read and digest safeguarding developments).

They will also undertake Prevent awareness training and disseminate the information/training to all staff.

13.3 Governors

All governors receive training about safeguarding, to make sure they have the knowledge and information needed to perform their functions and understand their responsibilities.

As the Chair of Governors may be required to act as the 'case manager' in the event that an allegation of abuse is made against the Headmistress, they receive training in managing allegations for this purpose.

13.4 Recruitment – interview panels

At least one person conducting any interview for a post at the school will have undertaken safer recruitment training. This will cover, as a minimum, the contents of the Department for Education's statutory guidance, Keeping Children Safe in Education, and will be in line with local safeguarding procedures.

13.5 Staff who have contact with pupils and families

All staff who have contact with young people and families will have supervisions which will provide them with support, coaching and training, promote the interests of young people and allow for confidential discussions of sensitive issues.

14. Monitoring arrangements

This policy will be reviewed **annually** by Mrs N Griffiths (Assistant Head teacher). At every review, it will be approved by the full Governing Body.

15. Links with other policies

This policy links to the following policies and procedures:

- Behaviour for learning
- Anti-bullying
- Staff code of conduct
- Disciplinary Policy
- IT acceptable use
- Whistle-blowing
- Complaints
- Health and safety
- Attendance
- Online safety
- Equal Opportunities
- Sex and relationship education
- Special Educational Needs
- First aid
- Curriculum
- Privacy notices
- CCTV
- Drugs Education and Drug Related Incidents
- Searching Screening Confiscation Advice (DfE)

These appendices are based on the Department for Education's statutory guidance, *Keeping Children Safe in Education*.

Appendix 1: types of abuse

Abuse, including neglect, and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases, multiple issues will overlap.

- **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 by other children or adults, in a family or in an institutional or community setting by those known to them or, more rarely, by others.
- **Physical abuse:** a form of abuse that may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child.
- **Emotional abuse:** the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.
- **Sexual abuse:** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Females can also be abusers as can other children. The sexual abuse of children by other children is a specific safeguarding issue (also known as child-on-child abuse) in education and all staff should be aware of it and their school or colleges policy and procedures for dealing with it.
- **Neglect:** the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may 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 caregivers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

All staff should be aware that child sexual and child criminal exploitation are forms of child abuse.

Appendix 2: safer recruitment and DBS checks – policy and procedures

We will record all information on the checks carried out in the school's single central record (SCR). Copies of these checks, where appropriate, will be held in individuals' personnel files. We follow requirements and best practice in retaining copies of these checks, as set out below.

New staff

When appointing new staff, we will:

- Verify their identity
- Obtain (via the applicant) an enhanced Disclosure and Barring Service (DBS) certificate, including barred list information for those who will be engaging in regulated activity (see definition below). We will not keep a copy of this for longer than 6 months
- Obtain a separate barred list check if they will start work in regulated activity before the DBS certificate is available
- Verify their mental and physical fitness to carry out their work responsibilities
- Verify their right to work in the UK. We will keep a copy of this verification for the duration of the member of staff's employment and for 2 years afterwards
- Verify their professional qualifications, as appropriate

- Ensure they are not subject to a prohibition order if they are employed to be a teacher
- Carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK, including (where relevant) any teacher sanctions or restrictions imposed by a European Economic Area professional regulating authority, and criminal records checks or their equivalent
- Check that candidates taking up a management position are not subject to a prohibition from management (section 128) direction made by the secretary of state

We will ask for written information about previous employment history and check that information is not contradictory or incomplete.

We will seek references on all short-listed candidates, including internal candidates, before interview. We will scrutinise these and resolve any concerns before confirming appointments. The references requested will ask specific questions about the suitability of the applicant to work with young people.

All offers of employment will be subject to the satisfactory completion of the employment checks.

Regulated activity means a person who will be:

- Responsible, on a regular basis in a school or college, for teaching, training, instructing, caring for or supervising young people; or
- Carrying out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with young people; or
- Engaging in intimate or personal care or overnight activity, even if this happens only once and regardless of whether they are supervised or not

Existing staff

If we have concerns about an existing member of staff's suitability to work with young people, we will carry out all the relevant checks as if the individual was a new member of staff. We will also do this if an individual moves from a post that is not regulated activity to one that is.

We will refer to the DBS anyone who has harmed, or poses a risk of harm, to a young person or vulnerable adult where:

- We believe the individual has engaged in [relevant conduct](#), i.e. conduct that:
 - endangers a child or is likely to endanger a child;
 - if repeated against or in relation to a child would endanger the child or be likely to endanger the child;
 - involves sexual material relating to children (including possession of such material);
 - involves sexually explicit images depicting violence against human beings (including possession of such images); or
 - is of a sexual nature involving a child.
- The individual has received a caution or conviction for a relevant offence, or there is reason to believe the individual has committed a listed relevant offence, under the [Safeguarding Vulnerable Groups Act 2006 \(Prescribed Criteria and Miscellaneous Provisions\) Regulations 2009](#); or

The 'harm test' is satisfied in respect of the individual (i.e. they may harm a young person or vulnerable adult or put them at risk of harm) and the individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left.

Agency and third-party staff

We will obtain written notification from any agency or third-party organisation that they have carried out the same checks as the school would otherwise perform on any individual who will be working at the school or college. In respect of an enhanced DBS check, the schools will ensure that written notification confirms the certificate has been obtained by either the employment business or another such business.

We will also check that the person presenting themselves for work is the same person on whom the checks have been made. The person will also be expected to produce their current DBS certificate and a form of identification.

Contractors

We will ensure that any contractor, or any employee of the contractor, who is to work at the school has had the appropriate level of DBS check (this includes contractors who are provided through a PFI or similar contract). This will be:

- An enhanced DBS check with barred list information for contractors engaging in regulated activity
- An enhanced DBS check, not including barred list information, for all other contractors who are not in regulated activity but whose work provides them with an opportunity for regular contact with young people

We will obtain the DBS check for self-employed contractors.

We will not keep copies of such checks for longer than 6 months.

Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.

We will ensure that our safeguarding requirements are set out in the contract between the contractor and the school.

We will check the identity of all contractors and their staff on arrival at the school.

Trainee/student teachers

Where applicants for initial teacher training are salaried by us, we will ensure that all necessary checks are carried out.

Where trainee teachers are fee-funded, we will obtain written confirmation from the training provider that necessary checks have been carried out and that the trainee has been judged by the provider to be suitable to work with young people. The trainee teacher will also be expected to produce their current DBS certificate and a form of identification.

Visitors

The school will have different types of visitors, those with a professional role i.e. educational psychologists, social workers etc. those connected with the building, grounds maintenance, children's relatives or other visitors attending an activity in school such as a sports day.

The school will not request DBS checks or barred list checks, or ask to see existing DBS certificates, for visitors such as children's relatives or other visitors attending a sports day. The Headmistress will exercise professional judgement about the need to escort or supervise visitors on site.

