

GREENHEART

LEARNING PARTNERSHIP

SAFEGUARDING POLICY

Signed off by Trust Board meeting dated: September 2025

Effective from: September 2025

Review Date: September 2026

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Key Safeguarding Contacts

| Role in Academy | Name | Date and Level of safeguarding training |
|---|------------------|--|
| Headteacher who is Designated Safeguarding Lead (DSL) | Richard Parslow | DSL Training 10/10/25 |
| Deputy Designated Safeguarding Lead (DDSL) | Cate Lavelle | DSL Training 17/11/2025 |
| Deputy Designated Safeguarding Lead (DDSL) | Tayce Mason | DSL Training March 2024 |
| Deputy Designated Safeguarding Lead (DDSL) | Chris Oakley | DSL Training March 2024 |
| Deputy Designated Safeguarding Lead (DDSL) | Rob Kennedy | DSL Training 17/11/25 |
| Nominated Trustee for Safeguarding | Karen Kennedy | TBC |
| Chair of Trustees | Sean Starr | Level 1 January 2025 |
| Greenheart Safeguarding Lead | Charlie Chambers | Level 3 December 2024 |
| | Clair Jenkins | DSL advanced for Schools and Colleges 5 th – 6 th February 2024 |
| Designated teacher for Looked After Children | Tayce Mason | DSL Training March 2024 |
| Mental Health Lead | Tayce Mason | DSL Training March 2024 |
| | Emma Gibbs | Level 1 Training – September 2025 |

1. Purpose and Aims

The purpose of the Safeguarding policy at Woodhouse Primary Academy is to ensure that we:

- Are committed to developing a robust safeguarding culture of vigilance and challenge.
- Build resilience by raising awareness of safeguarding and child protection issues, and equipping children with the language and skills to keep themselves safe.
- Establish a safe environment in which children can learn and develop within an ethos of openness and where children are taught to treat each other with respect, to feel safe, to have a voice and know that they will be listened to.
- Support vulnerable pupils who have been abused, have witnessed violence towards others or may be vulnerable to abuse.
- Prevent unsuitable people from working with children by ensuring we practice safe recruitment in checking the suitability of all Academy staff, supply staff and volunteers to work with our children and maintain an active, ongoing vigilance in line with the safeguarding culture.

Our aim is to follow the procedures set out by each Local Authority Safeguarding Children's Board, Working Together to Safeguard Children 2023 and Keeping Children Safe in Education 2025 by knowing and understanding that:

- Safeguarding and promoting the welfare of children is everyone's responsibility and the voice of the child is evident.
- Everyone who comes into contact with children and their families has a role to play.
- Everyone should ensure that their approach is child-centred considering, at all times, what is in the best interests of the child.
- By establishing a safe environment, we enable our children to learn and develop within an ethos of openness.
- No single practitioner can have the full picture of a child's needs and circumstances.
- If children and families are to receive the right help at the right time, everyone who comes into contact with children and their families has a role to play in identifying concerns, sharing information and taking prompt action.
- The importance of providing children with a balanced curriculum including PHSE, healthy relationship education, online safety, sexting, child-on-child abuse as well as 'abuse outside the home' county Lines, contextualised safeguarding issues, and Child Criminal Exploitation (incl CSE). Also supporting this with online activities, enabling children to enhance their safeguarding skills and knowledge whilst understanding the risks.
- Undertaking the role to enable children and young people at our Academy to have best outcomes.
- Ensuring that as an Academy we have awareness of our staff's knowledge and understanding, as well as embedding safeguarding through clear systems of communication and Continuous Professional Development (CPD) so that safeguarding is a robust element of our Academy practice.

At Woodhouse Primary Academy we strive to:

- Protect children from maltreatment.
- Prevent impairment of our children's mental and physical health or development.

- Ensure that our children grow up in circumstances consistent with the provisions of safe and effective care.
- Act to enable all children to have the best outcomes.

This policy provides guidance to all adults working within the Academy, whether paid or voluntary or directly employed by the Academy or a third party and should be read in conjunction with the documents Keeping Children Safe in Education 2025 and Working Together to Safeguard Children 2023.

- This policy is available on our website and is available on request from the main School and Central Team office. We will also inform parents/carers about this policy when their children join our Academy.
- This policy **MUST** be reviewed in full by Greenheart Learning Partnership (The Partnership) on an annual basis or sooner should legislation/guidance change.
- This policy sets out how The Partnership discharge their statutory responsibilities relating to safeguarding and promoting the welfare of children who are pupils at this Academy. The policy applies to all staff; paid and unpaid, working in the Academy, volunteers, visitors, the Central Team and those with governance roles.
- The policy **MUST** be made available to all staff (including temporary staff, supply staff and volunteers) at the point of induction, alongside our Staff Code of Conduct policy.
- The Partnership, working with the senior leadership teams and especially our Designated Safeguarding Leads (DSLs), **MUST** ensure that those staff who do not work directly with children will read at least Part 1 or Annex A (condensed version of Part 1) of the KCSiE 2025 guidance.
- All staff who work directly with children, **MUST** be provided with, and have read at least Part One of Keeping Children Safe in Education 2025.

2. Ethos and Culture

At Woodhouse Primary Academy our children’s welfare is of paramount importance to us, and we are a child centred Academy. Our children are reassured that they have a voice, will be listened to and what they say will be taken seriously. They know that they will be supported and kept safe. They will never be given the impression that they are creating a problem by reporting abuse.

Children are encouraged to talk freely with staff if they are worried or concerned about something and our staff understand that a victim of any type of abuse should never feel ashamed for making a report. Their views and wishes will inform any assessment and provision for them.

We make every effort to listen to and capture the voice of children to enable us to have a clear understanding of their daily lived experiences.

We are aware that children may not feel ready or know how to tell someone that they are being abused, exploited, or neglected and/or they may not recognise their experiences as harmful. They may feel embarrassed, humiliated or are being threatened. This could be due to vulnerability, disability and/or sexual orientation or language barriers.

All staff **MUST** have professional curiosity and **MUST** speak to the DSL or Deputy DSL if they have concerns about a child. Our staff determine how best to build trusted relationships with children which facilitate this communication.

We understand our statutory duty to safeguard and promote the welfare of children and we maintain a professional attitude of 'it could happen here' where safeguarding is concerned. We expect all adults in our academy to share our commitment, maintaining a safe environment and a culture of vigilance.

Everyone has a responsibility to act without delay to protect children by reporting anything that might suggest a child is being abused or neglected. It is our willingness to work safely and challenge inappropriate behaviours, that underpins this commitment. We work in partnership with families and other agencies to improve the outcomes for children who are vulnerable or in need.

We have a culture of vigilance and staff are confident and competent in the timely challenge of unacceptable behaviours and these are dealt with appropriately and robustly. Staff **MUST** not accept these behaviours as 'banter', 'having a laugh' or 'part of growing up'.

All staff **MUST** report any concerns that they have and not to see these as insignificant. On occasions, a referral is justified by a single incident, such as an injury or disclosure of abuse. However, concerns can accumulate over time and are evidenced by building a picture of harm, particularly true in cases of abuse or neglect.

Staff **MUST** record on Bromcom and pass on any concerns in a timely manner and in accordance with this policy, to allow the DSL/DDSL to build up a picture and access support at the earliest opportunity.

When dealing with safeguarding matters, we are conscious of the language and terminology that we use, especially in front of children. Sometimes reference is made to a child who has been subjected to abuse as a victim. However, not all children will consider themselves a victim nor will they want to be referred to in this way. We are conscious of this and when managing any incident, we will be prepared to use terminology that children are most comfortable with.

In guidance, we will at times, use the term 'alleged perpetrator' and where appropriate 'perpetrator' and we know that these are widely used terms. However, we know that in some cases the abusive behaviour will have been harmful to the perpetrator as well and again we will be mindful of appropriate language and will decide appropriateness on a case-by case basis.

We work closely and restoratively with our safeguarding partners with the confidence to challenge decisions and practice if deemed appropriate.

We are committed to working with parents in a positive, open and transparent way. We ensure that all parents are treated with respect, dignity and courtesy.

We recognise the stressful and traumatic nature of safeguarding and child protection work, and support our staff by providing an opportunity to talk through their anxieties with the DSL and to signpost and seek further support as appropriate.

3. Legislation, Guidance and Links to other policies

This policy has been devised with due regard for the statutory guidance from the DfE Keeping Children Safe in Education 2025 (KCSiE) and this document is read alongside:

- Working Together to Safeguard Children 2023
- Birmingham, Walsall and Staffordshire Safeguarding Children Board Procedures
- What to do if you are Worried a Child is being Abused-Advice for Practitioners
- Behaviour in Academies - Advice for headteachers and Academy staff
- Online Safety Policy
- Anti-Bullying Policy
- Behaviour Policy
- Missing Children Policy
- Child on Child Policy
- Social Media Policy
- Allegations of Abuse Against Staff and Low-Level Concerns Policy
- Staff Code of Conduct Policy
- Safer Recruitment Policy
- Whistle Blowing Policy
- DBS Policy

4. The role of all staff in keeping children safe

All staff **MUST** read and have a good understanding of at least part 1 of Keeping Children Safe in Education 2025 and are aware of the safeguarding link to other policies relating to their daily practice, such as:

- Online Safety Policy
- Anti-Bullying Policy
- Behaviour Policy
- Missing Children Policy
- Social Media Policy
- Child on Child Policy
- Allegations of Abuse Against Staff Policy
- Staff Code of Conduct Policy
- Safer Recruitment Policy
- Whistle Blowing Policy

At the start of the Autumn term each year, or when a new member of staff joins Greenheart Learning Partnership, they **MUST** sign a declaration (Annual Declaration Form) to note that they have read and understood Keeping Children Safe in Education. Staff are given the opportunity to speak to the DSL or DDSL should they have any questions in relation to their responsibilities within this policy.

All staff receive appropriate safeguarding and child protection training (including online safety which, amongst other things, includes an understanding of the expectations, applicable roles and responsibilities in relation to filtering and monitoring (see para 142 of KCSiE 2025 for further information on Filtering) . This training takes place at induction and is regularly updated. In addition, all staff receive safeguarding and child protection (including online safety) updates via email on SharePoint or at staff meetings as required, and at least annually, to continue to provide our staff with relevant skills and knowledge to safeguard children effectively.

All staff **MUST** know who the DSL/DDSL is, and understand that as well as them being an expert in this field, they are there to support all in the academy.

All staff **MUST** be aware of their responsibility to provide a safe environment in which children can learn.

All staff **MUST** be aware of indicators of abuse and neglect and understand that children can be at risk of harm inside and outside of the Academy, inside and outside of home and online. Staff **MUST** be confident in exercising professional curiosity and understand that knowing what to look for is vital for the early identification of abuse and neglect to identify cases of children who may need our help or protection. They are 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.

All staff, but especially the DSL/DDSL, **MUST** consider whether children are at risk of abuse or exploitation in situations outside their families. Extrafamilial harms take a variety of different forms and children can be vulnerable to multiple harms, including (but not limited to) sexual abuse (including harassment and exploitation), domestic abuse in their own intimate relationships (teenage relationship abuse), criminal exploitation, serious youth violence, county lines, and radicalisation.

All staff **MUST** be aware that technology is a significant component in many safeguarding and wellbeing issues and that children are at risk of abuse and other risks online as well as face to face. They know that in many cases abuse and other risks will take place concurrently both online and offline. Children can also abuse other children online; this can take the form of abusive, harassing, and misogynistic/misandrist messages, the non-consensual sharing of indecent images, especially around chat groups, and the sharing of abusive images and pornography, to those who do not want to receive such content.

All staff **MUST** know what to do if a child tells them they are being abused, exploited, or neglected.

Staff **MUST** know how to maintain an appropriate level of confidentiality by only involving those who need to be involved, such as the DSL/DDSL and local authority children's social care.

Staff **MUST** never promise a child that they will not tell anyone about a report of abuse, as this may ultimately not be in the best interests of the child.

All staff **MUST** know how to reassure victims that they are being taken seriously and that they will be supported and kept safe. A victim should never be given the impression that they are creating a problem by reporting any form of abuse and/or neglect. Nor should a victim ever be made to feel ashamed for making a report.

All staff **MUST** be aware of the early help process and understand their role in it and are confident to identify and support children who may benefit from early help, effectively giving children and their families the right help at the right time.

