St Mary's School
CAMBRIDGE

Safeguarding and Child Protection Policy

This policy is the responsibility of the Senior Leadership Team (SLT) and the Designated Safeguarding Leads (DSLs)

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Authorised by: The Governing Body

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Key External Contacts

Cambridgeshire and Peterborough Safeguarding Children Partnership Board Safeguarding Multi-Agency Procedures

https://www.safeguardingcambspeterborough.org.uk/children-board

Useful contacts -Cambridgeshire & Peterborough

Cambridgeshire Education Safeguarding Team

ECPS.General@Cambridgeshire.gov.uk

Cambridgeshire Education Safeguarding Manager

Jackie Cannell (Acting Manager)

jackie.cannell@cambridgeshire.gov.uk

Early Help Hub: Targeted Support Services

Cambridgeshire: Tel:01480 376666

early.helphub@cambridgeshire.gov.uk

Local Authority Named Senior Officer:

Senior Leadership Advisor – Phil Nash

Tel: 01223 699448 or 07920 270820
Prevent Officers prevent@cambs.police.uk

Tel: 01480 422277

Local Authority Designated Officer (LADO) team:

LADO@cambridgeshire.gov.uk

LADO@peterborough.gov.uk

Telephone contacts:

01223 727967 – Cambridgeshire

01733 864038 – Peterborough

Out of Hours Emergency Duty Team:

Cambridge: 0345 0455203

Peterborough: 01733 234724

Children's Social Care referrals team and Multi Agency Safeguarding Hub (MASH):

Monday to Thursday 8am - 5.30pm and Friday 8am – 4.30pm Tel 0345 045 5203

National Services

Police

Emergencies Tel: 999

Child Abuse Investigation Unit Tel: 101

School's Police liaison officer Tel:101

Support and Advice about Extremism

Police Tel: 101

(non-emergency) Department for Education Tel: 020 7340 7264 (Monday to Friday 11am – 3pm)

counter.extremism@education.gov.uk

Reporting Female Genital Mutilation

Police Child Abuse Investigation Unit Tel: 101

Cambridgeshire County Council out of hours emergency duty team Tel: 01733 234724

NSPCC Whistleblowing Advice Line

National Society for the Prevention of Cruelty to Children (NSPCC)

Weston House, 42 Curtain Road, London, EC2A 3NH

Tel: 0800 028 0285

help@nspcc.org.uk

NSPCC report abuse in education advice line

Tel:0800 136663

help@nspcc.org.uk

UK Safer Internet Centre

Tel: 0344 381 4772 (Monday to Friday 10am-4pm)

helpline@saferinternet.org.uk

Disclosure and Barring Service

PO Box 3961, Royal Wootton Bassett SN4 4HF

Tel: 03000 200 190

customerservices@dbs.gov.uk

Teaching Regulation Agency

Cheylesmore House, 5 Quinton Road, Coventry, CV1 2WT

Tel: 0207 593 5393

misconduct.teacher@education.gov.uk

OFSTED Safeguarding Children

Tel: 0300 123 4666 (Monday to Friday from 8am to 6pm)

enquiries@ofsted.gov.uk

Whistleblowing@ofsted.gov.uk

National Children's Commissioner

Tel: 0800 528 0731

Reporting serious wrongdoing to the Charity Commission

https://www.gov.uk/guidance/report-serious-wrongdoing-at-a-charity-as-a-worker-or-volunteer

Independent Schools Inspectorate

CAP House, 9-12 Long Lane, London, EC1A 9HA

0207 600 0100

info@isi.net

Key School Contact Details

Designated Safeguarding Leads (DSL)

Joanne Reed-Jones

Designated Safeguarding Lead (DSL)

Children In Care Lead

Online Safety Lead

Head of Safeguarding, St Mary's School

Tel: 01223 222921

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Louisa Ankin

Designated Safeguarding Lead (DSL)

EYFS Lead and Domestic Abuse Lead

Head of Juniors, St Mary's Junior School (including the EYFS setting)

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Deputy Designated Safeguarding Leads (DDSL)

Aodain Clover

Deputy Designated Safeguarding Lead (DDSL)

Prevent Lead and FGM Lead

Deputy Head: Pastoral and Boarding, St Mary's Senior School

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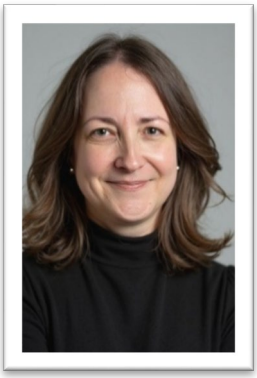

Claire Elliott

Deputy Designated Safeguarding Lead (DDSL)

Online Safety Lead

Head of Boarding, St Mary's Senior School

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Deputy Designated Safeguarding Lead (DDSL)

Senior Deputy

St Mary's Senior School

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E-mail: pwallace@stmaryscambridge.co.uk

Governors

Helen Fernandes

Safeguarding Governor

E-mail: hfernandes@stmaryscambridge.co.uk

Contacting St Mary's Governors

Please copy or forward all correspondence to:

Faisal Babar, Bursar & Clerk to the Governing Body

FBabar@stmaryscambridge.co.uk

St Mary's School, Bateman Street, Cambridge, CB2 1LY

01223 353253

If you wish to contact the School's Chair of Governors, please email Jeremy Pyne: JPyne@stmaryscambridge.co.uk

Policy Statement

Scope and introduction

This policy applies to St Mary's School, Cambridge ("the School"). It applies to all pupils including those in the Early Years Foundation Stage (EYFS) and boarders, and applies at all times. This includes where pupils and staff are away from school, whether they are on School arranged activities or otherwise, and whether or not the School is open. It applies out of school hours and in the holidays. This policy is reviewed and updated annually (as a minimum) and is available on the School website, in the resources area of **MyConcern** in the St Mary's cloud (SMC), at reception or on request.

This policy sets out how the School's Governing Body discharges its statutory responsibilities relating to safeguarding and promoting the welfare and wellbeing of pupils who are at the School. This policy applies to all staff in school, regardless of their employment status, including contractors, supply staff, agency staff, peripatetic staff, coaches, volunteers, and Governors. Through their contact with pupils and direct work with families all staff in School have a responsibility to:

- identify concerns early to prevent them from escalating;
- provide a safe environment in which children can learn and create a culture of safety, equality and protection;
- identify children who may benefit from early help;
- know what to do if a child tells them they are being abused or neglected;
- ensure consistent good safeguarding practice throughout the School to include the promotion of a zero-tolerance approach to child-on-child sexual violence and harassment in which pupils are confident to report it and staff are confident to identify and respond to it;
- follow the referral process if they have a concern about the welfare of any individual and allegations of abuse, neglect and/or exploitation.

In this policy, DSL means the Junior School and Senior School Designated Safeguarding Leads. References to DSL include the Deputy DSL (DDSL). It is consistent with the Cambridge and Peterborough Safeguarding Children Partnership Board (SCPB) procedures.

As a school we recognise the role that RSE and PSHEE play in supporting children and helping to prevent abuse. Therefore, the school incorporates into the curriculum, activities and opportunities which equip children with the skills they need to stay safer from abuse and exploitation in all contexts based on the current 2026 RSE guidance.

These include:

- How to judge when a relationship is unsafe and where to seek help when needed, including when pupils are concerned about violence, harm, or when they are unsure who to trust.
- The characteristics of positive relationships of all kinds, online and offline, including romantic relationships. For example, pupils should understand the role of consent, trust, mutual respect, honesty, kindness, loyalty, shared interests and outlooks, generosity, boundaries, tolerance, privacy, and the management of conflict, reconciliation and ending relationships.
- The role of consent, including in romantic and sexual relationships. Pupils should understand that just because someone says yes to doing something, that doesn't automatically make it ethically ok.

- Pupils should have an opportunity to discuss how some sub-cultures might influence our understanding of sexual ethics, including the sexual norms endorsed by so-called “involuntary celibates” (incels) or online influencers.
- Online risks, including the importance of being cautious about sharing personal information online and of using privacy and location settings appropriately to protect information online.
- Not to provide material to others that they would not want to be distributed further and not to pass on personal material which is sent to them. Pupils should understand that any material provided online might be circulated, and that once this has happened there is no way of controlling where it ends up. Pupils should understand the serious risks of sending material to others, including the law concerning the sharing of images.
- Pupils should understand the potentially serious consequences of acquiring or generating indecent or sexual images of someone under 18, including the potential for criminal charges and severe penalties including imprisonment.
- What to do and how to report when they are concerned about material that has been circulated, including personal information, images or videos, and how to manage issues online.
- That the internet contains inappropriate and upsetting content, some of which is illegal, including unacceptable content that encourages misogyny, violence or use of weapons. Pupils should be taught where to go for advice and support about something they have seen online.
- That pornography, and other online content, often presents a distorted picture of people and their sexual behaviours and can negatively affect how people behave towards sexual partners.
- The concepts and laws relating to domestic abuse, including controlling or coercive behaviour, emotional, sexual, economic or physical abuse, and violent or threatening behaviour.
- What constitutes sexual harassment or sexual violence, and that such behaviour is unacceptable, emphasising that it is never the fault of the person experiencing it.
- The concepts and laws relating to harms which are exploitative, including sexual exploitation, criminal exploitation and abuse, grooming, and financial exploitation.

(Relationships Education, Relationships and Sex Education (RSE) & Health Education, DfE, 2026)

Advice and Guidance

This policy takes into account the procedures and practice of Cambridgeshire County Council as part of the multi-agency safeguarding arrangements set up by Cambridgeshire and Peterborough Local Safeguarding Children Board.

This policy has regard to the following guidance and advice:

- Keeping Children Safe in Education (September 2026)
- Guidance for safer working practice for those working with children and young people in education settings (February 2022).
- Using after-school clubs, tuition and community activities - GOV.UK (Updated Feb 2026)
- Working Together to Safeguard Children (March 2026)

- Prevent duty guidance: Guidance for specified authorities in England and Wales 2023 (Updated March 2024)
- The Prevent duty: safeguarding learners susceptible to radicalisation - GOV.UK (Updated October 2026)
- The use of social media for on-line radicalisation (July 2015).
- Behaviour in Schools - Advice for headteachers and school staff (February 2024)
- Disqualification under the Childcare Act 2006 (September 2018).
- Channel Duty Guidance: Protecting people susceptible to radicalisation (2023)
- Educate Against Hate (HM Government).
- Multi-agency statutory guidance on female genital mutilation (HM Government, April 2016) (updated July 2020).
- Virginity testing and hymenoplasty: multi-agency guidance (August 2025)
- What to do if you're worried a child is being abused: advice for practitioners (March 2015).
- Information sharing: advice for practitioners providing safeguarding services (Updated May 2024).
- Sharing nudes and semi-nudes: advice for education settings working with children and young people (March 2024).
- Safeguarding children and protecting professionals in early years settings: online safety considerations (UKCIS February 2019).
- Children missing education (Sept 2025).
- Child sexual exploitation: definition and a guide for practitioners, local leaders and decision makers working to protect children from child sexual exploitation (February 2017).
- Searching, screening and confiscation: advice for schools (July 2022).
- Strategy for dealing with safeguarding issues in charities (December 2017).
- How to report a serious incident in your charity (Updated Jan 2026)
- Charity Commission guidance: Safeguarding and protecting people for charities and trustees (June 2022)
- Report serious wrongdoing at a charity as a worker or volunteer (Charity Commission, June 2019).
- Reporting a serious incident in your charity when it involves a partner (Charity Commission, December 2019).
- Guidance on reporting safeguarding concerns in a charity (Department for Digital, culture, Media and Sport, March 2022)
- Effective Support for Children and Families in Peterborough and Cambridgeshire (November 2018).
- Cambridge and Peterborough Safeguarding Partnership Board Threshold (December 2024)
- Home Office guidance 'Preventing Youth Violence and Gang Involvement'.

- Home Office guidance 'Criminal exploitation of children and vulnerable adults: County Lines' (October 2023).
- The Equality Act 2010 (DfE 2018) 2010: advice for Schools (DfE June 2018)
- PACE code C (Updated Dec 2023)
- Meeting digital and technology standards in schools and colleges (August 2026)
- Working together to improve school attendance: statutory guidance for maintained schools, academies, independent schools and local authorities (July 2026) Mobile phones in schools (June 2026)
- Section 3 of Early Years Foundation Stage Statutory Framework for group and school-based providers (Sept 2026)
- The National Minimum Standards for boarding schools (May 2026)

Equality Act 2010

The School understands and recognises their obligations under the Equality Act and that the school must not discriminate against pupils because of a protected characteristic including sex, race, disability, religion or belief, gender reassignment, pregnancy, maternity, or sexual orientation. In the context of safeguarding, the School will consider how to support pupils with regard to particular protected characteristics in order to meet their specific needs. The School will also consider their duty to make reasonable adjustments for disabled pupils. The School recognises that effective safeguarding is anti-discriminatory and anti-racist, and understands factors, including economic and social circumstances, ethnicity and disability, which can impact on children and families' lives. It promotes an inclusive, anti-discriminatory culture where racism, and other forms of discriminatory behaviour are recognised, challenged and addressed as part of its safeguarding responsibilities. Staff are alert to the risk of adultification bias, where children, particularly Black children, may be perceived as older than they are, which can lead to their needs being poorly understood and opportunities to provide help being missed.

The School complies with its legal duties under the Equality Act 2010, including putting special provision in place to support dialogue with children who may not be able to convey their wishes and feelings as they may want to. This might include, for example, those who have communication difficulties and those who do not speak English or for whom English is not their first language.

Relevant School Policies

The following School policies and procedures are relevant to this policy:

- *Staff Behaviour Policy.*
- *Whistleblowing Policy.*
- *Recruitment, Selection and Disclosure Policy and Procedure.*
- *IT Acceptable Use Policy.*
- *Online Safety Policy.*
- *Pupil Internet and IT Acceptable Use Policy.*

- *Social Media Policy (Staff Policies).*
- *Behaviour Management Policy.*
- *Discipline, Exclusions and Required Removal Policy.*
- *Anti-bullying Policy.*
- *Pupil Welfare Risk Assessment Policy*
- *Visitors Policy.*
- *Missing Child Policy and Procedure.*
- *SEND Policy.*
- *Equality, Diversity and Inclusion Policy.*
- *Health and Safety Practical Arrangements Policy.*
- *Health and Safety Management Policy.*
- *Physical Restraint and Contact Policy.*
- *Medical and First Aid Policy Handbook.*
- *Intimate Care Policy.*
- *RE and RSE Policy.*
- *Complaints Policy and Procedure.*
- *Disciplinary Procedure.*
- *Grievance Procedure.*
- *Bring your Own Device Policy.*
- *Attendance Policy.*

Concerns about a child

The School has a duty to consider at all times the best interests of the pupil and take action to enable all pupils to achieve the best outcomes. Safeguarding and promoting the welfare of children is everyone's responsibility. The School adopts a 'whole school' approach to safeguarding. This means involving everyone in the school or college, and ensuring that, safeguarding and child protection are at the forefront and underpin all relevant aspects of process and policy development.

Staff are required to report any concerns about the safety or welfare of a pupil, about the conduct of an adult working in the school or about safeguarding practices in the school in accordance with this policy.

Parents are encouraged to raise any concerns directly with the School, if necessary, using this safeguarding policy for concerns about the safety and/or welfare of children. Parents may raise concerns directly with the DfE if they wish.

The School has arrangements for listening to children and providing early help.

Definition of safeguarding and types and indicators of abuse

Safeguarding and promoting the welfare of children is defined as:

- providing help and support to meet the needs of children as soon as problems emerge; protecting children from maltreatment, whether that is within or outside the home, including online;
- preventing impairment of children's mental and physical health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care;
- taking action to enable all children to have the best outcomes.

Child protection is part of safeguarding and promoting the welfare of children and is defined as activity that is undertaken to protect children who are suspected to be suffering, or likely to suffer, significant harm. This includes harm that occurs inside or outside the home, including online, and in kinship care, foster care or residential care.

Abuse is 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. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse, including where they see, hear, or experience its effects.

Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). Abuse can take place wholly online, or technology may be used to facilitate offline abuse. They may be abused by an adult or adults or by another child or children. This includes in teenage relationships, or under the guise of 'honour' based abuse including forced marriage and female genital mutilation, or abuse related to faith or belief such as allegations of demonic possession.

Abuse can be:

- physical abuse;
- emotional abuse;
- sexual abuse;
- neglect.

Please see Appendix 1 of this policy for further detail of the types of abuse and possible indicators of abuse, as well as further information regarding specific safeguarding issues such as child criminal and/or sexual exploitation. Staff members should maintain an attitude of **"it could happen here"** where safeguarding is concerned. When concerned about the welfare of a pupil, staff members should always act in the best interests of the pupil. Safeguarding and promoting the welfare of children is everyone's responsibility.

Procedures for dealing with concerns about a child

We will follow the procedures set out in the SCPB 'Multi-Agency Procedures'. A copy of these procedures can be found on their website: https://www.safeguardingcambspeterborough.org.uk/children-board/professionals/procedures/

If staff (including governors, supply staff, agency staff and volunteers) have any concern about a child, they should follow the procedures in this policy and report their concern to the DSL (or the DDSL in the DSL's absence) immediately using the contact details set out in 'Key School Contact Details' above. The DSL will consider, with reference to local authority procedures, whether the report can be managed internally, or a

family help assessment is needed or it should be referred to external agencies such as children's social care and/or the police. A referral should normally be made by the DSL or DDSL but anyone can make a referral if necessary. If anyone other than the DSL makes a referral, they should inform the DSL as soon as possible that a referral has been made.

All staff should recognise that children may experience prejudice-based harm, including racism, faith-based prejudice, and other forms of discrimination. These should be treated as safeguarding concerns and reported in accordance with this policy.

Staff should not assume that somebody else will take action or share information that might be critical in keeping children safe. Staff should challenge any inaction and follow this up with the DSL and children's social care as appropriate. If a child's situation does not appear to be improving, the DSL should press children's social care for reconsideration. All concerns, discussions and decisions made and the reasons for those decisions should be recorded in writing.

The School's Local Safeguarding Children Board is The Cambridgeshire & Peterborough Safeguarding Childen Partnership Board (SCPB). A full copy of their local procedures can be found at https://www.gov.uk/report-child-abuse-to-local-council. A full copy of their local procedures can be found at http://www.safeguardingcambspeterborough.org.uk/

Where staff have safeguarding concerns about a child who is not a pupil of the School (for example, a sibling of a pupil, or a child attending an activity on the School's premises), they should follow the same procedures and report their concern to the DSL immediately.

What staff should do if a child is in immediate danger or at risk of harm

If staff (including governors, supply staff, agency staff and volunteers) believe that a child has been harmed or is in immediate danger or at risk of harm, an immediate referral to children's social care and/or the police should be made. Anyone can make a referral. Referrals will generally be made by the DSL following receipt of a report from staff. However, staff must feel confident to make a referral themselves if they believe a child is in immediate danger or at risk of harm.

Any such referral must be made immediately and in any event within 24 hours (one working day) of staff being aware of the risk. Parental consent is not needed for referrals to statutory agencies such as the police and children's social care. If anyone other than the DSL makes a referral, they should inform the DSL as soon as possible that a referral has been made. The local authority social worker should acknowledge receipt to the referrer within 24 hours and make a decision about the next steps and type of response required.