For visitors there in a professional capacity, the school will check ID and determine whether the visitor has had the appropriate DBS check (or the visitor's employers have confirmed that their staff have appropriate checks)

Volunteers

We will:

- Never leave an unchecked volunteer unsupervised or allow them to work in regulated activity
- Obtain an enhanced DBS check with barred list information for all volunteers who are new to working in regulated activity
- Carry out a risk assessment when deciding whether to seek an enhanced DBS check without barred list information for any volunteers not engaging in regulated activity. We will retain a record of this risk assessment

The school will obtain an enhanced DBS check (with barred list information) for all volunteers who are new to working in regulated activity with children, i.e. where they are unsupervised and teach or look after children regularly or provide personal care on a one-off basis.

Existing volunteers do not have to be re-checked if they have already had a DBS check (which should include children's barred list information if engaging in regulated activity). However, if the school has any concerns, it will consider obtaining a new DBS check at the level appropriate to the role.

Governors

All Governors will have an enhanced DBS check without barred list information.

They will have an enhanced DBS check with barred list information if working in regulated activity.

All governors will also have a section 128 check (as a section 128 direction disqualifies an individual from being a maintained school governor).

Staff working in alternative provision settings

Where we place a pupil with an alternative provision provider, we obtain written confirmation from the provider that they have carried out the appropriate safeguarding checks on individuals working there that we would otherwise perform. Where a school places a pupil with an alternative provision provider, the school continues to be responsible for the safeguarding of that pupil, (further information provided in [KCSIE 2024](#)).

Adults who supervise pupils on work experience

When organising work experience, we will ensure that policies and procedures are in place to protect young people from harm.

We will also consider whether it is necessary for barred list checks to be carried out on the individuals who supervise a pupil under 16 on work experience. This will depend on the specific circumstances of the work experience, including the nature of the supervision, the frequency of the activity being supervised, and whether the work is regulated activity.

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 relating to children. If so, the school will ask the employer providing the work experience to ensure that the person providing the instruction or training is not a barred person.

Pupils staying with host families

Where the school makes arrangements for pupils to be provided with care and accommodation by a host family to which they are not related (for example, during a foreign exchange visit), we will request enhanced DBS checks with barred list information on those people.

Where the school is organising such hosting arrangements overseas and host families cannot be checked in the same way, we will work with our partner schools abroad to ensure that similar assurances are undertaken prior to the visit.

Private fostering – local authority notification when identified

Private fostering occurs when a child under the age of 16 (under 18 for children with a disability) is provided with care and accommodation by a person who is not a parent, person with parental responsibility for them or a relative in their own home. A child is not privately fostered if the person caring for and accommodating them has done so for less than 28 days and does not intend to do so for longer.

Where the arrangements come to the attention of the school (and the school is not involved in the arrangements), the school will notify the local authority to allow the local authority to check the arrangement is suitable and safe for the child.

If the school is involved (directly or indirectly) in arranging for a child to be fostered privately, we will notify local authorities of the arrangement as soon as possible after the arrangement has been made. Notifications will contain the information specified in Schedule 1 of The Children (Private Arrangements for Fostering) Regulations 2005 and will be made in writing. Further guidance can be found at [Private fostering: local authorities](#).

Appendix 3: allegations of abuse made against staff

For employees, this Appendix should be read in conjunction with the School's Disciplinary Policy. In the event of any inconsistency between this Appendix and the Disciplinary Policy, the provisions of this Appendix shall prevail.

This section of this policy is about managing cases of concerns/allegations that might indicate a person would pose a risk of harm if they continue to work in their present position, or in any capacity with children in school. Reference is made to 'allegation/s' for ease. It applies to all cases in which it is alleged that a current member of staff, supply agency staff or volunteer has:

- Behaved in a way that has harmed a young person, or may have harmed a child, and/or
- Possibly committed a criminal offence against or related to a child, and/or
- Behaved towards a young person or young people in a way that indicates he or she would pose a risk of harm to children and/or
- Behaved or may have behaved in a way that indicates that he or she would not be suitable to work with children

It applies regardless of whether the alleged conduct/abuse took place in the school. If an allegation relates to conduct outside of school, this is referred to as 'transferable risk'. Allegations against any person who works with young people must be taken seriously. Allegations against a teacher who is no longer teaching and historical allegations of abuse will be referred to the police.

We will deal with any allegation of abuse against a member of staff, supply staff or volunteer very quickly, in a fair and consistent way that provides effective child protection while also supporting the individual who is the subject of the allegation.

Our procedures for dealing with allegations will be applied with common sense and judgement.

Suspension

Suspension will not be the default position, and will only be considered in cases where there is reason to suspect that a young person or other young people is/are at risk of harm, or the case is so serious that it might be grounds for dismissal. In such cases, we will only suspend an individual if we have considered all other options available and there is no reasonable alternative.

Based on an assessment of risk, we will consider alternatives such as:

- Redeployment within the school so that the individual does not have direct contact with the young person or young people concerned
- Providing an assistant to be present when the individual has contact with young people
- Redeploying the individual to alternative work in the school so that they do not have unsupervised access to young people
- Moving the young person or young people to classes where they will not come into contact with the individual, making it clear that this is not a punishment and parents have been consulted
- Temporarily redeploying the individual to another role in a different location, for example to an alternative school or other work for the local authority.

If suspension is required, the staff member will be suspended in accordance with the school's disciplinary policy and procedures.

In the event that suspension is deemed appropriate, the employee will receive a named contact. Reasons for the suspension will be provided within one working day, but complete details may be unavailable to disclose due to the involvement of other authorities/agencies. The case manager and employee will agree the support to be in place during the investigation and communicate the expected timescales and likely course of action. If part of a trade union, the staff member must be advised to contact them. The employee's manager will be informed that they have been suspended whilst an investigation is completed, but no further details will be given.

Definitions for outcomes of allegation investigations used in this Appendix

- **Substantiated:** there is sufficient evidence to prove the allegation
- **Malicious:** there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive or cause harm to the person subject to the allegation
- **False:** there is sufficient evidence to disprove the allegation
- **Unsubstantiated:** there is insufficient evidence to either prove or disprove the allegation (this does not imply guilt or innocence)
- **Unfounded:** to reflect cases where there is no evidence or proper basis which supports the allegation being made

Ultimately the options open to the school depend on the nature and circumstances of the allegations and the evidence and information available. This will range from taking no further action, to dismissal or a decision not to use the person's services in future.