All staff **MUST be** aware of how to make a referral to children's social care, especially section 17 (children in need) and section 47 (a child suffering, or likely to suffer, significant harm) that may follow a referral, along with their potential role in such assessments.

All staff **MUST** understand their responsibility to report concerns about the behaviour of any adult in our Academy and know that they will be listened to and taken seriously.

All staff **MUST** understand their responsibility to escalate concerns and 'press for reconsideration' if they believe a child's needs remain unmet or if the child is failing to thrive and in need or if the child is at risk of harm.

In all cases, if our staff are unsure, **MUST** speak to the DSL/DDSL

5. Roles and responsibilities of the Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Lead(s)(DDSL)

For full details of the DSL/DDSL roles and responsibilities please refer to Part 2 & Annex C of Keeping Children Safe in Education 2025.

- DSL/DDSL(s) have received the appropriate safeguarding training to provide them with an understanding of their role and the knowledge and skills to carry it out.
- DDSL(s) are trained to the same level as the DSL.

Local Authority Training supports their knowledge of the processes, procedures, and responsibilities of other agencies, particularly children's social care in line with Working Together to Safeguard Children (2023). This training is updated at least every 2 years and in addition to this they regularly (at least annually) refresh and update their knowledge and skills. The DSL is given additional time, funding, training, resources, and support needed to carry out the role effectively.

The DSL takes the lead responsibility for safeguarding and child protection (including online safety as well as an understanding of the expectations, applicable roles and responsibilities in relation to the filtering and monitoring systems and processes in place), and this is explicit in their job description. Guidance can be found at:

- Filtering and monitoring standards

- Greenheart Filtering and Monitoring Policy

As part of online safety, we are aware of our responsibility for information security and access management, and we will ensure that we have the appropriate level of security protection procedures in place in order to safeguard our systems, staff and learners and review the effectiveness of these procedures periodically to keep up with evolving cyber-crime technologies. Guidance can be found at:

- Cyber security standards for Academies
- Cyber Security Training for Academy staff

As part of our commitment to safeguarding, we recognise that online safety is essential in protecting children and young people from harm. Our approach is informed by the 4C's of online safety, ensuring we address the key areas of risk:

- Children may be exposed to **Content** that is inappropriate, harmful, or misleading. This includes violent or sexual material, extremist content, or misinformation that can negatively influence their wellbeing or worldview.
- Children may experience risks through **Contact** with others online, including adults or peers who may pose a safeguarding risk. This includes unwanted contact, grooming, exploitation, or exposure to harmful behaviours such as cyberbullying.
- Children's own **Conduct** online can also put them at risk. This includes sharing personal information, engaging in risky challenges, or participating in bullying or harassment, which may lead to further safeguarding concerns or emotional harm.
- Children may also encounter risks related to **Commerce** while online, such as exposure to scams, phishing attempts, or exploitative in-app purchases and gambling activities, which may cause financial or emotional harm.

We are committed to educating and supporting children to navigate these online risks safely, fostering an environment where they can seek help and know how to protect themselves online.

During term time, the DSL/DDSL is available (during Academy hours) for staff in the Academy to discuss any safeguarding concerns.

The Headteacher is the DSL. The DSL can delegate activities to the DDSL(s); however, the ultimate responsibility remains with them, and this lead responsibility is not delegated.

In the absence of the DSL the DDSL(s) will take a lead on safeguarding.

The DSL acts as a source of support, advice, and expertise for staff. Risk assessments/safety plans **MUST** be completed as required and should, where appropriate, involve other agencies, are reviewed regularly and shared appropriately.

The DSL **MUST** maintain robust systems to monitor and record training of all staff and update and refresher time scales are evident within the training record. Training is delivered in-line with KCSIE 2025. This will include bulletins, briefings, and inset day training as well as external events attended.

Safeguarding updates are delivered through means of staff meetings, internal email communications and during relevant professional discussions. Staff notice boards are updated regularly with any safeguarding changes to key information and communications received from relevant organisations are circulated to all staff when appropriate.

The DSL meets with DSL's from within Greenheart Learning Partnership to share best practice, receive local updates, and validate safeguarding processes throughout the Trust.

The DSL **MUST** ensure that all staff and regular visitors have appropriate safeguarding training to equip them for their role in the Academy and across the Partnership. This includes training on how to recognise indicators of concern, how to respond to a disclosure from a child and how to record and report this information accurately.

The DSL **MUST** ensure systems are in place to induct new staff and that they are robust and monitored and any noncompliance shared with Senior Leadership Team and The Partnership.

The DSL **MUST** monitor the electronic case management system, within Bromcom, to record concerns about children, ensuring that the quality of information is accurate, proportionate, timely and assessment/referrals are made appropriately. The recording and storing of information is kept in-line with the Data Protection Act 2018 and General Data Protection.

Safeguarding and child protection records **MUST be** kept in a secure location, away from academic records and there **MUST be** a clear process for recording the transfer of documents in and out of the child's file. This includes paper files (recorded using the transfer of records form) which must be signed by the sending and receiving settings and a copy of this form kept by both institutions. This is the responsibility of the Headteacher.

When a parent chooses to remove their child/children from the Academy to receive Elective Home Education (EHE) the DSL **MUST** pass on any safeguarding concerns and the safeguarding file, if there is one, to the EHE Team within the Local Authority and inform other professionals who may be involved with that child. The DSL will follow The Partnership process before removing any child from roll. Guidance can be found at:

- Greenheart Elective Home Education Process

The DSL/DDSL **MUST** monitor the quality of safeguarding files through auditing case files regularly.

Appropriate and regular supervision **MUST** take place with the DSL and may be extended to other members of staff if deemed appropriate.

The DSL/DDSL **MUST** refer cases of suspected abuse to the local authority children's social care, as required, and support other staff to make these referrals. DSL/ DDSL **MUST** attend case conferences and core group meetings as well as Child in Need meetings.

DSL's / DDSLs **MUST** liaise with all staff (e.g. pastoral staff, Academy nurses, attendance staff, SEND staff and Mental Health Leads) on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies.

The DSL/DDSL **MUST** represent the Academy at child protection conferences and core group meetings and will be the expert within our setting to support staff in liaising with other agencies, making assessments and any referrals. Any staff member may be required to be part of strategy discussions with other interagency meetings and contribute to the assessment of child/ren.

The DSL/DDSL **MUST** notify children's social care if a child with a child protection plan is absent for more than two days without explanation.

The DSL/DDSL helps to promote educational outcomes by sharing appropriate information about the welfare, safeguarding and child protection issues that children (including children with or who have previously had a Social Worker) are experiencing, or have experienced, with teachers and Academy leadership staff. This could include ensuring that the Academy and their staff know who these children are, understand their academic progress and attainment and maintain a culture of high aspirations for this cohort supporting teaching staff to identify the challenges that children in this group might face and the additional academic support and adjustments that they could make to best support these children. This information is included as part of weekly meetings between DSL's.

The DSL **MUST have** a good understanding of the community the Academy serves, the risks and its resilience. The DSL **MUST** attend network meetings with other local Academies and attend Local Authority updates.

6. Partnership Board

Trustees, through the Executive Leadership Team, have a strategic leadership responsibility for safeguarding arrangements, and **MUST** ensure that we comply with duties under legislation. They **MUST** have regard to this guidance in ensuring policies, procedures and training are effective and comply with the law at all times (See Part 2 Keeping Children Safe in Education 2025)

The Partnership **MUST** ensure that everyone receives appropriate safeguarding and child protection training (including online which, amongst other things, includes an understanding of the expectations, applicable roles and responsibilities in relation to filtering and monitoring) at induction. This training should be regularly updated and in line with any advice from the safeguarding partners.

This training **MUST** equip Trustees with the knowledge to provide strategic challenge to test and assure themselves that the safeguarding policies and procedures in place.

In considering their responsibility to safeguard and promote the welfare of children and provide them with a safe environment in which to learn, our Trustees will ensure that our Academy has appropriate filters and monitoring systems in place. The Executive Team will annually review the following standards and discuss with IT staff and service providers what

more needs to be done to support our setting in meeting this standard. This will be reported to Trustees: They will;

- Identify and assign roles and responsibilities to manage filtering and monitoring systems.
- Review filtering and monitoring provision
- Have effective monitoring strategies in place that meet their safeguarding needs.
- Block harmful and inappropriate content without unreasonably impacting teaching and learning whenever such content is identified.

Guidance can be found at:

- Filtering and monitoring standards for Academies
- Greenheart Filtering and Monitoring Policy

Trustees **MUST** also be aware of their responsibility to ensure that there is the appropriate level of security protection procedures are in place in order to safeguard systems, staff and learners and that there is the need to review the effectiveness of these procedures periodically to keep up with evolving cyber-crime technologies. Guidance can be found at:

- Cyber security standards for Academies
- Cyber Security Training for Academy staff

The Partnership **MUST** be aware of obligations under the Human Rights Act (1998), the Equality Act (2010), (including the Technical Guidance on the Public Sector Equality Duty), and local multiagency safeguarding arrangements. Further guidance is found in Keeping Children Safe in Education (2025) & Equality Act (2010) - Advice.

The Partnership facilitates a whole Academy approach to safeguarding involving everyone, ensuring that safeguarding is at the forefront and underpins all relevant aspects of process and policy development. These systems, processes and policies operate with the best interests of our children at the heart of what we do. The Headteacher is the Designated Safeguarding Lead (DSL) in each Academy, who is the Headteacher and takes lead responsibility for safeguarding and child protection. This is explicit in their job description, and they ensure that the DDSL understands their responsibility in leading safeguarding across the Academy. They also ensure that the DDSL is given additional time, funding, training, resources, and support needed to carry out the role effectively (See Annex C Keeping Children Safe in Education (2025))

The Partnership have identified Deputy Designated Safeguarding Lead(s)(DDSL), in each Academy, who are trained to the same safeguarding standard as the DSL.

The Partnership ensure that children are taught about how to keep themselves and others safe, including online. It is recognised that effective education will be tailored to the specific needs and vulnerabilities of individual children, including children who are victims of abuse, and children with special educational needs or disabilities. There is an expectation that all teachers manage behaviour effectively to ensure a good and safe educational environment and requires teachers to have a clear understanding of the needs of all pupils.

The Headteacher **MUST** ensure that the policies and procedures, adopted by the Trustees (particularly those concerning referrals of cases of suspected abuse and neglect), are understood, and followed by all staff.

Relationships, Sex and Health Education (RSHE)

As part of our safeguarding commitment the Academy delivers Relationships, Sex and Health Education (RSHE) in line with the Department for Education's (2025) statutory guidance. The RSHE curriculum is designed to equip pupils with knowledge and skills to stay safe, maintain healthy relationships, and protect their mental and physical health. It includes teaching on:

- Recognising and managing mental health, including understanding that feeling low or anxious can be a normal part of life, while ensuring pupils know when and how to seek help if feelings persist.
- Online safety and harms, including recognising and challenging harmful online content.
- Personal safety and learning about laws designed to protect them.
- Respectful relationships
- Ensuring pupils understand the diversity of relationships and families in an age-appropriate and sensitive manner.

RSHE is delivered in an age-appropriate, developmentally appropriate, and evidence-based manner. It is part of our whole-school approach to safeguarding, emotional well-being, and the promotion of equality, tolerance, and respect.

Parents are consulted regarding our RSHE curriculum in line with statutory requirements and are provided with opportunities to review materials and discuss the curriculum. However, the Academy retains the responsibility to deliver statutory content to safeguard pupils' welfare and prepare them for life in modern Britain.

The RSHE curriculum is reviewed regularly and the headteacher **MUST** ensure it reflects current safeguarding risks and statutory guidance. Staff delivering RSHE LGBTQ+ inclusion receive appropriate training to ensure the safe and effective delivery of sensitive content.

- Teaching about relationships, sex and health
- Annex B KCSiE includes Harmful online challenges and online hoaxes

Headteachers **MUST** complete the Section 175 Safeguarding audit return to the Local Authority and ensure that any areas of concern in safeguarding are identified and a safeguarding action plan is developed.

All Academies **MUST** complete the partnership safeguarding audit which compliments and does not replace the statutory return to the local safeguarding partnership.