Information Sharing

The guidance, Information Sharing: Advice for Practitioners Providing Safeguarding Services to Children, Young People, Parents and Carers (May 2024) supports staff who have to make decisions about sharing information. Information about pupils and their families is defined as 'personal' or 'special category' data.

The Governing Body recognises the importance of information sharing between practitioners and local agencies, including ensuring arrangements for sharing information within the School and with local authority children's social care, the safeguarding partners and other organisations, agencies, and practitioners as required.

Fears regarding sharing information under data protection laws (the Data Protection Act 2018, the UK General Data Protection Regulation and the Data (Use and Access) Act 2025) should not be allowed to stand in the way of the need to promote the welfare of children and data protection laws do not prevent the sharing of information for the purposes of keeping children safe. When deciding what information to share, staff should consider:

- the relevancy of the information, including to the current safeguarding risk,
- what is necessary for the receiving setting to know, and
- whether it is clearly presented and appropriately contextualised.

Professional judgement should be used to ensure that the information shared is focused and proportionate. This may include summarising or omitting information which is not necessary for safeguarding purposes. Care should be taken not to omit information where it may be relevant to understanding or managing safeguarding risk. If in doubt about what information can and should be shared, staff should speak to the Designated Safeguarding Lead ('DSL'). If a Data Subject Access Request (DSAR) is received from a parent or pupil, staff will refer this request to the Compliance Manager immediately. The governing body will ensure that staff understand the relevant data protection principles which allow them to share (and withhold) personal information, including:

- Being confident of the processing conditions which allow them to store and share information for safeguarding purposes, including information which is sensitive and personal and should be treated as 'special category personal data'.
- Understanding that 'safeguarding of children and individuals at risk' is a processing condition that allows the sharing of special category personal data, including without consent where there is good reason to do so. For example, information may be shared without consent where: it is not possible to gain consent; it cannot reasonably it cannot be reasonably expected to gain consent; and gaining consent would place a child at risk.
- not providing pupils' personal data in response to a Subject Access Request where the serious harm test under the data protection legislation is met.

The School has appropriate arrangements in place to ensure that safeguarding information is transferred, reviewed and actioned promptly at all transition points, including in-year moves, in line with the statutory guidance. When sharing safeguarding information the School will clearly distinguish current safeguarding concerns and support needs from historic information.

Where the School receives safeguarding information for pupils this will be reviewed by the DSL who will take steps to clarify any information that is unclear or incomplete. Where there are issues or concerns this may include a conversation between the DSLs at both settings. The DSL will ensure that key staff are aware of any relevant information for new pupils.

Where the School receives any information that indicates an incoming pupil may present a risk to others and/or themselves, the School will assess the risk and put in place a safety and support plan for when the child arrives.

Wishes of the Child

Where there is a safeguarding concern, the School will ensure the pupil's wishes and feelings are taken into account when determining what action to take and what services to provide. This is particularly important in the context of harmful behaviours, such as sexual harassment and sexual violence. The School has a framework for the identification, assessment, management, and review of the risk to pupil welfare so that appropriate action can be taken to reduce the risks identified. See the School's Pupil Welfare Risk Assessment on SMC and the School website. At the Junior School, class teachers and learning support assistants lead on supporting pupils, however, all staff have input. Pupils and specific needs are discussed at weekly staff meetings so that everyone is aware and knows how to best support a pupil whenever they are in school. At the Senior School, tutors provide support through 1 to 1 conversation with pupils and implement support plans with other school staff to support pupils. Specialist support is provided by other pastoral staff (including tutors, Deputy Head

(Pastoral & Boarding), Head of Boarding, Boarding House Mistress, Chaplain, School Counsellors, and the School Nurses. The School manages this by ensuring that there are systems in place, that are well promoted, easily understood and easily accessible for children to confidently report abuse, knowing their concerns will be treated seriously, and knowing they can safely express their views and give feedback.

The School implements a child-centred approach to safeguarding. Whilst the School are committed to working collaboratively, and in partnership, with parents and carers as far as possible the wishes and feelings of the child and what is in their best interest is always central to the School's decision-making process.

What staff should do if they have concerns about a child

Receiving a disclosure

If staff receive a disclosure from a child they should: :

1. Listen to the disclosure

- listen carefully and keep an open mind;
- avoid asking leading questions (a question which suggests the answer) and use 'tell me', 'explain to me', 'describe to me';
- observe the child's behaviour
- reassure the pupil that the allegation/complaint will be taken seriously, and they will be supported and kept safe;
- ensure that the individual is not made to feel ashamed for making the report or given the impression that they are creating a problem by making the report;
- where possible ask open questions about whether they have been harmed, the nature of the harm or if they may be at risk of harm;
- not guarantee absolute confidentiality (as this may ultimately not be in the best interests of the child) and explain that the information needs to be passed to the appropriate person who will ensure that the correct action is taken;
- be aware that the individual may not feel ready or know how to tell someone that they are being abused, exploited or neglected, and/or may not recognise their experiences as harmful. Staff should exercise professional curiosity and speak to the DSL if they have concerns;
- record the conversation/ information immediately and report the concern in accordance with this policy;
- determine how best to build trusted relationships with children and young people which facilitate communication.

Where the allegation relates to harmful sexual behaviours, if possible, the disclosure should be managed with two members of staff present (preferably one of them being the DSL or their deputy).

Where a pupil makes a disclosure relating to a family member, parents should not be informed unless advised to do so by children's social care.

2. Record the concern

All concerns, discussions, and decisions (including the rationale for these decisions) made under these procedures should be recorded in writing on the Logging Concern form in MyConcern. This includes instances where referrals were or were not made to another agency, such as children's social care or the Prevent programme. This will help if/when responding to any complaint about the way a case has been handled.

Staff without internet access can obtain a Logging Concern form from the staff room, reception or directly from the DSLs or DDSLs. The formal written record can be completed after an initial discussion with the DSL or DDSL and completed with the DSL or DDSL where appropriate.

Safeguarding records should be clear, factual, and distinguish between observed concerns, professional opinion, and historic information. The record should include should be factual and should include:

- pupil name and date of birth;
- a clear and comprehensive summary of the concern;
- date and time of the event/concern/conversation;
- detail of what was said and done by whom and in whose presence;
- action taken and by whom with reasons for decisions made and outcome;
- name and position of the person making the record who should print their name, sign, and date it.

The information should be kept confidential and stored securely, ensuring that the file is only accessible to those who need to see it, and is shared in accordance with the guidance set out in Parts 1 and 2 of KCSIE. All other evidence, for example, notes made, text messages, clothing, computers, screen shots must be kept securely with the written record. Where the allegation relates to harmful sexual behaviours, if possible, the disclosure should be managed with two members of staff present (preferably one of them being the DSL or the DDSL). Where there is a safeguarding concern, the School will ensure the pupil's wishes and feelings are taken into account when determining what action to take and what services to provide.

Where an allegation or complaint is made by an adult, the DSL will inform them that their evidence will be passed on to a third party and they will be required to give a signed statement. If, after consideration, it is decided to pass the information and any documentation to an outside agency in accordance with this policy, the DSL will (unless advised otherwise) contact the disclosing party and inform them of this.

Additional guidance about how to manage a report of harmful sexual behaviour is provided in Part 5 of KCSIE. This includes the following advice:

- only record the facts as the child presents them;
- where the report contains an online element, do not view or forward illegal images of a child. See Section 2.11: Sharing nudes and semi-nudes: advice for education settings working with children and young people (publishing.service.gov.uk);
- what to do when viewing an image is unavoidable.

Manage reports with another member of staff present (preferably the DSL/DDSL), if possible and inform the DSL as soon as practicably possible if the DSL is not involved in the initial report.

3. Report the concern

If the concern is a safeguarding concern or allegation of abuse regarding teachers, staff, supply staff, agency staff or others (including the Head, governors, other volunteers, or contractors) this must be reported in accordance with the arrangements below, from page 30.

See also Appendix 2 – the safeguarding flowchart about how to report concerns.

The member of staff must report the concern to the DSL or DDSL in the DSL's absence. In exceptional circumstances if the DSL and DDSL are unavailable, staff must not delay taking action. Staff should speak to a member of the SLT and/or advice should be taken from Children's Social Care. Contact details can be found at the beginning of this policy. Any action should be shared with the DSL or DDSL as soon as is practically possible.

Where a child is suffering or is likely to suffer from harm, a referral to Children's Social Care should be made immediately. See Appendix 3.

"Harm" is the "ill treatment or impairment of the health or development of a child". Seeing or hearing the ill treatment of another person is also a form of harm. It can be determined "significant" by "comparing a child's health and development with what might be reasonably expected of a similar child."

Staff should be aware of the process for making referrals direct to Children's Social Care and/or the Police in these circumstances. Any action should be shared with the DSL or DDSL as soon as is practically possible. See Appendix 3 of this policy.

Teachers must report known cases of female genital mutilation (FGM) to the Police. See Appendix 1 for further information about FGM and this reporting duty. All other staff should report FGM concerns to the DSL.

4. Action by the DSL

The DSL or DDSL in the DSL's absence, will consider the appropriate course of action in accordance with the SCPB procedures and referral threshold document. Such action may include:

- managing any support for the pupil via the School's own pastoral support processes (taking advice from Children's Social Care where required);
- an Early Help assessment (see below);
- a referral for statutory services.

Where the concern relates to the welfare of a pupil who is 18 or over, the DSL will consider whether it is necessary to refer such concerns to the Safeguarding Adults Board rather than, or in addition to, Children's Social Care.

The DSL will, if appropriate, discuss with parents/carers prior to involvement of another agency unless the circumstances preclude this action. The DSL will discuss the matter with Children's Social Care if the School believes that notifying parents could place the child or other persons at immediate risk of harm or prejudice the prevention or detection of a crime. The DSL will record what discussions have taken place with parents or if a decision has been made not to discuss it with parents, the rationale must be recorded. Records may subsequently be disclosable to relevant partner agencies if child protection proceedings commence.

Contextual safeguarding (Risks outside the home)

Safeguarding incidents and/or behaviours can be associated with factors outside the School and can occur between children outside School. All staff, but especially the DSL and DDSLs, should consider the context within which such incidents and/or behaviours occur. The School will, as part of the wider assessment of children, consider whether environmental factors are present in a child's life that are a threat to their safety

and/or welfare. The School will share as much information with Children's Social Care as possible as part of the referral process to enable consideration of all the available evidence and the full context of any abuse.

Early Help and Family Help

Early help means the support available to all children and families through universal and community-based services, including schools, health services, and other local provision. Its purpose is to improve resilience and outcomes or to reduce the chance of problems getting worse. Any child may benefit from early help, but all staff should be particularly alert to the potential need for early help for a child who:

- Is disabled or has certain health conditions and has specific additional needs
- Has special educational needs (whether or not they have a statutory education, health, and care plan)
- Has a mental health need
- Is a young carer (a child who provides or intends to provide, care for another person)
- Is pregnant and/or is a parent themselves
- Is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement as association with organised crime groups or county lines
- Is frequently missing/goes missing from education, home or care
- Has experienced multiple suspensions, is at risk of, or has been permanently excluded from schools, or is in Alternative Provision or a Pupil Referral Unit
- Is misusing drugs and other alcohol themselves
- Is at risk of modern slavery, trafficking, and/or sexual or criminal exploitation
- Is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health problems or domestic abuse
- Is at risk of being radicalised or exploited
- Has a parent or carer in custody, or is affected by parental offending
- Has been repeatedly removed from the classroom
- Is on a part-time timetable
- Is a privately fostered child
- is at risk of honour or faith-based abuse such as Female Genital Mutilation or Forced Marriage

Where a child's needs go beyond what universal early help services can address for example, where a child has multiple and/or complex needs, or where their circumstances make them more vulnerable the child may require targeted support through Family Help.

The School has effective measures in place to identify emerging problems and potential unmet needs of individual pupils. All staff undertake appropriate training to ensure that they know when to share information with other agencies and what action to take to support early identification and assessments.

In the first instance, staff who identify a pupil that may benefit from early help or Family Help should discuss this with the School's DSL. If appropriate, the DSL will work with the Cambridgeshire & Peterborough Safeguarding Children Board to undertake an assessment. Where the child's needs can be met through

universal early help, the DSL will coordinate the School's response and liaise with relevant services. Where a child's needs are more complex and may require a multi-disciplinary Family Help assessment, the DSL will make a referral in accordance with the local authority's referral process. Further guidance can be found in Working Together to Safeguard Children (March 2026) and the Families First Partnership Programme Guide.

If early help or Family Help is provided, the matter will be kept under review and consideration given to a referral to children's social care for a child protection assessment if the pupil's situation does not appear to be improving or if concerns escalate.

Referral to external agencies

Not all concerns about a pupil's welfare will meet the threshold for referral to external agencies. Where the DSL determines that a concern can be managed internally, and doing so does not place the child at additional risk, the School will put in place appropriate pastoral support. This may include, for example, monitoring by the pupil's form tutor or head of year, referral to the School's counsellor or wellbeing team, or engagement with parents or carers. The DSL will keep such cases under review and will escalate to external agencies if the pupil's situation does not improve or if further concerns arise.

Responding to specific safeguarding issues

What staff should do if a child is seen as at risk of radicalization

Staff should refer to Appendix 1 for more information about radicalisation.

All staff should be aware of the indicators which may signal that children are at risk of radicalisation or being drawn into terrorism and should report any concerns to the School's DSL. A Prevent referral or referral to children's social care may be made depending on the level of risk. However, if staff have concerns that there is an immediate/significant risk of a child being drawn into terrorism they must call the Police on 999 or seek advice from the Children's Social Care referrals team (see numbers in key contacts above). Advice and support can also be sought from the Police on Tel number 101 and from Children's Social Care.

The School, in recognition that pupils may be at risk of being drawn into terrorism or other forms of extremism, carries out appropriate risk assessments (following consultation with local partners, such as the MASH and or Police) of the potential risk in the local area. Such risk assessments are discussed with the Head, DSL and DDSL and governors responsible for safeguarding to ensure the School's safeguarding arrangements are sufficiently robust to ensure that those at risk of radicalisation are identified and appropriate support is provided and is regularly revised as needed.

What staff should do if they discover an act of Female Genital Mutilation ('FGM')

Staff should refer to Appendix 1 of this policy for the procedure to be followed where they suspect that a pupil may be at risk of FGM.

Staff must report to the Police cases where they discover that an act of FGM appears to have been carried out. Unless the member of staff has a good reason not to, they should still consider and discuss any such case with DSL and involve Children's Social Care as appropriate.

What staff should do if they have concerns that children are at risk from or involved with serious violent crime

All staff should be aware of indicators which may signal that children are at risk from or are involved with serious violent crime. These may include increased absence from School, a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or a significant change in wellbeing, signs of assault or unexplained injuries.

If staff have any concerns about a child (as opposed to a child being in immediate danger), they should, where possible, speak with the School's DSL as soon as possible.

How should staff respond to an incident of nudes or semi-nudes images and/or videos (including those generated using AI) being shared by pupils?

The School is alert to the safeguarding risks arising from AI in this context, including the generation of deepfake intimate images using AI tools and the use of AI to create child sexual abuse material. Taking and sharing AI-generated intimate images of those aged under 18 is a criminal offence. Staff should be aware that incidents involving AI-generated imagery should be treated with the same seriousness as those involving real images and referred to the DSL immediately.

The School recognises that images of pupils published by the School on its website, social media channels, or in marketing materials may be vulnerable to misuse, including manipulation using AI tools. The School's approach to obtaining consent for, publishing, and managing pupil images (including the steps taken to mitigate the risk of AI manipulation of published images) is set out in the School's Taking, Using and Storing Images of Children Policy. Staff should refer to that policy for guidance on the publication of pupil images and should report any concerns about the misuse or manipulation of published images to the DSL immediately.

All members of staff in an education setting have a duty to recognise and refer any incidents involving nude or semi-nude images and/or videos including those generated using AI e.g. deepfakes and will be equipped with the necessary safeguarding training and support to enable them to recognise concerns.

For this purpose, 'making or sharing nudes and semi-nudes' refers to the creation, sending or posting of nude or semi-nude images, videos, or live streams by persons under the age of 18 online. Images may be taken by the child themselves (sometimes referred to as 'self-generated imagery') or taken or created by another person. hey may also be digitally altered or wholly generated using artificial intelligence, including what are sometimes described as 'deepfakes' or 'deep nudes'.

This could be via social media (including Snapchat), gaming platforms, chat apps (including WhatsApp and iMessage) or forums. It could also involve sharing between devices via services like Apple's AirDrop which works offline. The sharing of nude or semi-nude images and/or videos may happen publicly online, in 1:1 messaging or via group chats and/or via closed social media accounts. The images, videos or live streams may include more than one child.

The term 'nudes' is often used as it is most commonly recognised by young people and more appropriately covers all types of image sharing incidents. Alternative terms used by children and young people may include 'dick pics' or 'pics'.

Many professionals may refer to 'nudes and semi-nudes' as:

- youth produced sexual imagery or 'youth involved' sexual imagery;
- indecent imagery. This is the legal term used to define nude or semi-nude images and videos of children and young people under the age of 18;
- 'sexting'. Many adults may use this term, however, some young people interpret sexting as 'writing and sharing explicit messages with people they know' rather than sharing images;
- image-based sexual abuse. This term may be used when referring to the nonconsensual sharing of nudes and semi-nudes.

Terms such as 'revenge porn' and 'upskirting' are also used to refer to specific incidents of nudes and semi-nudes being shared. However, these terms are more often used in the context of adult-to-adult non-

consensual image sharing offences outlined in section 33-35 of the Criminal Justice and Courts Act 2015, Voyeurism (Offences) Act 2019 and section 67A of the Sexual Offences Act 2003.

Terms such as 'deep fakes' and 'deep nudes' may also be used by adults and young people to refer to digitally manipulated and AI-generated nudes and semi-nudes. Any direct disclosure by a child will be taken seriously and staff will ensure the child is feeling comfortable and will only ask appropriate and sensitive questions, in order to minimise further distress or trauma to them.

If staff are notified or become aware of an incident of sharing of nude or semi-nude images and/or videos including those generated using AI being shared by a pupil or of a pupil, they should refer the incident to the DSL as soon as possible. All incidents involving the sharing of nude or semi-nude images will receive a safeguarding response, regardless of whether they are consensual or non-consensual. The School will take a proportionate approach that considers the age, development, and circumstances of the children involved, as well as any elements of coercion, exploitation or vulnerability.

The DSL will follow the DDMSC / UKIS guidance "*Sharing nudes and semi-nudes: advice for education settings working with children and young people*" (March 2024) when responding to a report of the making or sharing of nude or semi-nude images and/or videos including those generated using AI s. This will include:

- holding an initial review meeting with appropriate staff. This may include the staff member(s) who heard the disclosure and the safeguarding or leadership team who deal with safeguarding concerns;
- carrying out interviews with the children involved (if appropriate);
- informing parents and carers at an early stage and keep them involved in the process in order to best support the pupil unless there is good reason to believe that involving them would put the child at risk of harm. Any decision not to inform them should be made in conjunction with other services such as children's social care and/or the police, who would take the lead in deciding when they should be informed;
- carrying out a risk assessment to determine whether there is a concern that a child has been harmed or is at risk of immediate harm at any point in the process.