Procedure for dealing with allegations

In the event of an allegation meeting the criteria in the first paragraph of this Appendix above, the Headmistress (or Chair of Governors where the Headmistress is the subject of the allegation) – the 'case manager' – will take the following steps:

- Conduct basic enquiries to establish the facts and to help them determine whether there is any foundation to the allegation, being careful not to jeopardise any future police investigation. For example, whether the individual was in the school at the time of the allegations; whether the individual did or could have come into contact with the child; whether there any witnesses; and whether there is any CCTV footage.
- Immediately discuss the allegation with the designated officer at the local authority (LADO – Pamela Cope). This is to consider the nature, content and context of the allegation and agree a course of action, including whether further enquiries are necessary to enable a decision on how to proceed, and whether it is necessary to involve the police and/or children's social care services. (The case manager may, on occasion, consider it necessary to involve the police *before* consulting the designated officer – for example, if the accused individual is deemed to be an immediate risk to young people or there is evidence of a possible criminal offence. In such cases, the case manager will notify the designated officer as soon as practicably possible after contacting the police)
- Where appropriate (in the circumstances described above), carefully consider whether suspension of the individual from contact with young people at the school is justified or whether alternative arrangements such as those outlined above can be put in place. Advice will be sought from the designated officer, police and/or children's social care services, as appropriate
- In relevant cases, inform the accused individual of the concerns or allegations and likely course of action as soon as possible after speaking to the designated officer (and the police or children's social care services, where necessary). Where the police and/or children's social care services are involved, the case manager will only share such information with the individual as has been agreed with those agencies. Possible outcomes at this stage include:
- **If immediate suspension is considered necessary**, agree and record the rationale for this with the designated officer. The record will include information about the alternatives to suspension that have been considered, and why they were rejected. Written confirmation of the suspension will be provided to the individual facing the allegation or concern within 1 working day, and the individual will be given a named contact at the school and their contact details
- **If it is decided that no further action is to be taken** in regard to the subject of the allegation or concern, record this decision and the justification for it and agree with the designated officer what information should be put in writing to the individual and by whom, as well as what action should follow both in respect of the individual and those who made the initial allegation
- **If it is decided that further action is needed**, take steps as agreed with the designated officer to initiate the appropriate action and investigation in school and/or liaise with the police and/or children's social care services as appropriate

- Provide effective support for the individual facing the allegation or concern, including appointing a named representative to keep them informed of the progress of the case and considering what other support is appropriate.
- Inform the parents or carers of the young person/young people involved about the allegation as soon as possible if they do not already know (following agreement with children’s social care services and/or the police, if applicable). The case manager will also inform the parents or carers of the requirement to maintain confidentiality about any allegations made against teachers (where this applies) while investigations are ongoing. Any parent or carer who wishes to have the confidentiality restrictions removed in respect of a teacher will be advised to seek legal advice.
- Keep the parents or carers of the young person/young people involved informed of the progress of the case and the outcome, where there is not a criminal prosecution, including the outcome of any disciplinary process (in confidence).
- Make a referral to the DBS where it is thought that the individual facing the allegation or concern has engaged in conduct that harmed or is likely to harm a young person, or if the individual otherwise poses a risk of harm to a young person.

If the school is made aware that the secretary of state has made an interim prohibition order in respect of an individual, we will immediately suspend that individual from teaching, pending the findings of the investigation by the Teaching Regulation Agency.

Where the police are involved, wherever possible the governing body will ask the police at the start of the investigation to obtain consent from the individuals involved to share their statements and evidence for use in the school’s disciplinary process, should this be required at a later point.

Timescales

The case manager should monitor the progress of cases to ensure that they are dealt with as quickly as possible in a thorough and fair process.

- Any cases where it is clear immediately that the allegation is unsubstantiated or malicious will usually be resolved within 1 week.
- If the nature of an allegation does not require formal disciplinary action, we will usually institute appropriate action within 3 working days.
- If a disciplinary hearing is required and can be held without further investigation, we will normally hold this within 15 working days.
- In other cases, the first review should take place no later than four weeks after the initial assessment.

Specific actions

Action following a criminal investigation or prosecution

The case manager will discuss with the local authority’s designated officer whether any further action, including disciplinary action, is appropriate and, if so, how to proceed, taking into account information provided by the police and/or children’s social care services. The options will depend on the circumstances of the case and the consideration should take into account the result of the police investigation or the trial, as well as the different standard of proof required in disciplinary and criminal proceedings.

Conclusion of a case where the allegation is substantiated

If an allegation that an individual has engaged in conduct that harmed (or is likely to harm) a child, or if a person otherwise poses a risk of harm to a child, is substantiated (including cases where the individual is dismissed or the school ceases to use their services, or the individual resigns or otherwise ceases to provide their services), a referral to the DBS must be made. The case manager may discuss this with the school’s personnel adviser and the local authority’s designated officer.

If the individual concerned is a member of teaching staff, the case manager must consider whether to refer the matter to the Teaching Regulation Agency to consider prohibiting the individual from teaching and may discuss this with the personnel adviser and/or local authority’s designated officer.

Individuals returning to work after suspension

If it is decided on the conclusion of a case that an individual who has been suspended can return to work, the case manager will consider how best to facilitate this. The case manager can access guidance to support the return to work from HR or the LADO as most people will benefit from help and support after a stressful experience.

The case manager will also consider how best to manage the individual's contact with the young person or young people who made the allegation, if they are still attending the school.

Unsubstantiated or malicious allegations

If an allegation is shown to be deliberately invented, or malicious, the Headmistress, or other appropriate person in the case of an allegation against the Headmistress, will consider whether any disciplinary action is appropriate against the pupil(s) who made it, or whether the police should be asked to consider whether action against those who made the allegation might be appropriate, even if they are not a pupil. If the allegation is determined to be malicious the case manager and LADO should consider whether the young person who has made the allegation is in need of help or at risk of abuse. In such circumstances, they may make a referral to social care.

Supply workers

Supply teachers, whilst not employed by the school, are under the supervision, direction and control of the governing body or Headmistress when working in the school.

Agencies should be fully involved and co-operate with any enquiries from the LADO, police and/or local authority children's social care. The school will usually take the lead because agencies do not have direct access to children or other school staff, so they will not be able to collect the facts when an allegation is made, nor do they have all the relevant information required by the LADO as part of the referral process.

The allegations management meeting, which is often arranged by the LADO, should address issues such as information sharing, to ensure that any previous concerns or allegations known to the agency or agencies are considered by the school during the investigation.

When using a supply agency, the school will inform the agency of its process for managing allegations but also take account of the agency's policies and the duty placed on agencies to refer to the DBS as personnel suppliers. This should include inviting the agency's human resource manager or equivalent to meetings and keeping them up to date with information about its policies.

Confidentiality

The school will make every effort to maintain confidentiality and guard against unwanted publicity while an allegation is being investigated or considered.

The case manager will take advice from the local authority's designated officer, police and children's social care services, as appropriate, to agree:

- Who needs to know about the allegation and what information can be shared
- How to manage speculation, leaks and gossip, including how to make parents or carers of a young person/young people involved aware of their obligations with respect to confidentiality
- What, if any, information can be reasonably given to the wider community to reduce speculation
- How to manage press interest if, and when, it arises

Record-keeping

The case manager will maintain clear records about any case where the allegation or concern meets the criteria above and store them on the individual's confidential personnel file for the duration of the case. Such records will include:

- A clear and comprehensive summary of the allegation
- Details of how the allegation was followed up and resolved

- Notes of any action taken and decisions reached (and justification for these, as stated above)
- A copy provided to the person concerned where agreed by children's social care or the police.
- A declaration on whether the information will be referred to in any future reference.

If an allegation or concern is not found to have been malicious, the school will retain the records of the case on the individual's confidential personnel file, and provide a copy to the individual.

Where records contain information about allegations of sexual abuse, we will preserve these for the Independent Inquiry into Child Sexual Abuse (IICSA), for the term of the inquiry. We will retain all other records at least until the individual has reached normal pension age, or for 10 years from the date of the allegation if that is longer. The records of any allegation that is found to be malicious will be deleted from the individual's personnel file.