Headteachers **MUST** ensure that the Academy contributes to inter-agency practice in line with Working Together to Safeguard Children 2023

Safer Recruitment Keeping Children Safe in Education 2025

The Partnership **MUST** ensure that those involved with the recruitment and employment of staff to work with children have received safer recruitment training and are compliant with safer recruitment procedures. This includes the requirement for appropriate checks to be carried out in line with national guidance. When candidates have been shortlisted, they will be made aware that online searches will be carried out.

The Partnership have a whistleblowing policy and staff **MUST** be made aware of this policy and understand its content. We have a culture where staff can raise concerns about poor or unsafe practice and such concerns are addressed professionally and sensitively in accordance with agreed whistleblowing procedures.

Further guidance on whistleblowing is available in Greenheart's Whistle Blowing Policy and the NSPCC whistleblowing helpline is available for staff who do not feel able to raise concerns regarding safeguarding failures internally. Staff can call on 0800 028 0285 and the line is available from 8am to 8pm, Monday to Friday.

Email: help@nspcc.org.uk

All services or activities provided by the Academy under the direct supervision or management of their Academy staff, comply with this policy. Lettings must be in accordance with the Lettings policy and Headteachers **MUST** ensure that appropriate arrangements are in place to keep children safe. (This is only done with prior agreement from the CFOO). The Headteacher **MUST** seek assurance that the provider concerned has appropriate safeguarding and child protection policies and procedures in place, including inspecting these as needed and ensure that there are arrangements in place for the provider to liaise with the Academy 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 Academy roll* * The Headteacher **MUST** ensure that safeguarding requirements are included in any transfer of control agreement (i.e., lease or hire agreement), as a condition of use and occupation of the premises; and that failure to comply with this would lead to termination of the agreement. (A copy of this agreement will be sent to the CFOO). Guidance can be found at

- Keeping Children Safe in out-of-Academy settings

The DSL/ DDSL **MUST** work closely with any Local Authority provided service e.g the Virtual Academy (Staffordshire) to provide the most appropriate support, utilising Pupil Premium Plus funding, to ensure that they meet the needs identified in the child's personal education plan (PEP).

The DSL/ DDSL has the details of the Local Authority Personal Advisor who has been appointed to guide and support the care leaver and liaises as necessary regarding any issues of concern affecting the care leaver.

We are aware of the additional duties of the Virtual Academy Headteacher extended in June 2021, to include a non-statutory responsibility for the strategic oversight of the educational attendance, attainment, and progress of children with a social worker. We understand the role that we play in improving outcomes for children with a social worker.

- Guidance – Children’s social care: virtual Academy head role extension

At Woodhouse Primary Academy we are attachment aware, and trauma informed and take a relational based approach to supporting our most vulnerable children and will work restoratively with children to improve their outcomes.

7. Working with Parents/Carers

We are committed to working in partnership with parents/carers to safeguard and promote the welfare of their children, and to support them to understand our statutory responsibilities in this area.

When new pupils join our Academy, parents/carers **MUST** be informed that we have a safeguarding policy. A copy will be provided to parents on request and is available on the website. Parents/carers **MUST** be informed of our legal duty to assist our safeguarding colleagues in other agencies with child protection enquiries and what happens should we have cause to make a referral to the relevant local authority or other agencies.

We respect parents’ rights to privacy and confidentiality and will not share sensitive information unless we have permission, or if it is necessary to do so to safeguard a child from harm.

We will always seek to share with parents/carers any concerns we may have about their child before making a referral, unless to do so may place a child at increased risk of harm. A lack of parental engagement or agreement regarding the concerns the Academy has about a child will not prevent the DSL from making a referral to the local authority in those circumstances and where it is appropriate to do so.

To keep children safe and provide appropriate care for them, the Academy requires parents to provide accurate and up to date information regarding:

- Full names and contact details of all adults with whom the child normally lives.
- Full names and contact details of all persons with parental responsibility (if different from above).
- Emergency contact details (if different from above) and at least 2 contacts.
- Full details of any other adult authorised by the parent to collect the child from Academy (if different from the above).
- Any legal or criminal changes which effects parental responsibility e.g., bail conditions, court orders, Special Guardianship orders, Child Arrangement Orders.

The Academy **MUST** retain this information on the pupil file. The Academy will only share information about pupils with adults who have parental responsibility for a pupil or where a parent has given permission and the Academy has been supplied with the adult’s full details in writing.

We recognise that we are likely to be in regular contact with parents and carers. We will use these communications to reinforce the importance of children being safe online and parents/carers are likely to find it helpful to understand what systems Academy’s use to filter

and monitor online use. It will be especially important for parents/carers to be aware of what their children are being asked to do online, including the sites they will ask to access and be clear who from the Academy (if anyone) their child is going to be interacting with online.

We update parents about safeguarding through newsletters/website and our notice board.

8. Early Help

Any child may benefit from earliest or early help, but all staff are 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;
- is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups or county lines;
- is frequently missing/goes missing from Academy, care or from home.
- is at risk of modern slavery, trafficking, sexual or criminal exploitation;
- is at risk of being radicalised or exploited;
- has a family member in prison, or is affected by parental offending;
- is in a family circumstance presenting challenges for the child, such as drug or alcohol misuse, adult mental health issues and domestic abuse;
- is misusing alcohol or other drugs themselves;
- has returned home to their family from care;
- is at risk of 'honour'-based abuse such as Female Genital Mutilation or Forced Marriage;
- is a privately fostered child
- is persistently absent from education, including persistent absences for part of the Academy day.

The DSL **MUST** ensure that all staff are aware of the early help process and understand their role in it. This includes identifying emerging problems, liaising with the DSL/DDSL, sharing information with other professionals to support early identification and assessment and, in some cases, acting as the lead professional in undertaking an early help assessment.

Guidance documents can be accessed at the following links:

Early Help Birmingham - <https://lscpbirmingham.org.uk/working-with-children/early-help>

Early Help Staffordshire - <https://www.staffsscp.org.uk/working-together-to-safeguard-children/early-help-strategy/>

Early Help Walsall - <https://go.walsall.gov.uk/children-and-young-people/early-help>

9. What happens if a referral is deemed necessary to escalate beyond early help

Child in Need (Section 17)

If the DSL considers that the welfare concerns indicate that a Child in Need referral is appropriate, they will speak with parents/child and obtain their consent for a referral to Children's Advice and Support Service, or the appropriate social care team if a different authority, to request an assessment. If parents refuse to give consent, but the child's needs are not being met, the DSL **MUST** discuss these issues with CASS. Appropriate Academy staff **MUST** attend Child in Need (CIN) meetings convened by Children's Social Care when children are deemed to require Section 17 services.

Child Protection (Section 47)

If the local authority has reasonable cause to suspect that a child is suffering, or likely to suffer, significant harm, they make enquires under Section 47 to enable them to decide whether they should take any action to safeguard and promote the child's welfare. This duty also applies if a child is subject to an emergency protection order (under S44 of the Children Act 1989) or in police protective custody (under S46 of the Children Act 1989).

Children's Services will convene an Initial Child Protection Conference (ICPC) once a child protection enquiry under Section 47 of the Children Act 1989 has been undertaken and the child is judged to be at continuing risk of significant harm. A review conference (RCPC) will take place once a child has been made the subject of a Child Protection Plan to monitor the safety of the child and the required reduction in risk. Between conferences, regular meetings of a core group will take place to monitor the progress of the child protection plan.

The DSL/DDSL (sometimes other staff members) **MUST** attend the child protection conference on behalf of the Academy. The person attending will have as much relevant and up to date information about the child as possible. They will contribute to a recommendation on the risks/protective factors for the family from their information and a view on the need for a child protection plan. We understand the importance of our attendance and contribution at these conferences and whether we attend or not we will always provide a written report prior to conference containing these contributions.

Child protection conferences can be upsetting for parents. We recognise that we are likely to have more contact with parents than other professionals involved and will work in an open, honest, and transparent way with any parent whose child has been referred to the Children's Advice and Support Service, or whose child is subject to a child protection plan. Our responsibility is to promote the protection and welfare of all children and our aim is to achieve this in partnership with our parents/carers wherever possible.

10. Escalation Process

All Safeguarding Children Boards expects members of staff working directly with families to share information appropriately and work to plans agreed in all relevant forums. Good practice includes the expectation that constructive challenge amongst colleagues within agencies, and between agencies, provides a healthy approach to the work.

If an academy believes that concerns regarding a child are not being addressed and outcomes are not improving, we **MUST** escalate our concerns in line with each Local Authority Escalation process, until a satisfactory conclusion is reached. When we use professional challenge and/or the escalation process we will set out clearly what we want to achieve as a result of the challenge/escalation, what we expect to happen and the desired outcome.

11. A Safe Academy Culture

Safer Recruitment and Selection

We pay full regard to 'Keeping Children Safe in Education (2025)'. Our Safer Recruitment and selection practice include scrutinising applicants, verifying identity, checking academic or vocational qualifications, obtaining professional and character references, checking previous employment history, and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and appropriate checks including criminal record checks (DBS checks), barred list checks, prohibition checks whether they are known to the police and/or social care, if they have been disqualified from providing childcare and any relevant overseas information. Evidence of these checks is recorded on our Single Central Record. The SCR is maintained by the Academy and the Headteacher **MUST** check this on a half termly basis. The Partnership will conduct spot checks on a termly basis. The Partnership also complete an annual review of the SCR to ensure accuracy and compliance which is reported to Trustees.

Staff who have lived or worked outside the UK will undergo the same checks as all other staff, even if they have never been to the UK. We will ensure that any other appropriate checks are carried out so that any relevant events that occurred outside the UK can be considered. These checks could include criminal records checks for overseas applicants and for teaching positions obtaining a letter (via the applicant) from the professional regulating authority in the country (or countries) in which the applicant has worked confirming that they have not imposed any sanctions or restrictions, and or that they are aware of any reason why they may be unsuitable to teach. Guidance

[Application process for criminal records checks overseas](#)

[Regulated professions database](#) • [UK Centre for Professional Qualifications](#)

Separate barred list checks are only to be carried out in the following circumstances:

- for newly appointed staff who are engaging in regulated activity, pending the receipt of an Enhanced Certificate with Barred List information from the Disclosure and Barring Service (DBS) (and where all other relevant checks as per paragraph 213 have been carried out); or,
- where an individual has worked in a post in an Academy or other educational organisation that brought them into regular contact with children or young persons

which ended not more than three months prior to that person's appointment to the organisation (and where all other relevant checks as above have been carried out).

All recruitment materials will include reference to the Partnerships commitment to safeguarding and promoting the wellbeing of pupils. Relevant staff have undertaken appropriate training in Safer Recruitment. (See training schedule at the front of this document)

Trained safer recruitment staff are involved in all staff and volunteer recruitment processes and sit on the recruitment panel. A member(s) of the Trust Board has received Safer Recruitment training.

Induction

All staff **MUST** be made aware of the systems we have in place to support safeguarding. These are explained as part of staff induction, including:

- The Safeguarding policy;
- The Behaviour policy;
- Child on Child Abuse Policy;
- The staff behaviour policy (sometimes called a code of conduct).
- The safeguarding response to children who go missing from education; and
- The role of the DSL (including the identity of the DSL and any deputies).
- At least part one of KCSIE (2025).

If staff, supply staff, visitors, volunteers, or parent helpers are working with children alone they will, wherever possible, be visible to other members of staff. They will be expected to inform another member of staff of their whereabouts in Academy, who they are with and for how long. Doors should have a clear glass panel in them and where possible be left open. No visitors, volunteers or parent helpers will be left unsupervised with children or out of sight of the teacher or member of staff in charge. It is the responsibility of the member of staff to ensure this is the case.

Guidance about acceptable conduct and safe practice **MUST** be given to all staff and volunteers during induction. These are sensible steps that every adult should take in their daily professional conduct with children. All staff and volunteers **MUST** work in accordance with this guidance and will be made aware that failure to do so could lead to disciplinary action.

Use of reasonable force

There are circumstances when it is appropriate for staff in the Academy to use reasonable force to safeguard children and young people. The term 'reasonable force' covers the broad range of actions used by staff that involves a degree of physical contact to control or restrain children. This can range from guiding a child to safety by the arm, to more extreme circumstances such as breaking up a fight or where a young person needs to be restrained to prevent violence or injury.

'Reasonable' in these circumstances means 'using no more force than is needed'. The use of force may involve either passive physical contact, such as standing between pupils or blocking

a pupil's path, or active physical contact such as leading a pupil by the arm out of the classroom. Departmental advice for Academies is available [here](#).

