



## Policy Header

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### As separate Documents but linked to this policy:

Home Office – Mandatory Reporting of Female Genital Mutilation – procedural information

## **Section One: Safeguarding information for all staff**

### **Introduction to the Purpose of this Policy and Procedure document**

The purpose of this policy is to provide absolute clarity for all staff at Glazebury Church of England Primary School on our shared responsibilities in safeguarding our pupils. This Policy and procedure document aims to help professionals understand what they need to do, and what they can expect of one another, to safeguard children. It focuses on core legal requirements, making it clear what individuals should do to keep children safe and how it is managed practically at **Glazebury Church of England Primary School**.

This policy is written in line with DFE guidance document within 'Keeping Children Safe in Education' (2016) and is compliant with statutory guidance 'Working Together to Safeguard Children (2015) (<http://www.workingtogetheronline.co.uk/>). Our Safeguarding Policy also reflects the policies of Warrington Safeguarding Children Board (WSCB), including the Pan Cheshire Safeguarding Procedures, which can be accessed through the following link: <http://warringtonlscb.org/>

The school recognises its legal duty and obligation under Section 157 and 175 of the Education Act (2002) to promote and safeguard the welfare of all pupils and is aware of responsibilities within the statutory framework for the early year's foundation stage. This policy sets out the framework for all adults who work with children at Glazebury C.E. Primary and provides information about what to do if they were worried about a child.

### **Links with other Policies**

This safeguarding policy has obvious links with the wider safeguarding agenda and specifically all policies that make up the safeguarding suite of documents. When ratifying or reviewing the policy, links should be made with other relevant policies, as follows:

- Safe Recruitment
- Whistle Blowing
- Behaviour
- Anti Bullying
- Code of Conduct
- Missing Child
- Attendance Policy and procedures
- Equalities Policy
- Administration of Medication
- E Safety

- Intimate Care
- Promoting British Values
- SEND
- Managing allegations against staff
- Health & Safety
- Social Media
- Preventing extremism and radicalisation

This Policy is compliant with the Warrington Safeguarding Children's Board (WSCB) and multi-agency safeguarding procedures, available at:

<http://www.proceduresonline.com/pancheshire/warrington/index.html>

## Key Principles

**Everyone** who works with children - including teachers, teaching assistants, midday assistants, office staff, learning coaches, pastoral staff, caretakers, and all other roles at Glazebury Church of England Primary School including volunteers and governors- **have a responsibility** in keeping children safe. Everyone who comes into contact with children and their families has a role to play in identifying concerns, sharing information and taking prompt action.

Safeguarding children is a shared responsibility, and it is acknowledged that no single professional or agency can have a full picture of a child's needs and circumstances. It is recognised that school staff are particularly important as they are in a position to identify concerns early and provide early help for children, to prevent concerns from escalating.

Academies, Schools and Colleges and their staff form part of the wider safeguarding system for children. This system is described in statutory guidance *Working Together to Safeguard Children (2015)*. Academies, Schools and Colleges should work with Social Care, the Police, Health Services and other services to promote the welfare of children and protect them from harm.

Glazebury CE Primary School is committed to working together with all relevant agencies to ensure that children and families are able to receive the right help at the right time and that appropriate action is taken swiftly to protect children from harm.

We believe that:

- All children and young people have the right to be protected from harm;
- Children and young people need to be safe and to feel safe in school;
- Children and young people need support which matches their individual needs, including those who may have experienced abuse;
- All children and young people have the right to speak freely and voice their values and beliefs;
- All children and young people must be encouraged to respect each other's values and support each other;
- All children and young people have the right to be supported to meet their emotional, and social needs as well as their educational needs – a happy healthy sociable child and young person will achieve better educationally;

- Schools can and do contribute to the prevention of abuse, victimisation, bullying, exploitation, extreme behaviours, discriminatory views and risk taking behaviours; and
- All staff and visitors have an important role to play in safeguarding children and protecting them from abuse.

## **Our responsibility to children**

This policy will make clear the expectation and responsibility that all staff at Glazebury Church of England Primary School has to contribute to safeguarding our pupils/students and promoting their welfare by:

- Clarifying standards of behaviour for staff and pupils;
- Contributing to the establishment of a safe, resilient and robust ethos in the school, built on mutual respect, and shared values
- Introducing appropriate work within the curriculum;
- Encouraging pupils and parents to participate;
- Training staff to the signs and indicators that a child may be at risk;
- Developing staff awareness, through training, of the types of abuse;
- Developing staff's awareness of the risks and vulnerabilities their pupils may face;
- Addressing concerns at the earliest possible stage by offering early help; and
- Taking action when a child needs protection and safeguarding
- Working together with all agencies to help to reduce the potential risks that pupils may face if being exposed to abuse, neglect, violence, extremism, exploitation, or victimisation

All staff can contribute to supporting our pupils by:

- Identifying and protecting the most vulnerable
- Identifying individual needs where possible; and
- Designing plans to meet those needs
- Including appropriate work within the curriculum;
- Implementing child protection policies and procedures; and
- Working in partnership with pupils/students, parents and agencies.

## **Statutory Duties and the legal framework that underpins this policy**

This policy and procedure document has been developed in accordance with the principles established in the following legal and statutory framework:

- The Children Acts (1989) and the additions to the Act (2004).
- The Education Act (2002)
- The Equality Act (2010)
- The United Nations Convention on the Rights of the Child (UNCRC) (1991)
- The Local Safeguarding Children's Board, Multi Agency Safeguarding procedures. In this area via the Warrington Safeguarding Children's Board (WSCB).
- Working Together to Safeguard Children (2015)
- 'What to do if you are worried a child is being abused' (2003).

- 'Keeping Children Safe in Education' ( 2016)

Section 175 of the Education Act 2002 places a duty on local authorities (in relation to their education functions and governing bodies of maintained schools and further education institutions, which include sixth-form colleges) to exercise their functions with a view to safeguarding and promoting the welfare of children who are pupils at a school, or who are students under 18 years of age attending further education institutions. The same duty applies to independent schools (which include Academies and free schools) by virtue of regulations made under section 157 of the same Act.

In order to fulfil their duty under sections 157 and 175 of the Education Act 2002, all educational settings to whom the duty applies should have in place the arrangements to safeguard and promote the welfare of its pupils.

This can be achieved by creating an environment where pupils feel safe and are safe to learn and where adults are responsive to the needs of children and take appropriate action if there are concerns about a child. This Policy will provide detail and clarity in Part 2 of the document about how Glazebury Church of England Primary School fulfils this statutory duty and what the specific arrangements are.

## **Safer Recruitment**

There is a separate specific policy for Safer Recruitment, which is part of the safeguarding suite of documents. Find a brief summary statement in relation to safer recruitment.

The academy pays full regard to 'Keeping Children Safe in Education' (DfES 2016). Safer recruitment practice includes scrutinising applicants, verifying identity and 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 undertaking appropriate checks through the Disclosure and Barring Service (DBS) and completing checks in relation to Prohibition Orders and disqualification by association checks for relevant staff. Evidence of such robust checks can be found in the schools Single Central Record (SCR).

## **What is safeguarding?**

Safeguarding children is the action we take to promote the welfare of children and protect them from harm, and it is everyone's responsibility. Everyone who comes into contact with children and families has a role to play.

Safeguarding and promoting the welfare of children is defined for the purposes of this Policy as:

- Protecting children from maltreatment;
- Preventing impairment of children's health or development;

- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to have the best outcomes.  
(Source: Working Together to Safeguard Children (2015))

## **Listening to children: Capturing the child's voice**

Effective safeguarding systems are child centred. Failings in safeguarding systems are too often the result of losing sight of the needs and views of the children within them, or placing the interests of adults (potentially the child's parents) ahead of the needs of children.

Children want to be respected, their views to be heard, to have stable relationships with professionals built on trust and for consistent support provided for their individual needs. This should guide the behaviour of professionals. Anyone working with children should see and speak to the child; listen to what they say; take their views seriously; and work with them collaboratively when deciding how to support their needs. A child-centred approach is supported by:

- The Children Act (1989) (as amended by section 53 of the Children Act 2004).
- The Equality Act 2010
- The United Nations Convention on the Rights of the Child (UNCRC) (1991)
- Working Together to Safeguard Children (2015)
- Keeping Children Safe in Education (2016)

Whilst professionals can NOT promise confidentiality, they must do the right thing in all cases. No child or group of children must be treated any less favourably than others in being able to access effective services which meet their particular needs; which includes child protection action and the offer of 'Early Help'.

## **The Designated Senior Lead (DSL) for Safeguarding**

The role of the Designated Safeguarding Lead (DSL) was specified in the Children Act (2004) which stated that every organisation must have a "named person" for safeguarding children and young people. The DSL therefore must be a member of the Senior Leadership Team within schools and Academies. The DSL role is one of great importance, with this member of staff being a champion of safeguarding and a source of support for all school and academy staff. It is key that **all** staff know who the DSL is and ensure that all concerns about a child are shared with the DSL immediately.

**The name of the Designated Senior Lead for Glazebury Church of England Primary School is Mrs. Karen Mowbray, Head teacher. The Deputy is Mrs. Karen Wall**

Telephone number: **01925 763234**



## What does the DSL do?

- Lead responsibility for dealing with safeguarding and child protection concerns at the school or academy and should be available at all times during the school day. This may mean having a deputy or team approach.
- Should act as source of support, advice and expertise within school when deciding whether to make a referral by liaising with relevant agencies.
- The DSL will be trained to a high level, which includes both single agency and multi-agency training (Level 3). This must be updated at least every two years; good practice is that the DSL updates their training on an annual basis.
- The DSL will recognise how to identify signs of abuse and will make an appropriate judgement on what action to take. This will be based on the information that the DSL is presented with by staff.
- The DSL will assess the appropriateness of completing an early help assessment (e.g. CAF, TAF or ECAF) or whether the threshold has been met for social care statutory social work services.
- The DSL will access regular training and network events to keep as up to date as possible with changes in legislation and or statutory guidance.
- The DSL will ensure that the schools safeguarding policy is embedded and available to all staff and volunteers at the point of induction. If the policy is reviewed the DSL will share the new updates with all staff to ensure that all staff know what is expected of them.
- The DSL will champion safeguarding and keep all staff up to date with current procedure and practice. This will help to familiarise all staff with their own role within safeguarding.
- The DSL will ensure all new staff and volunteers have induction training covering safeguarding and child protection and are able to recognise and report any concerns immediately if they arise. The induction will cover the 'basic awareness session' and the 'no delay' principle.
- The DSL will keep detailed accurate secure written contemporaneous records. Each child will have an individual file labelled either child protection or early help. Chronologies will be help for each child and they will be clear, concise and factual (E.g. dated, concern, initialled, action taken). Files will hold copies of all referrals and relevant multi agency meetings and plans. Files will be reviewed and quality assured as part of the s157/s175 audit process.
- The DSL will deliver whole school staff safeguarding training to all staff; recommended on a yearly basis as part of INSET. This should include briefings on specific topics such as CSE, FGM, Radicalisation and Private Fostering.
- The DSL should be aware of the Local Safeguarding Children's Board (LSCB) and how it operates. This should include access to the LSCB website and to practitioner training events.
- The DSL will participate in multi-agency meetings and contribute effectively either verbally or by way of a written report.

- The DSL will attend Child Protection Case Conferences and contribute to discussions at the conference and will make a formal recommendation at the meeting in respect of a child protection plan.
- The DSL will contribute to social work assessments e.g. The Combined Assessment when required and requested to do so. This will include the sharing of information about attendance, attainment and any other concerns that have been identified as well of any strengths that the family/ child has.
- The DSL will develop the Vulnerability Risk Register (VRR) to identify the vulnerable children at the school or academy. This confidential register will be reviewed regularly to ensure that the DSL knows who the vulnerable children are. This may be reviewed as part of safeguarding team meetings. This should automatically include children in care, children on a child protection plan and children in need. It may also include children receiving early help (have a CAF or family support plan), young carers, children with medical needs, children at risk of CSE, children who have emotional and mental health difficulties, children who self-harm etc. The categories on this register will be determined by the needs of the school community.
- The DSL will monitor the attendance, development and wellbeing of children who are subject to a child protection plan and children in care.
- The DSL will champion safeguarding in school- promoting effective communication both internally and with external agencies on all matters relating to child protection.
- The DSL will complete a s157/ s175 Audit on an annual basis, at the request of the Local Authority to ensure that there are effective systems in place to keep children safe.
- Where appropriate the DSL will identify staff to be part of a Safeguarding Team, to ensure that there is always a member of staff present in school who can take a lead role in safeguarding children in the DSLs absence. The DSL will take the lead responsibility within the safeguarding team.

## **The Safeguarding Team Approach to safeguarding children**

This is considered to be the best practice to managing safeguarding at school and academy level. Practically, there is always cover for absence and a number of professionals trained to know what to do if there were concerns about the safety or wellbeing of a child. It also encourages a culture of working collaboratively and making decisions together, with the child at the heart of the teams practice. The team approach is supportive to the DSL, who will as a result of a team structure, no longer works in isolation and take the sole responsibility for safeguarding.

Importantly, the DSL leads the safeguarding team and on a day to day basis decision will be made by the DSL. Team members need to be clear of their role within the team and what is expected from them. De briefing and reflective practice is an important part of safeguarding practice and should be routinely built into safeguarding team meetings.

## **Meet the Safeguarding Team at Glazebury Church of England Primary School.**

Glazebury Church of England Primary School operates a safeguarding team approach with a split focus on both early help and child protection.