References

When providing employer references, we will not refer to any allegation that has been proven to be false, unsubstantiated or malicious, or any history of allegations where all such allegations have been proven to be false, unsubstantiated or malicious.

Learning lessons

After any cases where the allegations are *substantiated*, we will review the circumstances of the case with the local authority's designated officer to determine whether there are any improvements that we can make to the school's procedures or practice to help prevent similar events in the future.

This will include consideration of (as applicable):

- Issues arising from the decision to suspend the member of staff
- The duration of the suspension
- Whether or not the suspension was justified
- The use of suspension when the individual is subsequently reinstated. We will consider how future investigations of a similar nature could be carried out without suspending the individual

Appendix 4: specific safeguarding issues

Children missing from education

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

There are many circumstances where a young person may become missing from education, but some young people are particularly at risk. These include young people who:

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

We will follow our procedures for unauthorised absence and for dealing with young people who go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of going missing in future. This includes informing the local authority if a young person leaves the school without a new school being named, and adhering to requirements with respect to sharing information with the local authority, when applicable, when removing a young person's name from the admission register at non-standard transition points.

The Attendance Officer will hold a list of pupils for whom there are known safeguarding issues. The DSL will be made aware of these pupils' absence as soon as possible in order to take any safeguarding steps which may be needed.

Local Authority guidance and procedures will be followed for dealing with a child who is missing from education, or unexplainable and or/persistent absences, particularly on repeated occasions or if a child suddenly stops attending.

Staff will be trained in signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns which may be related to being missing, such as travelling to conflict zones, FGM and forced marriage.

If a staff member suspects that a young person is suffering from harm or neglect, we will follow child protection procedures as outlined in this policy, including with respect to making reasonable enquiries. We will make an immediate referral to the Integrated Front Door, and the police, if the young person is suffering or likely to suffer from harm, or in immediate danger.

Young person criminal exploitation (CCE)

CCE is where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a young person into any criminal activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial or other advantage of the perpetrator or facilitator and/or (c) through violence or the threat of violence. The victim may have been criminally exploited even if the activity appears consensual. CCE does not always involve physical contact; it can also occur through the use of technology.

CCE can include young people being forced to work in cannabis factories, being coerced into moving drugs or money across the country (county lines, see page 85 for more information), forced to shoplift or pickpocket, or to threaten other young people.

Some of the following can be indicators of CCE:

- young people who appear with unexplained gifts or new possessions;
- young people who associate with other young people involved in exploitation;
- young people who suffer from changes in emotional well-being;
- young people who misuse drugs and alcohol;
- young people who go missing for periods of time or regularly come home late; and

- young people who regularly miss school or education or do not take part in education.

A full list of indicators can be found here: <https://www.wirralsafeguarding.co.uk/child-exploitation/>

Child sexual exploitation (CSE)

CSE is a form of abuse and occurs where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a young person into sexual activity.

Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, sexual identity, cognitive ability, physical strength, status, and access to economic or other resources.

In some cases, the abuse will be in exchange for something the victim needs or wants and/or will be to the financial benefit or other advantage (such as increased status) of the perpetrator or facilitator.

The abuse can be perpetrated by individuals or groups, males or females, and young people or adults.

The abuse can be a one-off occurrence or a series of incidents over time, and range from opportunistic to complex organised abuse. It can involve force and/or enticement-based methods of compliance and may, or may not, be accompanied by violence or threats of violence.

Victims can be exploited even when activity appears consensual and it should be noted exploitation as well as being physical can be facilitated and/or take place online.

If a member of staff suspects CSE, they will discuss this with the DSL. The DSL will trigger the local safeguarding procedures, including a referral to the Integrated Front Door and the police, if appropriate.

Indicators of sexual exploitation can include a young person:

- Appearing with unexplained gifts or new possessions
- Associating with other young people involved in exploitation
- Having older boyfriends or girlfriends
- Suffering from sexually transmitted infections or becoming pregnant
- Displaying inappropriate sexualised behaviour
- Suffering from changes in emotional wellbeing
- Misusing drugs and/or alcohol
- Going missing for periods of time, or regularly coming home late
- Regularly missing school or education, or not taking part in education

Lesbian, gay, bisexual and transgender (LGBT) pupils

- The school believes that respect is a fundamental right and responsibility for all. It is the duty of all employees to ensure that every member of the school community feels valued, irrespective of their sexual/gender orientation, race or religion.
- Diversity is celebrated and valued at school. The school will endeavour to ensure that LGBT pupils have a trusted adult with whom they can be open.
- Children may at any time question their gender identify or express that they are not the sex biologically assigned to them.
- At all times the pupil's wishes and feelings must be heard and respected. We will work with the pupil and their family to support them on their journey and to put in place a bespoke package which allows them to take appropriate steps forward.
- Pupils may be in a vulnerable state as they try to navigate their feelings. It is also important to understand that parents and family may also struggle to come to terms with the wishes and intentions of their children.
- The school will endeavour to support families during this time, but the welfare and safety of the pupil will always come first.

- In addition to caring for the welfare of pupils we will ensure that the legal rights of pupils are observed under the Equality Act 2010 and associated legislation.

County Lines

'County Lines' is a term used when drug gangs from big cities expand their operations to smaller towns, often using violence to drive out local dealers and exploiting young people and vulnerable people to sell drugs. These dealers will use dedicated mobile phone lines, known as 'deal lines', to take orders from drug users. Heroin, cocaine and crack cocaine are the most common drugs being supplied and ordered. In most instances, the users or customers will live in a different area to where the dealers and networks are based, so drug runners are needed to transport the drugs and collect payment.

A common feature in county lines drug supply is the exploitation of young and vulnerable people. The dealers will frequently target young people and adults – often with mental health or addiction problems – to act as drug runners or move cash so they can stay under the radar of law enforcement.

In some cases the dealers will take over a local property, normally belonging to a vulnerable person, and use it to operate their criminal activity from. This is known as cuckooing. Dealers will also create drug debts in order to control the young person with the fear that they or their family will be subject to violence if the debt is not worked off.

People exploited in this way will quite often be exposed to physical, mental and sexual abuse, and in some instances will be trafficked to areas a long way from home as part of the network's drug dealing business.

As we have seen in child sexual exploitation, young people often don't see themselves as victims or realise they have been groomed to get involved in criminality. So it's important that we all play our part to understand county lines and speak out if we have concerns.

Signs that suggest involvement in county lines: -

- Frequently missing from school or home
- Travelling alone to places far away from home
- Suddenly have lots of money / lots of new clothes / new mobile phones
- Receiving more calls or texts than usual
- Carrying or selling drugs
- Carrying weapons or know people that have access to weapons
- Relationships with or hanging out with someone/people that are older and controlling
- May have unexplained injuries
- May seem very reserved or seem like they have something to hide
- May seem scared
- May self-harm

Signs that county lines are happening in a specific area: -

- An increase in visitors and cars to a house or flat
- New faces appearing at the house or flat
- New and regularly changing residents (e.g. different accents compared to local accent)
- Change in residents' mood and / or demeanour (e.g. secretive / withdrawn/ aggressive/ emotional)
- Substance misuse and/or drug paraphernalia
- Changes in the way young people might know dress
- Unexplained, sometimes unaffordable new things (e.g. clothes, jewellery, cars etc.)
- Residents or young people you know going missing, maybe for long periods of time
- Young people seen in different cars / taxis driven by unknown adults
- Young people seeming unfamiliar with your community or where they are
- Truancy, exclusion, disengagement from school
- An increase in anti-social behaviour in the community
- Unexplained injuries

Action to be taken if county lines is suspected

Upton Hall will report any concerns to the police by dialing 101, or in an emergency 999. Concerns may also be reported by calling Crimestoppers on 0800 555 111.