When using reasonable force in response to risks presented by incidents involving children, including any with SEN or disabilities, or with medical conditions, staff should consider the risks carefully.

By planning positive and proactive behaviour support, for instance by drawing up individual behaviour plans for more vulnerable children and agreeing them with parents and carers, we will reduce the occurrence of challenging behaviour and the need to use reasonable force.

All staff most likely using reasonable force within the Partnership **MUST** be Team Teach trained.

12. Keeping Children Safe in Education 2025 – Specific Safeguarding issues

All staff **MUST** have an awareness of the following safeguarding issues through regular training and briefings. Staff **MUST be** aware that these behaviours can make children vulnerable and put them in danger and that often these issues overlap. Please read and refer to Appendix 2 for additional information and guidance on the below topics.

- Abuse (incl. Physical/Emotional/Sexual/Neglect) Annex 1
- Behaviours linked to safeguarding issues
- Bullying including cyberbullying
- Child on child abuse (inc sexual violence and sexual harassment/sexting-sharing of nude/semi-nude images & up skirting)
- Children and the court system
- Children missing from education
- Children who are absent from education
- Child missing from home or care
- Child Criminal Exploitation (CCE)
- Child sexual exploitation (CSE)
- County Lines
- Domestic abuse
- Drugs
- Fabricated or induced illness
- Faith abuse
- Female genital mutilation (FGM)
- Forced marriage
- Gangs and youth violence
- Gender-based violence/violence against women and girls (VAWG)
- Homelessness
- Mental health
- Online safety
- Private fostering
- Preventing radicalisation
- Prevent Duty and Channel

- Serious violence
- Trafficking

For further information, advice and guidance on these issues please see Annex 2 of this document.

13. Children potentially at greater risk of harm

All children should be protected however we recognise that some groups of children are potentially at greater risk of harm than others. This list is not exhaustive but highlights some of these groups:

- Children who need a social worker (Child in Need & Child Protection)
- Children missing from education
- Elective Home Education (EHE)
- Children requiring mental health support
- Looked after children and previously looked after children
- Children with special educational needs & disabilities/health issues
- Children who are lesbian, gay, bi or trans (LGBTQ+)

Paragraphs 170-204 of Keeping Children Safe 2025 explain in more detail about these groups. We support these groups by having:

- Vigilance - to have adults notice when things are troubling them
- Understanding and action - to be heard and understood; and to have that understanding acted upon.
- Stability - to be able to develop an on-going stable relationship of trust with those helping them.
- Respect - to be treated with the expectation that they are competent, rather than not.
- Information and engagement - to be informed about and involved in procedures, decisions, concerns and plans.
- Explanation - to be informed of the outcome of assessments, decisions and how they have been reached, positive or negative.
- Support - to be provided with support in their own right as well as a member of their family.
- Advocacy - to be provided with advocacy, to assist them in putting forward their views.

We know that the cohort of pupils in our provision often have complex needs, The Partnership are aware of this additional risk of harm that our pupils may be vulnerable to.

Alternative Provision

We recognise that placing a pupil in alternative provision (AP) does not remove our safeguarding responsibilities. We remain fully accountable for the safety and welfare of any pupil placed in AP, whether this is for a short-term placement, a managed move, or longer-term support.

Before placing a pupil in AP, we ensure that the provision is suitable and safe, and that it meets the child's educational, pastoral, and safeguarding needs. We **MUST** obtain written

confirmation from the AP that all staff and volunteers working with our pupils have undergone appropriate safer recruitment checks, including enhanced DBS checks and barred list checks where applicable. We also require the AP to notify us promptly of any staffing changes so that we can maintain oversight of who is working with our pupils.

We **MUST** keep clear and accurate records of where our pupils are being educated, including the physical locations of the AP and any subcontracted or satellite sites that may be used. We **MUST** monitor pupil attendance rigorously and act quickly if attendance issues arise, recognising that poor attendance may be an indicator of wider safeguarding concerns.

We **MUST** review each placement at least once every half-term to ensure the provision remains suitable and that the child's needs continue to be met effectively. If any safeguarding concerns are raised in relation to the AP, its staff, premises, or the pupil's well-being, we **MUST** take immediate action, including reassessing the placement and, if necessary, terminating it if the concerns cannot be swiftly resolved.

Throughout any placement in AP, we **MUST** ensure that the pupil remains in regular contact with school staff, including their designated safeguarding lead (DSL), to maintain connection and oversight. We **MUST** share and store all safeguarding information securely, in line with statutory guidance on information sharing, and ensure this information is accessible to all relevant staff involved in safeguarding the pupil.

Our approach to alternative provision is underpinned by our commitment to keeping children safe in education and ensuring that every child placed in AP continues to receive the same standard of safeguarding as they would while on our school site.

DfE Guidance:

[Alternative provision](#)

[Education for children with health needs who cannot attend Academy](#)

14. Education visitors to Academy

We **MUST** undertake a risk assessment and use professional judgement and experience when deciding whether to seek an enhanced DBS for any volunteer not engaging in regulated activity. In doing so, we will consider:

- What we know about the individual/company, including formal and informal information offered by staff, parents, other establishments, or volunteers.
- Whether the individual/company has other employment or undertakes voluntary activities where references can be advised, and suitability recorded.
- Whether the role is eligible for an enhanced DBS check.
- We will clearly have decided the level of supervision required through risk assessment – the supervision will be “reasonable in all the circumstances to ensure the protection of children” as stated in KCSIE (2025).

We **MUST** have a clear visitor's procedure which is also outlined in our No Platform Policy that enables us to offer pupil experiences of meeting other professionals to extend knowledge and curriculum. This clearly states whether they are supervised or unsupervised within the Academy.

15. Allegations made against/concerns raised in relation to teachers, including supply teachers, other staff, volunteers and contractors

Our aim is to provide a safe and supportive environment securing wellbeing and best possible outcomes for the children at our Academy. We take all possible steps to safeguard our children and to ensure that the adults who work here are safe to work with children. However, we do recognise that sometimes the behaviour of adults may lead to an allegation of abuse being made.

The Partnership ensures that there are procedures in place for dealing with the two sections covering two levels (see below) of concern and/or allegations:

- Allegations that may meet the harms threshold.
- Allegations/concerns that do not meet the harms threshold, referred to for the purposes of this guidance as ‘low level concerns’

Allegations that may meet the harms threshold.

We have an good understanding and give due regard to Part 4 of Keeping Children Safe in Education (2025) guidance where it is alleged that anyone working in our education setting providing education for children under 18 years of age, including supply teachers, volunteers and contractors has:

- behaved in a way that has harmed a child or may have harmed a child; and/or
- possibly committed a criminal offence against or related to a child; and/or
- behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; and/or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

This relates to members of staff, supply staff, volunteers, and contractors, who are currently working in any education setting, regardless of whether the Academy site is where the alleged abuse took place. Allegations against a teacher who is no longer teaching and/or historical allegations of abuse will be referred to the police.

We understand that if we are not the employer of an individual, we still have responsibility to ensure allegations are dealt with appropriately. In any cases we would contact the employer and follow this Policy.

If an allegation is made or information is received about an adult who works at our Academy which indicates that they may be unsuitable to work with children, the member of staff receiving the information **MUST** inform the Headteacher immediately. Should an allegation be made against the Headteacher, this **MUST** be reported to the Director of Education. If the Headteacher is not contactable on that day, the information must be passed to and dealt with by either the member of staff acting as Headteacher or the Director of People. The Headteacher **MUST** seek advice from the Local Authority Designated Officer (LADO) within one working day. No member of staff will undertake further investigations before receiving advice from the LADO.

It is important that lessons are learnt when managing all levels and types of allegations. The headteacher **MUST** review the circumstances of all substantiated cases with the LADO to determine whether improvements can be made to the Academy's procedures to help prevent similar events in the future. This will be done throughout the entirety of the process and at conclusion.

Lessons will also be learnt from the use of suspension when the individual is subsequently reinstated. The LADO and Headteacher will consider how future investigations of a similar nature could be carried out without suspending the individual.

Where an allegation is concluded to be either unfounded, false, malicious or unsubstantiated the headteacher (and if they have been involved the LADO) will consider the facts of each case and determine whether any lessons can be learned, and improvements made.

Allegation/concerns that do not meet the harms threshold – referred to for the purposes of this guidance as 'low level concerns'

We promote an open and transparent culture in which all concerns about adults are dealt with promptly and appropriately. Creating this culture enables us to identify inappropriate, problematic, or concerning behaviour early, minimising the risk of abuse and ensuring that adults who work in or on behalf of our Academy are clear about professional boundaries and act within them in accordance with our ethos and values.

What is a low-level concern?

Low level does not mean that the concern is insignificant. It is any concern, no matter how small, and even if no more than causing a sense of unease or nagging doubt that an adult working in or on behalf of the Academy may have acted in a way that is:

- inconsistent with the staff code of conduct, including inappropriate conduct outside of work; and
- does not meet the harm threshold or is otherwise not serious enough to consider a referral to the LADO.

Examples of such behaviour could include, but are not limited to:

- being over friendly with children;
- having favourites;
- taking photographs of children on their mobile phone, contrary to Academy policy;
- engaging with a child on a one-to-one basis in a secluded area or behind a closed door
- humiliating pupils.

All staff **MUST** have a good understanding of what constitutes a low-level concern, and The Partnership ensures that these low-level concerns are included as part of our staff code of conduct.

Sharing low-level concerns

We understand how crucial it is that all low-level concerns are shared responsibly with the right person and recorded and dealt with appropriately. Ensuring they are dealt with

effectively will also protect those working in or on behalf of our setting from potential false allegations or misunderstandings.

If a DSL / DDSL is in any doubt as to whether information shared about a member of our staff as a low-level concern in fact meets the harms threshold, they **MUST** consult with the LADO.

Any member of staff or volunteer who does not feel confident to raise their concerns with the Headteacher **MUST** contact the LADO on -

Staffordshire - 0300 111 8007

Walsall – 01922 652 322

Birmingham – 0121 675 1669

The Partnership has a legal duty to refer to the Disclosure and Barring Service (DBS) anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff 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. The DBS will consider whether to bar the person. If these circumstances arise in relation to a member of staff at our Academy, a referral will be made as soon as possible after the resignation or removal of the individual in accordance with advice from the LADO and/or HR. The Partnership has a responsibility to inform the DBS.

16. Information sharing

We work in partnership and endeavour to establish effective working relationships with parents, carers, and colleagues from other agencies in line with Working Together to Safeguard Children 2023 & Information sharing advice for safeguarding practitioners

Information sharing is vital in identifying and tackling all forms of abuse and neglect, and in promoting children's welfare, including their educational outcomes. Academies have clear powers to share, hold and use information for these purposes.

As part of meeting a child's needs, The Partnership recognise the importance of information sharing between practitioners and local agencies. This includes ensuring arrangements are in place to set out clearly the processes and principles for sharing information within our setting and with children's social care, the safeguarding partners, other organisations, agencies, and practitioners as required.

We are proactive in sharing information as early as possible to help identify, assess, and respond to risks or concerns about the safety and welfare of children, whether this is when problems are first emerging, or where a child is already known to the local authority children's social care.

The Partnership are aware that among other obligations, the Data Protection Act 2018 and the GDPR place duties on organisations and individuals to process personal information fairly and lawfully and to keep the information they hold safe and secure.

The Partnership ensure that relevant staff have due regard to the relevant data protection principles, which allow them to share (and withhold) personal information, as provided for in the Data Protection Act 2018 and the GDPR.

Where children leave the Academy, the DSL will ensure that any relevant Safeguarding file is transferred to the new setting as soon as possible, ensuring secure transit, with confirmation of receipt.

In addition to the safeguarding file, the DSL will also consider if it would be appropriate to share any information with the new Academy in advance of the child leaving. For example, information that would allow the new setting to continue supporting the victims of abuse and have that support in place for when the child arrives.

The Data Protection Act 2018 and GDPR do not prevent the sharing of information for the purposes of keeping children safe. Fears about sharing information must not be allowed to stand in the way of the need to safeguard and promote the welfare and protect the safety of children. Guidance documents:

[Data Protection: Toolkit for Academies](#)

Retention of Destruction of Data Policy

17. Managing Complaints

In line with our Academy ethos and culture, we encourage children and parents/carers to talk to us if they are unhappy with anything to do with Academy. We have a robust internal investigation process.