An immediate referral to police and/or children's social care through the MASH or equivalent will be made if any of the following points apply:

- the incident involves an adult. Where an adult poses as a child to groom or exploit a child or young person, the incident may first present as a child-on-child incident;
- there is reason to believe that a child or young person has been coerced, blackmailed or groomed, or there are concerns about their capacity to consent (e.g. owing to special educational needs);
- the images or videos suggests the content depicts sexual acts which are unusual for the young person's developmental stage, or are violent;
- the images involves sexual acts and any child or young person in the images or videos is under 13;
- there is reason to believe a child or young person is at immediate risk of harm owing to the sharing of nudes and semi-nudes, for example, they are presenting as suicidal or self-harming.

If none of the above apply, the School may decide to respond to the incident without involving the police or children's social care. All incidents relating to nudes and semi-nudes being shared need to be recorded, whether they have been referred externally or not. The decision to respond to an incident without involving the police or children's social care will only be made in cases where the DSL (or equivalent) is confident that they have enough information to assess the risks to any child or young person involved and the risks can be managed within the School's pastoral support and disciplinary framework. Any decision in this regard will be made by the DSL (or equivalent) with input from the Head. The decision will be made and recorded in line with this policy and will be based on consideration of the best interests of any child or young person involved. Any decision will consider proportionality as well as the welfare and protection of any child or young person. The decision will be reviewed throughout the process of responding to the incident. If doubts remain local safeguarding arrangements will be followed.

This guidance does not apply to the sharing of images of persons under 18 by an adult over 18 as this constitutes child sexual abuse. If staff become aware of such an incident, they should notify the DSL immediately, who should always inform the police as a matter of urgency.

What staff should do if a child is persistently absent from education

Children who are absent from education particularly on repeat occasions and/or for prolonged periods, and children missing education can act as a vital warning sign to a range of safeguarding issues, including neglect and child sexual and/or criminal exploitation, particularly county lines. It is important that the School's response to persistently absent pupils and children missing education supports identifying such abuse, and in the case of absent pupils, helps prevent the risk of them becoming a child missing education in the future.

The School's procedures for unauthorised absence and for dealing with children who are absent, repeatedly and/or for prolonged periods, and children missing from education are outlined in the Missing Child and Uncollected Child procedure. Further detail can also be found at Appendix 1 of this policy.

Where reasonably possible, the School will hold more than one emergency contact number for each pupil to provide the School with additional options to make contact with a responsible adult particularly when a child who is repeatedly absent and/or absent for prolonged periods is also identified as a welfare and/or safeguarding concern.

The School will report to Cambridgeshire County Council a pupil who fails to attend school regularly or has been absent from school without the School's permission for a continuous period of 10 school days or more.

When working with local authority children's services where school absence indicates safeguarding concerns, the School will have regard to the DfE guidance 'Working together to improve school attendance: statutory guidance for maintained schools, academies, independent schools and local authorities' (July 2026) and to the EYFS Statutory Framework for children aged 0-5 years.

Elective Home Education

Where a parent expresses their intention to remove a pupil from school with a view to educating at home, the School will work with the local authority and other professionals to coordinate a meeting with the parents. This is to ensure the parents have considered what is in the best interests of their child. This will be particularly important where a child has SEND, is vulnerable, and/or has a social worker.

What staff should do if a child needs a social worker (Children in Need and Child Protection Plans)

Children may need a social worker due to safeguarding or welfare needs. Children may need this help due to abuse, neglect and complex family circumstances. A child's experiences of adversity and trauma can leave

them vulnerable to further harm, as well as educationally disadvantaged in facing barriers to attendance, learning, behaviour, and mental health.

Local authorities should share the fact a child has had, has, or needs a social worker, and the DSL should hold and use this information with appropriate teaching staff and the SLT, so that decisions can be made in the best interests of the child's safety, welfare, and educational outcomes. This should be considered as a matter of routine.

Where children need a social worker, this should inform decisions about safeguarding (e.g. responding to unauthorised absence or missing education where there are known safeguarding risks) and about promoting welfare (e.g. considering the provision of pastoral and/or academic support, alongside action by statutory services).

What staff should do if a child requires mental health support

The School has an important role to play in supporting the mental health and wellbeing of its pupils. Specifically, staff can support the fulfilment of 4 key roles:

- promoting good mental wellbeing and preventing the onset of mental illness,
- observing pupils and identifying early those who may be experiencing mental health problems or being at risk of developing one,
- ensuring early targeted support is provided, and
- liaison with/referral to specialist services where needed.

All staff should be aware that mental health problems can, in some cases develop into a safeguarding concern. This could include, for example, self-harm, eating disorders, or suicidal ideation. They could also be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation.

Staff can access a range of advice to help them identify children in need of extra mental health support, this includes working with external agencies. More information can be found in the DfE *Mental Health and Behaviour in Schools* guidance. Public Health England has produced a range of resources to support staff to promote positive health, wellbeing, and resilience among young people.

If staff have a mental health concern about a child that is also a safeguarding concern, immediate action should be taken, following this policy, and speaking to the DSL. Where support is needed, the DSL will consider whether to inform parents or carers to support the child's wellbeing, where doing so would not place the child at additional risk.

The DSL will call 999 if there is immediate danger and NHS 11 for urgent non-emergency mental health support.

Staff should not wait for a formal diagnosis before raising a concern with the DSL. If staff feel that a child is in immediate danger and the DSL or DDSL is not available, they should call 999 or arrange for them to be taken to A&E immediately by a parent/carer or other suitable person.

The School's Mental Health Lead is Mrs Aodain Clover.

What staff should do if they have concerns about another staff member or others working in school

The School provides clear and comprehensive guidance about the standards of appropriate behaviour and actions of its staff in the Staff Behaviour Policy. All staff are expected to comply with the standards contained within this [code of conduct / policy] at all times.

If staff have a safeguarding concern or an allegation of harming or posing a risk of harm to children is made about another member of staff (including supply staff, trainee teachers, volunteers, and contractors), then:

- this should be referred to the Head, who will consider whether an onward referral to the LADO is required
- where there is a concern/allegation about the Head, this should be referred to the Chair of Governors
- where there is a conflict of interest in reporting the matter to the Head, this should be reported directly to the LADO(s). The LADO's details are provided in this policy under Key External Contacts.

If staff have a safeguarding concern or an allegation about another member of staff (including supply staff, trainee teachers, volunteers or contractors) that does not meet the harm threshold, then this should be shared in accordance with the procedure set out below under 'Dealing with concerns or allegations that do not meet the harm threshold/low level concerns.'

What staff should do if they have concerns about safeguarding practices in the school

The School aims to ensure there is a culture of safety and raising concerns and an attitude of 'it could happen here'. Where staff have concerns about poor or unsafe practices and potential failures in the School's safeguarding systems, these should be raised in accordance with the School's *Whistleblowing Policy* which can be found on the policies page of the School website. There will be no disciplinary action taken against a member of staff for making such a report provided that it is done in good faith.

If staff and volunteers feel unable to raise an issue with the School or feel that their genuine concerns are not being addressed, they may use other whistleblowing channels, such as the NSPCC whistleblowing advice line. Contact details for the NSPCC helpline can be found on the Contacts page at the start of this policy. Staff may also report concerns directly to the School's Local Authority or to the Charity Commission if they consider that the School has failed to deal with concerns appropriately.

Dealing with child on child allegations (including child on child sexual violence and harassment)

Child on child abuse is abuse (including child on child sexual violence and harassment) by one or more child/ren against another child. It is a safeguarding concern for both the victim and the alleged perpetrator and is preventable. It can happen both inside and outside of school, and online. It can manifest itself in many ways and can include

- bullying (including cyber bullying, prejudice-based and discriminatory bullying),
- discriminatory behaviour, including racism, faith-targeted abuse, and other prejudice-based incidents,
- abuse in intimate personal relationships between children (also known as teenage relationship abuse),
- physical abuse and harm (such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm),
- physical assault and harm, or the threat of harm with a weapon,
- initiation/hazing type violence and rituals,
- upskirting,
- consensual and non-consensual making or sharing of nude or semi-nude images and/or videos including those generated using AI e.g. deepfakes,

- harmful sexual behaviours, sexual violence and sexual harassment, which may include misogyny/misandry
- causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party.
- a group of children sexually assaulting or sexually harassing a single child or group of children.

These arrangements apply to all reports and concerns of child on child abuse, whether they have happened in school or outside of it, and/or online. Abuse that occurs online or outside of school should not be downplayed and should be treated equally seriously.

The School takes a zero-tolerance approach and abusive comments and interactions should never be passed off or dismissed as "banter" or "part of growing up". Nor will harmful sexual behaviours, including sexual comments, remarks or jokes and online sexual harassment, be dismissed as the same or "just having a laugh" or "boys being boys". Staff will also challenge physical behaviours (that are potentially criminal in nature), such as grabbing bottoms, breasts and genitalia, pulling down trousers, flicking bras and lifting up skirts. Dismissing or tolerating such behaviours risks normalising them.

The School acknowledges that even if there have been no reported cases of child-on-child abuse in relation to pupils within the school, such abuse may still be taking place and is simply not being reported. The School will ensure that children are aware of how they can report abuse, and that they are aware of the procedures that the School will follow once a report has been made. These procedures will be well promoted and in a format that is easily accessible and understood by children.

The School recognises that a child is likely to disclose an allegation to someone they trust: this could be any member of staff. The School also recognises that children may not find it easy to tell staff about their abuse verbally and that instead they may show signs or act in ways they hope adults will notice and react to. It is also recognised at an incident may come to a member of staff's attention through a report of a friend, or by overhearing conversations. It is therefore important that all staff are clear on the School's policy and procedures with regards to child on child abuse, and can recognise the indicators and signs of child on child abuse and know how to identify it and how to respond to reports.

The School recognises that a first disclosure to a trusted adult may only be the first incident reported. It is not necessarily representative of a singular incident. Staff will take all reports of abuse seriously regardless of how long it has taken for the child to come forward. Staff will act immediately and will support the victim when they raise a concern.

The School recognises that children with special educational needs and disabilities (SEND) or certain health conditions can face additional safeguarding challenges and may be more prone to child-on-child group isolation or bullying (including prejudice- based bullying) than other children. The School also recognises that certain children may face additional barriers to reporting an incident of abuse because of their vulnerability, disability, sex, ethnicity, and all sexual orientation. The School will consider extra pastoral support for these children which may mean more class teacher/tutor time, and time with the School counsellors, nurses, and chaplain.

The School recognises that children can be particularly vulnerable in residential settings and are alert to the potential for child-on-child abuse. There are regular meetings for boarding pupils with Boarding staff and the Head of Boarding is DDSL. The School will comply with its obligations as set out in the National Minimum Standards in relation to safeguarding at all times. Boarders are directed to people they can turn to for support and guidance: this is clearly signposted in: the ‘Welcome Booklet, the main Boarder’s Handbook’ and on the back of every toilet door in Mary Ward House. Apart from Boarding staff, the Boarding Prefects are another

source of support, and one prefect is assigned to each year group as a mentor figure. Trained Peer Mentors who are also boarders, are available for the boarders to speak to. A school nurse is available every weekday morning at Mary Ward House before school. The boarders are also able to make an appointment to see the school counsellors, if they so wish. 1 to 1 pastoral meetings are held every term with the Head of Boarding and Housemistress. The Head of Boarding delivers a meeting every Monday at 7.15pm and talks about a range of issues and guest speakers are also invited. The Housemistress has a weekly meeting with each year group.

The School takes the following steps to minimize the risk of child-on-child abuse: ensuring students are aware of the school's values, assemblies, dedicated anti-bullying week activities ensuring students are aware of the school's approach to bullying and supporting all those involved.

A pupil against whom an allegation of abuse has been made may be suspended from the School during the investigation. The School will take advice from the SCPB on the investigation of such allegations and will take all appropriate action to ensure the safety and welfare of all pupils involved including the alleged victim and perpetrator(s). If it is necessary for a pupil to be interviewed by the police in relation to allegations of abuse, the School will ensure that, subject to the advice of the SCPB, parents are informed as soon as possible and that the pupils involved are supported during the interview by an appropriate adult and until the investigation is completed. Confidentiality will be an important consideration for the School and advice will be sought as necessary from the SCPB and/ or the police as appropriate. The School will have regard to the procedures set out in *KCSIE* at all times.

The victim may ask the School not to tell anyone about the sexual violence or sexual harassment. Advice should be sought from the DSL or DDSL who should consider: parents or carers should normally be informed unless doing so would put the victim at greater risk; the basic safeguarding principal that if a child is at risk of harm, is in immediate danger, or has been harmed, a referral should be made to local authority children's social care; and whether a crime has been committed. Ultimately, the DSL {or DDSL} will balance the victim's wishes against their duty to protect the victim and other children.

Police may be informed of any harmful sexual behaviours which are potentially criminal in nature, such as grabbing bottoms, breasts and genitalia. Rape, assault by penetration and sexual assaults will be passed to the police. Where a report has been made to the police, the School will consult the police and agree what information can be disclosed to staff and others, in particular, the alleged perpetrator(s) and their parents or carers. If the DSL decides to make a referral to children's social care and/or a report to the police against a victim's wishes, the reasons should be explained to the pupil and appropriate specialist support offered. The DSL may also decide that the children involved may benefit from early help, and may make the necessary referral in accordance with the SCPB referral process.

The School will follow the DDMSC / UKIS guidance "Sharing nudes and semi-nudes: advice for education settings working with children and young people" (March 2024) when responding to an allegation that nude or semi-nude images and/or videos including those generated using AI have been shared.

In the event of disclosures about child on child abuse, all children involved (both victim(s) and perpetrator(s)) will be treated as being at risk, and safeguarding procedures in accordance with this policy will be followed. Victims will be supported by members of the pastoral team and support from external agencies will be sought, as appropriate.

When there has been a report of sexual violence, the DSL will make an immediate risk and needs assessment. Where there has been a report of sexual harassment, the need for a risk assessment should be considered on a case-by-case basis. The risk and needs assessment should consider:

- the victim;
- whether there may have been other victims;

- the alleged perpetrator(s); and
- all the other children (and, if appropriate, staff) at the School especially any actions that are appropriate to protect them from the alleged perpetrator(s), or from future harms.

Risk assessments will be recorded (written or electronic) and kept under review. In relation to a report of sexual violence or sexual harassment, the DSL (and indeed all staff) will reassure any victim that they are being taken seriously and that they will be supported and kept safe. The victim will never be made to feel ashamed for making a report nor will they be given the impression that they are creating a problem by reporting sexual violence or sexual harassment; nor would a victim ever be made to feel ashamed for making a report or have their experience minimised. The School will explain to the child in a way that avoids alarming or distressing them that the law is in place to protect children rather than to criminalise them. The School will consider the age and the developmental stage of the victim, the nature of the allegations and the potential risk of further abuse. The School acknowledges that, by the very nature of sexual violence and sexual harassment, a power imbalance is likely to have been created between the victim and alleged perpetrator(s). The DSL will consider the risks posed to pupils and put adequate measures in place to protect them and keep them safe and to ensure their educational attainment is not adversely affected as far as is possible. This may include careful consideration of the proximity of the victim and alleged perpetrator and considerations regarding shared classes, sharing School premises (including during any before or after school-based activities), and School transport. The School will also consider the risks posed to the victim from other health needs, including physical, mental and sexual health problems, as well as unwanted pregnancy which may arise as a result of the incident, and will consider recommending additional support.

The School will consider intra familial harms and whether any support for siblings is necessary following an incident.

The School will keep a written record of all concerns, discussions and decisions made.

The School will reflect on reported concerns, including the decisions made and actions taken, in order to identify any patterns of concerning, problematic of inappropriate behaviour which may indicate an unacceptable culture, or any weaknesses in the School's safeguarding system which may require additional training or amendments to relevant policies. Where a pattern is identified the School will decide on an appropriate course of action.

In the event that a report is proven to be false, unsubstantiated, unfounded or malicious, the DSL will consider whether the child and/or the person who has made the allegation is in need of help or may have been abused by someone else and this is a cry for help. In such circumstances, a referral to children's social care may be appropriate. If a report is shown to be deliberately invented or malicious, the Head will consider whether any disciplinary action is appropriate against the individual who made it in accordance with the School's behaviour policy.

Record Keeping

Staff must record all concerns about a pupil's welfare on the Logging Concern form on MyConcern which is available on the home (landing) page of SMC. Non-IT enabled staff should use the Logging Concern form in the staff room, reception or obtain this directly from the DSL/DDSL who will support them in reporting their concern.

All records created in accordance with policy are managed in accordance with the School's retention and deletion guidelines, which can be found on the St Mary's Cloud. All concerns, discussions and decisions made and the reasons for those decisions should be recorded in writing. Information should be kept confidential and stored securely. Concerns and referrals will be kept in a separate child protection file for each child. These will

include a clear and comprehensive summary of the concern, details of how the concern was followed up and resolved and a note of any action taken, decisions reached and the outcome.

Informing parents

Parents will normally be kept informed as appropriate of any action to be taken under these procedures. However, there may be circumstances when the DSL will need to consult the Head, the Designated Officer, Children's Social Care and/or the Police and/or the pupil, before discussing details with parents. In all cases, the DSL will be guided by the SCPB threshold document.

Where people have made a disclosure which relates to a family member, the parents should not be informed unless advised to do so by the safeguarding team at Children Social Care.

See Dealing with Allegations of Abuse Against Staff (including the Head, supply staff, agency staff, contractors (including peripatetic teachers) governors and other volunteers) below about disclosure of information where an allegation has been made.

Additional Reporting

The School will consider whether it is required to report safeguarding incidents to any other regulatory body or organisation, including but not limited to:

- Health and Safety Executive – Please see the School's Health and Safety Policy.
- Charity Commission – The School is a registered charity and is required to report all serious incidents to the Charity Commission in accordance with the guidance 'How to report a serious incident in your Charity' CC June 2019. Serious incidents that will be reported to the Charity Commission include suspicions, allegations or incidents of abuse involving pupils. The School will notify the Charity Commission of other agencies to which the incident has been reported in accordance with this policy.
- Boarding School Association – as a member school we will report matters in accordance with the Commitment to Care charter.
- Insurers – the School will consider whether it is necessary to report a safeguarding incident to the relevant insurers and/ or brokers and if so, the timescale required by the relevant policies. In any event, this will be done prior to renewal to ensure the School complies with its duties under the Insurance Act 2015.
- Disclosure and Barring Service (DBS). A referral will be made promptly if the criteria are met.
- Teaching Regulation Agency (TRA). Separate consideration will be given as to whether a referral to the TRA should be made where a teacher has been dismissed or would have been dismissed if he/she had not resigned.
- UK Visas and Immigration. In the event that a people holding a student or child student visa sponsored by the School under the points-based system goes missing, the School will report to UKVI if this pupil misses ten consecutive expected contact points. Each time the School's attendance register is completed is treated as a contact point for the purposes. The report will be made by the School's level one user via the sponsor management in accordance with prevailing UKVI guidance.