Any concerns linked to the railways will be reported to the British Transport Police by texting 61016 or by dialing 999 in an emergency.

The DSL may choose to involve [Catch 22](#), to ensure that young people who have become involved in county lines are able to access specialist support, and avoid further involvement in situations that they find difficult to get themselves out of. The DSL may make a referral to the Integrated Front Door if it is suspected that a young person is at risk of harm.

Contextual Safeguarding

Contextual safeguarding is an approach to understanding, and responding to, young people's experiences of significant harm beyond their families. Traditional approaches to protecting young people from harm have focussed on the risk of violence and abuse from inside the home, usually from a parent/carer or other trusted adult and don't always address the time that young people spend outside the home and the influence of peers on young people's development and safety.

Contextual safeguarding recognises the impact of the public/social context on young people's lives, and consequently their safety. Contextual safeguarding seeks to identify and respond to harm and abuse posed to young people outside their home, either from adults or other young people. It's an approach that looks at how interventions can change the processes and environments, to make them safer for all young people, as opposed to focussing on an individual.

Research undertaken in London illustrates that young people's experience is not only influenced by their family, but also by their peer network, wider community and society in general.

Contextual safeguarding constitutes a wide range of risks which can potentially cause significant harm to young people where the prime cause of harm is outside of the family. This list isn't exhaustive but includes:

- peer on peer and relationship abuse
- criminal/ sexual exploitation/ online abuse
- missing episodes
- risks associated with gangs
- risks associated with radicalisation
- safeguarding risks in public spaces
- trafficking and modern slavery

Staff members must raise contextual safeguarding concerns on CPOMS. The DSL will report these concerns to the Integrated Front Door.

Domestic abuse

The cross-government definition of domestic violence and abuse is: any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to: psychological; physical; sexual; financial; and emotional. All young people can witness and be adversely affected by domestic abuse in the context of their home life where domestic abuse occurs between family members. Exposure to domestic abuse and/or violence can have a serious, long lasting emotional and psychological impact on young people. In some cases, a young person may blame themselves for the abuse or may have had to leave the family home as a result. All staff will be alert to the signs of domestic abuse and will report this to the DSL.

Online Safety

The internet can be a great resource if used appropriately. However, the use of social networks, chat rooms and certain apps may also create risk and harm. Upton Hall School have an online safety policy which can viewed in a separate document.

The teaching of online safety at Upton Hall School is based upon DfE guidelines which can be found in their publication, [Teaching online safety in schools](#).

Impero EdProtect is a cloud-based online safety and safeguarding which helps Upton Hall School to fulfil their legal duty of care around internet safety and safeguarding online. This approach to safeguarding in school, including active monitoring and logging incident captures to provide contextual insight, helps schools to identify

potential risk, respond before an incident escalates, and educate students about responsible online behaviour. The DSL has sole access to any concerns raised, and will share this information with other professionals or parents if deemed necessary in order to prevent a young person being at risk of harm.

Digital literacy is one of the most paramount issues of our time. For teachers and pupils, learning how to use the online space sensibly and in a protected manner is vital. Project EVOLVE by SWGfL presents a plethora of tools to help your staff and pupils, develop a well-rounded educational schema for inclusion into lessons. <https://swgfl.org.uk/magazine/what-is-projectevolve-edu/>

Private Fostering

[Private fostering](#) is when a young person or young person under 16 years old (or under 18 if disabled) lives with someone for 28 days or more by private arrangement (without the involvement of a local authority) with someone who is not a:

- parent
- close relative (brother, sister, aunt, uncle, grandparent or step parent)
- guardian or a person with parental responsibility

Private foster carers might be:

- friends of the young person's family
- someone willing to care for the young person of a family they don't know; or relatives not mentioned in the list above, for example a cousin or great aunt

Examples of private foster care arrangements:

- young people sent to this country for education or health care by parents or guardians living overseas
- teenagers living with a friend's family as a result of problems at home
- young people on holiday exchanges
- young people whose parents' study or work involves unsociable hours, which make it difficult for them to use ordinary day care or after school care

Reporting an arrangement:

All private fostering arrangements will be reported to LA Children's Services through the Integrated Front Door by phoning 0151 606 2008. All private fostering notifications received by the Integrated Front Door will be transferred to the appropriate district social work assessment team and the safeguarding unit will be notified.

Homelessness

Being homeless or being at risk of becoming homeless presents a real risk to a young person's welfare. The DSL (and any deputies) should make any referrals to the Wirral Council Local Housing Authority so they can raise/progress concerns at the earliest opportunity. This can be done by completing the [online form](#). Indicators that a family may be at risk of homelessness include household debt, rent arrears, domestic abuse and anti-social behaviour, as well as the family being asked to leave a property. Whilst referrals and or discussion with the Local Housing Authority should be progressed as appropriate, and in accordance with local procedures, this does not, and should not, replace a referral into LA Children's Services via the Integrated Front Door where a young person has been harmed or is at risk of harm.

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

In most cases school and college staff will be considering homelessness in the context of young people who live with their families, and intervention will be on that basis. However, it should also be recognised in some cases 16

and 17 year olds could be living independently from their parents or guardians, for example through their exclusion from the family home, and will require a different level of intervention and support. Children's services will be the lead agency for these young people and the designated safeguarding lead (or a deputy) should ensure appropriate referrals are made based on the young person's circumstances. The department and the Ministry of Housing, Communities and Local Government have published joint statutory guidance on the provision of accommodation for 16 and 17 year olds who may be homeless and/ or require accommodation

Family members in prison

Young people who have a family member in prison are at risk of poor outcomes including poverty, stigma, isolation and poor mental health. The school will work with agencies and resources such as [NICCO](#) to help mitigate negative consequences for those young people.

Young people and the court system

Young people are sometimes required to give evidence in criminal courts, either for crimes committed against them or for crimes they have witnessed. There are two age appropriate guides, **published by HM Courts and Tribunals service**, to support young people aged [5-11 years](#) and [12-17 years](#). These guides explain each step of the process and support and special measures that are available. There are diagrams illustrating the courtroom structure and the use of video links is explained.

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

'Honour-based' abuse (including FGM and forced marriage)

So-called 'honour-based' abuse (HBA) encompasses incidents or crimes committed to protect or defend the honour of the family and/or community, including FGM, forced marriage, and practices such as breast ironing. Abuse committed in this context often involves a wider network of family or community pressure and can include multiple perpetrators.

All staff will be alert to the possibility of a young person being at risk of HBA or already having suffered it. If staff have a concern, they will record their concerns on CPOMS and speak to the DSL, who will make a referral to the Integrated Front Door.