Our complaints policy states clearly the various stages of complaint and where to escalate concerns following completion and outcome of our complaints process. Our complaints policy is available on our Academy website for parents/carers and is also available on request.

Safeguarding concerns should be raised with Academy immediately. If a concern means a child is at immediate risk, then the individual needs to contact CASS. All visitors MUST be given safeguarding information which outlines how to share concerns and code of conduct expected by visitors/contractors.

18. Site Security

Our Academy site is a secure site which is controlled by precise management directives, but the site is only as secure as the people who use it. All people on our site must adhere to the rules which govern it. Laxity can cause potential problems with safeguarding, therefore:

- Gates are kept closed during the Academy day; visitors gain access through the main entrance.
- Visitors, volunteers, and students must only enter through the main entrance and after signing in at the office will be issued with an Academy lanyard or visitor's pass. The Academy has a clear system of ensuring staff are accompanied / supervised by regulated staff member.

- Any visitor on site who is not identifiable by a visitor's pass **MUST** be challenged by any staff member and this will be reported to a member of the Senior Leadership Team.
- Parents, carers, and guests attending functions have access only through the designated and supervised entrances
- Children **MUST** only be allowed home with adults with parental responsibility or confirmed permission.
- Empty classrooms should have closed windows and doors.
- Children **MUST** never be allowed to leave Academy alone during Academy hours
- At least Two members of staff **MUST be** 'on duty' at break times.

A Health and Safety audit **MUST be** completed annually with risk assessment/safety planning and forms part of the reports to Trustees. This **MUST** include a Fire Evacuation, Lockdown and Prevent risk assessment.

The risk management of site security is managed by the headteacher against a clear system of risk assessments and review timescales of these.

19. Early Years Foundation stage

This framework is mandatory for all early years' providers ([Early years foundation stage \(EYFS\) statutory framework](#) (4th Sept 2023). It sets the standards that all early years' providers must meet to ensure that children learn and develop well and are kept healthy and safe. It promotes teaching and learning to ensure children's 'Academy readiness' and gives children the broad range of knowledge and skills that provide the right foundation for good future progress through Academy and life. The Academy **MUST** ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the Child Care (Disqualification) Regulations 2018. Further information on the staff to whom these regulations apply, the checks that should be carried out, and the recording of those checks can be found the following document guidance documents:

[Statutory framework for the early years foundation stage](#)
[Early years foundation stage \(EYFS\) statutory framework](#)

Headteachers **MUST** ensure that at least one person who has a current paediatric first aid certificate is on the premises and available when children are present and must accompany children on outings.

20. Safeguarding in the use of Artificial Intelligence (AI)

As part of our commitment to keeping children safe in education, and in line with updates in Keeping Children Safe in Education (KCSIE) (2025), our Academy recognises that the use of artificial intelligence (AI) within education presents both opportunities and new safeguarding considerations.

We acknowledge that AI can be used to enhance learning and streamline administrative processes; however, it can also generate or amplify online harms, including the creation and spread of misinformation, disinformation, conspiracy theories, and deep fake or other deceptive content. These now form part of the broader category of content-related harms

under KCSIE 2025, which staff are expected to recognise and address within their safeguarding responsibilities.

We will ensure that all AI tools and systems used within the school environment are subject to the same robust filtering and monitoring expectations as other online systems. We will implement controls that prevent access to harmful or inappropriate content, ensure logging and monitoring of AI system usage, and apply safeguarding protocols should concerns arise from AI-related activity. Our IT systems and leadership will regularly test and review the effectiveness of filtering and monitoring tools, including those incorporating AI technologies, to ensure they remain effective and fit for purpose.

All staff, including the Designated Safeguarding Lead (DSL) and senior leaders, **MUST** have oversight of how AI is used within the school. They **MUST** ensure that any generative AI tools are used appropriately, safely, and transparently. Pupils will be taught to use AI responsibly, and our Acceptable Use Policy will be updated to reflect clear guidelines regarding AI, including the prohibition of sharing personal data with AI systems and the requirement for staff to review and approve any AI-generated outputs used in learning environments.

In line with the DfE's *Generative AI: Product Safety Expectations*, we will continue to:

- Embed AI literacy within the curriculum to equip students with the critical thinking skills required to evaluate AI-generated content;
- Provide staff with professional development on the safe, ethical, and effective use of AI tools;
- Encourage a culture of transparency regarding the use of AI in both administrative and educational contexts;
- Maintain compliance with data protection laws, intellectual property requirements, and best practices around the use of AI in schools.

Through these actions, our Academy remains committed to providing a safe and secure learning environment that embraces innovation responsibly while safeguarding all children and young people under our care.

Safeguarding Induction Sheet for New or Supply Staff and Regular Visitors or Volunteers

We all have a statutory duty to safeguard and promote the welfare of children, and at Woodhouse Primary Academy we take this responsibility seriously.

If you have any concerns about a child or young person in our Academy, you must share this information immediately with:

Designated Safeguarding Lead **Richard Parslow**

Deputy Designated Safeguarding Lead(s), **Cate Lavelle, Tayce Mason, Chris Oakley and Rob Kennedy**

Do not think that your worry is insignificant if it is about hygiene, appearance, or behaviour – we would rather you told us, as we would rather know about something that appears small than miss a worrying situation.

If you think the matter is very serious and may be related to child protection, for example, physical, emotional, sexual abuse or neglect, you must record it on Bromcom.

If you do not have access to Bromcom please write your concerns down and hand this to a DSL/DDSL.

If an allegation is made about the Headteacher, you should pass this information to the Director of Education. The Academy office will provide you with the contact details.

Alternatively, you can contact the Local Authority Designated Officer on 0121 675 1669

The people you should talk to in the Academy are:

Designated Safeguarding Lead:

Location of office: Next to main hall, opposite children's toilets

Contact Number: 0121 464 1769

Deputy Designated Safeguarding Lead:

Location of office: SLT office, opposite Head teacher

Contact Number: 0121 464 1769

Director of Education:

Contact Number:

Mr Charlie Chambers

07544 858076

Safeguarding Induction Checklist

Name:

Date:

| | Criteria | Comments | Signature |
|---|---|----------|-----------|
| Day 1 | Welcome | | |
| | Employment Checks Complete | | |
| | Academy Background information: Pupils, Ofsted, Community/Special | | |
| | Academy Structure, Governance arrangement | | |
| | Keeping Children Safe in Education, Part 1 issued and explained | | |
| | Academy Ethos explained | | |
| | Role & Responsibility: reporting structure, Safeguarding role in Academy | | |
| | Name of DSL, role described and contact details | | |
| | Role of the Governing Body-members | | |
| | Staff Conduct of Code Policy Behaviour Policy Children Missing from education process | | |
| | Confidentiality and breaches | | |
| | General Data Protection Act | | |
| Health & Safety: Fire procedures and Fire officer (review date) | | | |
| | Meet with Headteacher & DSL | | |

| | | | |
|--------|---|--|--|
| Week 1 | Physical Intervention Leads Other leads: CSE/Prevent/LAC/SENCO/IT lead | | |
| | Named Governors Safeguarding- Chair- | | |
| | Pastoral Support Officers/ behaviour/ attendance | | |
| | Alternatives to reporting in Academy in an emergency | | |
| | Signs and types of Abuse | | |
| | Where to find safeguarding policy | | |
| | What to do regarding disclosure – reporting systems | | |
| | Policies to read: Health & Safety Complaints Safeguarding Peer on peer abuse policy Code of Conduct Whistle Blowing KCSIE (part 1 or 2) Online Safety Prevent Site Security Behaviour Other: Other: | | |
| Week 2 | Training needs identified | | |
| | Training needs scheduled | | |
| | Any other issues | | |
| | Review date: | | |

Date Induction carried out:

Inducting Officer:

Signed by Employee:

Date of Completion:

Areas to follow up:

Training needs identified:

Appendix 1 – Definitions and Indicators of Abuse

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result 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.

The following may be indicators of neglect (this is not designed to be used as a checklist):

- Constant hunger.
- Stealing, scavenging and/or hoarding food.
- Frequent tiredness or listlessness.
- Frequently dirty or unkempt.
- Often poorly or inappropriately clad for the weather.
- Poor Academy attendance or often late for Academy.
- Poor concentration.
- Affection or attention seeking behaviour.
- Illnesses or injuries that are left untreated.
- Failure to achieve developmental milestones, for example growth, weight.
- Failure to develop intellectually or socially.
- Responsibility for activity that is not age appropriate such as cooking, ironing, caring for siblings.
- The child is regularly not collected or received from Academy
- The child is left at home alone or with inappropriate carers.
- Adolescent neglect
- Affluent neglect

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

The following may be indicators of physical abuse (this is not designed to be used as a checklist):

- Multiple bruises in clusters, or of uniform shape.
- Bruises that carry an imprint, such as a hand or a belt.
- Bite marks.
- Round burn marks.
- Multiple burn marks and burns on unusual areas of the body such as the back, shoulders, or buttocks.
- An injury that is not consistent with the account given.

- Changing or different accounts of how an injury occurred.
- Bald patches.
- Symptoms of drug or alcohol intoxication or poisoning.
- Unaccountable covering of limbs, even in hot weather.
- Fear of going home or parents being contacted.
- Fear of medical help.
- Fear of changing for PE.
- Inexplicable fear of adults or over-compliance.
- Violence or aggression towards others including bullying; or
- Isolation from peers.

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 the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing, and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

The following may be indicators of sexual abuse (this is not designed to be used as a checklist):

- Sexually explicit play or behaviour or age-inappropriate knowledge.
- Anal or vaginal discharge, soreness, or scratching.
- Reluctance to go home.
- Inability to concentrate, tiredness.
- Refusal to communicate.
- Thrush, persistent complaints of stomach disorders or pains.
- Eating disorders, for example anorexia nervosa and bulimia.
- Attention seeking behaviour, self-mutilation, substance abuse.
- Aggressive behaviour including sexual harassment or molestation.
- Unusual compliance.
- Regressive behaviour, enuresis, soiling.
- Frequent or open masturbation, touching others inappropriately.
- Depression, withdrawal, isolation from peer group.
- Reluctance to undress for PE or swimming
- Bruises or scratches in the genital area.

Emotional Abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child

participating in normal social interaction. It may also involve seeing or hearing the ill-treatment of another person. It may involve serious bullying (including cyber bullying), 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.

The following may be indicators of emotional abuse (this is not designed to be used as a checklist):

- The child consistently describes him/herself in very negative ways – as stupid, naughty, hopeless, ugly.
- Over-reaction to mistakes.
- Delayed physical, mental, or emotional development.
- Sudden speech or sensory disorders.
- Inappropriate emotional responses, fantasies.
- Neurotic behaviour: rocking, banging head, regression, tics and twitches.
- Self-harming, drug, or solvent abuse.
- Fear of parents being contacted.
- Running away.
- Compulsive stealing.
- Appetite disorders - anorexia nervosa, bulimia
- Soiling, smearing faeces, enuresis.

N.B.: Some situations where children stop communicating suddenly (known as “traumatic mutism”) can indicate maltreatment.

Parental response

Research and experience indicate that the following responses from parents may suggest a cause for concern across all four categories:

- Delay in seeking treatment that is obviously needed.
- Unawareness or denial of any injury, pain, or loss of function (for example, a fractured limb).
- Incompatible explanations offered, several different explanations or the child is said to have acted in a way that is inappropriate to her/his age and development.
- Reluctance to give information or failure to mention other known relevant injuries.
- Frequent presentation of minor injuries.
- A persistently negative attitude towards the child.
- Unrealistic expectations or constant complaints about the child.
- Alcohol misuse or other drug/substance misuse.
- Parents request removal of the child from home
- Violence between adults in the household.
- Evidence of coercion and control.

Disabled Children

When working with children with disabilities, practitioners need to be aware that additional possible indicators of abuse and/or neglect may also include:

- A bruise in a site that may not be of concern on an ambulant child such as the shin, maybe of concern on a non-mobile child.
- Not getting enough help with feeding leading to malnourishment.
- Poor toileting arrangements.
- Lack of stimulation.
- Unjustified and/or excessive use of restraint.
- Rough handling, extreme behaviour modification such as deprivation of medication, food, or clothing, disabling wheelchair batteries.
- Unwillingness to try to learn a child's means of communication.
- Ill-fitting equipment, for example, callipers, sleep boards, inappropriate splinting.
- Misappropriation of a child's finances; or
- Inappropriate invasive procedures.