**School's Safeguarding Team:** Mrs Karen Mowbray – Lead

Mrs Karen Wall – Deputy

Mrs Angela Jones

Mrs Rebecca Murray

Mrs Julie Patterson

**Safeguarding Governor:** Mr John Patterson – Telephone: 07715 004 191

### **Other useful contacts:**

LADO (Local Authority Designated Officer) is Fiona Cowan – Telephone number: 01925 443 102

Warrington LA Safeguarding team: Emma Coupe, Steven Panter, Rose Clarke 1925 442928

Assessment and Intervention team Social Care: 01925 443400

Prevent Officer Cheshire: Lyndsey Mullens 01616 3365916

Steven Panter Prevent, radicalisation and extremism for Education in Warrington 01925 442928

Anti-terrorism hotline 0800 789 321

CME: Dave Sampson 01925 442261

## **Key Functions of the Safeguarding Team**

The DSL will lead the safeguarding team and allocate tasks to safeguarding team members. The DSL will have management oversight of the safeguarding work completed by the safeguarding team. Below is a list of the some of the tasks that the DSL may ask team members to undertake:

- Complete 'early help' assessments e.g. CAF, TAF or ECAF, contribute to Combined Assessments, complete DASH risk assessments (in relation to Domestic Abuse), complete CSE screening tool.
- Make contact with Children's Social Care when there is an identified child protection issue.
- Make referrals to appropriate statutory and non-statutory services for support.
- Support to children and their families by taking the Lead Professional role.
- Attend and deliver Safeguarding Training (whole school training)
- Challenge practice and decision in line with the LSCB Escalation Policy
- Have a thorough understanding of the thresholds for support from Children's Social Care e.g. Children in Need of protection and children in need of care

- Support each other (De Briefing opportunities and reflective learning opportunities)
- Champion and know who your vulnerable children are. The Vulnerability Risk Register should be reviewed at Safeguarding Team meetings on a regular basis.

## The role of the Governing Body

The Governing Body are the accountable body for ensuring the safety of the school

The governing body will ensure that:

- The school has a safeguarding policy in accordance with the multi-agency procedures of the Local Safeguarding Children's Board;
- The school operates, "Safer Recruitment" procedures and ensures that appropriate checks are carried out on all new staff and relevant volunteers;
- There is a named member of the school or academy's Senior Leadership Team who takes on the role of the Designated Safeguarding Person (DSL);
- The Designated Safeguarding person attends appropriate refresher training every two years as a minimum, encouragement for annual update is best practice.
- The Head Teacher, Governing Body members and all other staff who work with children undertake training at a minimum three yearly intervals; annual update is best practice.
- Temporary staff and volunteers are made aware of the school's arrangements for safeguarding children and their responsibilities;
- The school or Academy remedies any deficiencies or weaknesses brought to its attention without delay; and
- The school has procedures for dealing with allegations of abuse against staff/volunteers and if an allegation is made against the Headteacher the Chair of Governors will liaise directly with the Local Authority Designated officer (LADO).
- The Headteacher, Chair of Governors and DSL should attend specific training in managing allegations against members of staff who work with children. This training is available through the Local Safeguarding Children's Board.
- The governing body reviews its policies/procedures in relation to safeguarding children on an annual basis. This includes all policy's that make up the safeguarding suite of documents.

## The role of safeguarding governor

The governor responsible for safeguarding children will play an essential role in ensuring children in the school or are kept safe from harm. The safeguarding governor plays an important role in ensuring oversight and scrutiny of safeguarding policy, procedure and practice on behalf of the full governing body.

The **Nominated Governor** for child protection at Glazebury Church of England Primary School is **John Patterson**.

The Nominated Governor is responsible for liaising with the Head Teacher and Designated Safeguarding Person (DSL) over all matters related to safeguarding issues. The role is strategic rather than operational – they will not be involved in concerns about individual children. It is not the role of the link governor to supervise the DSL; the link governor should offer support and appropriate challenge. However, the nominated governor for

safeguarding will want to be reassured that systems for safeguarding children are in place and embedded into practice. This could be achieved by holding a termly meeting between the DSL and the nominated governor.

## **Allegations against members of staff who work with children**

There is a separate specific policy for **Managing Allegations against members of staff who work with children**, which is part of the safeguarding suite of documents. Find a brief summary of actions that should be taken should an allegation be made.

If an allegation is made, or information is received which suggests that a person may be unsuitable to work with children, the member of staff receiving the allegation or aware of the information, will immediately inform the Headteacher.

The Headteacher on all such occasions will discuss the content of the allegation with the Local Authority Designated Officer (LADO) and where appropriate the HR business partner.

If the allegation made to a member of staff concerns the Headteacher, the person receiving the allegation will immediately inform the Chair of Governors who will consult the LADO and HR business partner, without notifying the Headteacher first.

The school or academy will comply with local safeguarding children's board procedures in respect of managing all allegations against members of staff who work with children.

## **What we do if there are concerns about a child?**

If any school or academy staff have a concern about a child they **MUST** notify the DSL without delay, or in the absence of the DSL a member of the safeguarding team (if a team operates). It is of significant importance that this is completed immediately, with 'no delay' so that appropriate action can be taken as quickly as possible. It is not acceptable to leave this until later in the day or at a more convenient time. Staff members will be held accountable for not taking swift action.

Staff must complete a referral form (**Initial Concern Form Appendix 1**) and give the completed form to the DSL. The form will capture all the relevant information about the concerns. This is evidence based practice and will support the DSL in making an assessment of what action needs to be taken.

Inevitably verbal conversations may sometimes supersede the completion of the referral form (**Initial Concern Form Appendix 1**) and in some cases urgent action may be taken at a fast pace e.g. medical treatment, urgent contact with children's social care or the police. It is important to always prioritise the safeguarding of a child, however, there should be recognition that contemporaneous record keeping is an important feature of safeguarding

practice and should be prioritised by all staff to ensure that child protection and early help case files are up to date and accurate.

It is the responsibility of all staff to complete the referral form for the DSL (**Initial Concern Form Appendix 1**) should that member of staff have concerns about a child or following a disclosure. This procedure should be followed without exception.

Staff can find a copy of the Initial Concern Form at the back of this policy in Appendix 1. However, copies of the form will be stored in School Office. The DSL should ensure that all members of staff should have paper or electronic copies of this form available to them.

### **Expectations of staff at Glazebury Church of England Primary School.**

All adults who work with children will:

- Read and follow the procedures written within this Safeguarding Policy;
- Be subject to Safer Recruitment processes and checks, whether they are new staff, supply staff, contractors, volunteers, governors, visitors etc. Adults who work with children are responsible for providing all information to complete DBS Checks and Prohibition Order checks and share information in respect of disqualification by association (where applicable).
- Be supportive to the development and implementation of Individual Education Plans (IEPs), Family Support Plans, Child in Need plans, Child in Care plans and Child Protection plans;
- Be alert to the signs and indicators of possible abuse (**See Part Two for definitions and indicators**);
- Take swift action if there are concerns about a child, following procedures written within this policy. Record concerns using the Initial Concern Form (**Appendix 1**) and give the record to the Designated Safeguarding Person Mrs Jennifer Hindley in the absence of the DSL give to the deputy DSL Mr Jon Roberts
- Deal with a disclosure of abuse from a child in line with Part Two of the policy - you must inform the Designated Safeguarding Person immediately, and provide a written account on an Initial Concern Form (**Appendix 1**) as soon as possible;

### **Whistleblowing**

Please see the separate and specific policy in relation to Whistleblowing, which is part of the safeguarding suite of documents, (see policy). The key principles are that all staff should be aware of their duty to raise concerns, where they exist, about the management of child protection and safeguarding, which may include the attitude or actions of colleagues. If it becomes necessary to consult outside the school, they should speak in the first instance the Local Authority Designated Officer (LADO).

### **Safeguarding Training**

All staff will receive basic training as part of their induction; this will be delivered by the DSL. New staff will be provided with the safeguarding suite of documents, including the Safeguarding Policy. All staff should ensure that they are familiar with the procedures written within this policy. All staff can gain advice and support from the DSL who is the lead member of staff for safeguarding.

Whilst it is not statutory for ALL staff to update their safeguarding training on an annual basis, it is good practice. Safeguarding update training should be part of whole school INSET training days and can provide useful updates on key themes such as CSE and Radicalisation. This training will be delivered by the DSL and/or Stay Safe Team members. Best practice is for the DSL to ensure that staff receive 'regular updates', through either staff meetings or electronic bulletins.

The DSL must update their training on a regular basis. The statutory requirement is every two years, however, good practice is that the DSL attends multi-agency training on an annual basis and participates in local (single agency) networks to share good practice, reflect and learn together and to keep up to date. The DSL must attend PREVENT training.

The named governor for safeguarding should also update their training on a regular basis; good practice is on an annual basis to ensure that they keep up to date in their knowledge. Evidence of safeguarding training must be made available as part of any safeguarding inspection or audit.

## **Dealing with a disclosure of abuse from a child**

Children often will choose who they talk to, when they have something that is worrying them or happening to them. Children may have thought long and hard about telling an adult, and will have chosen the adult specifically as they have trust in that person to do the right thing.

Disclosing something upsetting and traumatic may be very difficult and distressing for both the child and the adult. Listening to and supporting a child who has been abused can also be traumatic for the adults involved. Support for you will be available from your Designated Safeguarding Person or Head Teacher. These guidance notes may help you if you are ever in this situation. Remember, the child chose you and it is a privileged position to be in, it's a position where you can make a difference to a child's situation.

A golden rule is that you don't ever promise confidentiality and be open and honest with the child at all times.

## **Guidance for you to consider**

### **Do**

- ✓ Stay calm and listen to what the child is saying
- ✓ Do consider the environment that you are in with the child, is it appropriate? Do other staff members know where you are?

- ✓ Ask open ended questions and record what is being said in the child's own words.
- ✓ Encourage the child to talk but Reassure the child that they have done the right thing in speaking to you
- ✓ Reassure the child that you believe them. Children very rarely lie about abuse; but s/he may have tried to tell others and not been heard or believed.
- ✓ Tell the child that it is not her/his fault.
- ✓ Listen and remember and make notes and if appropriate, share your notes with the child to recap what has been said.
- ✓ Check that you have understood correctly what the child is trying to tell you by clarifying the facts.
- ✓ The child for telling you. Communicate that s/he has a right to be safe and protected.
- ✓ Be aware that the child may retract what s/he has told you. It is essential to record all you have heard.
- ✓ At the end of the conversation, tell the child again who you are going to tell (The DSL) and why that person needs to know.
- ✓ As soon as you can afterwards, make a detailed record of the conversation using the child's own language. Include any questions you may have asked. **(Use Initial Concern Form - Appendix 1)** to do this.

## Do Not

- ✗ Do not ask "leading questions" or press for information.
- ✗ Do not investigate.
- ✗ Do not communicate shock, anger or embarrassment or share your opinion on what has happened.
- ✗ Do not swear.
- ✗ Make inappropriate comments about the alleged offender
- ✗ Never enter into a pact of secrecy with the child. Assure the child that you will try to help but let the child know that you will have to tell other people in order to do this. State who this will be and why (The DSL).
- ✗ Do not tell the child that what s/he experienced is dirty, naughty or bad.
- ✗ Make physical contact with the child. Whilst the child may seek out physical contact, remember that this may place you in a vulnerable position and also an abused child may not want physical comfort e.g. a hug.

If you have concerns about a child, or notice something may be wrong, ask the question "Are you OK?" Children have told us that they want adults to:

**Be Vigilant:** they want to have adults notice when things are troubling them.

**Understanding and action:** they want adults to understand what is happening; 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 and decisions and reasons when their views have not met with a positive response

**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

Source: Working Together to Safeguard Children; p10; (2013)

## Record Keeping and Confidentiality

Good, up to date record keeping of concerns and action taken is essential for two main reasons:

- It helps schools and academies identify causes for concern at an early stage. Often it is only when a number of seemingly minor issues are considered as a holistic picture, that a safeguarding or child protection concern becomes clear;
- It helps schools monitor and manage its safeguarding practices. Furthermore, in any inspection it will be important to provide evidence of robust and effective safeguarding policy and practice

A record of concern, suspicion or allegation should be made at the time or as soon as possible after the event. It is not usually advisable to make a written record whilst a child is disclosing abuse, as it may deter the child from speaking. However, it is important that events are recorded in the child's own words and as soon as possible, to ensure absolute accuracy.

Records should be factual, using the child's own words in cases where a disclosure is made. Professional opinion can be given, but needs to be supported by stating the facts and observations upon which the opinions are based. It is important to remember that what is recorded can be shared with all appropriate agencies and potentially the child's parents. (Except where doing so, would place a child at risk of significant harm in the case of parents (See DES circular 17/89).

Expressing an opinion as to whether the child is telling the truth is not helpful and can prejudice how a case proceeds. All records should be dated and signed with the name of the signatory clearly printed and filed in chronological order. Concerns should be logged contemporaneously and in chronological order. It is advisable that each child's file has a running chronology that is kept up to date.

All recorded child protection concerns must be passed to the DSL following completion of the Initial Concern Form (Appendix 1) as soon as possible. The DSL will need to make a professional judgement about what action needs to be taken.

All records of child protection concerns, disclosures or allegations are to be treated as sensitive information and should be kept together securely and separately from the child's general school records and stored until the child's 25<sup>th</sup> birthday.

As a guide, the pupil's child protection or early help file should contain:

- any concerns recorded by staff
- Any child protection information received from previous schools or other agencies
- Copy of any internal or external referrals and correspondence
- Copies of any referrals from the DSL to Children's Social Care
- In the case of a child subject to a Child Protection Plan, notes of any Child Protection case conference or Core Group meetings etc.
- Where a case is ongoing, keep a record of any actions and discussions etc. which will form a 'running chronology' for future reference.