FGM

The DSL will make sure that staff have access to appropriate training to equip them to be alert to young people affected by FGM or at risk of FGM.

Section 7.3 of this policy sets out the procedures to be followed if a staff member discovers that an act of FGM appears to have been carried out or suspects that a pupil is at risk of FGM.

Indicators that FGM has already occurred include and may initially mirror those of sexual abuse:

- A pupil confiding in a professional that FGM has taken place
- A mother/family member disclosing that FGM has been carried out
- A family/pupil already being known to social services in relation to other safeguarding issues
- A girl:
 - Having difficulty walking, sitting or standing, or looking uncomfortable
 - Finding it hard to sit still for long periods of time (where this was not a problem previously)
 - Spending longer than normal in the bathroom or toilet due to difficulties urinating
 - Having frequent urinary, menstrual or stomach problems
 - Avoiding physical exercise or missing PE
 - Being repeatedly absent from school, or absent for a prolonged period
 - Demonstrating increased emotional and psychological needs – for example, withdrawal or depression, or significant change in behaviour
 - Being reluctant to undergo any medical examinations
 - Asking for help, but not being explicit about the problem
 - Talking about pain or discomfort between her legs

Potential signs that a pupil may be at risk of FGM include:

- The girl's family having a history of practising FGM (this is the biggest risk factor to consider)
- FGM being known to be practised in the girl's community or country of origin
- A parent or family member expressing concern that FGM may be carried out
- A family not engaging with professionals (health, education or other) or already being known to social care in relation to other safeguarding issues
- A girl:
 - Having a mother, older sibling or cousin who has undergone FGM
 - Having limited level of integration within UK society
 - Confiding to a professional that she is to have a "special procedure" or to attend a special occasion to "become a woman"
 - Talking about a long holiday to her country of origin or another country where the practice is prevalent, or parents stating that they or a relative will take the girl out of the country for a prolonged period
 - Requesting help from a teacher or another adult because she is aware or suspects that she is at immediate risk of FGM
 - Talking about FGM in conversation – for example, a girl may tell other young people about it (although it is important to take into account the context of the discussion)
 - Being unexpectedly absent from school
 - Attending a travel clinic or equivalent for vaccinations/anti-malarial medication

The above indicators and risk factors are not intended to be exhaustive.

Forced marriage

Forcing a person into marriage is a crime. A forced marriage is one entered into without the full and free consent of one or both parties and where violence, threats, or any other form of coercion is used to cause a person to enter into a marriage. Threats can be physical or emotional and psychological.

Staff will receive training around forced marriage and the presenting symptoms. We are aware of the 'one chance' rule, i.e. we may only have one chance to speak to the potential victim and only one chance to save them.

If a member of staff suspects that a pupil is being forced into marriage, they will then report this to the DSL.

The DSL will:

- Speak to the pupil about the concerns in a secure and private place.
- Activate the local safeguarding procedures and refer the case to the Integrated Front Door.
- Seek advice from the Forced Marriage Unit on 020 7008 0151 or fmfu@fco.gov.uk.
- Ensure that the pupil has a single point of contact in school who they can talk to, and refer for support from external agencies as necessary.

Preventing radicalisation

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism.

Extremism is vocal or active opposition to fundamental British values, such as democracy, the rule of law, individual liberty, and mutual respect and tolerance of different faiths and beliefs.

Schools have a duty to prevent young people from being drawn into terrorism. The DSL will undertake Prevent awareness training and make sure that staff have access to appropriate training to equip them to identify young people at risk.

We will assess the risk of young people in our school being drawn into terrorism. This assessment will be based on an understanding of the potential risk in our local area, in collaboration with the Wirral Safeguarding Children Partnership.

We will ensure that suitable internet filtering is in place through the use of Impero, and equip our pupils with the necessary skills to stay safe online at school and at home.

There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. Radicalisation can occur quickly or over a long period.

Staff will be alert to changes in pupils' behaviour.

The government website [Educate Against Hate](#) and charity [NSPCC](#) say that signs that a pupil is being radicalised can include:

- Refusal to engage with, or becoming abusive to, peers who are different from themselves
- Becoming susceptible to conspiracy theories and feelings of persecution
- Changes in friendship groups and appearance
- Rejecting activities they used to enjoy
- Converting to a new religion
- Isolating themselves from family and friends
- Talking as if from a scripted speech
- An unwillingness or inability to discuss their views
- A sudden disrespectful attitude towards others
- Increased levels of anger
- Increased secretiveness, especially around internet use
- Expressions of sympathy for extremist ideologies and groups, or justification of their actions
- Accessing extremist material online, including on Facebook or Twitter
- Possessing extremist literature
- Being in contact with extremist recruiters and joining, or seeking to join, extremist organisations

Young people who are at risk of radicalisation may have low self-esteem, or be victims of bullying or discrimination. It is important to note that these signs can also be part of normal teenage behaviour – staff should have confidence in their instincts and seek advice if something feels wrong.

If staff are concerned about a pupil, they will follow our procedures set out in section 7.5 of this policy, including recording their concerns on CPOMS and discussing their concerns with the DSL.

Staff should **always** take action if they are worried.

Checking the identity and suitability of visitors

All visitors will be required to verify their identity.

If the visitor is unknown to the setting, we will check their credentials and reason for visiting before allowing them to enter the setting. Visitors should be ready to produce identification.

Visitors are expected to sign the visitors' book and wear a visitor's badge.

Visitors to the school who are visiting for a professional purpose, such as educational psychologists and school improvement officers, will be asked to show photo ID and:

- Will be asked to show their DBS certificate, which will be checked alongside their photo ID; or
- The organisation sending the professional, such as the LA or educational psychology service, will provide prior written confirmation that an enhanced DBS check with barred list information has been carried out.

All other visitors, including visiting speakers, will be accompanied by a member of staff at all times. We will not invite into the school any speaker who is known to disseminate extremist views, and will carry out appropriate checks to ensure that any individual or organisation using school facilities is not seeking to disseminate extremist views or radicalise pupils or staff.

Missing Child Procedure

1. Purpose

1.1. It is essential that the necessary steps are taken to safeguard and promote the welfare of all young people, and this is seen as an utmost priority in our school. Any young person going missing from a class is a safeguarding issue.

1.2. This procedure will be followed alongside the Child Protection and Safeguarding Policy and any other relevant school policy or procedure.

1.3. All staff must understand what to do in the event that a young person were to be lost or go missing either from the school building, site or during an off-site visit.

1.4. It is the responsibility of the DSL and Headmistress to ensure that these procedures are understood and followed.

1.5. It is the responsibility of all staff to read these procedures and to act at all times accordingly.

2. Introduction

2.1. These procedures have been adopted in respect of any young person who goes missing from our premises or wanders off from our care, even if they remain on site.

2.2. These procedures will be used in respect of all cases in which it is found that a young person is lost or missing. It should be read in conjunction with the school's Child Protection and Safeguarding Policy.

2.3. This policy enables schools to deal promptly and professionally in a "worst case scenario" of a missing young person. It emphasises the responsibility for attendance, registers and keeping young people safe.