Dealing with safeguarding concerns or allegations of abuse against teaching staff and other staff (including the Head), supply staff, agency staff, contractors, governors, and volunteers

The School's procedures for managing safeguarding concerns or allegations against staff (including the Head, supply staff, agency staff, contractors, governors, and volunteers) who are currently working in the School whether in a paid or unpaid capacity follows Department for Education statutory guidance and SCPB arrangements and applies when staff (including the Head, supply staff, agency staff, contractors, governors and other volunteers) have (or are alleged to have):

- behaved in a way that has harmed a pupil or may have harmed a child;
- possibly committed a criminal offence against or related to a child;
- behaved towards a child or children in a way that indicated that they may pose a risk of harm if they were to work regularly or closely with children;
- behaved or may have behaved in a way that indicated they may not be suitable to work with children, including behaviour that may have happened outside of school.

In this section reference to 'allegations' also covers concerns. Allegations that do not meet the above harm test should be dealt with using the School's procedure for handling low level concerns set out below.

Allegations against a teacher who is no longer teaching should be referred to the Police. Historical (non-recent) allegations of abuse should be referred to the Police and the Local Authority Designated Officer (LADO). Non recent allegations made by a child will be reported to the LADO in line with the SCPB procedures for dealing with non-recent allegations. The LADO will coordinate with Children's Social Care and the Police.

Guidance is provided to staff to ensure that all staff are clear on the rules of conduct and the expectations of the School in relation to the contact with pupils, parents, colleagues, and any other person who comes into contact with the School. This guidance is contained in the *Staff Behaviour Policy* and includes details of additional safeguarding arrangements where staff engage in one-to-one teaching and meetings with pupils.

If an allegation is made

The local authority has a team of people who are involved with the management and oversight of allegations against people that work with children (Local Authority Named Senior Officer and LADO). If an allegation is made against anyone working with children in the School, the School will conduct a basic inquiry in line with local procedures to establish the facts in order to determine whether there appears to be any foundation to the allegation. The School should not undertake their own investigation of allegations without prior consultation with the LADO or, in the most serious cases, the Police, so as not to jeopardise statutory investigations.

When dealing with an allegation about a staff member the school will apply common sense and judgement, deal with allegations quickly, fairly, and consistently and will support the person subject to the allegation.

1. Allegations which appear to meet the above reporting criteria are to be reported straight away to the Head. If the Head is the subject of the allegation or concern, reports should be made to the Chair of Governors. Where the Head is the subject of the allegation or concern, the Head must not be informed of the allegation prior to contact with the Chair of Governors and LADO.
2. Where the Head is unavailable this should be referred to the DSL, unless there are concerns about the DSL, in which case it should be referred to the nominated safeguarding governor.

3. An allegation against a Governor should be reported immediately to the Safeguarding Governor. If the Safeguarding Governor is the subject of the allegation, it should be reported to the Head.

4. The person taking action is known as the Case Manager. The Case Manager should immediately discuss the allegation with the LADO and consider the nature, content and context of the allegation and agree a course of action including any involvement of the Police. (Where the Case Manager deems there to be an immediate risk to children or there is evidence of a possible criminal offence, or it is an emergency, the Case Manager should contact Children's Social Care and, as appropriate, the Police immediately). All discussions should be recorded in writing, and any communication with both the individual and the parents of the child(ren) agreed. The LADO should be informed within **one working day** of all allegations that come to the School's attention and appear to meet the criteria or that are made directly to the Police and/or Children's Social Care. The DSL is responsible for ensuring the child is not at risk.

5. Where the Case Manager is concerned about the welfare of other children in the community, or the member of staff's family, they will discuss these concerns with the LADO and make a risk assessment of the situation. It may be necessary for the LADO to make a referral to Children's Social Care.

6. When to inform the individual, who is the subject of the allegation, will be considered on a case-by-case basis and with guidance from the LADO, and if appropriate, the Police and/or Children's Social Care. Subject to any objection, the Case Manager will ensure that the individual who is subject off the allegation is informed as soon as possible and given an explanation of the likely course of action. The Case Manager will appoint a named representative to keep the individual informed of the progress of the case and will consider what other support is appropriate for the individual.

7. The Case Manager should give careful consideration as to whether the circumstances of the case warrant suspension from contact with children at the School or whether alternative arrangements should be put in place until the allegation is resolved. The following alternative arrangements should be considered by the case manager before suspending a member of staff:

    - redeployment within the school so that the individual does not have direct contact with the child or children concerned;
    - providing an assistant to be present when the individual has contact with children;
    - redeploying to alternative work in the school so the individual does not have unsupervised access to children
    - moving the child or children to classes where they will not come into contact with the member of staff, but this decision should be made if it is in the best interests of the child or children concerned and takes account of their views for stop it should be made clear that this is not a punishment and parents have been consulted; or
    - temporarily redeploying the member of staff to another role in a different location, for example to an alternative school where available.

    These alternatives allow time for an informed decision regarding the suspension. this will, however, depends upon the nature of the allegation.

    Suspension should not be an automatic response when an allegation is reported. It should be considered only in cases where there is cause to suspect a child or other children at the School is / are at risk of harm, or the case is so serious that it might be grounds for dismissal. The Case Manager will give due weight to the views of the LADO, Working Together to Safeguard Children and KCSIE 2026 when making a decision about suspension (including with respect to considering

alternatives). Where the individual is suspended, the Case Manager will confirm the decision within one working day, and will ensure they know who their point of contact is in the School and shall provide them with their contact details. The Case Manager will also record the rationale and justification for the suspension, including what alternatives were considered and why they were rejected.

8. Where a member of boarding staff is suspended pending an investigation, the Case Manager will consider whether arrangements for alternative accommodation away from children should be made.

9. Where further inquiries are required to enable a decision about how to proceed, the LADO and Case Manager should discuss how and by whom the investigation will be undertaken. The LADO will provide advice and guidance to the School to ensure that an appropriate investigation is carried out. In straight forward cases, the investigation should usually be undertaken by a senior member of staff at the School. Where there is a lack of resource, or the nature or complexity of the allegation/s requires it, an independent investigator may be appointed to undertake the investigation.

10. The Case Manager will ensure that parents or carers of the child / children involved will be informed of the allegation as soon as possible and kept informed about progress of the case, subject to any advice from Children Social Care or the Police. Parents and others will be made aware that there are restrictions on publishing information which may lead to the identification of the person who is subject to the allegation/s.

11. The Case Manager will monitor the progress of the case to ensure it is dealt with as quickly as possible following a thorough and fair process. The outcome of the investigation of an allegation will record whether it is substantiated (sufficient evidence to prove it), unsubstantiated (insufficient evidence either to prove or disprove it), false (sufficient evidence to disprove it), malicious (sufficient evidence to disprove it unless that has been a deliberate act to deceive or cause harm to the person subject to the allegation) or unfounded (to reflect cases where there is no evidence or proper basis which supports the allegation being made).

12. Reviews are conducted at fortnightly or monthly intervals, depending on the complexity of the case and the first will take place no later than four weeks after the initial assessment and subsequent review dates will be set at the review meeting.

13. The Case Manager will discuss with the LADO whether a referral to the Disclosure and Barring Service or Teaching Regulation Agency should be made where an allegation is substantiated, and the person is dismissed or the School ceases to use their services, or the person resigns or otherwise ceases to provide their services. The School has a legal obligation to report promptly to the Disclosure and Barring Service any person (whether employed, contracted, a volunteer or a student) who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the person has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. Further, or in the alternative, if an investigation leads to the dismissal or resignation prior to dismissal of a member of teaching staff specifically, the School must consider making a referral to the Teaching Regulation Agency and a prohibition order may be appropriate (because that teacher has displayed unacceptable professional conduct, conduct that may bring the profession into disrepute or a conviction at any time for a relevant offence).

14. On conclusion of the case, the Case Manager should review the circumstances of the case with the Local Authority Named Senior Officer or LADO to determine whether there are any improvements to be made to the School's safeguarding procedures or practices to help prevent similar events in the future. Learning lessons where the allegation is concluded to be either, unfounded, false, malicious or

unsubstantiated, the case manager (and if they have been involved, the LADO) should consider the facts and determine whether any lessons can be learned and if improvements can be made.

Where an individual is removed from regulated activity, or would have been removed had the individual not left, including when they are suspended, redeployed to work that is not regulated activity, are dismissed, or have resigned, and the individual has engaged in relevant conduct in relation to children and/or adults, and/or satisfied the harm test in relation to children and/or vulnerable adults, and/or been cautioned or convicted of a relevant (automatic barring either with or without the right to make representations) offence, the School will make a referral to the DBS and TRA where appropriate.

The School has a duty of care to its staff, and whilst the welfare of a child is paramount, the School must offer appropriate welfare support to the adult subject to the investigation and potentially their family. The School will make every reasonable effort to maintain confidentiality and guard against unwanted publicity whilst an allegation is being investigated or considered. Information will not ordinarily be shared with other staff or with children or parents who are not directly involved in the investigation.

Where initial discussions lead to no further action, the Case Manager and the LADO should record the decision and justification for it and agree on what information should be put in writing to the individual concerned, and by whom.

Allegations found to be malicious will be removed from the individual's personnel records unless the individual gives consent for retention of the information. In all other circumstances a written record will be made of the decision and retained on the individual's personnel file in accordance with KCSIE and a copy will only be provided to the individual concerned. The information to be kept on file includes a clear and comprehensive summary of the allegation, details of how the allegation was followed up and resolved, a note of any action taken, decisions reached on the outcomes, and a declaration on whether the information will be referred to in any future reference. All other records should be retained until the accused has reached pension age, or for a period of 10 years from the date of the allegation, whichever is longer. Records should be reviewed at the end of the retention period in case it is necessary to keep it for longer.

Allegations proven to be false, unsubstantiated, unfounded, or malicious will not be included in employer references. If an allegation is shown to be deliberately invented or malicious, the DSL should consider whether the child and/or the person who has made the allegation is in need of help or may have been abused by someone else and this is a cry for help. In such circumstances, a referral to Children's Social Care may be appropriate. If a report is shown to be deliberately invented or malicious, the Head will consider whether any disciplinary action is appropriate against a pupil who made it in accordance with the School's Behaviour Management Policy; or whether the Police should be asked to consider if action might be appropriate against the person responsible even if they are not a pupil.

In all cases where there are concerns or allegations of abuse, the School will make a serious incident report to the Charity Commission whenever the Commission's guidelines deem it appropriate to do so and will inform the Boarding School Association (where relevant).

Dealing with safeguarding concerns or allegations about supply staff and contractors

The School's procedures for managing allegations against staff above also apply to staff not directly employed by the School, for example, supply teachers provided by an employment agency or business ('the agency'). The School will usually take the lead on handling allegations to ensure appropriate action is taken. The School will be responsible for gathering the facts and managing the safeguarding process, but agencies should be fully involved and will usually lead on any disciplinary action. The School will co-operate with any enquiries from the LADO, police and/or children's social care.

In no circumstances will the School decide to cease to use a supply teacher due to safeguarding allegations, without finding out the facts and liaising with the LADO to determine a suitable outcome. The School will discuss with the agency (or agencies where the supply staff is working across a number of schools) whether it is appropriate to suspend the supply teacher, or redeploy them to another part of the School, whilst they carry out their investigation.

The School will advise supply teachers being investigated to contact their trade union representative if they have one, or a colleague for support. 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 are taken into account by the School during the investigation.

When using an agency, the School should inform the agency of its process for managing allegations but also take account of the agency's policies and their duty 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.

Where the agency dismisses or ceases to use the services of a teacher because of serious misconduct or might have dismissed them or cease to use their services had they not left first, the School must consider whether to refer the case to the Secretary of State (via the Teaching Regulation Agency).

Dealing with Safeguarding concerns and allegations about organisations or individuals using the School Premises

The School may receive an allegation or concern relating to an incident that happened when an individual or organisation was using the school premises for the purposes of running activities for children and/or vulnerable adults (for example community groups, sports associations, or service providers that run extra-curricular activities). As with any safeguarding allegation, the School will follow their safeguarding policy and procedures, including informing the LADO.

When services or activities at the School are provided under the direct supervision or management of school staff, this Policy will apply in relation to any safeguarding concerns or allegations. Where services or activities are not under the direct supervision or management of the School, the School will seek assurance that any individual or organisation has appropriate safeguarding and child protection policies and procedures in place (and the School will inspect these as needed); and ensure that there are arrangements in place for the provider to liaise with the School on these matters where appropriate. The School will expect, where appropriate, providers to fully comply with the DfE guidance After school clubs, community activities, and tuition (safeguarding guidance for providers) (February 2026) and will seek assurance in this regard.

The School has arrangements in place for the use of school premises for non-school activities including the availability of the DSL or DDSL and how they can be contacted.

Dealing with low level concerns or allegations (i.e. that do not meet the harms test) about teachers and other staff (including the Head), supply staff, agency staff, contractors, governors and volunteers

A low-level concern is any concern that an adult working in or on behalf of the School may have acted in a way that:

- is inconsistent with the Staff Behaviour Policy, including inappropriate conduct outside of work; and
- does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the LADO.

A ‘low-level’ concern does not mean that it is insignificant. A concern may be a low - level concern, no matter how small, even if it does no more than give a sense of unease or a ‘nagging doubt’. Such behaviour can exist on a wide spectrum, from the inadvertent or thoughtless, or behaviour that may look to be inappropriate, but might not be in specific circumstances through to that which is ultimately intended to enable abuse (for example, grooming type behaviours).

The School takes all concerns about safeguarding seriously and recognises that addressing even low - level concerns is important to create and embed a culture of openness, trust, and transparency in which the School's values and expected behaviour of its staff are consist or constantly lived, monitored, and reinforced by all staff.

The School Staff Behaviour Policy can be found in SMC all staff HR staff policies and on the School website.

The aim of the Staff Behaviour Policy is to provide clear guidance about the standards of appropriate behaviour and actions of its staff so as to not place pupils all staff at risk of harm or of allegations of harm to a pupil. All staff are expected to comply with the standards contained within the Staff Behaviour Policy at all times.

The procedure for sharing confidentially any such concerns is to speak directly to or email the Head. If the Head is unavailable, staff should contact the Senior Deputy (Paddy Wallace) or the DSL (Joanne Reed-Jones). The Head is the ultimate decision-maker in respect of all low-level concerns.

Staff must share all concerns with the Head without delay so that it can be recorded and dealt with appropriately, sensitively, and proportionately and in a timely manner. If the low-level concern relates to the Head, it should be shared with the Chair of Governors.

Staff are encouraged to self-refer in the event that they have found themselves in a situation which may be misinterpreted, might appear compromising to others, and or on reflection they believe they have behaved in a way that may be considered to fall below the expected professional standard. All concerns will be handled sensitively and will be dealt with appropriately and proportionately.

If a concern is raised by a third party, the Head, or nominated deputy, will collect as much evidence as possible by speaking to the person who has raised the concern (if known), to the individual involved and any witnesses. The term "nominated deputy" refers to the person designated by the Head to undertake that role. The concern will be recorded in accordance with this policy, in the usual way.

The School will address unprofessional behaviour at an early stage and will support the individual to correct it.

All low-level concerns will be recorded in writing by the Head or nominated deputy. The record will include details of the concern, the context within which the concern arose, and details of the action taken. The name of the reporting individual should also be included, unless they have asked to remain anonymous, which will be respected as far as reasonably possible. The records will be kept confidential, will be held securely and in compliance with data protection laws at all times. The information will be retained for 10 years, or until the individual has left employment, whichever is longer.

Low-level concerns will not be included in references unless they relate to issues which would normally be disclosed, for example misconduct or poor performance.

The School will also reflect on reported concerns in order to identify any patterns of concerning, problematic or inappropriate behaviour which may indicate an unacceptable culture, or any weaknesses in the School safeguarding system which may require additional training or modified policies. Where a pattern is identified, the School will decide on a course of action, either through its disciplinary procedures, or, where the pattern moved from a concern to meeting the harms threshold, it will follow the above procedure and refer the matter to the LADO.

Where a low-level concern relates to a person employed by supply agency or a contractor, staff should share that concern with the DSL or DDSL, and / or the Head. The concern will be recorded in accordance with the School's low level concern procedure, and the individual's employers will be notified about the concern, so that any potential patterns of inappropriate behaviour can be identified.

If the School is in any doubt as to whether a low-level concern in fact meets the harm threshold, the Head will consult with the LADO and take a more collaborate decision-making approach.

Safer Recruitment

The School is committed to safer recruitment processes to create a culture that safeguards and promotes the welfare of children in the School whilst deterring and preventing people who are unsuitable to work with children from applying or securing employment or volunteering opportunities, within the School. All staff and prospective staff are informed that they have an ongoing obligation to disclose to the School any information that may affect their suitability to work with children. This includes, but is not limited to, any cautions, convictions, relevant orders, or any other matter that may affect their suitability. This requirement is communicated at the point of recruitment and is reiterated to existing staff at regular intervals.

Members of the teaching and non-teaching staff at the School including part-time staff, temporary and supply staff, and visiting staff, such as musicians and sports coaches are subject to the necessary statutory child protection checks before starting work, for example, right to work checks, additional overseas checks (if necessary), verifying identity, taking up references, checking work history and confirming medical fitness for the role. For most appointments, an enhanced DBS check with 'barred list' information will be appropriate. A DBS certificate will be obtained from the candidate before or as soon as practicable after appointment. Alternatively, if the applicant has subscribed to it and gives permission, the School may undertake an online update check through the DBS Update Service.

In respect of staff working in, or having unsupervised contact with children in, the School's early years provision, an enhanced DBS disclosure and barred list check must be obtained before the individual starts work or begins volunteering. No individual may commence work or volunteering in the early years provision until the results of both the DBS disclosure and barred list check have been received and are satisfactory.]

As part of the shortlisting process, the School will also consider carrying out an online search on shortlisted candidates as part of its due diligence. This may help to identify any incidents or issues that have happened and are publicly available online, which the School may want to explore with an applicant at interview. This forms part of the School's wider safeguarding due diligence which aims to prevent and/or deter individuals who may be unsuitable to work with children from working in a school environment.

Full details of the School's safer recruitment procedures for checking the suitability of staff, Governors and volunteers to work with children and young people is set out in the School's *Recruitment, Selection and Disclosure Policy.*

The School's protocols for ensuring that any visiting speakers, whether invited by staff or pupils themselves, are suitable and appropriately supervised is set out in the School's *Visitors' Policy* which can be found on the All Staff – Policies tile on St Mary's Cloud and on the School website.

The School's protocols for managing contractors attending the school site can be found in the School's *Recruitment, Selection and Disclosure Policy* which can be found on the All Staff – Policies tile on St Mary's Cloud.

Management of Safeguarding

The School's DSL is Joanne Reed-Jones who is a member of the Senior Leadership team. The DSL's role covers the whole school including the Early Years Foundation Stage.]

The Junior School DDSL is Louisa Ankin and the Senior Schhol DDSLs are Aodain Clover, Paddy Wallace and Claire Elliott. Louisa Ankin, Paddy Wallace and Aodain Clover are members of the School's Senior Leadership T. This ensures there is always the required cover for the role.

The DSLs and DDSLs' contact details can be found on the Key Contacts page at the start of this policy.