Appendix 2 – Specific Safeguarding Issues

Behaviours linked to safeguarding issues

All staff have an awareness of safeguarding issues that can put children at risk of harm. Presenting behaviours linked to issues such as drug taking and or alcohol misuse, deliberately missing education, serious violence (including the link to county lines), radicalisation and consensual and non-consensual sharing of nude and semi-nude images and/or videos can be signing that children are at risk.

Bullying, including Cyberbullying

Bullying may be defined as deliberately hurtful behaviour, usually repeated over a period, where it is difficult for those bullied to protect themselves. It can take many forms, but the main types are:

- Physical (e.g., hitting, kicking, theft)
- Verbal (e.g., racist, or homophobic remarks, threats, name-calling)
- Emotional (e.g., isolating an individual from the activities and social acceptance of their peer group)
- Cyberbullying (including sexting)

[Preventing & tackling bullying](#)

[Cyberbullying advice](#)

Child on child abuse (including sexual violence and sexual harassment)

All staff have the knowledge and awareness that children are capable of abusing other children (including online). All staff are clear about this Academy's policy and procedure regarding child-on-child abuse. We have a separate Child-on-Child Abuse Policy in addition to anti-bullying and behaviour policies to guide, inform and support children, staff and parents/carers. All our policies can be found on our Academy website

Child-on-child abuse can occur, both physically and verbally, either online or face to face, between two children of any age and sex, with a single child or group of children and can happen both inside and outside of our setting. Children who are victims of this abuse, will find the experience stressful and distressing and it is likely to have an adverse effect their educational attainment. This type of abuse can exist on a continuum and may overlap, they can occur online and offline (both physical and verbal) and are never acceptable.

We recognise the indicators and signs of child-on-child abuse and know how to identify it and respond to reports of it. They understand the importance of the timely challenge of inappropriate behaviours between peers, many listed below, that are abusive in nature. They are aware of the importance of:

Making clear that child-on-child abuse including sexual violence and sexual harassment, is never acceptable and that that we have a zero-tolerance approach.

Not dismissing this abuse as “banter”, “part of growing up”, “just having a laugh” or “boys being boys”; and

Challenging behaviours (potentially criminal in nature), such as physical and sexual assaults e.g. grabbing bottoms, breasts, and genitalia, flicking bras and the lifting up of skirts.

All staff know that if we do not challenge and support our children that this will lead to a culture of unacceptable behaviours, an unsafe environment for children and in worst case scenarios a culture that normalises abuse leading to children accepting it as normal and not coming forward to report it.

We know that the initial response to a report from a child is vitally important. We do not want to miss that opportunity and so we reassure victims that their reports are being taken seriously and that they will be supported and kept safe. We never give victims the impression that they are creating a problem by reporting sexual violence or sexual harassment. We reassure victims that they should not feel ashamed for making a report.

We have well promoted and easily understood systems in place so that our children feel confident to knowing their concerns will be treated seriously. Encouraging a 'telling' culture. We recognise how difficult it can be for pupils and parents to act on bullying and how bullying thrives on fear and secrecy. The key messages for pupils are:

- If you are being bullied, tell someone
- Don't suffer in silence
- If you see someone being bullied, tell an adult immediately
- Don't think that it's OK to be a 'bystander'

This can give the impression that you think that bullying is acceptable when it never is. Child-on child abuse will be recorded on Bromcom, investigated, and dealt with accordingly.

All victims are reassured that they are being taken seriously, regardless of how long it has taken them to come forward, and that they will be supported and kept safe. Abuse that occurs online or outside of the Academy or college will not be downplayed and will be treated equally seriously. A victim should never be given the impression that they are creating a problem by reporting sexual violence or sexual harassment. Nor should a victim ever be made to feel ashamed for making a report. We will ensure that children know that the law is in place to protect them rather than criminalise them, and we will be explained in such a way that avoids alarming or distressing them.

Staff are aware of the groups that are potentially more at risk as evidence shows that girls, children with SEND and LGBT children are at greater risk. The DfE states that child on child abuse should be taken as seriously as abuse by adults and should be subject to the same child protection procedures.

Victims of child-on-child abuse will be supported by the Academy's pastoral system and referred to specialist agencies if appropriate. Risk assessment and/or safety planning are an integral part of this support plan, particularly regarding the post incident management.

All staff understand, that even if there are no reports in our setting, this does not mean that it is not happening, it may be the case that it is just not being reported. As such it is important that if staff have any concerns regarding child-on-child abuse, they speak to their Designated Safeguarding Lead (DSL) or deputy (DDSL). Our staff will not develop high thresholds before acting.

Child-on-child abuse is most likely to include, but may not be limited to:

- Bullying (including cyberbullying, prejudice-based and discriminatory bullying).
- Abuse in intimate personal relationships between peers.
- Physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (this may include an online element which facilitates, threatens and/or encourages physical abuse).
- Sexual violence such as rape, assault by penetration and sexual assault and may include an online element which facilitates, threatens and/or encourages sexual violence. 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.
- Sexual harassment such as sexual comments, remarks about clothes and/or appearance, jokes, taunting and online sexual harassment. This also includes the telling of sexual stories, making lewd comments and calling someone sexual names and physical behaviour, such as: deliberately brushing against someone, interfering with someone's clothes, and displaying pictures, photos or drawings of a sexual nature; and online sexual harassment.
- 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.
- Consensual and non-consensual sharing of nudes and semi-nude images and or videos (also known as sexting or youth produced sexual imagery) Consensual image sharing, especially between older children of the same age, may require a different response. It might not be abusive – but children still need to know it is illegal- whilst non-consensual is illegal and abusive.
- Up skirting, which typically involves taking a picture under a person's clothing without their permission, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress, or alarm; and
- Initiation/hazing type violence and rituals (this could include activities involving harassment, abuse or humiliation used as a way of initiating a person into a group and may also include an online element).

All staff are aware of the importance of understanding intra familial harms and any necessary support for siblings following incidents.

All staff are clear as to the Academy's policy and procedures with regards to child-on-child abuse and the important role they play in preventing it and responding where they believe a child may be at risk from it.

If staff have a concern about a child or a child makes a report to them, they will follow the safeguarding referral process. As in any case, if staff are in any doubt as to what to do, they should speak to the DSL/DDSL. Our behaviour policy will support any sanctions.

[Responding to Sexting Guidance](#)

[Disrespect Nobody campaign](#)

[CEOP-Safety centre](#)

[UKCIS Guidance: Sharing Nudes and Semi-Nudes](#)

[Review of sexual abuse in Academics and colleges - GOV.UK \(www.gov.uk\)](#)

[Searching, screening and confiscation in Academies](#)

[Sharing nudes and semi-nudes: advice for education settings working with children and young people](#)

[Undressed \(lgfl.net\)](#)

Children Missing in Education

All professionals working with children, as well as the wider community can help by remaining vigilant to children's safety. The law states every child should be receiving an education, and we stand a better chance of ensuring a child's safety if we know where and how they are receiving this. The Education and Inspections Act 2006 places a duty on local authorities in England and Wales to make arrangements to identify children and young people of compulsory Academy age missing education in their area; we work closely to ensure we put appropriate safeguarding responses in place for children who go missing from education.

The Children Missing in Education policy can be found on the Academies website. Our DSL's are also provided with clear processes to follow.

A child going missing, particularly repeatedly, can be a vital warning sign of a range of safeguarding risks, including abuse and neglect, which may include sexual abuse or exploitation; child criminal exploitation; mental health problems; substance abuse and other issues. Early intervention is necessary to identify the existence of any underlying safeguarding risk and to help prevent the risks of them going missing in future.

Our Academy holds at least 2 emergency contact numbers for each pupil. If a child goes missing from our Academy and we are unable to locate them, we will inform parents/carers and we will also contact the Police to report them missing. This will ensure that the Police and other partners have a true picture of missing episodes, which are indicators of risk for some children.

The Academy will notify the Local Authority of any pupil who fails to attend Academy regularly after making reasonable enquiries or has been absent without the Academy's permission for a continuous period of 10 days or more. The Academy (regardless of designation) will also notify the Local Authority of any pupil who is to be deleted from the admission register because s/he:

- Has been taken out of Academy by their parents and is being educated outside the Academy system (e.g., elective home education);
- Has ceased to attend Academy and no longer lives within a reasonable distance of the Academy at which s/he is registered (moved within the city, within the country or moved abroad but failed to notify the Academy of the change);
- Displaced because of a crisis e.g., domestic violence or homelessness;
- Has been certified by the Academy medical officer as unlikely to be in a fit state of health to attend Academy before ceasing to be of compulsory Academy age, and

neither s/he nor his/her parent has indicated the intention to continue to attend the Academy after ceasing to be of compulsory Academy age;

- Is in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe that s/he will return to the Academy at the end of that period; or
- Has been permanently excluded.

Our Academy will demonstrate that we have taken reasonable enquiries to ascertain the whereabouts of children that would be considered [‘missing’](#).

Children who are absent from education

Children being absent from education for prolonged periods and/or on repeated occasions can act as a vital warning sign to a range of safeguarding issues, including neglect, child sexual and child criminal exploitation - particularly county lines. It is important the Academy or college’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.

This includes when problems are first emerging but also where children are already known to local authority children’s social care and need a social worker (such as a child who is a child in need or who has a child protection plan, or is a looked after child), where being absent from education may increase known safeguarding risks within the family or in the community.

Further information and support, includes:

- [Working together to improve Academy attendance](#) including information on how Academy’s should work with local authority children’s services where Academy absence indicates safeguarding concerns.
- Information regarding Academies duties regarding children missing education, including information Academies must provide to the local authority when removing a child from the Academy roll at standard and nonstandard transition points, can be found in the department’s statutory guidance: [Children missing education](#).
- General information and advice for Academies and colleges can be found in the Government’s [Missing Children and Adults strategy](#).

Child Missing from Home or Care

There are strong links between children involved in criminal and sexual exploitation and other behaviours such as running away from home, care or Academy, bullying, self-harm, teenage pregnancy, truancy, and substance misuse. In addition, some children are particularly vulnerable, for example, children with special needs, those in residential or foster care, those leaving care, migrant children, particularly those who are unaccompanied, those forced into marriage, those involved in gangs and unaccompanied asylum-seeking children. Most children who go missing are not in care and go missing from their family home. However, children who are looked after are much more likely to run away than those who live at home, and over 50% of young people in care have run away at some point.

[Children who run away or go missing from home or care](#)

Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE)

Both CSE and CCE are forms of abuse that occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child into taking part in sexual or criminal activity, in exchange for something the victim needs or wants, and/or for the financial advantage or increased status of the perpetrator or facilitator and/or through violence or the threat of violence. CSE and CCE can affect children, both male and female and can include children who have been moved (commonly referred to as trafficking) for the purpose of exploitation.

Child Criminal Exploitation (CCE)

Some specific forms of CCE can include children being forced or manipulated into transporting drugs or money through county lines, working in cannabis factories, shoplifting, or pickpocketing. 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. As children involved in criminal exploitation often commit crimes themselves, their vulnerability as victims is not always recognised by adults and professionals, (particularly older children), and they are not treated as victims despite the harm they have experienced. They may still have been criminally exploited even if the activity appears to be something they have agreed or consented to. It is important to note that the experience of girls who are criminally exploited can be very different to that of boys. The indicators may not be the same, however professionals 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. Some of the following can be indicators of CCE:

- Children who appear with unexplained gifts or new possessions.
- Children who associate with other young people 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 Academy or education or do not take part in education

[Safeguarding children who may have been trafficked](#) [Child Exploitation](#)

Child sexual exploitation (CSE)

CSE is a form of child sexual abuse. Sexual abuse may involve physical contact, including assault by penetration (for example, rape or oral sex) or nonpenetrative acts such as masturbation, kissing, rubbing, and touching outside clothing. It may include non-contact activities, such as involving children in the production of sexual images, forcing children to look at sexual images or watch sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse including via the internet.

CSE can occur over time or be a one-off occurrence and may happen without the child's immediate knowledge e.g., through others sharing videos or images of them on social media.

CSE can affect any child, who has been coerced into engaging in sexual activities. This includes 16- and 17-year-olds who can legally consent to have sex. Some children may not realise they are being exploited e.g. they believe they are in a genuine romantic relationship.