2.4. Due consideration will be given by the DSL as to whether a referral to the Integrated Front Door is required. For example, where the young person is in need of protection, early help or in need of other support.

2.5. Staff are responsible for completing the attendance registers, including at after school clubs and activities. The register must be completed accurately and promptly. The law requires schools to have an attendance register taken both in morning and afternoon sessions.

3. Steps to Keep Young people Safe

3.1. Our procedures will always be managed with common sense and sound judgement.

3.2. For pupils in Years 7-11 we must only release young people into the care of individuals who have been notified to us by the parent/carer(s) in advance, and we must ensure that young people do not leave the premises unsupervised. We must take all reasonable steps to prevent unauthorised persons entering the premises, and have an agreed procedure for checking the identity of visitors.

3.3. At all times, parents can be assured that all young people remain within the safe environment of our school/setting, including attendance at any outings. We ensure that proper precautions are taken to prevent young people going missing.

3.4. If any young person is found to leave the premises without permission of the school and parents, they will be deemed to have broken the school's code of conduct and the application of appropriate and proportionate sanctions will be considered by the Headmistress accordingly.

3.5. It is the responsibility of parents to ensure they provide correct and updated information on a timely basis and know the procedures for handover of their young person.

3.6. Particular care will be taken to register all young people on SIMS at the start of every lesson. As a minimum, any unexplained absences will be reported immediately to the DSL and school attendance officer by the teacher so that swift and immediate action will be taken. This should be done via email. In the absence or unavailability of the DSL, the deputy DSLs will assume these responsibilities. On the rare occasion of the DSL and the deputies all being unavailable, any other member of the senior leadership team will assume responsibility for these procedures. In the case of incidents occurring while young people are learning outside the classroom on school visits, the visit leader will assume such responsibility, as agreed with the Educational Visits Coordinator on behalf of the DSL and Headmistress. As soon as a pupil is reported missing from a lesson, a search of the school premises will be undertaken. This search will be co-ordinated by the DSL supported by staff in the school office and any other member of staff available at the time. The search of all of the obvious places – including toilets, empty rooms and the school grounds – should take no more than 15 minutes. At this point, if the pupil has not been found, parents will be contacted. They will be advised of what has happened and will be asked to try to contact their daughter themselves by calling her mobile number. If after a further 15 minutes, there has been no contact with the young person and she has not been found in school, the DSL will dial the police on **101**. If there is reason to suspect that the young person is at risk of harm or in immediate danger, the police emergency number (**999**) will be dialled.

The information required by the police to assist in locating and returning the pupil to a safe environment is as follows:

- The pupils name(s); date of birth; status (for example, CLA); responsible authority
- Where and when they went missing
- Previous missing episodes (if any) and where they went
- Who, if anyone, they went missing with
- What the young person was wearing plus any belongings they had with them such as bags, phone (include mobile number)
- Description and recent photo
- Medical history, if relevant
- Time and location last seen
- Circumstances or events around going missing with relevant safeguarding information
- Details of family, friends and associates

Whilst the search is ongoing, the school will continue to liaise with the police and act in accordance with police instructions.

Option 1 – if the young person is found before the police have arrived then the police must be informed and own school procedures need to be followed.

Option 2 - if the young person returns to school of their own volition, then the police must be informed and own school procedures need to be followed.

Option 3 - if the police locate the young person and bring them back to the school the police will conduct the safe and well interview and the school will follow school procedure.

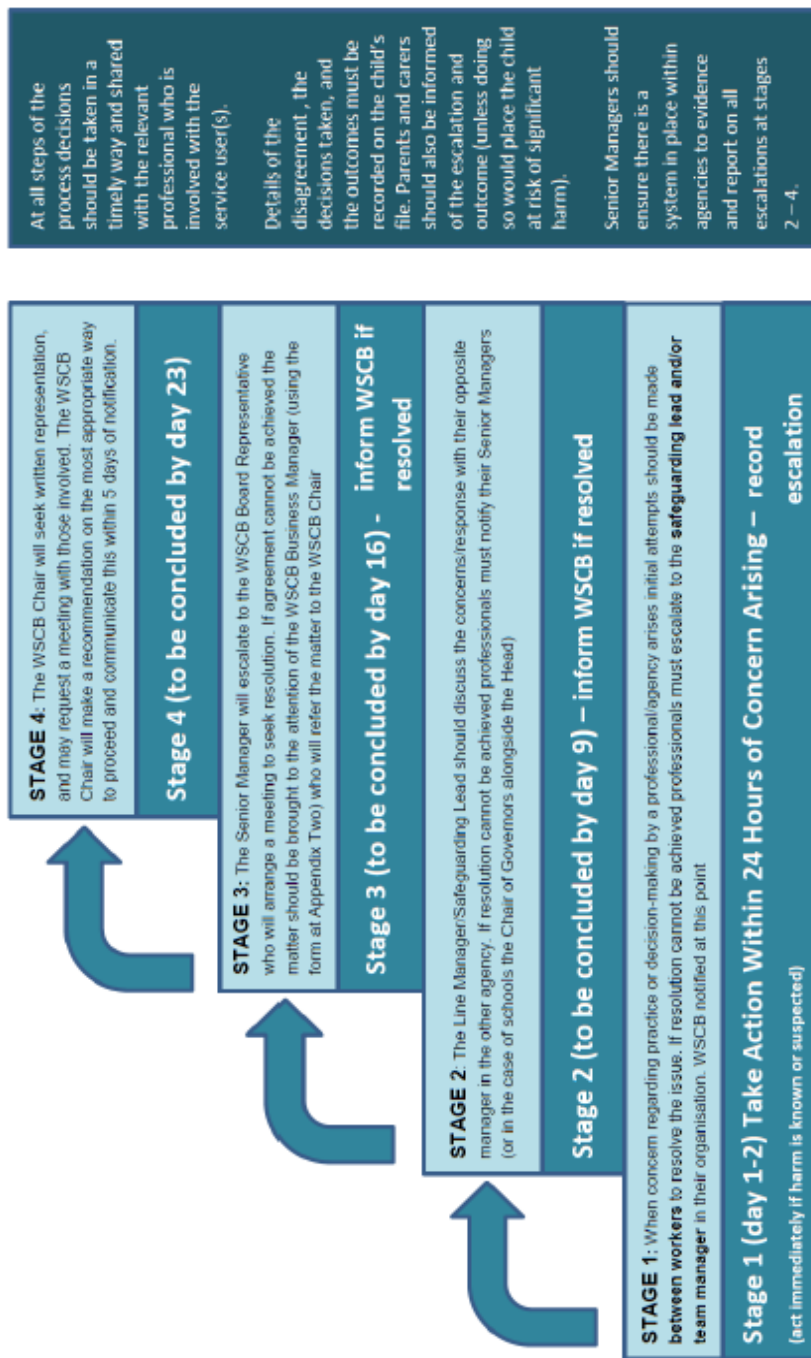
Where a pupil has a known risk of being missing, a risk assessment for the pupil will be written and put in place.

3.7. Visitors are recorded upon arrival and departure of the school site, and follow the school signing in procedure. Any pupil who needs to sign out for an appointment out of school must provide a letter from home requesting the time out, and must have this letter signed by a Head of Year or a member of the senior leadership team. Evidence of the medical appointment should also be provided.