The DSL's role is to take lead responsibility for safeguarding and child protection matters (including online safety) in their respective Schools. The DSL's responsibility is to maintain an overview of safeguarding within the School, to open channels of communication with local statutory agencies, refer incidents to third parties (including Children's Social Care, the DBS, Channel and the police) where appropriate, to support staff in carrying out their safeguarding duties and to monitor the effectiveness of the School's policies and procedures in practice. The DSL will also take lead responsibility for online safety and understanding the filtering and monitoring systems and processes the School have in place. The DSLs works with the governors to review and update the School's Safeguarding Policy.

Where a pupil leaves the School, including for in-year transfers, the DSL will also ensure their child protection file is transferred to the new school (separately from the main pupil file) as soon as possible and within five days for an in-year transfer or within the first five days of the start of a new term. The DSL will ensure secure transit and obtain confirmation of receipt. In addition to the child protection file, the DSL should also consider if it would be appropriate to share any additional information with the new school in advance of a child leaving to help and put in place the right support to enable the child thrive in the school.

This includes sharing information that would allow the new school to continue supporting children who have had a social worker and been victims of abuse, or those who are currently receiving support through the 'Channel' programme, as well as information relating to serious violence or harmful sexual behaviours. It would be good practice for a conversation to take place between the DSLs at both settings, where there are issues or concern.

The DSLs regularly review the School's and their own practices and concerns about welfare and safeguarding matters. This includes the personal and professional duty of all staff to report welfare and safeguarding concerns to the DSL, or in the absence of action, directly to Children's Social Care.

During term time the DSLs or DDSLs will always be available in person during school hours to discuss safeguarding concerns and may be contacted via the number given in the Key Contacts section above in relation to any safeguarding concern. Staff are provided with a mobile number for the DSLs and there is a DSL/DDSL rota for out of term time. As staff availability cannot be guaranteed out of school hours, urgent safeguarding matters should be referred directly to Children's Social Care (and copied to the relevant DSL). Staff must not delay in taking action. During such times when the DSL or DDSLs are not available, non-urgent matters may be emailed to the relevant DSL or communicated through the Senior School reception 01223 353253.

The DSL or DDSL should liaise with SCPB and work with other agencies in line with the Working Together to Safeguard Children guidance. NPCC - When to call the Police can assist the DSL/DDSL understand when they should consider calling the Police and what to expect when they do. If the School has questions about any police investigation, it will ask the police. The DSL/DDSL will also be responsible for liaising with the Senior Mental Health Lead and, where available, the Mental Health Support Team, where safeguarding concerns are linked to mental health. The School's Mental Health Lead is Mrs Aodain Clover.

The DSL and DDSL should be confident as to what local specialist support is available to support all children involved in sexual violence and sexual harassment and be confident as to how to access support when required.

Whilst the Head should ensure that the policies and procedures adopted, particularly those concerning referrals of cases of suspected abuse and neglect, are understood and followed by all staff, and the Governors are ultimately responsible for ensuring staff are competent, supported and regularly reviewed in relation to safeguarding, the ultimate lead responsibility for safeguarding and child protection remains with the DSLs and this responsibility should not be delegated. The DSLs at the Junior and Senior School meet with the Safeguarding Governor at least 3 times a year to discuss matters pertaining to safeguarding and any trends.

Full details of the DSL's role can be found at Annex B of KCSIE.

Training

Induction and further training are in line with advice from the SCPB. Additionally, the School will assess the appropriate level and focus for staff training and responsiveness to specific safeguarding concerns. All Governors receive safeguarding training on induction and will also receive safeguarding and child protection updates at least annually. The School has mechanisms in place to assist staff to understand and discharge their role and responsibilities and to ensure that they have the relevant skills and knowledge to safeguard children effectively, including staff meetings, twilight training, INSET and professional development appraisals. The School maintains written records of all staff training.

All Staff

All staff (including the Head, temporary staff, and volunteers) will be provided with induction training that includes (and where relevant includes the provision of copies of):

- The Safeguarding and Child Protection Policy (including the policy and procedures to deal with child-on-child abuse).
- The role, identity and contact details of the DSL(s) and DDSLs.
- The Behaviour Management Policy (including measures to prevent bullying, including cyberbullying, prejudice - based and discriminatory bullying).
- The Staff Behaviour Policy including the School's whistleblowing procedure and the acceptable use of technologies policy, staff/pupil relationships and communications including the use of social media;
- The Whistleblowing Policy.
- The IT Acceptable Use Policy.
- Taking, Storing and Using Images Policy.
- Bring Your own Device to Work Policy.
- Social Media Policy.
- the safeguarding response to children who are absent from education, particularly on repeat occasions and/or prolonged periods or children missing education – detailed in the Missing Child and Uncollected Child Policy, and Attendance Policy;
- the Online Safety Policy, including an understanding of the expectations, applicable roles and responsibilities in relation to filtering and monitoring;
- a copy of Part one of *KCSIE* at least ; and

- School leaders and staff who work directly with children will also be required to read Annex A of *KCSI (and Part five of KCSIE)*.

Copies of the above documents are provided to all staff during induction

Temporary staff and volunteers are provided with an electronic induction pack which includes the items listed above (safeguarding and child protection information, DSL contact details, key school policies, emergency procedures, IT and confidentiality guidance, site-practical information and role-specific instructions). They must sign to confirm receipt and complete any mandatory safeguarding training within the usual time frame.

All staff are also required to:

- Read and understand Part one of KCSIE in full and confirm that they have done so. Each time Part one of *KCSIE* is updated by the Department for Education, staff will be updated on the changes.
- Understand key information contained in Part one of *KCSIE*. The School will ensure staff understanding by completing the Safeguarding SmartLog module, which includes a quiz which requires a certain % in order for training module to have been marked as completed.
- Receive training in safeguarding and child protection regularly, in line with advice from the SCPB. Training will include:
    - online safety (including the expectations, applicable roles and responsibilities in relation to filtering and monitoring)
    - harmful sexual behaviours (including child-on-child abuse, sexual violence, and harassment)
    - racism, faith-based prejudice and other prejudice-based harm as safeguarding concerns, including how to recognise, challenge, address and report such concerns;
    - the safe and effective use of AI including training on identifying and mitigating the key risks associated with AI, including risks to safeguarding, data protection, ethics, and intellectual property. The School will draw on the DfE's support materials on *Generative artificial intelligence in education*, developed in partnership with the Chiltern Learning Trust and the Chartered College of Teaching, including Module 3 on safe use.
    -
    - Prevent awareness training[167] to equip staff to understand the factors that lead people to support terrorist ideologies or engage in terrorist related activity, be able to recognise susceptibility to terrorism and be aware of what action to take in response, including the School's internal Prevent arrangements.

- Undertake regular informal updates, at least annually, to provide them with relevant skills and knowledge to safeguard children effectively (including online). The School provides these via, INSET, Twilight, emails, bulletins and staff meetings.
- All EYFS staff are required to attend safeguarding training specifically designed for staff caring for 0-5 year olds which must cover all the areas set out in Annex C to the EYFS Statutory Framework: "Criteria for effective safeguarding training." Training must be renewed every two years by the DSL and all staff are required to attend. EYFS staff are supported to put their training into practice via regular updates and reminders from the DSL and inset training sessions, as well as termly/annual meetings with their line manager which will always include safeguarding as an agenda item.

The Governing Body will ensure that all governors receive appropriate safeguarding and child protection (including online safety which, amongst other things, includes an understanding of the expectations, applicable roles and responsibilities in relation to filtering and monitoring)training at induction. This training should equip them with the knowledge to provide strategic challenge to test and assure themselves that the safeguarding policies and procedures in place in the School are effective and support the delivery of a robust whole school approach to safeguarding. The training should be regularly updated.

The Governing Body are aware of their obligations under the Human Rights Act 1998 (HRA), the Equality Act 2010, and their local multi agency safeguarding arrangements. Under the Human Rights Act 1998, it is unlawful for the school to act in a way that is incompatible with the European Convention on Human Rights (ECHR) Convention. Being subjected to harassment, violence and or abuse, including that of a sexual nature, may breach conventions set out in the ECHR Convention. Data protection laws place duties on organisations and individuals to process personal information fairly and lawfully and to keep the information they hold safe and secure.

In addition, the Governing Body complies with the DfE's Data Protection guidance for schools, ensuring school staff, governors and trustees know how to comply with data protection law, develop their data policies and processes, what staff and pupil data to keep and the importance of good practices for preventing personal data breaches.

DSL(s)

The DSLs and DDSLs receive updated child protection training at least every two years to provide them with the knowledge and skills required to carry out the role. The DDSL is trained to the same level as the DSL. This includes local inter-agency working protocols, participation in child protection case conferences, supporting children in need, identifying children susceptible to radicalisation, recognising and responding to prejudice-based harm including racism and faith-based prejudice, record keeping and promoting a culture of listening to children, training in the SCPB's approach to *Prevent* duties and harmful sexual behaviours.

The DSL receives additional training on AI-related safeguarding risks, including the creation and sharing of AI-generated intimate imagery (deepfakes), the potential for AI tools to be used to groom or exploit children, and the application of the School's filtering and monitoring arrangements to generative AI tools. Training will be reviewed and updated at least annually to reflect the rapidly evolving nature of AI technology.

The DSL also receives more in-depth training, including on extremist and terrorist ideologies, how to make referrals and how to work with Channel panels. This training is updated at least every two years, enabling the DSL to support other staff on Prevent matters and update them on relevant issues. Further details of the required training content for the DSL are set out in Annex B of *KCSIE.*

In addition to their formal training, the DSL's and DDSLs' knowledge and skills are updated, for example, via updates, meetings or additional training at least annually to keep up with any developments relevant to their role. In particular, the School will support the DSL in developing their knowledge and skills to understand the views of children including to encourage a culture of listening to children and taking account of their wishes, as well as having an awareness of the difficulties children may face in approaching staff with a disclosure.

Oversight of Safeguarding - including arrangements for reviewing policies and procedures

The Governing Body has designated governors with specific responsibilities for safeguarding and related areas, in order to provide strategic oversight, support and challenge to the School's leadership. These designated roles include:

Safeguarding Governor: Helen Fernandez is the Nominated Safeguarding Governor. The Safeguarding Governor takes a lead role at board level in championing safeguarding and child protection across the School. Their responsibilities include liaising regularly with the DSL to maintain oversight of safeguarding activity; reviewing and challenging the effectiveness of safeguarding policies and procedures; ensuring that the annual review of this policy is carried out and that safeguarding remains a standing agenda item at governing body meetings; monitoring safeguarding training compliance for staff and governors; and reporting to the full governing body on safeguarding matters at least termly. The Safeguarding Governor receives enhanced safeguarding training to enable them to provide informed strategic challenge and is familiar with the local multi-agency safeguarding arrangements. The Safeguarding Governor is also Chair of the Governance Committee..

All governors with designated safeguarding-related roles receive appropriate induction and ongoing training relevant to their area of responsibility. They work collaboratively to ensure that the governing body maintains effective strategic oversight of safeguarding across the School, and they report to the full governing body on their respective areas at least termly.

The School considers its obligation to review safeguarding practices a matter of its everyday concerns. A review of the School's child protection policies takes place at least annually, including an update and review of the effectiveness of procedures and their implementation, including lessons learnt.

The Governing Body has overall responsibility for matters which are the subject of this policy including:

- legal responsibility to ensure that arrangements are made to safeguard and promote the welfare of pupils at the School, having regard to relevant guidance issued by the Secretary of State;
- strategic leadership responsibility for the School safeguarding arrangements;
- specific responsibilities to facilitate a whole school approach to safeguarding, set out in more detail in Part 2 of KCSIE to include a formal annual review of the School's safeguarding policies and procedures and their implementation and assessing the adequacy of safeguarding arrangements for those who use or hire premises before commencement of arrangement and thereafter at least annually.

A review of the School's child protection policies takes place at least annually, including an update and review of the effectiveness of procedures and their implementation, including lessons learnt. The Board of Governors review this policy and give Board approval. The DSLs reports to the Governance Committee in September to raise any topics of interest and summarise the School's safeguarding practices over the year. The Local Authority safeguarding audit is completed by the DSLs and presented to the Governing Body at the end of the Autumn Term. The DSLs work with the Safeguarding Governor to prepare a report for the Spring Term Governing Body meeting. This includes how the School ensures that this policy is kept up to date, staff training on safeguarding, referral information, issues and themes which may have emerged in the School and how these have been handled, and the contribution the School is making to multi-agency working in individual cases or local discussions on safeguarding matters.

The School draws on the expertise of staff, including the DSLs and DDSLs, in shaping the School's safeguarding arrangements and policies.

The School's safeguarding policies and procedures should be transparent, clear, and easy to understand for staff, pupils, students, parents, and carers.

If there has been a substantiated allegation against a member of staff, the School will work with the LADO to determine whether there are any improvements to be made to the School's procedures or practice to help prevent similar events in the future.

The School's arrangements to fulfil other safeguarding responsibilities.

Teaching children how to keep safe

The Governing Body ensures that all pupils are taught about safeguarding, including online safety, through the curriculum, assemblies and PSHEE to help children to adjust their behaviours, both inside and outside of school, in order to reduce risks and build resilience, including to radicalisation and extremism. This includes teaching pupils about the safe use of electronic equipment and the internet, and the risks posed by adults or young people who use the internet and social media to bully, groom, abuse or radicalise other people, especially children, young people and vulnerable adults. The School recognises that a 'one size fits all' approach may not be appropriate for all children, and a more personalised or contextualised approach for more vulnerable children, victims of abuse and some SEND children might be needed.

We incorporate into the curriculum, activities and opportunities which equip children with the skills they need to stay safer from abuse and exploitation in all contexts.

Internet safety (including when children are online at home) is an integral part of the School's curriculum and also embedded in PSHEE and Relationships Education and Relationships and Sex Education (RSE).

Filtering and monitoring

The School has appropriate filters and monitoring systems in place to safeguard children from potentially harmful and inappropriate material online when using the School's IT system. The filtering is based on year group with monitoring at the firewall and on the device to detect violation.

Such systems aim to reduce the risk of children being exposed to illegal, inappropriate or harmful materials online for example: pornography, racism, misogyny, self-harm, suicide, antisemitism, radicalisation, extremism, misinformation, disinformation (including fake news) and conspiracy theories (content risk); reduce the risk of children being subjected to harmful online interaction with other users or generative AI applications that simulate this, including commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes (contact risk); restrict access to online risks such as online gambling, inappropriate advertising, phishing and/or financial scams (commerce risk); and help manage online behaviour that can increase a child's likelihood of, or causes, harm for example making, sending and receiving explicit images e.g. consensual and non-consensual making or sharing nude or semi-nude images and/or videos including those generated using AI e.g. deepfakes and/or pornography, sharing other explicit images and online bullying (conduct risk).

The School ensures compliance with the DfE's 'Cyber security/filtering and monitoring standards for schools' by:

- identifying and assigning roles and responsibilities to manage filtering and monitoring systems;
- reviewing the filtering and monitoring provision at least annually. Reviews will be carried out by the SLT member responsible for filtering and monitoring, with the support of the school's DSL and IT support. They will include checks that filtering is working appropriately on all internet-connected devices in all relevant locations, and a record is kept of these checks.
- blocking harmful and inappropriate content without unreasonably impacting teaching and learning;
- having effective monitoring strategies in place that meet our safeguarding needs.

The School ensures that its filtering and monitoring arrangements addresses risks, including in relation to any generative AI tools used within the School.

Further detail of the School's approach to online safety can be found in the *School's Online Safety Policy* and *the Pupil Internet and IT Acceptable Use Policy* which also includes detail on the use of mobile and smart technology in school (and accessing 3G, 4G and 5G technology on school premises) including the School's management of the associated risks, and the School's filtering and monitoring arrangements to ensure that children are safe from harmful and inappropriate content, including terrorist and extremist material when accessing the internet through the School's systems.

The School will liaise with parents to reinforce the importance of children being safe online and the systems the School user to filter and monitor online use. Parents and carers will be made aware of what their children are being asked to do online when undertaking remote learning, including the sites they will be asked to access and who from the School their child is going to be interacting with online.

Pupils are taught about the importance of wellbeing, emotional, physical, and mental health in order to develop resilience and self-esteem. Parental advice is offered through parent talks and in newsletters. Pupils are taught about harmful sexual behaviours through PSHEE education appropriate to their age and stage. Pupils have several sources of support within the School: Tutors, heads of year, nurses, and the School Counsellors. There is a written procedure for pupils to use if they have a worry or complaint and there is a mentoring programme for Year 7 pupils. Each year group in Boarding will have a link Boarding Prefect who act as a mentor to pupils in that year group.

Use of artificial intelligence (AI)

The School recognises that artificial intelligence, including generative AI, presents both significant opportunities and safeguarding risks in education. The School is committed to ensuring that the use of AI is safe, ethical, transparent and aligned with the School's safeguarding obligations. The School's approach to AI safeguarding is embedded within the existing provisions of this policy, including in relation to filtering and monitoring, online safety, training and responding to specific safeguarding issues

The School will only use AI products that meet the DfE's *Generative AI: product safety expectations* and any use of generative AI by staff or pupils will be carefully considered and assessed, evaluating the benefits and risks within the School's context.

The School is alert to the safeguarding risks arising from AI, including but not limited to:

- the generation of deepfake images and AI-generated intimate imagery;
- the potential for AI chatbots to produce harmful, inaccurate, or age-inappropriate content;
- the risk of 'cognitive offloading' where pupils defer their critical thinking to AI tools; and
- the use of AI to facilitate grooming, exploitation, or the creation of child sexual abuse material.

Any safeguarding or wellbeing concern arising from the use of AI tools should be reported to the DSL immediately, using the procedures set out in this policy.

This includes, but is not limited to, concerns about:

- a pupil creating, sharing, or being the subject of AI-generated intimate imagery (deepfakes)
- a pupil being exposed to harmful, inaccurate, or age-inappropriate content through an AI tool
- a pupil's personal data being compromised through the use of an AI tool
- a pupil interacting with an AI chatbot in a way that causes concern for their welfare or mental health
- a member of staff using AI in a way that may compromise pupil safety or data security.

The DSL will investigate any AI-related safeguarding concern and determine whether it should be referred to external agencies such as children's social care and/or the police, in accordance with the procedures set out in this policy.

The School's Acceptable Use of AI Policy sets out further detail on the School's approach to AI, including approved tools, acceptable use guidelines, academic integrity expectations and data protection arrangements. Staff should refer to that policy alongside the safeguarding procedures set out in this policy.

Use of mobile phones

The School operates as a mobile phone-free environment by default, in accordance with the DfE's statutory guidance on Mobile phones in schools. Pupils in the Junior School and Senior School (except for Sixth Form) do not have access to their mobile phones throughout the school day including during lessons, the time between lessons, breaktimes and lunchtime unless a clearly defined exception has been agreed by the Head.

The School's mobile phone procedures can be found in the Behaviour Management Policy.