If any information is removed from a file for any reason, a dated note must be placed in the file indicating who has taken it, why and when.

When a child changes school, a copy of the child protection file should be sent to the new school, under separate cover, directed to the receiving school's DSL. Best practice would recommend a handover meeting to ensure that all relevant information is shared.

## Section Two: The key procedures and responding to concerns about a child

This section will make clear the procedure that all staff should follow, should you have concerns about a child. It will also explore what abuse is in detail and define some of the signs and symptoms. It is important that staff read through this section and familiarise themselves with the potential warning signs that a child is at risk.

**Practice Reminder:** The action that ALL staff and volunteers should take, if there are concerns about a child is to follow the procedure written in this policy, which is to pass the concerns to the DSL and complete and Initial Concern Form with a written record of the concern. (Appendix 1)

### Early Help for Children and their Families

Providing early help is more effective in promoting the welfare of children than reacting later when situations can be more complex. Early help means providing support as soon as a problem emerges, at any point in a child's life. Part of a School and academies safeguarding procedures should include effective ways to identify emerging problems and potential unmet needs for individual children and families.

This requires all professionals, including those in schools and academies to understand their role in identifying emerging problems and to share information with other professionals to support early identification and assessment.

Effective early help relies upon local agencies working together to:

- Identify children and families who would benefit from early help;
- Undertake an assessment of the need for early help (E.g. CAF, TAF or ECAF); and
- Provide targeted early help services to address the assessed needs of a child and their family which focuses on activity to significantly improve the outcomes for the child.

Schools and academies should, in particular, be alert to the potential need for early help for a child who:

- Is disabled and has specific additional needs;
- Has special educational needs;
- Is a young carer;
- Is showing signs of engaging in anti-social or criminal behaviour;
- Is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health, domestic violence; and/or
- Is showing early signs of abuse and/or neglect.

All professionals working in educational establishments have a responsibility to identify the symptoms and triggers of abuse and neglect, to share that information and work together to provide children and young people with the help they need. **All concerns should be shared with the DSL and an Initial Concern Form should be completed (Appendix 1).**

The Designated Senior Lead (DSL) and safeguarding team members should be trained in 'early help' and be confident in taking on the Lead Professional role, which includes completing an 'early help assessment' and coordinating a Family Support Plan where appropriate.

## Working with Parents and Carers

In general, the DSL will discuss any child protection concerns with parents / carers before approaching other agencies, and will seek their consent to making a referral to another agency e.g. Children's Social Care. The exception to this principle is when the concern is either a physical or sexual nature and implicates a family member or if doing so would place the child at risk of significant harm.

In addition, Parents / carers will be informed about our Safeguarding policy through the website and newsletters.

## What is Abuse?

Abuse is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. They may be abused by an adult or adults or another child or children. Abuse has significant impact on a child's physical and emotional health and development. All staff need to understand what the categories of abuse are and how to spot the signs and symptoms of abuse in a child so that action can be taken to protect and safeguard the child.

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

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

- Constant hunger;

- Smelly (through poor hygiene or clothing)
- Stealing, scavenging and/or hoarding food;
- Frequent tiredness or listlessness;
- Frequently dirty or unkempt;
- Often poorly or inappropriately dressed for the weather;
- Poor school attendance or often late for school;
- 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 school; or
- The child is left at home alone or with inappropriate carers

**Emotional Abuse** is the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, 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 a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

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;
- Quiet, withdrawn and nervous
- 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; or
- Soiling, smearing faeces, enuresis.

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

**Sexual Abuse** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, 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; or
- Bruises or scratches in the genital area.

### **Sexual Abuse by Young people**

The boundary between what is abusive and what is part of normal childhood or youthful experimentation can be blurred. The determination of whether behaviour is developmental, inappropriate or abusive will hinge around the related concepts of true consent, power imbalance and exploitation. This may include children and young people who exhibit a range of sexually problematic behaviour such as indecent exposure, obscene telephone calls, fetishism, bestiality and sexual abuse against adults, peers or children.

Developmental Sexual Activity encompasses those actions that are to be expected from children and young people as they move from infancy through to an adult understanding of their physical, emotional and behavioural relationships with each other. Such sexual

activity is essentially information gathering and experience testing. It is characterised by mutuality and of the seeking of consent.

Inappropriate Sexual Behaviour can be inappropriate socially, in appropriate to development, or both. In considering whether behaviour fits into this category, it is important to consider what negative effects it has on any of the parties involved and what concerns it raises about a child or young person. It should be recognised that some actions may be motivated by information seeking, but still cause significant upset, confusion, worry, physical damage, etc. It may also be that the behaviour is “acting out” which may derive from other sexual situations to which the child or young person has been exposed.

If an act appears to have been inappropriate, there may still be a need for some form of behaviour management or intervention. For some children, educative inputs may be enough to address the behaviour.

Abusive sexual activity included any behaviour involving coercion, threats, aggression together with secrecy, or where one participant relies on an unequal power base.

### **Assessment**

In order to more fully determine the nature of the incident the following factors should be given consideration. The presence of exploitation in terms of:

**Equality** – consider differentials of physical, cognitive and emotional development, power and control and authority, passive and assertive tendencies

**Consent** – agreement including all the following:

- Understanding that is proposed based on age, maturity, development level, functioning and experience
- Knowledge of society’s standards for what is being proposed
- Awareness of potential consequences and alternatives
- Assumption that agreements or disagreements will be respected equally
- Voluntary decision
- Mental competence

**Coercion** – the young perpetrator who abuses may use techniques like bribing, manipulation and emotional threats of secondary gains and losses that is loss of love, friendship, etc. Some may use physical force, brutality or the threat of these regardless of victim resistance.

In evaluating sexual behaviour of children and young people, the above information should be used only as a guide.

**Physical Abuse** is a form of abuse which 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;

**Practice Reminder:** The action that ALL staff and volunteers should take, if there are concerns about a child is to follow the procedure written in this policy, which is to pass the concerns to the DSL and complete and Initial Concern Form with a written record of the concern. (Appendix 1)

## Parenting Capacity: When there are concerns

Research and experience indicates 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);
- Inconsistent 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; or
- Mental health issues which prevent the parent from meeting the child's basic needs
- Violence between adults in the household.
- Failure to protect the child from known 'risky' persons



- Failure to prioritise the child's needs above that of their own.

**Bullying** is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally. Bullying can take many forms (for instance, cyber-bullying via text messages or the internet), and is often motivated by prejudice against particular groups, for example on grounds of race, religion, gender, sexual orientation, or because a child is adopted or has caring responsibilities. It might be motivated by actual differences between children, or perceived differences. Stopping violence and ensuring immediate physical safety is obviously a school's first priority but emotional bullying can be more damaging than physical. Staff should recognise this as a potential child protection issue and follow the school or academy's **Anti Bullying Policy**.

Under the Children Act 1989 a bullying incident should be addressed as a child protection concern when there is 'reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm'. Where this is the case, the school staff should report their concerns to their local authority children's social care. Even where safeguarding is not considered to be an issue, schools may need to draw on a range of external services to support the pupil who is experiencing bullying, or to tackle any underlying issue which has contributed to a child engaging in bullying.

See **Appendix 5** for links to additional information in respect of preventing and responding to bullying and cyberbullying and also the anti-bullying policy.

**Child Sexual Exploitation (CSE)** is a form of child abuse which involves children and young people (male and female, of a range of ethnic origins and ages, in some cases as young as 10) involves exploitative situations, contexts and relationships where young people receive something (for example food, accommodation, drugs, alcohol, gifts, money or in some cases simply affection) in exchange for sexual activity. Sexual exploitation can take many forms ranging from the seemingly 'consensual' relationship where sex is exchanged for affection or gifts, to serious organised crime by gangs and groups. Perpetrators of child sexual exploitation are found in all parts of the country and are not restricted to particular ethnic groups.

What marks out exploitation is an imbalance of power in the relationship. The perpetrator always holds some kind of power over the victim which increases as the exploitative relationship develops. Sexual exploitation involves varying degrees of coercion, intimidation or enticement, including unwanted pressure from peers to have sex, sexual bullying including cyberbullying and grooming. However, it is also important to recognise that some young people who are being sexually exploited do not exhibit any external signs of this abuse.

Key indicators of children being sexually exploited can include:

- going missing for periods of time or regularly coming home late;

- regularly missing school or education or not taking part in education;
- appearing with unexplained gifts or new possessions;
- associating with other young people involved in exploitation;
- older boyfriends or girlfriends;
- suffering from sexually transmitted infections;
- mood swings or changes in emotional wellbeing;
- drug and alcohol misuse; and
- displaying inappropriate sexualised behaviour.

Education staff should be aware that children and young people are more vulnerable to abuse through sexual exploitation if they have experience of:

- Violence/Domestic Abuse
- Children and Young People 'Looked After'
- refugee/asylum seeker
- Pattern of street homeless
- Substance misuse by parent/carers/child
- Learning disabilities, special needs or mental health issues
- Homophobia
- Estranged from family
- Death or illness of a significant person in the child's life
- Financially unsupported

Practitioners should also be aware that many children and young people who are victims of sexual exploitation do not recognise themselves as such. A significant number of children who are victims of sexual exploitation go missing from home, care and education at some point. Return interviews for young runaways can help in establishing why a young person ran away and the subsequent support that may be required, as well as preventing repeat incidents. The information gathered from return interviews can be used to inform the identification, referral and assessment of any child sexual exploitation cases.

In assessing whether a child or young person is a victim of sexual exploitation, or at risk of becoming a victim, careful consideration should be given to the issue of consent. It is important to bear in mind that:

- a child under the age of 13 is not legally capable of consenting to sex (it is statutory rape) or any other type of sexual touching;
- sexual activity with a child under 16 is also an offence;
- it is an offence for a person to have a sexual relationship with a 16 or 17 year old if they hold a position of trust or authority in relation to them;
- where sexual activity with a 16 or 17 year old does not result in an offence being committed, it may still result in harm, or the likelihood of harm being suffered;
- non consensual sex is rape whatever the age of the victim; and
- If the victim is incapacitated through drink or drugs, or the victim or his or her family has been subject to violence or the threat of it, they cannot be considered to have given true consent and therefore offences may have been committed.
- 

**Practice Reminder:** The action that ALL staff and volunteers should take, if there are concerns about a child is to follow the procedure written in this policy, which is to pass the concerns to the DSL and complete and Initial Concern Form with a written record of the concern. (Appendix 1)

Please see **Appendix 3** for links to additional information on CSE. Please see **Appendix 4** for the CSE Risk Assessment and screening tool.

## **Sexually Harmful Behaviour**

Harmful sexual behaviour involves one or more children engaging in sexual discussions or acts that are inappropriate for their age or stage of development. These can range from using sexually explicit words and phrases to full penetrative sex with other children or adults (Rich; 2011).

Sexually harmful behaviour occurs when a young person (below the age of eighteen years) engages in any form of sexual activity with another individual over whom they have power by virtue of age, emotional maturity, gender, physical strength or intellect and where the victim in this relationship suffers sexual exploitation and betrayal of trust.

Sexual activity includes sexual intercourse (oral, anal or vaginal), sexual touching, exposure of sexual organs, showing pornographic material, exhibitionism, voyeurism, obscene communication, frottage, fetishism and talking in a sexualised way. We should also include any form of sexual activity with an animal and where a young person sexually abuses an adult.

**Source:** This definition is taken from: CALDER, M et al; *Juveniles and children who sexually abuse*; p5.

Incidents of sexually harmful behaviour come to light, either through discovery or disclosure, which may be third-party or second-hand information. The details provided should be carefully recorded by the person receiving the initial account on Initial Concern Form (Appendix 1) and passed to the DSL. The DSL will assess the level of concerns about the behaviour if a referral to Social Care is appropriate.

## **Domestic Violence or Abuse**

Domestic violence is characterised by inter-personal violence and with effect from March 2013 it was defined by the Home Office as:

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

- Psychological
- Physical
- Sexual
- Financial
- Emotional

Controlling behaviour is: a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

Coercive behaviour is: an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.

This definition includes 'honour' based violence, female genital mutilation (FGM) and forced marriage and is clear that victims are not confined to one gender or ethnic group. The definition does not cover violence by an under 16 year old against another family member. Where the perpetrator is over 18 and the victim under 18, this is regarded as child abuse. If both perpetrator and victim are under 18 years, consideration of the need for a child protection investigation to be undertaken would still be required but the national definition allows any abuse between 16 -17 year olds to be considered as domestic abuse.

If you have concerns of this nature, ensure that you share this with the DSL and complete an Initial Concern Form (**Appendix 1**).

**Teenage Relationship Abuse** Since March 2013, the Home Office definition of domestic violence now includes 16 – 18 year olds. However, this type of abuse can occur in any relationship. Teenage relationship abuse may include the following features:

Emotional Abuse	Physical Abuse	Sexual Abuse	Financial Abuse
Constant insults and name calling;	Hitting, punching, pushing, biting, kicking, using weapons etc.	Forcing someone to have sex	Taking/controlling money
Isolation from friends and family;		Unwanted kissing or touching	Forcing people to buy them things
Checking up on partners all the time (Inc. checking emails, texts, social		Being made to watch pornography without	Forcing partners to work or not to work

networking sites etc.)

consent

Making the person feel  
responsible for the abuse;

Pressure not to use  
contraception

Controlling what someone  
wears or where they go

## Warning Signs of Relationship Abuse might include

- Physical signs of injury / illness
- Truancy, failing grades
- Withdrawal, passivity, being compliant
- Changes in mood and personality
- Isolation from family and friends
- Frequent texts and calls from boyfriend / girlfriend
- Inappropriate sexual behaviour /language / attitudes
- Depression
- Pregnancy
- Use of drugs / alcohol (where there was no prior use)
- Self-harm
- Eating disorders or problems sleeping
- Symptoms of post-traumatic stress
- Bullying / being bullied

## Signs of Relationship Abuse to look out for

- Being late for school / not attending (especially if abuser attends same school)
- Arriving early / staying late to avoid abuser
- Not focused in lessons as s/he is preoccupied and worried
- Very gendered expectations of career and achievement
- Feeling unsafe as afraid of being traced by abuser via school
- Disturbed sleep affecting concentration
- Appearing isolated and removed
- Worried that everyone at school knows what is happening

**Practice Reminder:** The action that ALL staff and volunteers should take, if there are concerns about a child is to follow the procedure written in this policy, which is to pass the concerns to the DSL and complete and Initial Concern Form with a written record of the concern. (Appendix 1)

## Substance Misuse

Pupils affected by their own or other's drug misuse should have early access to support through the school or academy's 'early help' offer and through referral to local drug and alcohol services.