The above CCE indicators can also be signs of CSE, as can having older boyfriends or girlfriends and/or suffering from sexually transmitted infections/becoming pregnant.

[Child Sexual Exploitation Definition & Guidance](#)

[Know about CSE](#)

County Lines

County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs (primarily crack cocaine and heroin) into one or more importing areas (within the UK), using dedicated mobile phone lines or other form of "deal line".

Exploitation is an integral part of the county lines offending model with children and vulnerable adults exploited to move and/or 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 several locations including Academies, further and higher educational institutions, pupil referral units, special educational needs Academies, children's homes, and care homes.

Children are often recruited to move drugs and money between locations and are known to be exposed to techniques such as 'plugging', where drugs are concealed internally to avoid detection. Children can easily become trapped by this type of exploitation as county lines gangs create drug debts and can threaten serious violence and kidnap towards victims (and their families) if they attempt to leave the county lines network.

One of the ways of identifying potential involvement in county lines are missing episodes (both from home and Academy), when the victim may have been trafficked for the purpose of transporting drugs and a referral to the National Referral Mechanism (NRF) should be considered via the Police. Further information can be found here [National Referral Mechanism](#)

If a child is suspected to be at risk of or involved in county lines, a safeguarding referral should be considered alongside consideration of availability of local services/third sector providers who offer support to victims of county lines exploitation. Like other forms of abuse and exploitation, county lines exploitation: -

- Can affect any child or young person (male or female) under the age of 18 years.
- Can affect any vulnerable adult over the age of 18 years.
- Can still be exploitation even if the activity appears consensual.
- Can involve force and/or enticement-based methods of compliance and is often accompanied by violence or threats of violence.
- Can be perpetrated by individuals or groups, males or females, and young people or adults and
- Is typified by some form of power imbalance in favour of those perpetrating the exploitation. Whilst age may be the most obvious, this power imbalance can also be

due to a range of other factors including gender, cognitive ability, physical strength, status, and access to economic or other resources.

[Criminal Exploitation of Children and Vulnerable Adults; County Lines](#)

[County Lines toolkit](#)

Domestic Abuse

Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence, or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality. This can encompass but is not limited to the following types of abuse:

- Psychological
- Physical
- Sexual
- Financial
- Emotional

Children can be victims of domestic abuse. They may see, hear, or experience the effects of abuse at home and/or suffer domestic abuse in their own intimate relationships (teenage relationship abuse). Exposure to 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. Domestic abuse affecting young people, can also occur within their personal relationships, as well as in the context of their home life. We will signpost and support our children/ young people. We are an Operation Encompass Academy and act appropriately when we receive an alert to support the children in our Academy.

[Domestic Violence and Abuse](#)

[Domestic Abuse-Staffsccb](#)

<https://www.birmingham.gov.uk/domesticabuse>

<https://go.walsall.gov.uk/children-and-young-people/early-help/early-help-parents/domestic-violence-abuse>

[NSPCC-Domestic Abuse](#)

Operation Encompass helpline is 0204 513 9990 (8am-1pm Monday-Friday)

Drugs

There is evidence that children and young people are increasingly misusing alcohol and illegal drugs. Consequences range from nonattendance and poor attainment at Academy, poor health, committing crime to support 'habits' and increased risk of being a victim of violent crime and criminal exploitation, including sexual exploitation.

[NSPCC-Parental Substance Misuse](#)

[Drugs Advise for Academies](#)

Fabricated or Induced Illness (FII)

Fabricated or Induced Illness is a condition whereby a child suffers harm through the deliberate action of their carer, and which is attributed by the adult to another cause.

There may be several explanations for these circumstances, and each requires careful consideration and review. Concerns about a child's health should be discussed with a health professional who is involved with the child.

[NHS-Overview-Fabricated or Induced Illness](#)

Homelessness

Being homeless or being at risk of becoming homeless presents a real risk to a child's welfare. The DSL/DDSL are aware of local contact details and referral routes into local housing organisations, so they can raise/progress concerns at the earliest opportunity.

Indicators of risk include household debt, rent arrears, domestic abuse, and anti-social behaviour, as well as the family being asked to leave a property. Whilst referrals and/or discussion with the Local Housing Authority will be progressed as appropriate, and in accordance with local procedures, this will not replace a referral into children's social care where a child has been harmed or is at risk of harm.

We also recognise that in some cases 16/17 year olds could be living independently from their parents or guardians and they will require a different level of intervention and support. Children's services will be the lead agency for these young people and the DSL will ensure that appropriate referrals are made based on the child's circumstances.

Honour-based Abuse

So-called 'honour-based' abuse (HBA) encompasses incidents or 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. All forms of HBA are abuse (regardless of the motivation) and should be handled and escalated as such. Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a child being at risk of HBA, or already having suffered HBA.

Female Genital Mutilation (FGM)

FGM comprises of all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long-lasting harmful consequences. It is known by several names including "cutting", "female circumcision" or "initiation". The term female circumcision suggests that the practice is like male circumcision, but it bears no resemblance to male circumcision, and it has serious health consequences with no medical benefits. FGM is also linked to domestic abuse, particularly in relation to "honour-based abuse".

FGM mandatory reporting duty for teachers Section 5B of the Female

Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) places a statutory duty upon teachers along with regulated health and social care professionals in England and Wales, to report to the police where they discover (either via disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18.

Those failing to report such cases may face disciplinary sanctions. It is rare to see visual evidence, and children should not be examined but the same definition of what is meant by “to discover that an act of FGM appears to have been carried out” is used for all professionals to whom this mandatory reporting duty applies.

Staff must personally report to the police cases where they discover that an act of FGM appears to have been carried out. Unless there is good reason not to, they should still consider and discuss any such case with the DSL (or deputy) and involve children’s social care as appropriate. The duty does not apply in relation to at risk or suspected cases (i.e. where staff do not discover that FGM appears to have been carried out, either through disclosure by the victim or visual evidence) or in cases where the woman is 18 or over. In these cases, staff will follow local safeguarding procedures.

[Multi Agency Statutory guidance on Female Genital Mutilation](#)

[Female Genital Mutilation Act 2003](#)

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 a marriage. The 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). Some perpetrators use perceived cultural practices, to coerce a person into marriage. Academies and colleges play an important role in safeguarding children from forced marriage.

There are some significant differences between the referral of a concern about a young person being forced into marriage and other child protection referrals. Professionals must be aware that sharing information with a young person’s parents, extended family, or members of their community, could put the young person in a situation of significant risk.

Any disclosure that indicates a young person may be facing a forced marriage must be taken seriously by professionals who should also realise that this could be ‘one chance to save a life’. A forced marriage is a marriage in which one or both spouses do not consent to the marriage but are coerced into it. Duress can include physical, psychological, financial, sexual, and emotional pressure. In cases of vulnerable adults who lack the capacity to consent to marriage, coercion is not required for a marriage to be forced.

From February 2023 it has also been a crime to carry out any conduct whose purpose is to cause a child to marry before their eighteenth birthday, even if violence, threats or another form of coercion are not used. As with the existing forced marriage law, this applies to nonbinding, unofficial ‘marriages’ as well as legal marriages.

Academy staff can contact the Forced Marriage Unit for advice or information: Contact: 020 7008 0151 or email fm@fcdo.gov.uk.

[Forced Marriage](#)

[The right to choose: government guidance on forced marriage](#)

Mental Health

All staff have an important role to play in supporting the mental health and wellbeing of our pupils and are aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. We have clear systems and processes in place for identifying possible mental health problems, including routes to escalate and clear referral and accountability systems.

Our Mental Health Leads are Emma Gibbs and Tayce Mason

Only appropriately trained professionals will attempt to make a diagnosis of a mental health problem. Education 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.

Where children have suffered abuse and neglect, or other potentially traumatic Adverse Childhood Experiences (ACE), 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, and education.

[Addressing Trauma and Adversity](#)

[Mental Health and Behaviour in Academies Guidance.](#)

[Preventing and tackling bullying](#)

[Every Interaction Matters](#)

[MIND-Parenting Capacity and Mental Health](#)

[NSPCC-Mental Health and Parenting](#)

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

Online Safety

The use of technology has become a significant component of many safeguarding issues. Child Criminal Exploitation, Child Sexual Exploitation, radicalisation, sextortion, sexual predation, and technology often provides the platform that facilitates harm.

We realise that it is essential for our children to be safeguarded from potentially harmful and inappropriate online material. We have an effective whole Academy/college approach to online safety which empowers us to protect and educate pupils, students, and staff in their use of technology and establishes mechanisms for us to identify, intervene in, and escalate any concerns where appropriate.

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 your pupils, students or staff are at risk, please report it to the Anti-Phishing Working Group (<https://apwg.org/>).

Consideration of these 4Cs (above) will provide the basis for our Online Safety policy.

We ensure that online safety is a running and interrelated theme whilst devising and implementing policies and procedures. We consider online safety in other relevant policies, when planning curriculum, teacher training, the role and responsibilities of the DSL and parental engagement. We have appropriate filtering and monitoring systems in place on Academy devices and Academy networks, and these are regulated, and risk assessed as part of the prevent duty.

Our filtering and monitoring standards will

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

The Executive Team will review the standards and discuss with IT staff and service providers what more needs to be done to support Academies and colleges in meeting this standard. This will be reported to Trustees.

We have an online safety policy which is available on our Academy website, which identifies the usage and expected behaviour of children/students.

Education at home/Remote learning: - Where children are being asked to learn online at home, our Academy will refer to and use the links and resources provided by the DfE; Safeguarding in Academies, colleges and other providers and safeguarding in remote education.

Our Academy has a robust Online Safety Policy detailing how we monitor and safeguard online activity. This policy is available to view on the Academy website.

We use a physical onsite firewall provided by Wave 9. For monitoring, we use Lightspeed, a cloud-based monitoring and reporting software. This is installed in all networked devices.

All pupils are educated on safe internet use and information is regularly sent to parents through leaflets, newsletters and emails. The Academy takes part in the National Internet Safety Week and promotes online safety to pupils, parents and staff.

Our DSL ensures that online safety is interrelated throughout the curriculum to ensure a continuous theme. Our DSL supports staff to deliver safety awareness online workshops with pupils.

Our Governors support the DSL devise and implement policies and procedures in relation to Online Safety.

[Children's Commissioner-Online Safety](#)

[Teaching online safety in Academies](#)

[Appropriate Filtering and Monitoring](#)

[CEOP-Safety Centre](#)

[National Cyber Security Centre](#)

[NSPCC-Undertaking remote teaching safely](#)

[360 Degree Safe - Online Safety Review Tool](#)

[UKCCIS-UK Council for Child Internet Safety](#)

Private Fostering

A private fostering arrangement is one that is made privately (without the involvement of a local authority) for the care of a child under the age of 16 (under 18, if disabled) by someone other than a parent or immediate relative. If the arrangement is to last, or has lasted, for 28 days or more, it is categorised as private fostering.

Close relatives are defined as a grandparent, brother, sister, uncle, or aunt (whether of full blood or half blood or by marriage or civil partnership), or a stepparent.

People become involved in private fostering for all kinds of reasons.

Examples of private fostering include:

- Children who need alternative care because of parental illness.
- Children whose parents cannot care for them because their work or study involves long or antisocial hours.
- Children sent from abroad to stay with another family, usually to improve their educational opportunities.
- Unaccompanied asylum seeking and refugee children.
- Teenagers who stay with friends (or other non-relatives) because they have fallen out with their parents.
- Children staying with families while attending an Academy away from their home area.

We will notify the DSL/DDSL when they become aware of a private fostering arrangement. There is a mandatory duty on the Academy to inform each Local Authority Social Care of a private fostering arrangement by contacting:

Staffordshire - 0300 111 8007

Birmingham - 0121 303 1888

Walsall – 0300 555 2866

They then have a duty to check that the young person is being properly cared for and that the arrangement is satisfactory.

[Children Act 1989 – Private Fostering](#)

Preventing Radicalisation

Children are vulnerable to extremist ideology and radicalisation. Similar to protecting children from other forms of harms and abuse, protecting children from this risk should be a part of an Academies or colleges' safeguarding approach.

Extremism is the vocal or active opposition to our fundamental values, including democracy, the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. This also includes calling for the death of members of the armed forces.

Radicalisation refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.

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.