Professional Disagreement and Escalation Multi-agency Procedure

Resolving Professional Disagreements Process and Timescales



Appendix 6: Upton Hall School Training Log

Training	Date completed
Whole School Safeguarding Training	<p>Year 2015-2016</p> <p>1/10/2015 - update/ briefing session for Full Governing Body</p> <p>2/11/2015 - teaching/ admin/ estate staff</p> <p>17/11/2015 - catering Staff</p> <p>4/12/2015 - cleaning Staff</p> <p>10/12/2021 - update/ briefing session for Full Governing Body</p> <p>18/3/2016 - update/ briefing session for Full Governing Body</p> <p>06/06/2016 – teaching staff safeguarding training</p> <p>30/6/2016 - update/ briefing session for Full Governing Body</p> <p>Year 2016-2017</p> <p>1/9/2016 - update session for all staff</p> <p>29/9/2016 - update/ briefing session for Full Governing Body</p> <p>31/102016 – Safeguarding update for all staff</p> <p>8/12/2016 - update/ briefing session for Full Governing Body</p> <p>16/3/2017 - update/ briefing session for Full Governing Body</p> <p>5/6/2017 - update session</p> <p>29/6/2017 - update/ briefing session for Full Governing Body</p> <p>Year 2017-2018</p> <p>4/9/2017 – all staff safeguarding training</p> <p>20/9/2017 - sessions for new teaching staff</p> <p>27/9/2017 - sessions for new teaching staff</p> <p>11/10/2017 - new support staff training</p> <p>5/10/2017 - update/ briefing session for Full Governing Body</p>

	<p>30/10/2017 - update session for all teaching staff</p> <p>1/12/2017 - update sessions for cleaning and catering staff</p> <p>Year 2018-2019</p> <p>3/9/2018 – safeguarding training for all staff</p> <p>29/10/2018 – safeguarding training, missing children procedures, lockdown policy</p> <p>15/05/19 – governor safeguarding training</p> <p>Year 2019-2020</p> <p>02/09/19 – whole school safeguarding update</p> <p>03/09/19 – safeguarding and record keeping – introduction to CPOMS</p> <p>Sept 2019 – all staff read Part 1 of KCSIE</p> <p>Sept 2019 – all staff completed Home Office Prevent training</p> <p>March 2020 – annual online safety course</p> <p>May 2020 – all HOY completed on line DSL training</p> <p>Year 2020-2021</p> <p>01/09/2020 – external safeguarding training for all staff (Amanda Waterfall, LA safeguarding education officer)</p> <p>23/03/2021 – National Online Safety Certified School Accreditation</p> <p>12/8/2021 – National Online Safety Safe Remote Accreditation</p>
<p>Designated Safeguarding Lead</p> <p>Mrs N Griffiths – Assistant Head</p>	<p>24/4/18 – DSL training</p> <p>04/04/2018 - an Introduction to integrated working - early help assessment / lead professional / information sharing (online certified module)</p> <p>31/03/2018 - self-harm and suicidal thoughts in children and children (online certified module)</p> <p>30/03/2018 - eSafety guidance for practitioners</p>

working with children (online certified module)

25/09/18 Mental Health in Schools: A Review of the “Transforming children and young people’s mental health provision” Green Paper – webinar.

23/11/18 - Relationships Education: Practical Steps for Secondary Schools to Get Started – webinar.

20/11/2018 – understanding pathways to extremism and the prevent programme (online certified module)

11/02/19 – managing allegations

3/3/2020 - annual online safety course for DSLs

3/3/2020 - annual online safety course for professionals working with SEN

3/3/2020 - annual online safety course for teachers, school staff and governors

24/3/2020 – annual online reputation course for schools & school staff

26/3/2021 – How OFSTED will inspect online safety

1/2/2021 – online safety for children with SEND

7/2/2021 – supporting pupil wellbeing and mental health during remote education

10/2/2021 – certificate in safeguarding remote learners

10/2/2021 – certificate in data protection for senior leaders

10/2/2021 – annual certificate in online safety for teaching staff

10/2/2021 – annual advanced certificate on online safety for DSLs and SENCOs


12/2/21 – certificate in the prevent duty in schools

12/2/21 – certificate in understanding county lines

20/3/2021 – DSL refresher training

20/4/2021 – managing allegations

07/5/2021 – prevent training

<p>Deputy Designated Safeguarding Lead</p> <p>Mr P McAleese - Deputy Head teacher</p> <p>Mrs A Gaunt - Headmistress</p>	<p>Training completed on 27/09/19</p> <p>Training completed on 19/04/20</p>
<p> Safer Recruitment Training</p> <p>Mrs N Griffiths – Assistant Head teacher</p> <p>Mrs A Gaunt – Headmistress</p> <p>Mrs K Green – Chair of Governors</p>	<p>Training completed on 20/04/2021</p> <p>Training completed on 19/04/20</p> <p>Training completed on 06/07/17</p>

Useful Links

Thresholds Resources:

<https://www.wirral safeguarding.co.uk/multi-agency-thresholds/>

Multi-agency Safeguarding Procedures:

<https://www.wirral safeguarding.co.uk/procedures/>

Concerns about a Young Person:

<https://www.wirral safeguarding.co.uk/public/concerned-about-a-child/>

Contacts and Referrals:

<https://www.wirral safeguarding.co.uk/procedures/5-1-contacts-referrals/>

Information Sharing and Confidentiality:

<https://www.wirral safeguarding.co.uk/procedures/1-3-information-sharing-confidentiality/>

Step Up and Step Down:

<https://www.wirral safeguarding.co.uk/procedures/1-4-step-step-process/>

Early Help and Support for Families:

<https://www.wirral safeguarding.co.uk/professionals/what-is-early-help/>

Multi-agency Standards for Child in Need (Section 17)

<https://www.wirral safeguarding.co.uk/wp-content/uploads/2019/03/WSCB-Multi-agency-Standards-for-Child-in-Need.pdf>

Multi-agency Standards for Child Protection

<https://www.wirral safeguarding.co.uk/procedures/5-8-multi-agency-standards-child-protection/>

Neglect:

<https://www.wirral safeguarding.co.uk/professionals/neglect/>

Domestic Abuse:

<https://www.wirral safeguarding.co.uk/professionals/what-is-domestic-abuse/>

Engaging with Resistant Families:

<https://www.wirral safeguarding.co.uk/engaging-with-resistant-families/>

Child Exploitation:

<https://www.wirral safeguarding.co.uk/child-exploitation/>

Private Fostering:

https://wirralchildcare.proceduresonline.com/p_private_fost.html

Supporting Families Enhancing Futures:

<https://www.wirral safeguarding.co.uk/professionals/supporting-families-enhancing-futures/>

Multi-agency Escalation:

<https://www.wirral safeguarding.co.uk/procedures/10-2-multi-agency-escalation-procedure/>

Tools for Professionals:

<https://www.wirral safeguarding.co.uk/tools-for-professionals/>

Working Together to Safeguard Children 2018

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

Seven Minute Briefings:

<https://www.wirral safeguarding.co.uk/7-minute-briefings/>