The School recognises that notwithstanding the mobile phone ban, children may still have access to the internet via mobile phone networks (i.e. 3G, 4G and 5G), through other personal devices such as smart watches or, where permitted, personal laptops or tablets. The School's filtering and monitoring systems may not apply to content accessed via pupils' personal devices, where those devices are not connected to the School's network. To mitigate this risk, the School requires any personal device used in School to connect to the internet only through the School's filtered network; prohibiting the use of personal mobile data connections on the School premises (except for Mary Ward House for Boarders); ensuring that any 'bring your own device' (BYOD) arrangements are subject to the School's IT Acceptable Use Policy. Any safeguarding concerns arising from a pupil's use of a personal device should be reported to the DSL immediately.

Cyber security

The School recognises that cyber security is a safeguarding concern. If a child's sensitive data is compromised by a cyber-attack, it puts their safety and wellbeing at risk. The School takes measures to safeguard children by protecting personal information and ensuring appropriate cyber security systems are in place, in line with the DfE's *Cyber security standards for schools and colleges* and the *Digital and technology standards in schools and colleges (April 2026)*.

The School's arrangements include maintaining an information asset register, keeping hardware and systems registers up to date, and having a disaster recovery and business continuity plan that addresses digital technology. The School is working towards meeting the six core digital and technology standards by 2030.

Relationships Education and Relationships and Sex Education (RE/RSE)

The School understands that children and young people need knowledge and skills that will enable them to make informed and ethical decisions about their wellbeing, health and relationships.

The School's Relationships Education/RSE curriculum is delivered as part of a whole school approach to wellbeing and positive relationships that prepares children for life in modern Britain and creates a culture of zero tolerance for sexism, racism, misogyny/misandry, homophobia, biphobia, sexual violence/harassment derogatory behaviour or other forms of physical violence and conflict. The School focuses on building positive attitudes and skills, promoting healthy norms about relationships, including sexual relationships where relevant, and about health, including mental health. The School's curriculum also addresses online harms such as sharing images, the prevalence of deepfakes, pornography and misogynistic influencers and when and where to seek help. The School recognises that discussions about sensitive topics in Relationships Education/RSE can lead to increased safeguarding reports. All staff know what to do if they have concerns that a pupil is being neglected or abused, including those who have seen, heard or experienced the effects of domestic abuse.

The School has regard to the DfE's statutory guidance *Relationships Education, Relationships and Sex Education (RSE) and Health Education* when making arrangements for and teaching Relationships Education {AND/OR RSE.}

The School's RE/RSE Policy sets out the curriculum content, how and when it will be taught, and who is responsible for teaching it, including any external providers the School will use. The School proactively engages and consults parents in the development and review of this policy. Parents will be informed of their right to request that their child is withdrawn from sex education.

Sport

The School recognises that sport and physical activities can present unique safeguarding risks. Staff involved in the delivery of sport and physical education should be alert to safeguarding concerns that may arise in these settings, including risks associated with physical contact, changing facilities, one-to-one coaching, and away fixtures or tours. The School will have regard to the relevant provisions in KCSIE and any guidance issued by relevant national governing bodies of sport or professional associations. Where the School engages external sports coaches or providers, it will satisfy itself that appropriate safeguarding checks have been carried out and that providers have adequate safeguarding policies in place.

Looked after children

The Governing Body ensures that staff have the skills, knowledge and understanding necessary to keep safe any children on roll who are looked after by a local authority. Joanne Reed-Jones is the designated member of staff who has responsibility for their welfare and progress. The School ensures that the designated member of staff receives appropriate training in order to carry out their role.

Arrangements for visiting speakers

The School has clear protocols for ensuring that any visiting speakers are appropriately supervised and suitable (see *Visitors' Policy*). The School's responsibility to pupils is to ensure that they can critically assess the information they receive from the visiting speaker as to its value to themselves and that the information to be delivered is aligned to the ethos and values of the School and British values of democracy.

The School will undertake a risk assessment before agreeing to a visiting speaker being allowed to attend the School. This will consider any vetting requirements considered appropriate in the circumstances and may include a DBS check if relevant.

Visiting speakers will be expected to understand that, where appropriate, their session should actively promote the British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs and at no point undermine these. In some cases, the School may request a copy of the visiting speaker's presentation and/or footage in advance of the session being provided.

Whilst on the School site, visiting speakers will be supervised by a school employee. On arrival, visiting speakers will be required to show original current identification documents including a photograph such as a passport or photo card driving licence. The School shall also keep a formal register of visiting speakers retained in line with its *Visitors Policy* and *Data Protection Policy*.

Arrangements for use of school premises for non-school activities

When services or activities at the School are provided under the direct supervision or management of school staff, this Policy will apply in relation to any safeguarding concerns or allegations.

Where services or activities are not under the direct supervision or management of the School, the School will seek assurance that any individual or organisation has appropriate safeguarding and child protection policies and procedures in place (and the School will inspect these as needed); and ensure that there are arrangements

in place for the provider to liaise with the School on these matters where appropriate. This applies regardless of whether or not the children who attend any of these services or activities are children on the school roll.

The School will ensure that the DSL or DDSL can be contacted and/or is available at all times the school premises is in use, whether that activity is a school or non-school activity and regardless as to whether the children attending are on the school roll. The mobile contact numbers for the DSL and DDSL team are known to all those on duty when the premises are in use, and are contained on stickers attached to the back of staff ID cards.

The Bursar is responsible for ensuring that safeguarding requirements are followed when the premises are used for non-school activities. This includes reviewing staffing arrangements, as well as monitoring of site security and visitor protocols throughout the planned use. He will liaise with the DSL as needed whenever any concerns arise.The School will ensure that safeguarding requirements are included in any agreement for use of the school premises (such as a lease or hire agreement) as a condition of use and occupation of the premises and that failure to do so by the provider to comply with this will lead to termination of the agreement.

When considering the safeguarding arrangements any providers have in place the School will have regard to the DfE's non statutory guidance 'After school clubs, community activities, and tuition (safeguarding guidance for providers)' (February 2026).

Operation Encompass

The School is part of Operation Encompass, which is an information sharing scheme placed on a statutory footing by Section 49A of the Domestic Abuse Act 2021 (as inserted by Section 20 of the Victims and Prisoners Act 2024). Operation Encompass supports children who experience domestic abuse.

Under this statutory duty, the police are required to notify the School if they have reasonable grounds to believe that a child may be a victim of domestic abuse. This duty applies in respect of all children connected to a household where police attended a domestic abuse incident, including children who were not physically present at the time of the incident. This sharing of information should occur prior to the start of the next school day. The notification should be sent to the DSL (known as the Key Adult) and include the child's details, their relationship to the perpetrator and the voice of the child, such as what they are saying and how they are behaving.

The Operation Encompass notification is stored in line with all other confidential safeguarding and child protection information.

The School's DSL and a DDSL have completed the National Online Operation Encompass Key Adult training. The DSL will provide training for all staff and Governors about Operation Encompass, the prevalence of domestic abuse and the impact of this abuse on children.

We ensure our parents are fully aware that we are an Operation Encompass setting including when a new child joins the School.

The Safeguarding Governor reports on Operation Encompass in the termly report to Governors. All information is anonymised for these reports.

Temporary accommodation notification

Where the School receives a notification from the local housing authority, under the Children's Wellbeing and Schools Act 2026, that a child has been placed in temporary accommodation, the Designated Safeguarding Lead (or a deputy) will:

- assess whether the child's welfare needs have changed and whether additional pastoral, academic or safeguarding support is required;

- liaise with relevant agencies, including the local housing authority and, where appropriate, local authority children's social care, to ensure coordinated support is provided; and
- make a referral to local authority children's social care where there are concerns that the child has been harmed or is at risk of harm.

This notification does not replace existing safeguarding and welfare duties. Staff who become aware of concerns about a child's welfare arising from homelessness or temporary accommodation should report these to the DSL in the usual way.

Early Years' provision safeguarding arrangements

The School adheres to the requirements set out in the EYFS Statutory Framework including the requirements regarding safer sleeping arrangements, paediatric first aid training, safer eating and children's privacy in relation to toileting and nappy changes. Further details can be found in the Supervision of EYFS Pupils Policy and the Intimate Care Policy.

Disqualification from working in childcare

Where staff work in, or are involved in the management of, the School's Early Years or provision of care of pupils under the age of eight, the School will take steps to check whether those staff are disqualified under the Childcare Act 2006. This forms part of the School's safer recruitment practices, further details of which can be found in the School's *Recruitment, Selection and Disclosure Policy*.

The School records all checks of staff employed to work in or manage relevant childcare on the Single Central Register. This includes the date disqualification checks were completed.

When a member staff is found to be disqualified or if there is doubt over that issue then, pending resolution, the School will remove them from work from which they are or may be disqualified. Suspension or dismissal will not be an automatic response; the School will consider if there is a scope in principle to redeploy them with other age groups or in other work from which they are not disqualified, subject to assessing the risks and taking advice from the LADO when appropriate.

Use of mobile technology (including phones and cameras)

The *Staff Behaviour Policy*, the *IT Acceptable Use Policy* and the *Taking, Storing and Using Images of Children Policy* sets out the guidance for use for staff. Staff who act in breach of these policies may be subject to disciplinary action.

Mobile phone use is prohibited in the EYFS department/building/playground at any time when children are present. This applies whether the mobile phone belongs to the School, staff, volunteers, contractors, peripatetics, pupils, parents, or any other visitor to the School. Staff who work in the EYFS setting must ensure that their phones are switched off and kept out of sight in a securely locked drawer. No camera, iPad or other type of camera/filming equipment is allowed in the EYFS setting except those that are the property of the School.

The *Pupil Internet and IT Acceptable Use Policy* and the *Taking, Storing and Using Images of Children Policy* sets out the guidance for use for pupils. Pupils are not permitted to bring mobile phones or any mobile device with a camera facility into the EYFS setting.

The School's approach to online safety is set out in the *Online Safety Policy*.

Parents may bring mobile phones onto the premises, but are not permitted to use them in or around the Junior School setting and they are required to keep these in coats or bags at the Junior School site. Parents will be

advised by school staff at each school event whether photographs may be taken, and how those images may or may not be used.

Visitors may bring mobile phones onto the premises but may not take photographs or videos under any circumstances. A commercial third party may do so but only with the consent of a senior member of staff and with appropriate supervision.

Screen use

The School has regard to Government guidance on screen use for children in the early years, including the impact of screen time on children's health, development and wellbeing. The School's approach to screen use in the EYFS setting is age-appropriate and is set out in the School's IT Acceptable Use Policy. Staff in the EYFS setting are aware of the risks associated with excessive or inappropriate screen use for young children and take steps to manage and limit children's exposure to screens in line with the guidance.

DSL for the EYFS

The Designated Safeguarding Lead who takes lead responsibility for safeguarding children in the early years settings Louisa Ankin.

Duty to notify Ofsted

The School will inform Ofsted of any significant event which is likely to affect the suitability of any person who is in regular contact with children on the premises where childcare is provided. For example, where the School is satisfied that a person working in a relevant setting falls within one of the disqualification criteria. Any significant event must be notified to Ofsted as soon as reasonably practicable, but at the latest within 14 days of the date the School became aware (or ought reasonably to have become aware) of it.

The School will notify Ofsted within 14 days of any allegations of serious harm or abuse by any person living, working or looking after children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere).

Safeguarding training

The School ensures staff are trained in line with the criteria set out in Annex C of the EYFS Statutory Framework and are supported to implement the Policy on an ongoing basis.

The DSL provides support, advice and guidance to all staff on an ongoing basis, and on specific safeguarding issues that may arise. The DSL attends a training course, consistent with the criteria set out in Annex C of the EYFS Statutory Framework (July 2026).

The School’s safeguarding training will be renewed every two years and the School will consider whether staff need to undertake annual refresher training during any two-year period and to keep up to date with changes to safeguarding procedures or as a result of any safeguarding concerns that may occur at the school.

Risk Assessment

Where a concern about a pupil’s welfare is identified, the risks to the pupil’s welfare will be assessed and appropriate action will be taken to reduce the risks identified. The School’s approach to promoting pupil welfare will be systematic and pupil focused.

The Head has overall responsibility for ensuring that matters which affect pupil welfare are adequately risk assessed and for ensuring that the relevant findings are implemented, monitored, and evaluated.

Day to day responsibility to carry out risk assessments under this policy will be delegated to the DSL who has been trained in carrying out the particular assessment.

Appendix 1 – Types and indicators of abuse and specific safeguarding issues

All school staff should be aware that abuse, neglect, and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases, multiple issues will overlap with one another and therefore staff should always be vigilant and always raise any concerns with the DSL or DDSL.

All staff should be aware that safeguarding incidents and/or behaviours can be associated with factors outside the School and/or can occur between children outside of these environments. All staff, but especially the DSL and DDSL, should consider whether children are at risk of abuse or exploitation in situations outside the home. This is often referred to as "extra-familial harm." Extra-familial harm can occur in a range of extra-familial contexts, including in school, peer groups, or within community/public spaces, and/or online. Children may experience this type of harm from other children and/or from adults and harm may be perpetrated or facilitated by individuals or groups. Forms of extra-familial harm include child criminal exploitation (such as county lines and financial exploitation), serious violence, modern slavery and human trafficking, online harm, sexual exploitation (including group-based child sexual exploitation), child-on-child sexual abuse and other forms of harmful behaviour displayed by children towards their peers, domestic abuse in their own intimate relationships (teenage relationship abuse - including physical, sexual, emotional abuse, and stalking) , and the influences of extremism which could lead to radicalisation. Children of all ages can experience extra-familial harm.

While any child can experience harm outside the home, children with special educational needs or disabilities, those missing from home, care or education, looked after children, and those with previous experience of abuse or neglect, may be at greater risk of harms such as sexual or criminal exploitation. Perpetrators, including those acting in organised groups, may purposefully target children who are already vulnerable.

All staff should be aware that technology is a significant component in many safeguarding and wellbeing issues and should recognise that children are at risk of abuse online as well as face to face. In many cases abuse will take place concurrently online and in daily life. Staff should be aware that children can also abuse their peers online, this can take the form of abusive, harassing, and misogynistic/misandrist messages, the non-consensual sharing of nude or semi-nude images and/or videos including those generated using AI e.g. deepfakes, especially around chat groups, and the sharing of abusive images and pornography, to those who do not want to receive such content.

In all cases, if staff are unsure, they should always speak to the DSL or DDSL.

Abuse: a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm of by failing to act to prevent harm. Children may be abused in a family or institutional or community setting by those known to them, or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. They may be abused by an adult or adults or by another child or children.

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

Emotional abuse: the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, silencing them or 'making fun' of them. It may include verbal abuse (e.g. criticism, belittling, name-calling). It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning or preventing the child participating in

normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Sexual abuse: involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.

The activities may involve physical contact, such as acts of penetration, whether that is with part of a person's body or an object (e.g. rape or assault by penetration), and non-penetrative acts such as masturbation, kissing, rubbing, and touching over clothing. Sexual abuse may also include noncontact 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 as well as offline, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. Children can be sexually abused within the family, an institution or a community setting, and are more likely to know their abuser than not. The sexual abuse of children by other children is a specific safeguarding issue in education and all staff should be aware of it and of their school or college's policy and procedures for dealing with it. There are specific offences for children under 13, who can never provide valid consent to sexual activity and there are specific offences which make clear that sexual activity with a child under 16 is an offence, regardless of whether they agreed to that activity. to

The Centre of Expertise on Child Sexual Abuse has introduced new resources to help education professionals identify and respond to concerns of child sexual abuse and abusive behaviours. There are also the below resources available:

- Tackling Child Sexual Abuse Strategy – Home Office policy paper
- Together we can stop child sexual abuse – HM Government campaign

Sexual harassment: is 'unwanted conduct of a sexual nature' that can occur online and offline and both inside and outside of school. Sexual harassment is likely to violate a child's dignity, and/or make them feel intimidated, degraded, or humiliated and/or create a hostile, offensive or sexualised environment. Sexual harassment can include sexual comments, such as telling sexual stories, making lewd comments, making sexual remarks about clothes and appearance and calling someone sexualised names; sexual "jokes" or taunting; physical behaviour, such as deliberately brushing against someone, interfering with someone's clothes; or upskirting, and sharing of unwanted explicit content (for example displaying pictures, photos or drawings of a sexual nature); and online sexual harassment, which might include consensual or non-consensual sharing of nude or semi-nude images and/or videos including those generated using AI e.g. deepfakes (often referred to as the sharing of nudes/semi-nudes, or sexting – see below); inappropriate sexual comments on social media; exploitation; coercion and threats. Online sexual harassment may be standalone, or part of a wider pattern of sexual harassment and/or sexual violence.

Sexual violence: refers to sexual offences under the Sexual Offences Act 2003, including rape, assault by penetration, sexual assault, and/or causing someone to engage in sexual activity without consent. Consent to sexual activity may be given to one sort of sexual activity, but not another, or penetration with conditions, such as wearing a condom. Consent can be withdrawn at any time during sexual activity and each time activity occurs. A child under the age of 13 can never consent to any sexual activity. The age of consent is 16, and sexual intercourse without consent is rape.

Child-on-child sexual violence and/or harassment: Sexual violence and sexual harassment (as defined above) can occur between two children of any age and sex, from primary through to secondary stage and into colleges. It can occur through a group of children sexually assaulting or sexually harassing a single child or group of children. It is more likely that girls will be the victims of sexual violence and harassment, and it is more likely that it will be perpetrated by boys. It can however occur between children of any sex. Sexual violence and sexual harassment exist on a continuum and may overlap; they can occur online and face to face (both physically and verbally) and are never acceptable. Children who are victims of sexual violence and/or sexual harassment wherever it happens, will likely find the experience stressful and distressing. This will, in all likelihood, adversely affect their educational attainment and will be exacerbated if the alleged perpetrator(s) attends the same school or college.

Harmful sexual behaviour: Children's sexual behaviour exists on a wide continuum, ranging from normal and developmentally expected to inappropriate, problematic, abusive or violent . Behaviour that is problematic, abusive or violent is developmentally inappropriate and may cause developmental damage. The umbrella term "harmful sexual behaviour" is widely used in child protection and applies to behaviour occurring online, face-to-face, or both. HSB should always be considered within a child protection context. HSB can, in some cases, progress on a continuum. This is consistent with the Hackett Continuum, which distinguishes between developmentally normal, inappropriate, problematic, abusive and violent sexual behaviours.

The School will respond to all signs, reports and concerns of HSB, sexual harassment and sexual violence, including where behaviour falls at the lower end of the continuum. Early intervention in inappropriate such as misogyny can help to prevent escalation to more serious abuse such as sexual harassment and sexual violence. Children who display HSB have often experienced their own abuse and trauma. It is important that they are offered appropriate support. Sexual behaviour between children may be considered harmful if one of the children is much older, particularly if there is more than two years' age difference, or if one of the children is pre-pubescent and the other is not. However, a younger child can abuse an older child, particularly if they have power over them, for example, if the older child is disabled or smaller in stature.

The Lucy Faithfull Foundation in collaboration with the Home Office, has developed 'Shore Space', an online resource which works to prevent harmful sexual behaviour. Shore Space offers a confidential chat service supporting young people who are concerned about their own or someone else's sexual thoughts and behaviour. The Lucy Faithfull Foundation has developed a harmful sexual behaviour toolkit, which amongst other things, provides support, advice and information on how to prevent it, links to organisations and helplines, resources about harmful sexual behaviour by children, internet safety, sexual development and preventing child sexual abuse.