As part of the statutory duty on schools to promote pupils' wellbeing, schools have a clear role to play in preventing drug misuse as part of their pastoral responsibilities. Schools can have a key role in identifying pupils at risk of drug or alcohol misuse. The process of identifying needs should aim to distinguish between pupils who require general information and education, those who could benefit from targeted prevention, and those who require a detailed needs assessment and more intensive support.

- Schools and Academies should provide accurate information on drugs and alcohol through education and targeted information, including via the FRANK service;
- Tackle problem behaviour in schools, with wider powers of search and confiscation;
- Work with local voluntary organisations, health partners, the police and others to prevent drug or alcohol misuse.
- To include this support for children as part of the 'early help' offer from the school or academy.

## Faith Abuse

Faith abuse is where certain kinds of child abuse are linked to faith or belief. This includes: belief in concepts of witchcraft and spirit possession, demons or the devil acting through children or leading them astray (traditionally seen in some Christian beliefs), the evil eye or djinns (traditionally known in some Islamic faith contexts) and dakini (in the Hindu context); ritual or muti murders where the killing of children is believed to bring supernatural benefits or the use of their body parts is believed to produce potent magical remedies; and use of belief in magic or witchcraft to create fear in children to make them more compliant when they are being trafficked for domestic slavery or sexual exploitation.

Child abuse can also occur in culture or faith contexts in general, this can include female genital mutilation, forced marriage, excessive physical punishment or abuse relating to gender, sexuality, ethnicity, nationality, disability or other differences recognised within social or cultural beliefs. Abuse in any culture or faith context is not acceptable and is child abuse. Academy and school staff should follow the procedures and share any concerns with DSL and complete and Initial Concern Form (Appendix 1), if it is suspected that a child is at risk of this type of abuse.

## **Female Genital Mutilation (FGM)**

Female Genital Mutilation occurs mainly in Africa and to a lesser extent, in the Middle East and Asia. Although it is believed by many to be a religious issue, it is a cultural practice. There are no health benefits. Communities particularly affected by FGM in the UK include girls from: Somalia, Kenya, Ethiopia, Sierra Leone, Sudan, Egypt, Nigeria, Eritrea, Yemen, Indonesia and Afghanistan. In the UK, FGM tends to occur in areas with larger populations of communities who practice FGM, such as first-generation immigrants, refugees and asylum seekers. These areas include: London, Cardiff, Manchester, Sheffield, Northampton, Birmingham, Oxford, Crawley, Reading, Slough and Milton Keynes.

### **Key Points**

- It is Not a religious practice
- Occurs mostly to girls aged from 5 – 8 years old; but up to around 15
- Criminal offence in UK since 1985
- Offence since 2003 to take girls abroad
- Criminal penalties include up to 14 years in prison

### **Reasons for this cultural practice include**

- Cultural identity – An initiation into womanhood
- Gender Identity – Moving from girl to woman – enhancing femininity
- Sexual control – reduce the woman's desire for sex
- Hygiene/cleanliness – un mutilated women are regarded as unclean

### **Risk Factors include**

- low level of integration into UK society
- mother or sister who has undergone FGM
- girls who are withdrawn from PSHE
- a visiting female elder from the country of origin
- being taken on a long holiday to the family's country of origin
- talk about a 'special' event or procedure to 'become a woman'

### **High Risk Time: Be aware**

This procedure often takes place in the summer, as the recovery period after FGM can be 6 to 9 weeks. Schools should be alert to the possibility of FGM as a reason why a girl in a high risk group is absent from school or where the family request an 'authorised absence' for just before or just after the summer school holidays. Although, it is difficult to identify girls before FGM takes place, where girls from these high risk groups return from a long period of absence with symptoms of FGM, advice should be sought from the police or social services.

### **Post-FGM Symptoms include**

- difficulty walking, sitting or standing
- spend longer than normal in the bathroom or toilet

- unusual behaviour after a lengthy absence
- reluctance to undergo normal medical examinations
- asking for help, but may not be explicit about the problem due to embarrassment or fear.

**Longer Term problems include**

- difficulties urinating or incontinence
- frequent or chronic vaginal, pelvic or urinary infections
- menstrual problems
- kidney damage and possible failure
- cysts and abscesses
- pain when having sex
- infertility
- complications during pregnancy and childbirth
- emotional and mental health problems

**See appendix 8: Mandatory Reporting of Female Genital Mutilation – procedural information**

**Note: The duty is a personal duty which requires the individual professional who becomes aware of the case to make a report; the responsibility cannot be transferred.** This ‘personal duty’ means they must report this to the Police immediately. Staff need to notify the DSL after they have contacted the Police to ensure your DSL retains an oversight of safeguarding concerns.

**Practice Reminder:** The action that ALL staff and volunteers should take, if there are concerns about a child is to follow the procedure written in this policy, which is to pass the concerns to the DSL and complete and Initial Concern Form with a written record of the concern. (Appendix 1)

## **Forced Marriage**

There is a clear difference between a ‘forced marriage’ and an ‘arranged marriage’.

Arranged marriages have worked well in society for many years. An arranged marriage is when families of both spouses take a leading role in arranging the marriage but the choice whether or not to accept the arrangement remains with the prospective spouses.

A forced marriage is when one or both parties do not consent to the marriage, and people are forced into marriage against their will. Forced marriage is an abuse of human rights. Both physical and emotional abuse may be used to coerce people into the marriage.

In law both parties to a marriage must validly consent to the marriage, the minimum age a person is able to consent to a marriage is 16. A Force Marriage Protection Order can be



obtained from a Family Court in order to protect victims, both adults and children from a potential forced marriage or people who are already in a forced marriage.

The Anti-social Behaviour, Crime and Policing Act (2014) make it a criminal offence to force someone to marry.

This includes:

- Taking someone overseas to force them to marry (whether or not the forced marriage takes place)
- Marrying someone who lacks the mental capacity to consent to the marriage (whether they're pressured to or not)
- Breaching a Forced Marriage Protection Order is also a criminal offence

Young people, especially girls who are forced to marry, or those who fear they may be forced to marry, are frequently withdrawn from education, restricting their educational and personal development. They may feel unable to go against the wishes of their parents and consequently may suffer emotionally, often leading to depression and self-harm. These factors can contribute to impaired social development, limited career and educational opportunities, financial dependence and lifestyle restrictions.

Staff may become aware of a pupil because they appear anxious, depressed and emotionally withdrawn with low self-esteem. They may have mental health issues and display behaviours such as self-harming, self-cutting or anorexia. Sometimes they may come to the attention of the police having been discovered shoplifting or taking drugs or alcohol. Often pupil's symptoms can be exacerbated in the periods leading up to the holiday season. Education staff may wish to be particularly vigilant in that period.

It may be the case that a pupil may present with a sudden decline in their attendance, performance, aspirations or motivation. Some female pupils may feel studying at school is pointless if they are going to be forced to marry and therefore be unable to continue with their education.

## The 'One Chance' rule

All professionals working with suspected or actual victims of forced marriage and honour-based violence need to be aware of the "one chance" rule. That is, they may only have one opportunity to speak to a victims or potential victim and may possibly only have **one chance** to save a life. As a result, all professionals working within statutory agencies need to be aware of their responsibilities and obligations when they are faced with forced marriage cases. If the victim is allowed to leave without the appropriate support and advice being offered, that one chance might be wasted.

## **Potential Warning signs or indicators that a child is at risk of Forced Marriage** (not an exhaustive list)

- Absence and persistent absence.
- Request for extended leave of absence and failure to return from visits to country of origin.
- Fear about forthcoming school holidays
- Surveillance by siblings or cousins at school.
- Decline in behaviour, engagement, performance or punctuality.
- Poor exam results.
- Being withdrawn from school by those with parental responsibility.
- Removal from a day centre of a person with a physical or learning disability
- Not allowed to attend extra-curricular activities
- Sudden announcement of engagement to a stranger
- Prevented from going on to further/higher education

## **What to do if you have concerns**

Forced Marriage is an offence and if this is also happening to a child under the age of 18 it is considered to be child abuse. If you suspect that a child may be forced to marry then you must share your concerns with the Designated Senior Lead (DSL) who will make appropriate contact with Children's Social care or the Police. The Forced Marriage Unit can also be contacted for advice and help in making the referral.

## **Radicalisation and Violent Extremism**

Since 2010, when the Government published the Prevent Strategy, there has been an awareness of the specific need to safeguard children, young people and families from violent extremism. There have been several occasions both locally and nationally in which extremist groups have attempted to radicalise vulnerable children and young people to hold extreme views including views justifying political, religious, sexist or racist violence, or to steer them into a rigid and narrow ideology that is intolerant of diversity and leaves them vulnerable to future radicalisation.

## **Important contact information**

The Local Prevent Officer is Emma Hart and can be contacted on 01606 362121 or email [Prevent@cheshire.pnn.police.uk](mailto:Prevent@cheshire.pnn.police.uk)

Our school, like all others, is required to identify a Prevent Single Point of Contact (SPOC) who will be the lead within the organisation for safeguarding in relation to protecting individuals from radicalisation and involvement in terrorism: this will normally be the Designated Safeguarding Lead (DSL).

The Single Point of Contact (SPOC) for Glazebury Church of England Primary School is Mrs. Jennifer Hindley. Please see explanatory notes about the role of the SPOC in Appendix 2.

Channel is a multi-agency approach to provide support to individuals who are at risk of being drawn into terrorist related activity. The channel contact for Cheshire is Lesley Price 01606 365986 E-mail: [Lesley.price@cheshire.pnn.police.uk](mailto:Lesley.price@cheshire.pnn.police.uk)

## Useful Definitions

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

**Extremism** is defined by the Government in the Prevent Strategy (2010) 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 particular 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 school and academy staff are able to recognise those vulnerabilities.

## Indicators of vulnerability include

- Identity Crisis – the pupil is distanced from their cultural / religious heritage and experiences discomfort about their place in society;
- Personal Crisis – the 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 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 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 – the pupil may experience difficulties with social interaction, empathy with others, understanding the consequences of their actions and awareness of the motivations of others.

However, this list is not exhaustive, nor does it mean that all young people 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;
- 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; and
- Significant changes to appearance and / or behaviour;
- Experiencing a high level of social isolation resulting in issues of identity crisis and / or personal crisis.

## **What action should be taken if there are concerns?**

- Pass concerns to the DSL/ SPOC
- The DSL/SPOC will make contact with the PREVENT Officer and Channel Officer.

## **Teaching Approaches**

We will all strive to eradicate the myths and assumptions that can lead to some young people becoming alienated and disempowered, especially where the narrow approaches children may experience elsewhere may make it harder for them to challenge or question these radical influences. In our school this will be achieved by good teaching, primarily via

PSHE; but also by adopting the methods outlined in the Government's guidance 'Teaching approaches that help build resilience to extremism among young people' DfE 2011.

We will ensure that all of our teaching approaches help our pupils build resilience to extremism and give pupils a positive sense of identity through the development of critical thinking skills. We will ensure that all of our staff are equipped to recognise extremism and are skilled and confident enough to challenge it.

We will be flexible enough to adapt our teaching approaches, as appropriate, so as to address specific issues so as to become even more relevant to the current issues of extremism and radicalisation.

Therefore this approach will be embedded within the ethos of our school so that pupils know and understand what safe and acceptable behavior is in the context of extremism and radicalisation. This will work in conjunction with our schools approach to the spiritual, moral, social and cultural development of pupils as defined in OfSTED's School Inspection Handbook and will include the sound use of assemblies to help further promote this rounded development of our pupils.

Our goal is to build mutual respect and understanding and to promote the use of dialogue not violence as a form of conflict resolution. We will achieve this by using a curriculum that includes:

- Citizenship programmes
- Open discussion and debate
- Work on anti-violence and a restorative approach addressed throughout curriculum
- Focussed educational programmes

We will also work with local partners, families and communities in our efforts to ensure our school understands and embraces our local context and values in challenging extremist views and to assist in the broadening of our pupil's experiences and horizons. We will help support pupils who may be vulnerable to such influences as part of our wider safeguarding responsibilities and where we believe a pupil is being directly affected by extremist materials or influences we will ensure that the pupil is offered mentoring. Additionally in such instances our school will seek external support from the Local Authority and/or local partnership structures working to prevent extremism.

At Glazebury C.E we will promote the values of democracy, the rule of law, individual liberty, mutual respect and tolerance for those with different faiths and beliefs. We will teach and encourage pupils to respect one another and to respect and tolerate difference, especially those of a different faith or no faith. It is indeed our most fundamental responsibility to keep our pupils safe and prepare them for life in modern multi-cultural Britain and globally.

**See Appendix 9: The Prevent duty Departmental advice for schools and childcare providers  
June 2015**

**Sexting** is when someone sends or receives a sexually explicit text, image or video on their mobile phone, usually in a text message.