We value freedom of speech and the expression of beliefs and ideology as fundamental rights underpinning our society's values. Pupils/students and Academy staff have the right to speak freely and voice their opinions. However, freedom comes with responsibility and free speech that is designed to manipulate the vulnerable or that leads to violence and harm of others goes against the moral principles in which freedom of speech is valued. Free speech is not an unqualified privilege; it is subject to laws and policies governing equality, human rights, community safety and community cohesion.

There is no single way of identifying whether a child is likely to be susceptible to an extremist ideology. Background factors combined with specific influences such as family and friends may contribute to a child's vulnerability. Similarly, radicalisation can occur through many different methods (such as social media or the internet) and settings (such as within the home).

The normalisation of extreme views may also make children and young people vulnerable to future manipulation and exploitation. Rushton CE First Academy is clear that this exploitation and radicalisation must be viewed as a safeguarding concern and that protecting children from the risk of radicalisation is part of the Academy's safeguarding duty.

The Academy's or college's designated safeguarding lead (and any deputies) should be aware of local procedures for making a Prevent referral.

Definitions of radicalisation and extremism, and indicators of vulnerability to radicalisation are in Appendix 4.

Prevent Duty and Channel

Prevent

The Partnership, the Headteacher and the DSL will assess the level of risk within the Academy and put actions in place to reduce that risk. Risk assessment may include consideration of the Academy's RE curriculum, SEND policy, Assembly Policy, the use of Academy premises by external agencies, integration of students by gender and SEN, antibullying policy and other issues specific to the Academy's profile, community and philosophy.

All Academies are subject to a duty to have "due regard to the need to prevent people being drawn into terrorism" (section 26, Counter Terrorism and Security Act 2015). This is known as The Prevent Duty and is part of our Academy's wider safeguarding obligations.

Designated safeguarding leads and other senior leaders familiarise themselves with the revised Prevent duty guidance: for England and Wales, especially paragraphs 57-76, which are specifically concerned with Academies (and covers childcare). We follow the guidance in terms of four general themes: risk assessment, working in partnership, staff training, and IT policies.

Our Academy has a Prevent Single Point of Contact (SPOC) who is the lead within the organisation for safeguarding in relation to protecting individuals from radicalisation and involvement in terrorism: this will normally be the DSL.

The SPOC for our Academy is **Richard Parslow**.

Our Academy will monitor online activity within the Academy to ensure that inappropriate sites are not accessed by pupils or staff. This is best done using specialist online monitoring software, which in this Academy is called Lightspeed.

Channel

Channel is a multi-agency approach to provide support to individuals who are at risk of being drawn into terrorist related activity. It is led by the Staffordshire/Birmingham/Walsall Police Counter-Terrorism Unit, and it aims to:

- Establish an effective multi-agency referral and intervention process to identify vulnerable individuals.
- Safeguard individuals who might be vulnerable to being radicalised, so that they are not at risk of being drawn into terrorist-related activity; and
- Provide early intervention to protect and divert people away from the risks they face and reduce vulnerability.

The Channel programme focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. It provides a mechanism for Academies to make referrals if they are concerned that an individual might be vulnerable to radicalisation. An individual's participation in the programme is entirely voluntary at all stages.

Academies have a duty to cooperate with the Channel programme in the carrying out of its functions, and with the Police in providing information about an individual who is referred to Channel (Section 38, Counter Terrorism and Security Act 2015).

[The Prevent Duty.](#)

[Educate Against Hate](#)

[ACT Early | Prevent radicalisation](#)

Serious Violence

All staff should be aware of the indicators, which may signal children are at risk from, or are involved with serious violent crime. These may include increased absence from Academy, 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 range of risk factors which increase the likelihood of involvement in serious violence, such as being male, having been frequently absent or permanently excluded from Academy, having experienced child maltreatment and having been involved in offending, such as theft or robbery.

[Home Office Preventing Youth Violence and Gang Involvement](#)

[Criminal Exploitation of Children and Vulnerable Adults; County Lines](#)

Appendix 3 – Allegations about an adult in school

Inappropriate behaviour by staff/supply staff/volunteers could take the following forms:

- Physical - For example, the intentional use of force as a punishment, slapping, use of objects to hit with, throwing objects, or rough physical handling.
- Emotional - For example, intimidation, belittling, scapegoating, sarcasm, lack of respect for children's rights, and attitudes that discriminate on the grounds of race, gender, disability, or sexuality.
- Sexual - For example, sexualised behaviour towards pupils, sexual harassment, inappropriate phone calls and texts, images via social media, sexual assault, and rape.
- Neglect - For example, failing to act to protect a child or children, failing to seek medical attention or failure to carry out an appropriate risk assessment.
- Spiritual Abuse - For example, using undue influence or pressure to control individuals or ensure obedience, follow religious practices that are harmful such as beatings or starvation.

If a child makes an allegation about an adult in school the Headteacher must be informed immediately. The Headteacher must carry out an urgent initial consideration to establish whether there is substance to the allegation. The Headteacher should not carry out the investigation him/herself or interview pupils.

The Headteacher will exercise and be accountable for their professional judgement on the action to be taken as follows:

If the actions of the member of staff, and the consequences of the actions, raise credible Child Protection concerns the Headteacher will notify the Local Authority Designated Officer (LADO). The LADO will liaise with the Headteacher and the Director of People and advise about action to be taken and may initiate internal referrals within Children's Social Care to address the needs of children likely to have been affected.

If the actions of the member of staff, and the consequences of the actions, do not raise credible child protection concerns, but do raise other issues in relation to the conduct of the member of staff or the pupil. These should be addressed through the Academy's own internal procedures.

If the Headteacher decides that the allegation is without foundation and no further formal action is necessary, all those involved should be informed of this conclusion, and the reasons for the decision should be recorded on the child safeguarding file.

Where we are not the employer of an individual, we still have responsibility to ensure allegations are dealt with appropriately and that they liaise with relevant parties (this includes supply teachers and volunteers). In no circumstances will our Academy decide to cease to use a supply teacher due to safeguarding concerns, without finding out the facts and liaising with the LADO to determine a suitable outcome. The Partnership will discuss with the agency whether it is appropriate to suspend the supply teacher, or redeploy them to another part of the Academy, whilst they carry out their investigation.

Where an allegation has been made against the Headteacher then the Director of People takes on the role of liaising with the LADO in determining the appropriate way forward.

Where the allegation is against a member of the Executive Team the Chair of Trustees should be informed and the referral should be made to the LADO directly.

Appendix 4 – Indicators of Vulnerability to Radicalisation

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

Extremism is defined by the Government in the Prevent Strategy as: 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.

Extremism is defined by the Crown Prosecution Service as:

- The demonstration of unacceptable behaviour by using any means or medium to express views which
- Encourage, justify, or glorify terrorist violence in furtherance of beliefs
- Seek to provoke others to terrorist acts
- Encourage other serious criminal activity or seek to provoke others to serious criminal acts or
- Foster hatred which might lead to inter-community violence in the UK.

There is no such thing as a “typical extremist”: those who become involved in extremist actions come from a range of backgrounds and experiences, and most individuals, even those who hold radical views, do not become involved in violent extremist activity.

Pupils may become susceptible to radicalisation through a range of social, personal, and environmental factors - it is known that violent extremists exploit vulnerabilities in individuals to drive a wedge between them and their families and communities. It is vital that Academy staff can recognise those vulnerabilities.

Indicators of vulnerability include:

- Identity Crisis – the student/pupil is distanced from their cultural/religious heritage and experiences discomfort about their place in society.
- Personal Crisis – the student/pupil may be experiencing family tensions; a sense of isolation; and low self-esteem; they may have dissociated from their existing friendship group and become involved with a new and different group of friends; they may be searching for answers to questions about identity, faith and belonging.
- Personal Circumstances – migration; local community tensions; and events affecting the student/pupil’s country or region of origin may contribute to a sense of grievance that is triggered by personal experience of racism or discrimination or aspects of Government policy.
- Unmet Aspirations – the student/pupil may have perceptions of injustice; a feeling of failure; rejection of civic life.
- Experiences of Criminality – which may include involvement with criminal groups, imprisonment, and poor resettlement/reintegration.

- Special Educational Need – students/pupils may experience difficulties with social interaction, empathy with others, understanding the consequences of their actions and awareness of the motivations of others.

This list is not exhaustive, nor does it mean that all children experiencing the above are at risk of radicalisation for the purposes of violent extremism.

More critical risk factors could include:

- Being in contact with extremist recruiters.
- Family members convicted of a terrorism act or subject to a Channel intervention.
- Accessing violent extremist websites, especially those with a social networking element.
- Possessing or accessing violent extremist literature.
- Using extremist narratives and a global ideology to explain personal disadvantage.
- Justifying the use of violence to solve societal issues.
- Joining or seeking to join extremist organisations.
- Significant changes to appearance and/or behaviour; and
- Experiencing a high level of social isolation resulting in issues of identity crisis and/or personal crisis.

Appendix 5 – SPOC Contacts

SPOC Contacts (Please add for your Local Authority)

| Prevent Leads | Contact Name | Email Address |
|---|---------------|--|
| Birmingham Early Help – Prevent Lead | Colvin White | Colvin.white@birminghamchildrenstrust.co.uk 0121 303 9905 07920 088 512 |
| Head of service – Early Help and Family Support – Operational Lead for Extremism | Maria Jardine | Maria.jardine@birminghamchildrenstrust.co.uk 07768 025323 |
| | | |

Appendix 6 – The Role of the LADO

The role of the LADO

Role of the Local Authority Designated Officer (LADO) - Birmingham

The role of the LADO is to coordinate and oversee allegations against people who work with children. This includes providing advice and guidance, liaising with the police and other agencies, resolving any inter-agency issues, and monitoring the progress of cases to ensure they are dealt with as quickly as possible consistent with a fair process.

When should you contact the LADO?

As outlined in '[Working Together to Safeguard Children](#)' the LADO must be informed of all **allegations against adults who work with children**.

You should contact the LADO within 1 working day of an incident arising where an allegation or concern appears that a person who works with children, has:

- Behaved in a way that has harmed a child or may have harmed a child.
- Possibly committed a criminal offence against or related to a child.
- Behaved in a way that indicates they may pose a risk to children.
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children.

[Download the LADO referral form](#)

If you are unsure about the above thresholds, then please discuss this with your Safeguarding Lead or Manager first.

[LADO Contact Details](#)

Appendix 7 – Useful Safeguarding Contacts

Birmingham

Birmingham Safeguarding Children Partnership

0121 464 2612 email: BSCP.ContactUs@birminghamchildrenstrust.co.uk

Local Authority Designated Officer (LADO) 0121 675 1669

Birmingham Children's Advice and Support Service (CASS) 0121 303 1888

Birmingham Emergency Out of Hours Team 0121 675 4806

Support for asylum seekers in Birmingham -

https://www.birmingham.gov.uk/info/20119/school_admissions/2552/children_of_refugees_and_asylum_seekers/2

West Midlands Police Prevent Information -

<https://www.westmidlands.police.uk/advice/advice-and-information/t/prevent/prevent/>

Entrust HR Services (subscription basis) 01785 278961

Useful Safeguarding links

NSPCC

[Harmful sexual behaviour \(HSB\) NSPCC Learning](#)

[Keeping children safe online-online safety/sexting/sending nudes](#)

National Contacts

CEOP (Child Exploitation and Online Protection) [CEOP Safety Centre](#)

Professionals Online Safety Helpline – 0844 381 4772 [Safer Internet Helpline](#)

Internet Watch Foundation (IWF) – [Internet Watch Foundation](#)

Safer Internet Centre – helpline@saferinternet.org.uk

Childline – 0800 1111 [Childline](#)

Ofsted – General enquiries: 0300 123 1231

About Academies: 0300 123 4234

Concerns: 0300 123 4666

e-mail: enquiries@ofsted.gov.uk

HM Government (advice on protecting children from radicalisation for parents, teachers, and leaders) www.educateagainsthate.com

NSPCC Harmful Sexual Behaviour project: 0844 892 0273

Useful websites

Child Exploitation and Online Protection Centre (CEOP) – [CeopPolice](#) & [knowaboutcse](#)

NSPCC – 24-hour Child Protection Helpline 0808 800 5000 [NSPCC](#)

[Stop It Now! child sexual abuse helpline](#)

Women's Aid - 24 Hour Helpline: 0870 2700 123

UNICEF – Support Care Team 0300 330 5580 (Mon – Fri 8am-6pm). If you think a child is in immediate danger, please call 999. [Unicef](#)