The NSPCC provides free and independent advice about harmful sexual behaviour: NSPCC Learning: Protecting children from harmful sexual behaviour and NSPCC - Harmful sexual behaviour framework.

Beyond Referrals | The Contextual Safeguarding programme based at the University of Durham provides a school self-assessment toolkit and guidance for addressing harmful sexual behaviour in schools.

StopItNow – Preventing harmful sexual behaviour in children: provides a guide for parents, carers and professionals to help everyone do their part in keeping children safe, they also run a free confidential helpline.

Sharing of nudes or semi-nude images and/or videos including those generated using AI: the sending or posting of nude or semi-nude images and/or videos, or live streams including those generated using AI (also known as 'nudes' or 'semi-nudes') , online by young people under the age of 18. This could be via social media, gaming platforms, chat apps or forums. It could also involve sharing between devices via services like Apple's AirDrop which works offline. The sharing of nude or semi-nude images and/or videos including those generated using AI can happen publicly online, in 1:1 messaging or via group chats and closed social media accounts and may include images or footage of more than one child or young person.

Alternative terms used by children and young people may include 'dick pics' or 'pics' or may be referred to by adults or professionals as 'youth produced/involved sexual imagery', 'indecent imagery', 'image based sexual abuse' or 'sexting'. Terms such as 'deep fakes' and 'deep nudes' may also be used by adults and young people to refer to digitally manipulated and AI-generated nude or semi-nude images and/or videos.

The motivations for taking and sharing nude and semi-nude images, videos and live streams are not always sexually or criminally motivated. Such images may be created and shared consensually by young people who are in relationships, as well as between those who are not in a relationship. It is also possible for a young person in a consensual relationship to be coerced into sharing an image with their partner. Incidents may also occur where:

- children and young people find nude or semi-nude images and/or videos online and share them claiming to be from a peer
- children and young people digitally manipulate an image of a young person into an existing nude online or use artificial intelligence (AI) to generate a new intimate image and/or video of a young person
- images created or shared are used to abuse or blackmail peers. Situations could include:
    - children and young people selling nude or semi-nude images and/or videos of others online
    - children and young people coercing a peer into sharing self-generated intimate images and/or videos to blackmail them for money, further images, or force them into illegal activity children and young people hacking a peer's account to share images more widely without consent to publicly shame
- children and young people create and share nude or semi-nude images and/or videos with an adult who has presented themselves as someone under the age of 18 to groom, sexually abuse or blackmail them..

For this reason, incidents can either be classified as 'aggravated' or 'experimental'. The DDCMS / UKIS guidance "*Sharing nudes and semi-nudes: advice for education settings working with children and young people*" (March 2024) sets out the classification of incidents, and how each should be handled.

Upskirting: is a criminal offence and typically involves taking a picture under a person's clothing (not necessarily a skirt) without their permission and/or knowledge, with the intention of viewing their genitals or buttocks (with or without underwear) to obtain sexual gratification, or cause the victim humiliation, distress or alarm. Anyone of any sex can be a victim.

Neglect: the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy because of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing, and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate 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.

Serious violence: indicators which may signal that children are at risk from, or are involved with serious violent crime include disrupted education (e.g. suspensions, permanent exclusions, time in alternative provision) or a history of committing violence, increased absence from School, a change in friendships or relationships with older individuals or groups, a significant decline in educational performance, signs of self-harm or a significant change in wellbeing, or signs of assault or unexplained injuries.

All staff should also be aware of the associated risks which increase the likelihood of involvement in serious violence which include

- being male,
- frequent absence from school,
- having been suspended or permanently excluded from school,
- having experienced child maltreatment,
- having previously been involved in committing violence or other offences (such as theft or robbery)
- having used drugs or alcohol in early adolescence
- having previously been a victim of violence

Staff should be aware that children who are involved in committing violence may themselves be victims in need of support. Unexplained gifts or new possessions could also indicate that children have been approached by, or are involved with, individuals associated with criminal networks or gangs and may be at risk of criminal exploitation.

Staff must report any concern about a child carrying or using a weapon, or expressing intent to do so, to the DSL immediately. The DSL should assess the risk to both the individual pupil and others in the school, considering wider information or concerns, and take appropriate action. Depending on the risk, they should put in place a safety and support plan, and where relevant, consider action to de-escalate peer conflict. Early, evidence-based support for those considered at risk, as well as at critical points when concerns emerge, is vital. This includes access to trusted adults, social and emotional skill support, and, where available, targeted interventions such as mentoring or therapeutic support. Practical guidance on evidenced support is available from the Youth Endowment Fund (YEF) (the "what works" centre for preventing violence). Further guidance for schools includes: Home Office's Criminal exploitation of children and vulnerable adults: county lines guidance; The Youth Endowment Fund (YEF) practical guidance for schools and colleges and an accompanying self-assessment tool.

The Home Office and Ministry of Justice's *Government Guidance for Child Knife Possession Offences*, outlines the Government's expectations when a child is found in possession of a knife or bladed article.

Specific safeguarding issues: safeguarding issues often overlap and can put children at risk of harm**.** Behaviours linked to drug taking, alcohol misuse, unexplainable and/or persistent absences from education, serious violence, criminal exploitation (including that linked to county lines), radicalisation and consensual and non-consensual sharing of nude or semi-nude images including those generated using AI e.g. deepfakes and/or videos. put children in danger. Safeguarding issues can also manifest themselves via child on child abuse, such as abuse within intimate partner relationships, bullying (including cyberbullying), gender-based violence/sexual. Safeguarding issues can also be linked to, for example, children missing from education; child sexual exploitation; domestic violence; fabricated or induced illness; faith abuse (including ostracism of families); female genital mutilation; forced marriage; gangs and youth violence; gender-based violence / violence against women and girls; hate; mental health; radicalisation; relationship abuse; and trafficking.

Indicators of Abuse

The SCPB can provide advice on the signs / indicators of abuse and the DfE advice 'What to do if you're worried a child is being abused (March 2015) provides advice in identifying child abuse. The NSPCC website is also a good source of information and advice.

Possible indicators of abuse include, but are not limited to:

- the pupil says they have been abused or asks a question or makes a comment which gives rise to that inference;
- poor attendance/persistent lateness;
- fear parents/carers being contacted;
- self-harm;
- continual self-depreciation;
- detached or 'don't care' attitude;
- withdrawn/social isolation;
- aggressiveness, anger, anxiety, tearfulness;
- poor personal hygiene;
- sexually transmitted disease/infection;
- there is no reasonable or consistent explanation for a pupil's injury, the injury is unusual in type or location or there have been a number of injuries and there is a pattern;
- the pupil's behaviour stands out from the group as either being extreme model behaviour or there is a sudden significant change in the pupil's behaviour;
- the pupil asks to drop subjects with a particular teacher and seems reluctant to discuss the reasons;
- the pupil's development is delayed, the pupil loses or gains weight all there is deterioration in the pupil's wellbeing;
- the pupil appears neglected, e.g., dirty, hungry, inadequately clothed;
- the pupil is reluctant to go home or has been openly rejected parents or carers;
- inappropriate behaviour displayed by other members of staff or any other person working with children e.g., inappropriate comments, one to one attention beyond the requirements of their usual role or responsibilities, or inappropriate sharing of images.

Specific Safeguarding Issues

KCSIE Annex A identifies specific safeguarding issues:

- Child abduction and community safety incidents
- Child criminal exploitation (CCE) and child sexual exploitation (CSE)
- County lines
- Children and the court system
- Children who are absent from education
- Children with family members in prison
- Cybercrime
- Domestic abuse
- Homelessness
- Modern slavery and the national referral mechanism
- Preventing radicalisation
- Serious violence
- Honour or faith-based abuse (including female genital mutilation and forced marriage)

Child sexual exploitation (CSE)

CSE is a form of child sexual abuse (see above) which occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child into taking part in sexual activity. It may involve an exchange for something the victim needs or wants (for example, money, gifts or affection), and/or the financial advantage or increased status of the perpetrator or facilitator. 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.

The victim may have been sexually exploited even if the sexual activity appears consensual. CSE does not always involve physical contact; it can also occur through the use of technology. CSE can affect any persons (male or female) under the age of 18 years (including 16 and 17 year olds who can legally consent to have sex) who has been coerced into engaging in sexual activities. It can include both contact (penetrative and non-penetrative acts) and non-contact sexual activity and may occur without the child or young person's immediate knowledge (e.g. through others copying videos or images they have created and posted on social media). Some children may not realise they are being exploited e.g. they believe they are in a genuine romantic relationship.

CSE can occur over time or be a one-off occurrence and may happen without the child's immediate knowledge for example through others sharing videos or images of them on social media. This can be committed by an individual or an organised network and most sexual abuse is committed by those previously known to the victim. Some children do not realise they are being exploited and may believe they are in a genuine romantic relationship. It can involve force and/or enticement-based methods of compliance and may, or may not, be accompanied by violence or threats of violence. As with CCE, victims are not always recognised and can be criminalised for actions they take whilst under coercion.

Group-based child sexual exploitation

Group-based is defined as two or more individuals (whether identified or not) who are known to (or associated with) one another and are known to be involved in or to facilitate the sexual exploitation of children. Being involved in the sexual exploitation of children includes, for example, introducing them to other individuals for the purpose of exploitation, trafficking a child for the purpose of sexual exploitation, taking payment for sexual activities with a child, or allowing their property to be used for sexual activities with a child. This can be perpetrated within or beyond the family, by both children and adults, and groups can be organised or loosely linked.

The below CCE indicators can also be indicators of CSE, as can:

- children who have older boyfriends or girlfriends, and
- children who suffer from sexually transmitted infections, display sexual behaviours beyond expected sexual development or become pregnant.

The DfE has published guidance on this entitled "*Child sexual exploitation: guide for practitioners"*. The Children's Society and Home Office has also published guidance on Preventing Child Sexual Exploitation.

CSE may occur alone, or may overlap with CCE, and/or county lines, as well as other forms of abuse.

Child Criminal Exploitation CCE is where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child into any criminal activity in exchange for something the victim needs or wants (for example, money, gifts, or affection), and/or for the financial or other advantage (such as increased status) of the perpetrator or facilitator and/or through violence or the threat of violence. This can be committed or facilitated by an organised network or gang, and the victim may identify as being part of this

group. 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. 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 children being forced to work in cannabis factories, being coerced into moving drugs or money across the country (county lines, see below), forced to shoplift or pickpocket. They can also be forced or manipulated into committing vehicle crime or threatening/committing serious violence to others.

Children can become trapped by this type of exploitation as perpetrators can threaten victims (and their families) with violence or entrap and coerce them into debt. They may be coerced into carrying weapons such as knives or begin to carry a knife for a sense of protection from harm from others. Children can be exploited by adult males or females, as individuals or in groups. They may also be exploited by other children, who themselves may be experiencing exploitation – where this is the case, their vulnerability as victims is not always recognised by adults and professionals (especially when they are older children). It is important in these circumstances that the child perpetrator is also recognised as a victim. It is not possible for a child to consent to be exploited, abused or trafficked, and they may not recognise that it is happening to them.

Some of the following can be indicators of CCE:

- children who appear with unexplained gifts, money, or new possessions
- children who associate with other children involved in exploitation
- children who suffer from changes in emotional well-being
- children who misuse drugs and alcohol
- children who go missing for periods of time or regularly come home late
- children who regularly miss school or education or do not take part in education.

The experience of girls who are criminally exploited can be very different to that of boys. The indicators may not be the same, however staff should be aware that girls are at risk of criminal exploitation too. It is also important to note that both boys and girls being criminally exploited may be at higher risk of sexual exploitation.

CCE may occur alone, or may overlap with CSE, and/or county lines, as well as other forms of abuse. CCE and CSE can include children who have been moved (commonly referred to as trafficking) for the purpose of exploitation. This may constitute modern slavery, and further information is available in the Modern Slavery statutory guidance. A relevant child protection and modern slavery referral should be completed where a potential victim of CCE or CSE is identified.

Children who have been exploited will need additional support to help maintain them in education.

County lines

County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs, using dedicated mobile phone lines or other form of “deal line”.

This activity can happen locally as well as across the UK - no specified distance of travel is required. Children and vulnerable adults are exploited to sell drugs and move and store drugs and money. Offenders will often use coercion, intimidation, violence (including sexual violence) and weapons to ensure compliance of victims. Children can be targeted and recruited into county lines in a number of locations including schools (mainstream and special), further and higher educational institutions, pupil referral units, children’s homes and care homes. Children are increasingly being targeted and recruited online using social media. Children can

easily become trapped by this type of exploitation as county lines gangs can manufacture drug debts which need to be worked off or threaten serious violence and kidnap towards victims (and their families) if they attempt to leave the county lines network.

A number of the ways of identifying indicators for CSE and CCE as detailed above may be applicable to where children are involved in county lines. Some additional specific indicators that may be present where a child is criminally exploited through involvement in county lines are children who:

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

Further information on the signs of a child's involvement in county lines is available in guidance published by the Home Office and The Children's Society County Lines Toolkit For Professionals.

Modern slavery

Modern Slavery encompasses human trafficking and slavery, servitude and forced or compulsory labour. Exploitation can take many forms, including sexual exploitation, forced labour, slavery, servitude, forced criminality and the removal of organs. Further information on the signs that someone may be a victim of modern slavery, the support available to victims and how to refer them to the National Referral Mechanism is available in the statutory guidance "Modern slavery: how to identify and support victims (August 2025)

Cybercrime

Cybercrime is criminal activity committed using computers and/or the internet. It is broadly categorised as either 'cyber-enabled' (crimes that can happen off-line but are enabled at scale and at speed on-line) or 'cyber dependent' (crimes that can be committed only by using a computer). Cyber-dependent crimes include:

- unauthorised access to computers (illegal 'hacking'), for example accessing a school's computer network to look for test paper answers or change grades awarded
- denial of Service (Dos or DDoS) attacks or 'booting'. These are attempts to make a computer, network, or website unavailable by overwhelming it with internet traffic from multiple sources; and
- making, supplying, or obtaining malware (malicious software) such as viruses, spyware, ransomware, botnets, and Remote Access Trojans with the intent to commit further offence, including those above.

Children with particular skill and interest in computing and technology may inadvertently or deliberately stray into cyber-dependent crime.

If there are concerns about a child in this area, the DSL or DDSL, should consider referring into the Cyber Choices programme. This is a nationwide police programme supported by the Home Office and led by the National Crime Agency, working with regional and local policing. It aims to intervene where young people are at risk of committing, or being drawn into, low level cyber-dependent offences and divert them to a more

positive use of their skills and interests. Cyber Choices does not currently cover 'cyber-enabled' crime such as fraud, purchasing of illegal drugs on-line and child sexual abuse and exploitation, nor other areas of concern such as on-line bullying or general on-line safety.

Additional advice can be found at: Cyber Choices, 'NPCC- When to call the Police' and National Cyber Security Centre - NCSC.gov.uk

Mental health

All staff should be aware that mental health problems can, in some cases, develop into safeguarding concerns. This could include self-harm, suicidal ideation or risk of suicide. They could also be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation.

Only appropriately trained professionals should attempt to make a diagnosis of a mental health problem. Staff, however, are well placed to observe children 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. These could include:

- significant changes in behaviour
- ongoing difficulty sleeping
- withdrawing from social situations
- not wanting to do things they usually like, and
- physical signs of self-harm or neglecting themselves.

Not every child who exhibits these behaviours is suicidal or has a mental health concern. However, by identifying these and other potential warning signs, staff can identify children who may be struggling with their mental health and contemplating suicide and offer support and vital early intervention.

Where children have suffered abuse, exploitation and neglect, or 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 children's experiences can impact on their mental health, behaviour, attendance and progress at school.

If staff have a mental health concern about a child that is also a safeguarding concern, immediate action should be taken, following this policy, and speaking to the DSL {or DDSL}.

More information can be found in the *Mental* health *and* behaviour *in* schools guidance. Public Health England has produced a range of resources to support secondary school teachers to promote positive health, wellbeing and resilience among children. The NHS Every Mind Matters website also contains helpful information and advice about Looking after a child or young person's mental health.

Honour or faith based abuse (including FGM)

This encompasses crimes which have been committed to protect or defend the honour of the family and/or the community, including Female Genital Mutilation (FGM), forced marriage, and practices such as breast ironing.

Abuse committed in the context of preserving "honour" often involves a wider network of family or community pressure and can include multiple perpetrators. It is important to be aware of this dynamic and additional risk factors when deciding what form of safeguarding action to take.

Female genital mutilation (FGM) comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. FGM is illegal in the UK. Guidance on the warning signs that FGM may be about to take place, or may have already taken place, can also be found on pages 38-41 of the Multi-agency statutory guidance on FGM. To give an example of indications that a girl has already been subjected to FGM:

- A pupil may have difficulty walking, sitting, or standing and may even look uncomfortable
- A pupil may have frequent urinary, menstrual or stomach problems or spend longer than normal in the bathroom due to difficulties urinating
- There may be prolonged or repeated absences from school and/or noticeable behaviour changes (e.g., withdrawal or depression) on the pupil's return
- A pupil is reluctant to undergo medical examination.

If staff have a concern that a pupil may be at risk of FGM, they should speak to the DSL {or DDSL}who will (where appropriate) activate local safeguarding procedures, using existing national and local protocols for multi-agency liaison with Police and Children's Social Care. .

There is a statutory duty on teachers to personally report to the Police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18. Unless the teacher has a good reason not to, they should still consider and discuss any such case with the DSL and involve Children's Social Care as appropriate. The report should be made by calling 101, the single non-emergency number. If the teacher is unsure whether this reporting duty applies, they must refer the matter to the DSL in accordance with this policy. Where a teacher suspects that a pupil is at risk (i.e., where the teacher does not discover that an act of FGM appears to have been carried out, either through disclosure by the victim or visual evidence) or it involves a pupil over 18, teachers should follow the School's local safeguarding procedures.

Further information can be found in the *Multi-agency statutory guidance on female genital mutilation and the FGM resource pack*, particularly section 13.]

Forced marriage

Forcing a person into a marriage is a crime in England and Wales. 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. A lack of full and free consent can be where a person does not consent or where they cannot consent (if they have learning disabilities, for example). Nevertheless, some communities use religion and culture as a way to coerce a person into marriage. Since February 2023 it has also been a crime to carry out any conduct whose purpose is to cause a child to marry before their 18th birthday, even if violence, threats or another form of coercion are not used. As with the existing forced marriage law, this applies to non-binding, unofficial 'marriages' as well as legal marriages.

Schools and colleges can play an important role in safeguarding children from forced marriage. There are a range of potential indicators that a child may be at risk of forced marriage, details of which can be found in the *Multi-agency guidelines: Handling cases of forced marriage (last updated April 2023).* Further information on forced marriage is available in guidance published on gov.uk and by the Forced Marriage Unit. School staff can also contact the Forced Marriage Unit if they need advice or information: Contact: 020 7008 0151 or email fmu@fcdo.gov.uk.