When people talk about sexting, they usually refer to sending and receiving:

- naked pictures or 'nudes'
- 'underwear shots'
- sexual or 'dirty pics'
- explicit 'rude' text messages or videos.

If pupils are 'sexting' indecent images of someone under the age of 18, they may be committing a criminal offence under Section 1 of the Protection of Children Act 1978 and Section 160 Criminal Justice Act 1988. This means, it is a crime to:

- Take an indecent photograph or allow an indecent photograph to be taken;
- To make an indecent photograph (and this includes downloading or opening an image that has been sent);
- To distribute or show such an image;
- To possess with the intention of distributing images;
- To possess such images.

Whether someone is charged is decided by the Crown Prosecution Service. Generally, children are not prosecuted. HOWEVER children and young people need to be aware that they may be breaking the law. Although unlikely to be prosecuted, children and young people who send or possess the images may be visited by Police and on some occasions media equipment e.g. computers and mobile phones could be removed.

The key factor to highlight is that the real harm in relation to 'sexting' is that those in the photographs may become victims should the images be shown to others.

Further information can be found in the Appendices with also link to Child Exploitation Online protection Service. (CEOPS)

**Practice Reminder:** The action that ALL staff and volunteers should take, if there are concerns about a child is to follow the procedure written in this policy, which is to pass the concerns to the DSL and complete and Initial Concern Form with a written record of the concern. (Appendix 1)

## Private Fostering

A private fostering arrangement is when a child under the age of 16 (18 if they have a disability) goes to live with someone who is not a close relative for 28 days or more. This is a private agreement between a parent and another adult and private foster carers may be from the extended family such as a cousin or great aunt, a friend of the family, the parent of a friend of the child or someone previously unknown to the child's family. It is not private fostering when a child is living with a close relative such as a parent, grandparent, brother, sister, uncle or aunt (whether blood related or through marriage).

Privately fostered children could include:

- Children or young people who are sent to this country for education, health care by their birth parents from overseas.
- Teenagers living with a friend's family because they do not get on with their own family.
- Children living with a friend's family because their parents study or work involves unsociable hours, which makes it difficult to use ordinary day care or after school care.
- Children staying with another family because their parents have divorced or separated.
- A child from overseas staying with a host family while attending school or overseas students at boarding school who stay with a host family during the holidays.

All professionals have a duty to notify the Local Authority of a private fostering arrangement that comes to their attention, where they are not satisfied that the Local Authority has been or will be notified of the arrangement by the parent or carer. Some of these arrangements may be recent; some may have been in existence for some time as the parent and carer may not be aware that it is a private fostering arrangement, and so not aware of the need to inform the local authority.

**Practice Reminder:** The action that ALL staff and volunteers should take, if there are concerns about a child is to follow the procedure written in this policy, which is to pass the concerns to the DSL and complete and Initial Concern Form with a written record of the concern. (Appendix 1)

## Children Missing from Education

All children, regardless of their circumstances, are entitled to an efficient, full time education which is suitable to their age, ability, aptitude and any special educational needs they may have. Children missing education are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school.

Children missing education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation, and becoming NEET (not in education, employment or training) later in life. Effective information sharing between parents, schools and local authorities is critical to ensuring that all children of compulsory school age are safe and receiving suitable education

The Local Authority officer responsible for CME is David Sampson, who can be contacted on 01925 442928.

A child going missing from education is a potential indicator of abuse or neglect. School and academy staff members should follow the procedures for dealing with children who go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect including sexual abuse or exploitation and to help prevent the risks of their

going missing in future. However, if a child as in immediate danger or at risk of harm, a referral should be made immediately to children's social care (and the police if appropriate). Local authority officers responsible for CME should check that a referral has been made and, if not, they should alert children's social care.

**Requirement for schools (From September 2016) in line with statutory guidance '*Children Missing Education: Statutory guidance for Local Authorities*' (2016).**

All schools (including academies and independent schools) must notify their local authority when they are about to remove a pupil's name from the school admission register under any of the fifteen grounds listed in the regulations<sup>1</sup> (Appendix 8). This duty does not apply when a pupil's name is removed from the admission register at standard transition points – when the pupil has completed the final year of education normally provided by that school – unless the local authority requests that such returns are to be made.

When removing a pupil's name, the notification to the local authority must include:

- The full name of the pupil,
- The full name and address of any parent with whom the pupil normally resides,
- At least one telephone number of the parent,
- The pupil's future address and destination school, if applicable, and
- The ground in regulation 8 under which the pupil's name is to be removed from the admission register (see Appendix 8).

Schools must make reasonable enquiries to establish the whereabouts of the child jointly with the local authority, before deleting the pupil's name from the register if the deletion is under regulation 8(1), sub-paragraphs (f)(iii) and (h)(iii) (see Appendix 8). All schools must also notify the local authority within five days of adding a pupil's name to the admission register at a non-standard transition point. The notification must include all the details contained in the admission register for the new pupil. This duty does not apply when a pupil's name is entered in the admission register at a standard transition point – at the start of the first year of education normally provided by that school – unless the local authority requests that such returns are to be made. Then adding a pupil's name, the notification to the local authority must include all the details contained in the admission register for the new pupil.

## **Missing Child**

The safety and security of the children in our care at Glazebury C.E. Primary School are paramount. Every care is taken to ensure that the children are accounted for at all times when they are in our care.



Each pupil who arrives at school is registered first thing in the morning. Year 1 onwards are expected to come into school independently and make their way into to their classroom. Staffs maintain the appropriate high level of supervision throughout the lessons and are aware of the location of the children in their care at all times.

If pupils are taken out of the class for interventions this must be communicated to the class teacher who has the overarching responsibility at that time. During the break times and lunch hours, the staff and midday supervisors on duty have responsibility for knowing the locations of the pupils. The register is taken again in the afternoon. When on excursions off the school premises, staff implement strategies to maximise the safety and security of the children in accordance with the school's Educational Visits policy. Full risk assessments are carried out. A list of all the children's names is carried by the trip leader and the children split into small groups according to the proper staff/pupil ratios for the age of the children and the purpose of the trip or activity. Each group is managed by a separate member of staff. The number of children is checked regularly by frequent roll calls.

In the unlikely event that after a roll call or at another time it is noticed that a child has gone missing, whether in school or out: The procedures outlined in the missing child policy should be followed.

### **Modern Slavery**

Modern slavery encompasses slavery, servitude, forced and compulsory labour and human trafficking. Traffickers and slave drivers coerce, deceive and force individuals against their will into a life of abuse, servitude and inhumane treatment. A large number of active organised crime groups are involved in modern slavery. But it is also committed by individual opportunistic perpetrators.

**Slavery is:** 'the status or condition of a person over whom any or all of the powers attaching to the right of **ownership** are exercised'. (*Convention to Suppress the Slave Trade and Slavery 1926*)

**Forced or Compulsory Labour is:** 'all work or service which is exacted from any person under the menace of any penalty and for which the said person has not offered himself voluntarily' (*Convention Concerning Forced or Compulsory Labour, 1930 (No.29)*)

Labour is the provision of any service, not just manual labour.

**Servitude is:** 'an obligation to provide a service that is imposed by the use of coercion'.

**Human Trafficking is:** Although many people think of human trafficking as only affecting adults it affects children as well. Child trafficking is child abuse. Children are recruited, moved or transported and then exploited, forced to work or sold. They are often subject to multiple forms of exploitation.

It is also not just about trafficking adults and children across national borders, human trafficking can take place anywhere.

The trafficking of human beings involves the movement of a person from one place to another for the purpose of exploiting them using deception, coercion, the abuse of power or the abuse of someone's vulnerability. People can be trafficked in order to exploit them for sexual purposes, forced labour, domestic servitude or organ harvesting.

## Appendix 1:

### INFORMATION / FRONT SHEET

<b>Name:</b>		<b>DOB:</b>	<b>Class/Form:</b>	<b>Ethnicity:</b>	
<b>Home Address:</b>			<b>Telephone:</b> <b>e mail:</b>		
<b>Status of file and dates:</b>					
OPEN					
CLOSED					
TRANSFER					
<b>Any other child protection records held in school relating to this child/child closely connected to him/her?</b> <b>YES/NO WHO?</b>					
<b>Members of household</b>					
Name	Age/DOB	Relationship to child		Home work	Contact No
<b>Significant Others (relatives, carers, friends, child minders, etc)</b>					
Name	Relationship to child		Address		Tel No
<b>Other Agency Involvement</b>					
Name of officer/person	Role and Agency	Status of Child i.e. EHAf/CPP/LAC/CiN		Tel No	Date

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Individual File: KEY EVENTS/ CHRONOLOGY

**Childs Name:**

**DOB:**

Date:	Event [e.g. telephone conversation with parent or professional/ discussion with colleague /case conference/ core group/ disclosure by child/ incident/ evidence of injury, self-harm etc]	Outcome/ Action/ Communication/ Reference [Relevant document in main file if applicable e.g. recording a concern, case conference minutes etc.

**Logging a concern about a child's safety and welfare**

Part 1 (for use by any staff)

<b>Pupil's Name:</b>	<b>Date of Birth:</b>	<b>FORM:</b>
<b>Date and Time of Incident:</b>	<b>Date and Time (of writing):</b>	
<b>Name:</b> .....		
<b>Print</b>		<b>Signature</b>
<b>Job Title:</b>		
<b>Note the reason(s) for recording the incident.</b>		
<b>Record the following factually: Who? What (if recording a verbal disclosure by a child use their words)? Where? When (date and time of incident)? Any witnesses?</b>		
<b>Note actions, including names of anyone to whom your information was passed.</b>		
<b>Any other relevant information (distinguish between fact and opinion).</b>		

**Check to make sure your report is clear to someone else reading it.**

**Please pass this form to your Designated Person for Child Protection.**

Part 2 (for use by Designated Person)

<b>Time and date information received by DP, and from whom.</b>	
<b>Any advice sought by DP (date, time, name, role, organisation and advice given).</b>	
<b>Action taken (referral to MASH/children's social care/monitoring advice given to appropriate staff/EHAF etc) with reasons.</b>  <b>Note time, date, names, who information shared with and when etc.</b>	
<b>Parent's informed Y/N and reasons.</b>	
<b>Outcome</b>  <b>Record names of individuals/agencies who have given information regarding outcome of any referral (if made).</b>	
<b>Where can additional information regarding child/incident be found (eg pupil file, serious incident book)?</b>	
<b>Should a concern/confidential file be commenced if there is not already one? Why?</b>	
<b>Signed</b>	
<b>Printed Name</b>	

**Logging concerns/information shared by others external to the school (Pass to Designated Person)**

<b>Pupil's Name:</b>	<b>Date of Birth:</b> <b>FORM:</b>
<b>Date and Time of Incident:</b>	<b>Date and Time of receipt of information:</b> <b>Via letter / telephone etc?</b>
<b>Recipient (and role) of information:</b>	
<b>Name of caller/provider of information:</b>	
<b>Organisation/agency/role:</b>	
<b>Contact details (telephone number/address/e-mail)</b>	
<b>Relationship to the child/family:</b>	
<b>Information received:</b>	
<b>Actions/Recommendations for the school:</b>	
<b>Outcome:</b>	
<b>Name:</b>	
<b>Signature:</b>	
<b>Date and time completed:</b>	
<b>Counter Signed by Designated Person</b>	
<b>Name:</b>	
<b>Date and time:</b>	

**Please ensure your name is completed, no anonyms forms will be accepted**

## Appendix 2: Preventing Violent Extremism- Roles and responsibilities of the single point of contact (SPOC)

The SPOC for **Glazebury Church of England Primary School** is Mrs. Jennifer Hindley, who is responsible for:

- Ensuring that staff of the school are aware that you are the SPOC in relation to protecting pupils from radicalisation and involvement in terrorism;
- Maintaining and applying a good understanding of the relevant guidance in relation to preventing pupils from becoming involved in terrorism, and protecting them from radicalisation by those who support terrorism or forms of extremism which lead to terrorism;

Raising awareness about the role and responsibilities of **Glazebury Church of England Primary School**:

- in relation to protecting pupils from radicalisation and involvement in terrorism;
- Monitoring the effect in practice of the school's RE curriculum and assembly policy to ensure that they are used to promote community cohesion and tolerance of different faiths and beliefs;
- Raising awareness within the school about the safeguarding processes relating to protecting pupils from radicalisation and involvement in terrorism;
- Acting as the first point of contact within the school for case discussions relating to pupils who may be at risk of radicalisation or involved in terrorism;
- Collating relevant information from in relation to referrals of vulnerable students pupils into the Channel\* process;
- attending Channel\* meetings as necessary and carrying out any actions as agreed;
- Reporting progress on actions to the Channel\* Co-ordinator; and
- Sharing any relevant additional information in a timely manner.

\* **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 Cheshire Police Counter-Terrorism Unit, and it aims to:

Establish an effective multi-agency referral and intervention process to identify vulnerable pupils; Safeguard pupils 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 pupils away from the risks they face and reduce vulnerability.



## Appendix 3

### Child Sexual Exploitation (CSE) additional information

Multi Agency Safeguarding Procedures <http://www.online-procedures.co.uk/pancheshire>  
(amend if this is not your LSCB)

<http://www.gov.uk/government/publications/what-to-do-if-you-suspect-a-child-is-being-sexually-exploited>

What to do if you suspect a child is being sexually exploited Ref: DFE-57517-2012  
(Statutory Guidance 2012)

Safeguarding children and young people from sexual exploitation  
(Statutory Guidance 2009)

<http://www.online-procedures.co.uk/wp-content/uploads/2014/09/LSCB-Child-Sex-Exploitation-Protocol-November-2013-Generic.pdf>

## Appendix 4: CSE risk assessment and screening tool

RESTRICTED



### CHILD SEXUAL EXPLOITATION RISK ASSESSMENT

This screening tool should be used by all professionals working with children aged 10+. Professionals may also decide it is appropriate to use the tool to screen younger children as nationally children as young as 8 years old have been found to be abused in this way. Boys as well as girls are abused through CSE.

This screening tool will help you focus on the specific indicators of sexual exploitation and determine whether further investigations are needed. The tool could be used in supervision, in discussions with parents and carers, with other professionals and with the child.

Many of the indicators of child sexual exploitation are also part of normal teenage behaviours and it is the presence of higher risk factors or multiple other factors which may be indications of child sexual exploitation. **Where a child is aged 13 years old or younger the presence of any one high risk factor must be seen as a potential indicator of sexual exploitation.**

Professionals need to exercise their own judgement when completing the tool.

This includes capturing concerns about which they have some evidence **AND** concerns based on their “gut feelings”. Staff should differentiate between the two and explain this in the notes section.

Where child sexual exploitation is suspected the worker should discuss their concerns with their manager and should also inform their agency’s lead professional who will be monitoring the bigger picture for any emerging patterns.

Professionals should feel free to use the tool creatively, including as part of awareness raising work with children or in engaging parents and carers in understanding the issues.

Once completed if it confirms concerns you **MUST** make a referral to your local **CSE Operational Group** (using your local area referral form) and should include a copy of the completed screening tool. If the screening tool identifies **High Risk**, you must make a referral to Children Social Care using the standard child protection referral process. (Contacts on back page)

Version Number	Date	Owner	Review Date
V2	February 2014	Ruth Atherton	August 2014

<b>Child's Surname:</b>	<b>Child's forenames:</b>
<b>Dob:</b>	<b>Date completed:</b>
<b>Name and job title of person completing:</b>	<b>Organisation:</b>
<b>E-mail:</b>	<b>Telephone:</b>

When completing the screening tool you must use your own judgement as factors such as the child's age, any additional vulnerabilities, their history, etc., may mean that what for another child would be low level, for that child is high level. Workers should feel free to amend the suggested level using that judgement.

You can either indicate the level of risk using High/medium/low or simply tick the box if the risk element is present (you may wish to use more ticks where the risk is higher).

Remember, this tool is to help you make a professional assessment and you should not feel constrained by the format. Record your rationale in the notes boxes.

<b>Health Domain</b>	<b>Yes No Possible</b>		<b>Yes No Possible</b>
Physical injuries such as bruising, suggesting of either physical or sexual assault		Change in appearance, including losing weight, putting on weight	
A sexually transmitted infection (STI), particularly if it is recurring or there are multiple STI's		Evidence of misuse of drugs / alcohol, including associated health problems	
Pregnancy and / or seeking an abortion		Thoughts of or attempted suicide	
Sexually risky behaviour		Eating disorder	
Self-harming		Learning Disability	
Notes			
<b>Behaviour Domain</b>	<b>Yes No Possible</b>		<b>Yes No Possible</b>
Sexually offending behaviour		Hostility in relationship with parents / carers and other family members	
Truancy/disengagement with education or considerable change in performance at school		Volatile behaviour, exhibiting extreme array of mood swings or abusive language which is unusual for the child	
Aggressive or violent, including to pets/animals		Detachment from age-appropriate activities	
Becoming angry/ hostile if any suspicions or concerns about their activities are expressed		Physical aggression towards parents, siblings, pets, teachers or peers	
Physical aggression towards parents, siblings, pets, teachers or peers		Secretive behaviour	
Known to be sexually active		Low self-image, low self-esteem	
Young offender or anti-social behaviour		Sexualised language	
Getting involved in petty crime such as shoplifting or stealing			

Notes			
Grooming Domain	Yes No Possible		Yes No Possible
Entering or leaving vehicles driven by unknown adults		Excessive use of mobile phones, including receiving calls late at night	
Reports that the child/young person has been seen in places known to be used for sexual exploitation		Associating with other young people who are known to be sexually exploited, including in school	
Unexplained relationships with older adults		Sexual relationship with a significantly older person	
Phone calls, texts or letters from unknown adults		Mobile phone being answered by unknown adult	
Inappropriate use of the Internet and forming relationships, particularly with adults, via the Internet. Note: adults may pose as peers to entrap the child		Having new mobile phone, several mobile phones and/or SIM cards, especially Blackberry or iPhone (because messages cannot be traced). Always have credit on their mobile phones, despite having no access to money or having no credit so phone can only be used for incoming calls	
Accounts of social activities with no plausible explanation of the source of necessary funding		Acquisition of expensive or sexual clothes, mobile phone or other possession without plausible explanation	
Having keys to premises other than those they should have		Possession of money with no plausible explanation	
Recruiting others into sexual exploitation		Seen at public toilets known for cottaging or adult venues (pubs and clubs)	
Adults loitering outside the child/young person's usual place of residence or school		Leaving home/care setting in clothing unusual for the individual child (inappropriate for age, borrowing clothes from older young people)	
Wearing an unusual amount of clothing (due to hiding more sexualised clothing underneath or hiding their body)		Persistently missing, staying out overnight or returning late with no plausible explanation	
Returning after having been missing, looking well cared for in spite of having no known home base		Returning after having been missing looking dirty, dishevelled, tired, hungry, thirsty	
Missing for long periods with no known home base and / or homeless		Possession of excessive numbers of condoms	
New contacts with people outside of town			
Notes			
Family and Social Domain	Yes No Possible		Yes No Possible
A family member or known associate working in the adult sex trade		Unsure about their sexual orientation or unable to disclose sexual orientation to their family	
History of physical, sexual and/or emotional abuse; neglect		Witness to domestic violence at home	
Parental difficulties; drug and alcohol misuse; mental health problems; physical or learning difficulty. Being a		Conflict at home around boundaries, including staying out late	

young carer			
Living in hostel, B&B or Foyer accommodation		Pattern of street homelessness or sofa surfing	
Recent bereavement or loss		Gang association either through relatives, peers or intimate relationships	
Lacking friends their own age		Living in a gang neighbourhood	
Notes			
<b>E Safety Domain</b>	<b>Yes No Possible</b>		<b>Yes No Possible</b>
Evidence of sexual bullying and/or vulnerability through Internet or social networking sites		Concern that inappropriate images of a young person are being circulated via the Internet/phones	
Exchanging inappropriate images for cash, credits or other items		Receiving gifts through the post from someone the young person does not know	
Concern that a young person is being coerced to provide sexually explicit images		Concern that a young person is being bribed by someone for their inappropriate online activity	
Concern that a young person is selling sexual services via the Internet		Accessing dating agencies via mobile phones (e.g. 2 flirt line)	
Unexplained increased mobile phone / gaming credits		Going online during the night	
Being secretive, using mobile phone for accessing websites, etc., more than computers		Unwilling to share / show online or phone contacts	
Concerns that a young person's online friendship has developed into an offline relationship		Concern that a young person is having an online relationship	
Sharing of inappropriate images amongst friends		New contacts with people outside of town	
Spending increasing amount of time on social networking sites including Facebook or on shared gaming sites		Spending increasing amount of time with online friends and less time with friends from school or neighbourhood	
Increased time on webcam, especially if in bedroom			
Notes			
<b>Looked After Children Domain</b>	<b>Yes No Possible</b>		<b>Yes No Possible</b>
Living in residential care		Frequently missing from placement	
Multiple placement breakdown		Going missing with other children	
Notes			
<b>What is the level of risk for this child?</b>	<b>High</b>		
	<b>Medium</b>		
	<b>Low</b>		

This should be read in conjunction with the guidance on the front of the risk assessment tool.

Low - Presenting some vulnerability factors but appear to relate to 'normal teenage' behaviour. No statutory intervention required but may benefit from low level monitoring, awareness raising.

Medium - Presenting numerous vulnerability factors but not at immediate risk. Some protective factors present. Would benefit from professional intervention, awareness and prevention work.

High - Child is presenting high number of vulnerability factors, is known to have been exploited and/or groomed. Regularly goes missing and concerns in relation to drugs/alcohol and inappropriate adult associates. Child has disclosed exploitation. Requires statutory intervention to protect.

Submit to the PPU in the relevant area:

[northern.ppu@cheshire.pnn.police.uk](mailto:northern.ppu@cheshire.pnn.police.uk)

[western.ppu@cheshire.pnn.police.uk](mailto:western.ppu@cheshire.pnn.police.uk)

[eastern.ppu@cheshire.pnn.police.uk](mailto:eastern.ppu@cheshire.pnn.police.uk)

**[western.ppu@cheshire.pnn.police.uk](mailto:western.ppu@cheshire.pnn.police.uk)**

## **Appendix 5**

### **Bullying and Cyberbullying**

Additional information can be found at

<https://www.gov.uk/government/publications/preventing-and-tackling-bullying>

You will find the following useful publications:

Preventing and tackling bullying

REF: DFE-00292-2013

Supporting Children and young people who are bullied: advice for schools

REF:DFE-00094-2014

Cyberbullying: Advice for Headteacher and school staff

REF:DFE-00652-2014

## Appendix 6

### Domestic Violence and Abuse:

Additional information can be found at

<https://www.gov.uk/domestic-violence-and-abuse>

### DASH RISK ASSESSMENT



### DASH 2009 RISK MODEL

(Domestic Abuse, Stalking and Harassment and 'Honour Based Violence')

This Risk Assessment forms a baseline assessment only. It is a guide to practitioners to indicate appropriate referral to MARAC and a tool to identify service intervention requirements. Risk assessment is a dynamic process and practitioners should be alert to sudden changes in circumstances which impact on Risk Levels

**IF YOUR CONCERNS RELATE TO AN IMMINENT SERIOUS RISK OR THREAT TO YOUR CLIENT OR FAMILY MEMBERS INFORM THE POLICE WITHOUT DELAY  
(Emergency 999 or Non Emergency 0845 4580000)**

Name of Client ... ..

#### CURRENT SITUATION

The context and detail of what is happening is very important. The questions highlighted in **bold** are high risk factors. Tick the relevant box and **add comments** where necessary to expand.

**1. Has the current incident resulted in injury?**  
(Please state what and whether this is the first injury)

Yes

No

☐☐

**2. Are you very frightened?**

Comment:

☐☐



<p>3. What are you afraid of? Is it further injury or violence? (Please give an indication of what you think (name of abuser(s).....) might do and to whom)</p> <p>Kill: Self <input type="checkbox"/> Children <input type="checkbox"/> Other (please specify) <input type="checkbox"/></p> <p>Further injury or Violence Self <input type="checkbox"/> Children <input type="checkbox"/> Other (please specify) <input type="checkbox"/></p> <p>Other (please clarify): Self <input type="checkbox"/> Children <input type="checkbox"/> Other (please specify) <input type="checkbox"/></p>	<input type="checkbox"/>	<input type="checkbox"/>
4. Do you feel isolated from family/ friends i.e. does (.....) try to stop you from seeing friends/family/Dr or others?	<input type="checkbox"/>	<input type="checkbox"/>
5. Are you feeling depressed or having suicidal thoughts?	<input type="checkbox"/>	<input type="checkbox"/>
6. Have you separated or tried to separate from (.....) within the past year?	<input type="checkbox"/>	<input type="checkbox"/>
7. Is there conflict over child contact? (Please state what)	<input type="checkbox"/>	<input type="checkbox"/>
8. Does (.....) constantly text, call, contact, follow, stalk or harass you? (Please expand to identify what and whether you believe that this is done deliberately to intimidate you? Consider: Harassment History. Criminal Damage. Following the victim/ loitering/ turning up unannounced. Aggression, Violence, Harassment or use of any third party).	<input type="checkbox"/>	<input type="checkbox"/>
9. Are you pregnant or have you recently had a baby (within 18 months)?	<input type="checkbox"/>	<input type="checkbox"/>
<b>CHILDREN/DEPENDENTS</b> (If no children/dependents, please go to next section)	<b>Yes</b>	<b>No</b>
10. Are there any children, step-children that aren't (...) in the household? Or are there other dependents in the household (i.e. older relative)?	<input type="checkbox"/>	<input type="checkbox"/>
11. Has (...) ever hurt the children/dependents?	<input type="checkbox"/>	<input type="checkbox"/>
12. Has (...) ever threatened to hurt or kill the children/dependents?	<input type="checkbox"/>	<input type="checkbox"/>
<b>DOMESTIC VIOLENCE HISTORY</b>	<b>Yes</b>	<b>No</b>
13. Is the abuse happening more often?	<input type="checkbox"/>	<input type="checkbox"/>
14. Is the abuse getting worse?	<input type="checkbox"/>	<input type="checkbox"/>
15. Does (...) try to control everything you do and/or are they excessively jealous? (In terms of relationships, who you see, being 'policed at home', telling you what to wear for example. Consider honour based violence and stalking and specify the behaviour)	<input type="checkbox"/>	<input type="checkbox"/>
16. Has (...) ever used weapons or objects to hurt you?	<input type="checkbox"/>	<input type="checkbox"/>
17. Has (...) ever threatened to kill you or someone else and you believed them?	<input type="checkbox"/>	<input type="checkbox"/>
18. Has (...) ever attempted to strangle/choke/suffocate/drown you?	<input type="checkbox"/>	<input type="checkbox"/>
19. Does (...) do or say things of a sexual nature that makes you feel bad or	<input type="checkbox"/>	<input type="checkbox"/>

that physically hurt you or someone else? (Please specify who and what) <div></div>		
20. Is there any other person that has threatened you or that you are afraid of? (If yes, consider extended family if honour based violence. Please specify who) <div></div>	<input type="checkbox"/>	<input type="checkbox"/>
21. Do you know if (...) has hurt anyone else? (Children/siblings/elderly relative/stranger. For example. Consider HBV. Please specify who and what)  Children <input type="checkbox"/> Another family member <input type="checkbox"/> Someone from previous relationship <input type="checkbox"/> Other (please specify) <input type="checkbox"/> <div></div>	<input type="checkbox"/>	<input type="checkbox"/>
22. Has (...) ever mistreated an animal or the family pet?	<input type="checkbox"/>	<input type="checkbox"/>
<b>ABUSER(S)</b>	<b>Yes</b>	<b>No</b>
23. Are there any financial issues? For example, are you dependent on (...) for money/have they recently lost their job/other financial issues?	<input type="checkbox"/>	<input type="checkbox"/>
24. Has (...) had problems in the past year with drugs (prescription or other), alcohol or mental health leading to problems in leading a normal life? (Please specify what)  Drugs <input type="checkbox"/> Alcohol <input type="checkbox"/> Mental Health <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Has (...) ever threatened or attempted suicide?	<input type="checkbox"/>	<input type="checkbox"/>
26. Has (...) ever breached bail/an injunction and/or any agreement for when they can see you and/or the children? (Please specify)  Bail conditions <input type="checkbox"/> Non Molestation/ Occupation Order <input type="checkbox"/>  Child contact Arrangements <input type="checkbox"/> Forced Marriage Protection Order <input type="checkbox"/> Other <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Do you know if (...) has ever been in trouble with the police or has a criminal history? (If yes, please specify)  DV <input type="checkbox"/> Sexual Violence <input type="checkbox"/> Other violence <input type="checkbox"/> Other <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other relevant information (from victim) which may alter risk levels. Describe: (consider for example victim's vulnerability – disability, mental health, alcohol/substance misuse and/or the abuser's occupation/interests – does this give unique access to weapons i.e. ex-military, police, pest control)		

Is there anything else you would like to add to this?