The Prevent Duty

The School has a legal duty to have due regard to the need to prevent people from being drawn into terrorism. The School aims to build pupil's resilience to radicalisation by promoting fundamental British values and enabling them to challenge extremist views. Being drawn into terrorism includes not just violent extremism but also non-violent extremism, which can create an atmosphere conducive to terrorism and can popularise views which terrorists exploit. The School is committed to providing a safe space in which children, young people and staff can understand and discuss sensitive topics, including terrorism and the extremist ideas that are part of terrorist ideology, understand the risks associated with terrorism and learn how to challenge these ideas. The Prevent duty is not intended to limit discussion of these issues. Schools should, however, be mindful of their existing duties to forbid political indoctrination and secure a balanced presentation of political views.

The School has adopted the government's definitions for the purposes of compliance with the Prevent duty:

Radicalisation

Radicalisation is the process by which a person comes to support terrorism and forms of extremist ideologies associated with terrorist groups."

Extremism is the vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas"

Terrorism is an action that endangers or causes serious violence to a person / people; causes serious damage to property; or seriously interferes or disrupts an electronic system. The use or threat must be designed to influence the government or to intimidate the public and is made for the purpose of advancing a political, religious or ideological cause.

There is no single way of identifying an individual who is likely to be susceptible to radicalisation into terrorism, but there are factors that may indicate concern. Background factors combined with specific influences such as family and friends may contribute to a child's vulnerability. Radicalisation can occur through may different methods (such as social media) and settings (such as the internet).

It is possible to protect vulnerable people from extremist ideology and intervene to prevent those at risk of radicalisation being drawn to terrorism. As with other safeguarding risks, staff should be alert to changes in children's behaviour which could indicate that they may be in need of help or protection. School staff should use their judgement in identifying children who might be susceptible and act proportionately, which may include the DSL making a Prevent referral.

Designated safeguarding leads and other senior leaders in colleges should familiarise themselves with the revised Prevent duty guidance: for England and Wales especially paragraphs 141-210, which are specifically concerned with education. Staff should contact the DSL {or the DDSL,} who should be aware of the local procedures in place, before making a Prevent referral.[259]

In the event of a child leaving, the DSL should consider if it would be appropriate to share any information with the new school or college. For example, information that would allow the new school or college to continue supporting victims of abuse or those who are currently receiving support through the ‘Channel’ programme and have that support in place for when the child arrives at the new school.

Prevent referrals may be passed to a multi-agency Channel panel, which will discuss the individual referred to determine whether they are vulnerable to being drawn into terrorism and consider the appropriate support required. An individual's engagement with the programme is entirely voluntary at all stages. Guidance on

Channel is available at: Channel duty guidance: Protecting people susceptible to radicalisation (HM Government, 2023).

The DfE and Home Office's briefing note 'the use of social media for online radicalisation' (July 2015) includes information on how social media is used to radicalise young people and guidance on protecting pupils at risk.

Contact details of the School's Prevent Lead are set out in the Key Contacts section of this policy.

Special educational needs and/or disabilities (SEND) or pupils with certain health conditions

Pupils with SEND or certain health conditions can face additional safeguarding challenges. Statistically, children with additional needs are more vulnerable to abuse and can face additional safeguarding challenges both online and offline. School staff will be particularly sensitive to indicators of abuse, neglect and exploitation. Pupils with SEND may not outwardly shown signs of abuse and/or may have difficulties in communication about abuse or neglect, or bullying.

These can include:

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's condition without further exploration;
- these children being more prone to peer group isolation or bullying (including prejudice-based bullying) than other children;
- the potential for children with SEND or certain health conditions being disproportionately impacted by behaviours such as peer group isolation or bullying (including prejudice-based bullying), without outwardly showing any signs;
- communication barriers and difficulties in managing or reporting these challenges;
- the need for intimate care or that these children are isolated from others
- that these children are more likely to be dependent on adults for care, and
- these children may have issues over cognitive understanding - being unable to understand the difference between fact and fiction in online content and then repeating the content/behaviours in School or the consequences of doing so.[260]

Staff will support such pupils in expressing any concerns they may have and will be particularly vigilant to any signs or indicators of abuse, discussing this with the DSL as appropriate.

Safeguarding children with medical conditions

The fact that there has been an incident relating to the management of a child's medical condition or allergy would not in itself warrant a referral to local safeguarding partners. The DSL will consider a safeguarding referral where an incident highlights concern that the child or young person might be at an increased risk of being neglected, abused or exploited by persons inside or outside of their family unit because of their medical condition. This might occur where relevant information about a child or young person's medical condition is not provided to the School, or where they are repeatedly sent without essential medication, thereby putting the child at risk. The School will work collaboratively with healthcare professionals to ensure that any safeguarding concerns arising from a child's medical condition are identified and addressed promptly.

Further information can be found in the DfE statutory guidance on supporting Pupils at School with Medical Conditions. and Allergy safety in schools.

Young carers

A young carer is a person under 18 who provides or intends to provide care for another person. Young carers may face additional safeguarding challenges and may be more vulnerable due to the responsibilities they carry. Staff should be alert to signs that a child is taking on caring responsibilities that are inappropriate for their age and which may be impacting on their attendance, attainment, or wellbeing. Concerns about young carers should be discussed with the DSL.

Children who are lesbian, gay, bi or trans (LGBTQ+)

The fact that a child may be LGBTQ+ is not in itself an inherent risk factor for harm. However, children who are LGBTQ+ can be vulnerable to discriminatory bullying. In some cases, a pupil who is perceived by their peers to be LGBTQ+ (whether they are or not) can be just as vulnerable as children who identify as LGBTQ+. Risks can be compounded where children who are LGBTQ+ lack a trusted adult with whom they can be open. The School should consider how to address vulnerabilities such as the risk of bullying and take steps to prevent it, including putting appropriate sanctions in place.

Children who are questioning their gender

When supporting a gender questioning child, the School will not initiate any action. The School will take time to understand the thoughts and feelings of children who are questioning their gender and be appropriately professionally curious about the full range of the child's experiences.

Staff should remain aware of the potential vulnerabilities of children who are questioning their gender, including the possibility of complex mental health and psychosocial needs for example relating to relationships with family, peers or their broader social environment, including discriminatory bullying. In making decisions about supporting social transitions, staff will comply with their distinct but interacting obligations under safeguarding legislation and equality and human rights law. The DSL will be involved in all cases where a child is questioning their gender. Staff will not adopt any changes relating to social transition unless a decision has been made by a school or college and a child's parents or carers have been involved. Parents will be involved in the vast majority of cases. In the rare circumstances where involving parents or carers would constitute a greater risk to the child than not involving them, the DSL will determine what action is needed to safeguard the child, before the parents or carers are contacted or any decisions are taken.

The School complies with its obligations under the Education (Independent School Standards) Regulations 2014 regarding the provision of toilets and washing facilities. The School does not permit children to use toilets designated for the opposite biological sex. The School has regard to the provisions set out in Part two of KCSIE regarding single-sex spaces, changing rooms, and (where applicable) boarding and residential accommodation.

Further guidance on single-sex spaces, sport, and boarding accommodation is set out in Part two of *KCSIE* (September 2026).

Domestic abuse

Domestic abuse is one of the most prevalent forms of abuse, with Women's Aid estimating that 160,000 children are currently living in households where domestic abuse is taking place. This is likely to be an underestimate, however, with much abuse remaining hidden and not coming to the attention of services. The Domestic Abuse Act 2021 introduced a statutory definition of domestic abuse and recognises the impact of domestic abuse on children, as victims in their own right, if they see, hear, or experience the effects of abuse. The statutory definition of domestic abuse, based on the previous cross-government definition, ensures that different types of relationships are captured, including ex-partners and family members. The definition captures a range of different abusive behaviours, including but not limited to, physical or sexual abuse, violent or threatening behaviour, controlling or coercive behaviour, economic abuse, and psychological, emotional,

or other abuse such as 'honour' abuse, faith- or belief-based abuse, forced marriage, female genital mutilation or reproductive coercion, harassment and stalking. Both the person who is carrying out the behaviour and the person to whom the behaviour is directed towards must be aged 16 or over and they must be "personally connected" (as defined in section 2 of the 2021 Act).

Types of domestic abuse include intimate partner violence, abuse by family members, teenage relationship abuse and child/adolescent to parent violence and abuse.

Anyone can be a victim of domestic abuse, regardless of gender, age, ethnicity, socio- economic status, sexuality or background and domestic abuse can take place inside or outside of the home. The government will issue statutory guidance to provide further information for those working with domestic abuse victims and perpetrators, including the impact on children.

All children can witness and be adversely affected by domestic abuse in the context of their home life where domestic abuse occurs between family members. Experiencing domestic abuse and/or violence can have a serious, long lasting emotional and psychological impact on children. In some cases, a child may blame themselves for the abuse or may have had to leave the family home as a result.

Young people can also experience domestic abuse within their own intimate relationships. This form of child on child abuse is sometimes referred to as 'teenage relationship abuse'. Depending on the age of the young people, this may not be recognised in law under the statutory definition of 'domestic abuse' (if one or both parties are under 16). However, as with any child under 18, where there are concerns about safety or welfare, child safeguarding procedures should be followed and both young victims and young perpetrators should be offered support.

Domestic abuse may lead to other safeguarding concerns and should therefore be managed under this policy.

Operation Encompass

Section 20 of the Victims and Prisoners Act 2024 introduced a new provision into Part 3 of the Domestic Abuse Act 2021 under Section 49A, placing a statutory duty on police forces across England and Wales to notify a child's educational setting if they have reasonable grounds to believe a child may be a victim of domestic abuse. This duty applies to all children connected to the household where police attended a domestic abuse incident, including children not physically present. This ensures that the school has up to date relevant information about the child's circumstances and can enable immediate support to be put in place, according to the child's needs.

Operation Encompass does not replace statutory safeguarding procedures. Where appropriate, the police and/or schools should make a referral to local authority children's social care if they are concerned about a child's welfare.

More information about the scheme and how schools can become involved is available on the Operation Encompass website. Operation Encompass provides an advice and helpline service for all staff members from educational settings who may be concerned about children who have experienced domestic abuse. The helpline is available 8:00 to 13:00, Monday to Friday on 0204 513 9990 (charged at local rate).

Serious Violence

Indicators which may signal that children are at risk from or are involved with serious violent crime may include: increased absence from school; a change in friendships or relationships with older individuals or groups; a significant decline in performance; signs of self-harm or a significant change in wellbeing; or signs of assault or unexplained injuries. Unexplained gifts or new possessions could also indicate that children have been approached by, or are involved with, individuals associated with criminal networks or gangs and may be at risk of criminal exploitation.

All staff should be aware of the associated risks which increase the likelihood of involvement in serious violence (for example, frequent absence from school or permanently excluded from school, experienced child maltreatment or having been involved in offending) and understand the measures in place to manage these.

Further advice for schools is provided in the Home office's Preventing youth violence and gang involvement and its criminal exploitation of children and vulnerable adults: county lines guidance.

Online Safety

It is essential that children are safeguarded from potentially harmful and inappropriate online material. An effective whole school approach to online safety empowers a school to protect and educate pupils and staff in their use of technology and establishes mechanisms to identify, intervene in, and escalate any concerns where appropriate. Children are at risk of abuse online as well as face to face. Abuse may take place via online channels and in daily life.

The breadth of issues classified within online safety is considerable, but can be categorised into four areas of risk:

- Content: being exposed to illegal, inappropriate, or harmful content, for example: pornography, fake news, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation, and extremism.
- Contact: being subjected to harmful online interaction with other users; for example: peer to peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes.
- Conduct: personal online behaviour that increases the likelihood of, or causes, harm; for example, making, sending, and receiving explicit images (e.g. consensual and non-consensual sharing of nudes and semi-nudes and/or pornography, sharing other explicit images and online bullying; and
- Commerce - risks such as online gambling, inappropriate advertising, phishing and or financial scams. If you feel pupils or staff are at risk, please report it to the Anti-Phishing Working Group (https://apwg.org/).

Children Misusing Drugs or Alcohol

The discovery that a young person is misusing legal or illegal substances or reported evidence of their substance misuse, is not necessarily sufficient in itself to consider a Child in Need or Child Protection referral. However, the school will consider such action in the following situations:

When there is evidence or reasonable cause:

- To believe the young person's substance misuse may cause him or her to be vulnerable to other abuse such as sexual or criminal exploitation
- The child's substance misuse dependency is affecting their mental and physical health and social wellbeing
- Where the misuse is suspected of being linked to parent/carer substance misuse
- Where the child's substance misuse dependency is putting the child at such risk that intensive specialist resources are required
- Where the child is perceived to be at risk of harm through any substance associated criminality.

Children Living with Substance Misusing Parents/Carers

Misuse of drugs and/or alcohol is strongly associated with Significant Harm to children, especially when combined with other features such as domestic abuse.

When the school receives information about drug and alcohol abuse by a child's parents/carers they will follow appropriate procedures.

This is particularly important if the following factors are present:

- Parent/ carer/other family members drug and/or alcohol use is at a problematic level and are unable to provide care to child.
- Family home is used for drug taking / dealing / illegal activities.
- Chaotic drug and alcohol use leading to emotional unavailability, irrational behaviour and reduced parental vigilance
- Child or household member found in possession of Class A or Class B drugs / drug paraphernalia found in home.
- Evidence of substance/drug misuse during pregnancy

Homelessness

Being homeless, or at risk of homelessness presents a real risk to a child welfare. The school should be aware of potential indicators of homelessness including household debt, rent arrears, domestic abuse, and anti - social behaviour, as well as a family being asked to leave a property. If staff are made aware or suspect that a person may be at risk of homelessness, they should talk to the DSL in the first instance. Whilst referrals to the local Housing Authority should be progressed as appropriate, and in accordance with local procedures, this does not and should not replace a referral to the LADO where a child has been harmed or is at risk of harm in accordance with this policy.

Children who are absent from school

The School's full procedures for dealing with children who are absent from education, including persistently or for prolonged periods staff are referred to the section 'Children absent from education' in the main body of this policy. A child being absent from school is a potential indicator of a range of safeguarding issues such as abuse, neglect, sexual abuse, CSE and CCE. It can also be a sign of child criminal exploitation including involvement in county lines. It may indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of FGM, honour or faith based abuse or risk of forced marriage. Staff must follow the School's procedures for dealing with children who are absent, particularly persistently or for prolonged periods.

The School shall inform the local authority of any pupil who is going to be added to or deleted from the School's admission register at non-standard transition points in accordance with the requirements of The School Attendance (Pupil Registration) (England) Regulations 2024. This will assist the local authority to:

a) fulfil its duty to identify children of compulsory school age who are missing from education; and

b) follow up with any child who might be in danger of not receiving an education and who might be at risk of abuse, neglect, exploitation or radicalisation.

School attendance registers are carefully monitored to identify any trends. The School will inform the local authority (and the local authority where the child is normally resident) of any pupil who fails to attend school

regularly, or has been absent without the School's permission for a continuous period of 10 school days or more, at such intervals as are agreed between the School and the local authority.

Action should be taken in accordance with this policy if any absence of a pupil from the School gives rise to a concern about their welfare. The School's policy supports identification of abuse and provides preventative measures against the risk of the child being absent and/or becoming a child missing education in the future. This applies when issues are first emerging as well as where children are already known to the local authority children's social care and need a social worker.

Child abduction and community safety incidents

Child abduction is the unauthorised removal or retention of a minor from a parent or anyone with legal responsibility for the child. Child abduction can be committed by parents or other family members; by people known but not related to the victim (such as neighbours, friends, and acquaintances); and by strangers.

Other community safety incidents in the vicinity of a school can raise concerns amongst children and parents, for example, people loitering nearby or unknown adults engaging children in conversation.

As children get older and are granted more independence (for example, as they start walking to school on their own) it is important they are given practical advice on how to keep themselves safe. Many schools provide outdoor-safety lessons run by teachers or by local police staff.

It is important that lessons focus on building children's confidence and abilities rather than simply warning them about all strangers. Further information is available at: www.actionagainstabduction.org and www.clevernevergoes.org.

Children and the court system

Children 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 to support children 5–11 year-olds and 12–17 year-olds available on the gov.uk website.

The guide explains each step of the process and support, the special measures that are available. There are diagrams illustrating the courtroom structure and the use of video links is explained.

Making child arrangements for the family courts following separation can entrench conflict in families. This can be stressful for children. The Ministry of Justice has launched an online child arrangements information tool with clear and concise information on the dispute resolution service. The School may refer some parents and carers to this service where appropriate.

Children with family members in prison

Approximately 193,000 children in England and Wales have a parent sent to prison each year. These children are at risk of poor outcomes including poverty, stigma, isolation, and poor mental health.

The Prison Service will undertake a child safeguarding enquiry with children's social care for all sentenced prisoners to identify any who present an ongoing risk to children from within custody. Prisons will also decide on the level of contact, if any, they will allow between a prisoner and a child based on a child contact risk assessment.

The Prisoners' Families Helpline provides information designed to support professionals working with offenders and their children, to help mitigate negative consequences for those children. Further support for families can be found at the Prisoners' Families Helpline website.

Appendix 2 - Safeguarding flowchart

Safeguarding concern or concern about a child's welfare

Concern logged and passed immediately to the Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL) for Child Protection

DSL or DDSL will decide what action to take, which may include a Children's Social Care referral or professional consultation with the Multi Agency Safeguarding Hub (MASH) **0345 045 5203**

If the DSL or DDSL is unavailable or not contactable for any reason and you have immediate concerns about a child's welfare contact Children's Social Care referrals **0345 045 5203**

Allegation made against an adult in a position of trust

Concern logged and reported to the Head. If the concern is about the Head, report to the Chair of Governors

For further advice contact the Designated Officer (LADO)

01223 727967

Or
LADO@cambridgeshire.gov.uk

No safeguarding concern but emerging needs of the child indicate that additional services or support may be required

Concern logged and passed to the Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL)

An Early Help Assessment will be completed. For further advice contact the Early Help Hub (EHH)

01480 376666

Appendix 3 – Making a referral (steps for staff to follow)

Where a child is suffering, or is likely to suffer from harm, a referral to Children's Social Care (and if appropriate the Police) should be made **immediately.** The contact details for Children's Social Care are set out at the front of this policy.

Where staff may be required to make a direct referral, there are several additional resources staff may find helpful:

Online reference to find the relevant Children's Social Care contact numbers:

https://www.gov.uk/report-child-abuse-to-local-council

The flowchart set out at page 24 of part 1 of Keeping Children Safe in Education 2025 and the information and flowcharts set out in Sections 1, 2 and 3 of Working Together to Safeguard Children 2023 for information about the likely actions and decisions required.

Staff will need to have access to certain information about the child and the safeguarding concern in order to make the referral as follows:

1. Personal details of the child.
2. Detailed information about the concern.
3. Information about the child's family and siblings.

If the referral is made by telephone, this should be followed up in writing with care taken to ensure this information goes to the correct recipient and is transmitted securely.

If the referral is made by someone other than the DSL, the DSL should be informed of the referral as soon as possible.

Confirmation of the referral and details of the decision as to what course of action will be taken should be received from the local authority **within one working day**. If this is not received, the DSL (or the person that made the referral) should contact Children's Social Care again.

Following a referral, if the child's situation does not appear to be improving, the local escalation procedures should be followed to ensure that concerns have been addressed and that the child's situation improves. These can be found at:

https://www.safeguardingcambspeterborough.org.uk/children-board/professionals/lscbprocedures/