In **all** cases an initial risk classification is required:

**28. RISK TO VICTIM:**

**STANDARD** ☐      **MEDIUM** ☐      **HIGH** ☐

If your client is at **HIGH RISK** i.e.

**14+ ticks relating to questions 1 – 9 and 13 – 27. OR**

**3 or more Domestic Abuse Incidents in the last 12 months. OR**

**Professional concern (noted above) Refer to local referral pathway**

**Medium and Standard Risk are identified according to professional judgement in each individual case.**

Client Consent Signature: ..... Date: .....

Practitioner Signature: ..... Date: .....

**Referring Practitioner Details:**

Name of Referring Practitioner & Agency .....

Telephone

Mobile

Email Address

## **Appendix 7**

### **Additional information in relation to accidental and non-accidental Injury**

#### **Bruising**

Children can have accidental bruising, but the following must be considered as non-accidental unless there is evidence or an adequate explanation provided:

- Any bruising to a pre-crawling or pre-walking baby
- Bruising in or around the mouth, particularly in small babies which may indicate force feeding
- Two simultaneous bruised eyes, without bruising to the forehead, (rarely accidental, though a single bruised eye can be accidental or abusive)
- Repeated or multiple bruising on the head or on sites unlikely to be injured accidentally
- Variation in colour possibly indicating injuries caused at different times
- The outline of an object used e.g. belt marks, hand prints or a hair brush
- Bruising or tears around, or behind, the earlobe/s indicating injury by pulling or twisting
- Bruising around the face
- Grasp marks on small children
- Bruising on the arms, buttocks and thighs may be an indicator of sexual abuse

#### **Bite Marks**

Bite marks can leave clear impressions of the teeth. Human bite marks are oval or crescent shaped. Those over 3 cm in diameter are more likely to have been caused by an adult or older child. A medical opinion should be sought where there is any doubt over the origin of the bite.

#### **Burns & Scalds**

It can be difficult to distinguish between accidental and non-accidental burns and scalds, and will always require experienced medical opinion. Any burn with a clear outline may be suspicious e.g.:

- Circular burns from cigarettes (but may be friction burns if along the bony protuberance of the spine)
- Linear burns from hot metal rods or electrical fire elements
- Burns of uniform depth over a large area
- Scalds that have a line indicating immersion or poured liquid (a child getting into hot water is his/her own accord will struggle to get out and cause splash marks)

- Old scars indicating previous burns/scalds which did not have appropriate treatment or adequate explanation
- Scalds to the buttocks of a small child, particularly in the absence of burns to the feet, are indicative of dipping into a hot liquid or bath.

## **Fractures**

Fractures may cause pain, swelling and discolouration over a bone or joint.

Non-mobile children rarely sustain fractures. There are grounds for concern if:

- The history provided is vague, non-existent or inconsistent with the fracture type
- There are associated old fractures
- Medical attention is sought after a period of delay when the fracture has caused symptoms such as swelling, pain or loss of movement
- There is an unexplained fracture in the first year of life

## **Scars**

A large number of scars or scars of different sizes or ages, or on different parts of the body, may suggest abuse.

**Child Missing Education Notification Form**

**Date:**

☐ **School**      ☐ **Organisation** please state:

**Name of Referrer:**

**Contact number:**

**Role/How do you know this child?**

**Name of school/organisation (if applicable):**

Child's name if known – please list any known siblings

<b>First Name</b>	<b>Last Name</b>	<b>DOB</b>	<b>Male/Female</b>	<b>Date child last attended school</b>

**Name of parent/Carer:**

**Address:**

Contact number if known:

**NOTES** – Please provide further information about either child(ren) or family?

--

Form to be forwarded to Education Safeguarding Team, 2<sup>nd</sup> floor, New Town House, Buttermarket Street, Warrington WA1 2NH or electronically to Steven Panter, Safeguarding/Lead CME Officer [spanter@warrington.gov.uk](mailto:spanter@warrington.gov.uk) Tel: 01925 442928

## Appendix 11



### WARRINGTON JOINT-AGENCY ASSESSMENT AND REFERRAL FORM

*This joint-agency assessment and referral form should be used when an agency considers that a child has needs which cannot be met solely by that agency, and where co-ordinated intervention is required to promote, safeguard or protect the welfare of the child/children concerned*

Completed by: ..... Date: .....  
Designation & Agency: ..... TEL:.....  
Address of referrer: .....

#### CHILD DETAILS:

Family surname(s) (or alias): .....

Name(s) of child(ren)	M/F	DOB	Nursery/School	Ethnicity	Religion
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....

Address: .....

Parent's first language: ..... Is an interpreter or signer required: .....

GP name & address: ..... NHS no: .....

#### FAMILY DETAILS:

Parents names (forename and family name/surname)	DOB	Parental responsibility
Mother:.....	.....	<input type="checkbox"/> Yes <input type="checkbox"/> No
Father: .....	.....	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other significant adults in the household	DOB	Relationship & nature Of care given
.....	.....	.....
.....	.....	.....



**Previous address of the family:**

.....

**If immediate protective action is required, a child protection referral must be made by telephone/visit to the local services office. This joint-agency form must be completed and forwarded to social services following the telephone referral. Within 48 hours a copy should also be sent to the referrer's manager if agency procedure so requires.**

**Information on statutory status:**

**Please give details:**

Child/young person or other child(ren)/young person(s) in family is/has been on a disability register:

Yes / No

.....

Child/young person has Statement of Educational Need

Yes / No

.....

Child/young person or other child(ren)/young person(s) in family is/has been on a child protection register:

Yes / No

Category: .....

Child/young person or other family member(s) has/Have been looked after by a local authority:

Yes / No

.....

**Reason for referral to social services** *(please indicate if previous referrals have been made and attach any relevant information):*

**DETAILS OF OTHER AGENCIES INVOLVED WITH THE FAMILY/CHILD(REN):**

Agency	Names	Address and tel no.	Current involvement
<b>Summary of main areas of concern:</b> (to be completed by professionals who have access to the following information):			
<b>Child's health and development:</b>			
<b>Parenting skills:</b>			

<b>Family and environmental</b>			

**Please outline the work undertaken by your agency to assist this child/family.** *Please also include any contact, which has been made with other agencies in respect of this referral, and provide details of any joint work.*

**ADDITIONAL INFORMATION:**

**What are the child's views about this referral?**

Does the child consent to the sharing of information between agencies? ☐ Yes ☐ No

**What are the parents' views about your concerns and this referral?**

**Please detail any special needs or circumstances of any family member, which may affect this referral or communication and understanding between the family and professional agencies.**

I agree for this referral to be made to Social Services and understand that they will contact other agencies, including my doctor, my child’s school and health visitor, as part of the assessment.

**Signed:**.....(Parent/Carer)                      **Date:** .....

**Signed:** .....                      **Designation:**  
.....

**Forwarded to:** .....                      **Copy to:**  
.....

**Date:** .....

**Please return this form to:** Duty and Assessment Team, Buttermarket Street, New Town House, Warrington.  
Tel: 01925 443400 Fax: 01925 443112  
**EMAIL : [childreferral@warrington.gov.uk](mailto:childreferral@warrington.gov.uk)**

EH/pm/Jul2003

## RESPONSE OF SOCIAL SERVICES TEAM


*Acknowledgement to be returned to the referring agency within seven working days*

Name of child: .....
Address: .....
..... postcode:.....

**The needs of this child have been considered and the following action is to be taken.**

Action	Comments ( <i>please give details</i> )
No further action by social services.	
Provision of information and advice.	
Referral out to other agencies.	
Initial assessment.	
Provision of services under Section 17.	
Core or specialist assessment required.	
Initial Planning Meeting under Section 17.	
Consideration under Child Protection Procedures under Section 47.	
Other comments.	

Copy to (Referring agency): ..... Date:  
 .....

Signed: .....   
.....

Name (*print*): .....  
Designation:.....

EH/pm/Jul2003

## Appendix 12

### Child Leaving the Country Notification Form

Your Details	Name:		Date:
	School/Organisation:	Contact number:	
Child & Family Details	Forename(s):		Surname:
	DoB:		Gender:
	Date last seen in education:		Date last seen:
	Parent(s) names and all contact details (including addresses, telephone and email):		
New Country	Information about where the child is going, reason why and date of move		

Please list details of any known siblings:

First Name	Last Name	DOB	Male/Female	Date child last attended school

Is the child (please tick):

Looked after	<input type="checkbox"/>	Traveller	<input type="checkbox"/>	In Temp Accommodation	<input type="checkbox"/>
Child Protection	<input type="checkbox"/>	Refugee / Asylum Seeker	<input type="checkbox"/>	Other (please state)	<input type="checkbox"/>

Please provide further information about either child(ren) or family, including whether you have any concerns about the family or the reason for leaving the country:

Form to be forwarded to David Sampson, Attendance Officer and CME Lead, Attendance Team, 2<sup>nd</sup> Floor, New Town House, Buttermarket Street, Warrington WA1 2NH or electronically to [cme.referrals@warrington.gov.uk](mailto:cme.referrals@warrington.gov.uk)

## Appendix 12

### Child Missing Education Notification Form

Your Details	Name:		Date:
	School/Organisation:	Contact number:	
Child & Family Details	Forename(s):		Surname:
	DoB:		Gender:
	Date last seen in education:		Date last seen:
	Parent(s) names and all contact details (including addresses, telephone and email):		
Referral Reason	All attempts to contact the family have failed (see checklist below)		
	Family known to have moved away but destination school unknown		
	Child did not take up allocated school place and attempts to contact have failed		

Please list details of any known siblings:

First Name	Last Name	DOB	Male/Female	Date child last attended school

Is the child (please tick):

Looked after		Traveller		In Temp Accommodation	
Child Protection		Refugee / Asylum Seeker		Other (please state)	

Checklist must be completed before referral is submitted:

Action	Date completed	Outcome
First day contact procedure		
Contact with all known emergency contacts and relatives		
Collect further information – e.g. siblings, school community (staff other pupils, friends) other agencies		
Home visit within 5 school days		

Please provide further information about either child(ren) or family:

--

Form to be forwarded to David Sampson, Attendance Officer and CME Lead, Attendance Team, 2<sup>nd</sup> Floor, New Town House, Buttermarket Street, Warrington WA1 2NH or electronically to [cme.referrals@warrington.gov.uk](mailto:cme.referrals@warrington.gov.uk)



## **Appendix 13**

### **Guidance on Peer Abuse**

#### **Definition**

There is no clear boundary between incidents that should be regarded as abusive and incidents that are more properly dealt with as bullying, sexual experimentation etc. This is a matter of professional judgement.

If one child or young person causes harm to another, this should not necessarily be dealt with as abuse: bullying, fighting and harassment between children are not generally seen as child protection issues. However, it may be appropriate to regard a young person's behaviour as abusive if:

- There is a large difference in power (for example age, size, ability, development) between the young people concerned; or
- The perpetrator has repeatedly tried to harm one or more other children; or
- There are concerns about the intention of the alleged perpetrator.

If the evidence suggests that there was an intention to cause severe harm to the victim, this should be regarded as abusive whether or not severe harm was actually caused.

The Sexually Harmful Behaviour Team in the Youth Offending Service can offer information and guidance to help practitioners distinguish between age appropriate and abusive sexual behaviour.

#### **Risks**

Children are vulnerable to abuse by their peers. Such abuse should be taken as seriously as abuse by adults and should be subject to the same child protection procedures.

- Professionals should not dismiss abusive behaviour as normal between young people and should not develop high thresholds before taking action.
- Professionals should be aware of the potential uses of information technology for bullying and abusive behaviour between young people.
- Professionals should be aware of the added vulnerability of children and young people who have been the victims of violent crime (for example mugging), including the risk that they may respond to this by abusing younger or weaker children.

The alleged perpetrator is likely to have considerable unmet needs as well as posing a significant risk of harm to other children. Evidence suggests that such children may have suffered considerable disruption in their lives, may have witnessed or been subjected to physical or Sexual Abuse, may have problems in their educational development and may

have committed other offences. They may therefore be suffering, or at risk of Suffering, Significant Harm and in need of protection. Any long-term plan to reduce the risk posed by the alleged perpetrator must address their needs.

### **Protection and Action to be taken**

It is not enough to respond to incidents as they arise: all agencies that work with children should strive to create an environment that actively discourages abuse and challenges the attitudes which underlie it. Agencies should have a policy on bullying, and on sexual and racial harassment. They should also consider the effect of adult behaviour on children who may view them as role models.

Any professional who feels that a young person has abused another child or young person should notify children's social care without delay. They will arrange a Strategy Discussion which will include the referring agency, the police and the Youth Offending Service.

In order to give priority to them, issues relating to the safety of victims and potential victims must be discussed first and completely separately from any issues relating to the needs of the alleged perpetrator. This will usually require separate meetings.

### **The strategy discussion will consider:**

- Whether the alleged perpetrator seems to pose a continuing risk to any child;
- How to protect any child who appears to be at immediate risk of significant harm;
- Whether Section 47 Enquiries should be initiated (or continued if they have already begun) and how they should be handled; and
- What action should be taken in respect of the alleged perpetrator, for example arranging a risk management meeting?

It is important to co-ordinate action to address these issues: no agency should initiate action that has implications for another agency without appropriate consultation unless this is unavoidable in order to protect the safety of a child.

### **The victim**

The strategy discussion will consider what action is necessary to ensure the immediate safety of the identified victim(s) and what further enquiries are necessary to assess any further risk. A child protection conference must be arranged unless the child does not appear to be at continuing risk of significant harm.

Where a young person has abused a sibling, planning must include consideration of the support needs of the parents. If victim and perpetrator are members of the same family/household, before making any arrangement to return the perpetrator to the

family/household it is critical to ensure that the victim's views have been heard and that s/he feels safe.

A child protection conference may conclude that the victim is not in need of a child protection plan, but may be a child in need of support to address her/his needs arising from the abuse - for example referral to The Rape and Sexual Abuse Support Centre (RASASC), CAMHS or another victim support agency.

### **The alleged perpetrator**

It is not appropriate to initiate Section 47 Enquiries in respect of the alleged perpetrator unless there is information suggesting that they are at continuing risk of Significant Harm. However young people who abuse others frequently have considerable needs themselves, so an assessment of the alleged perpetrator's needs should be carried out.

Any decision on action in respect of the alleged perpetrator must be based on the risk they pose to other children and what can be done to minimise this risk. If the alleged perpetrator is over the age of 10, consideration should also be given to whether action under the criminal justice system would be appropriate.

If there is evidence that the alleged perpetrator has also been the victim of abuse, the police will consider whether to initiate a separate criminal investigation relating to this.

The alleged perpetrator is likely to pose a continuing risk to others unless the opportunity for further abuse is ended and the young person and their family have agreed to work with relevant agencies to address the problem. It has also been proposed that the risk remains high unless the young person accepts responsibility for the abusive behaviour, but more recent research has suggested that in the case of sexually harmful behaviour, denial may be rooted in shame and a well-founded fear of consequences of admission. Consequently, while denial will have consequences for the treatment approach, it does not necessarily indicate that sexually harmful behaviour is likely to be repeated.

Assessment of an alleged perpetrator's needs will include consideration of:

- The nature, extent and context of the abusive behaviours;
- The young person's development and family and social circumstances;
- Whether the young person appears to pose a continuing risk and, if so -

Who is likely to be at risk from him/her (for example self, other children, Adults at Risk, particular children, particular adults), and

The nature and degree of the risk;

- The young person's need for services, both those which relate to his/her harmful behaviour and other significant needs;

- Whether the young person is also at risk of significant harm and should be the subject of a child protection conference; and
- Whether action is to be taken within the criminal justice system.

If there is a criminal case pending, the young person may have been instructed not to co-operate with an assessment and this must be taken into consideration when discussing the offence with them.

If the Assessments concludes that the young person poses a continuing risk to others, children's social care will arrange a risk management meeting. This meeting should be attended by:

- Persons who have responsibility for the welfare of any child who has been identified as currently being at risk from the perpetrator;
- Persons who have responsibility for the welfare of the perpetrator;
- Persons who have access to resources which are likely to be required to safeguard any child; and
- If the young person appears to pose a risk to Adults at Risk, adult social care and carers of any adult who has been identified as currently being at risk from him/her.

It is important to keep the risk management meeting separate from any child protection conference. The purpose of the risk management meeting is to reduce the risk which the perpetrator poses to children and Adults at Risk both at present and in the longer term. This will include:

- Ensuring the safety of children who are likely to come into contact with the perpetrator in the immediate future;
- Action to address the perpetrator's behaviour and attitudes; and
- Monitoring progress.

The meeting will make recommendations and, where possible, will make commitments about action to be taken and resources to be provided for the safety of the children involved. Any recommendations should be based on the following assumptions:

- A victim of abuse must not be left in contact with her/his abuser without adequate protection; and
- Moving the perpetrator away from the victim to another place where there are children may not reduce the overall risk to potential victims, and may actually increase it.

The long-term control of risk may depend on an addressing any unmet needs of the perpetrator. This will be co-ordinated by children's social care.

## **Other children**

The strategy discussion will consider:

- Whether the alleged perpetrator appears to pose a risk to any other children and young people or to Adult at Risk;
- Whether any further assessment of this risk is needed;
- What immediate action, if any, should be taken to minimise this risk; and
- Whether to initiate section 47 enquiries in respect of any of these children and young people.

## **Issues**

Particular difficulties arise in responding to a child or young person who abuses another child because:

- There is no clear dividing line between abusive behaviour and normal childhood behaviour;
- Many adults who abuse children repeatedly established this pattern of behaviour in childhood or adolescence, but a single incident of abuse does not indicate that a young person is likely to abuse again; and
- Some young people who abuse have themselves been abused, but this cannot be assumed in any particular case.

The guiding principles for dealing with these situations are:

- The needs of the victim and the needs of the alleged perpetrator must be considered separately;
- In addition to safeguarding the identified victim, agencies must consider whether the alleged perpetrator seems to pose a risk to any other children;
- Children and young people who abuse others are responsible for their abusive behaviour, and safeguarding action must include addressing their behaviour and its causes;
- The alleged perpetrator is likely to have considerable unmet needs as well as posing a significant risk of harm to other children;
- There should be a co-ordinated approach by child welfare, youth offending, education and health agencies. No agency should start a course of action that has implications for any other agency without appropriate consultation.

## **Further information**

Sexually Harmful Behaviour – NSPCC research briefing

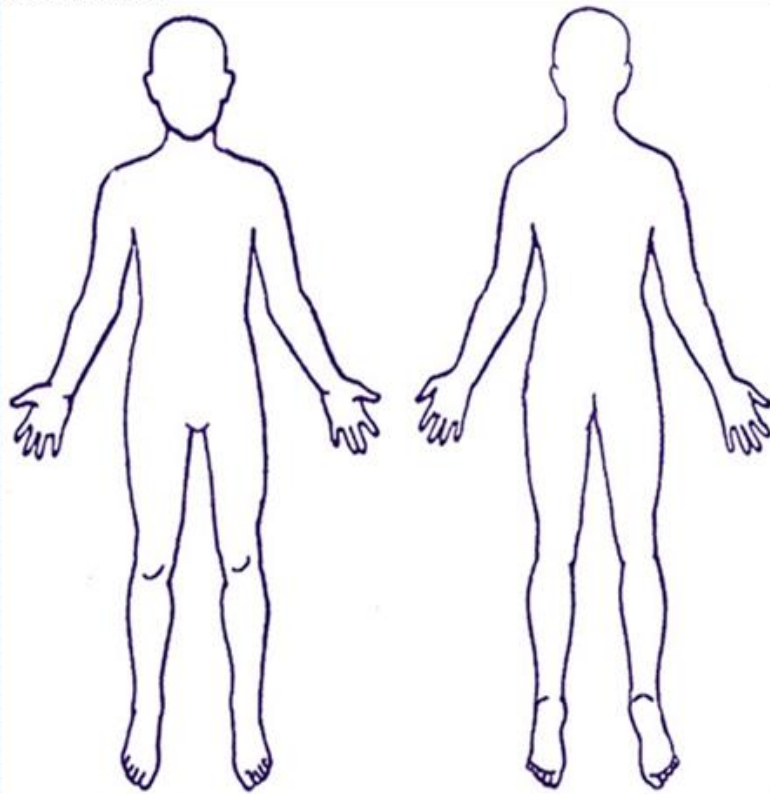
Child'sPlay? Preventing Abuse Amongst Children and Young people (Stop it Now Publication)

## Glazebury CE Primary School

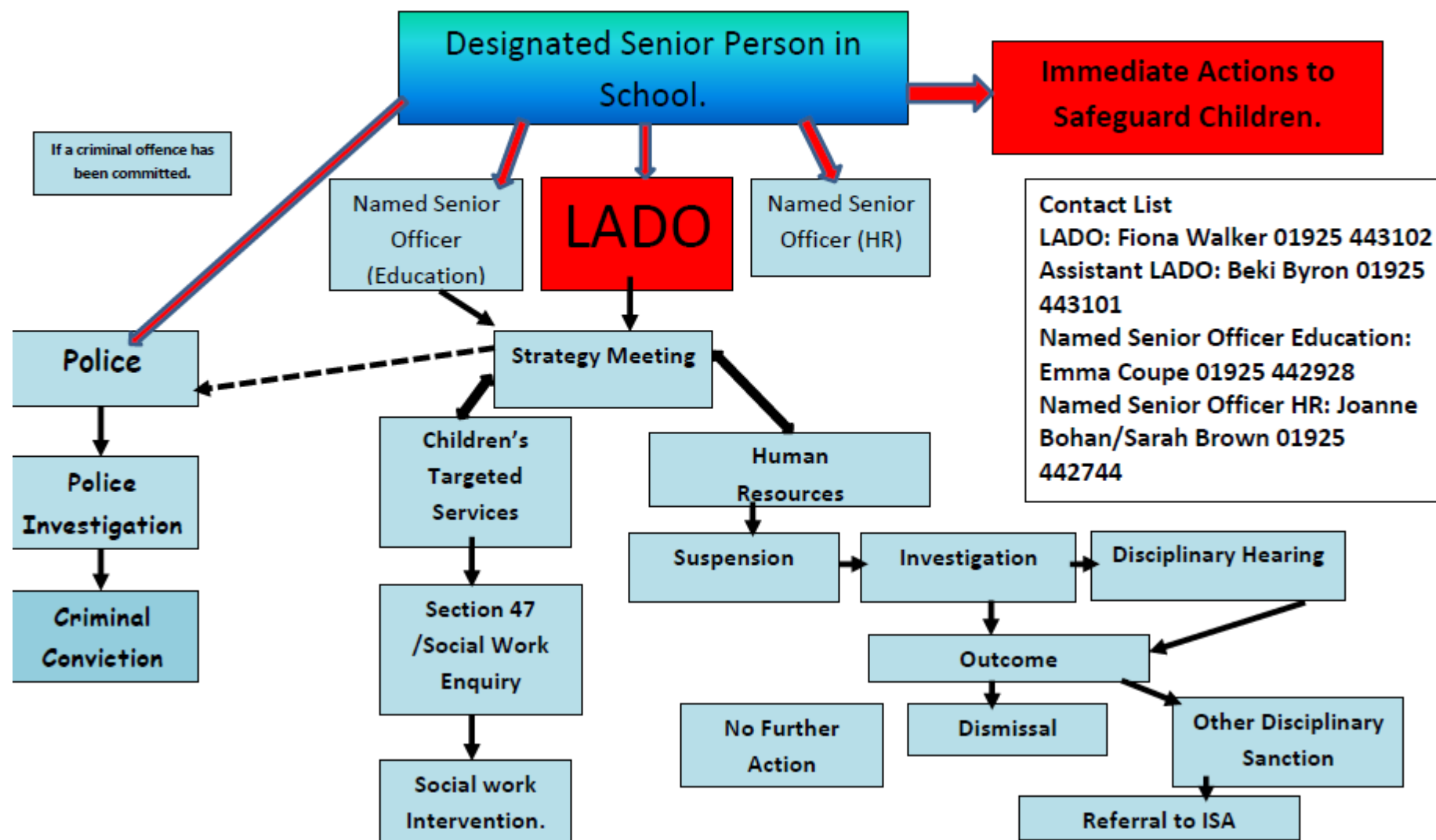
## Body Map

Name of Child		Date	
Class		Person completing form	
SLT Signature		Worker's signature	

These diagrams are designed for the recording of any observable bodily injuries that may appear on an individual. Where bruises, bumps, cuts, or other injuries occur, shade and label them clearly on the diagram. All body maps should be signed off by a member of SLT and stored in a child's safeguarding file. Parents and carers must always be informed about an injury that has occurred in school and a copy of a body map can be provided. Body maps may also be used to record injuries suspected to have occurred outside of school.



All concerns or allegations against an adult who work with children must be reported to the Designated Senior Person for safeguarding in school who will then process the referral to the LADO.



## Appendix 16 Early Help

Level of Need	Intervention	Agencies who may be involved
<b>Level 1</b>  Children and young people who are achieving each of the 5 outcomes.	<b>Whole school initiatives.</b>  Informal contact with children, parents and carers to resolve low level issues.	The child and their family  School staff
<b>Level 2</b>  Children and young people who may need extra support in order to achieve the 5 outcomes.	<b>School Support Meetings</b>  Informal meetings with parents and carers to resolve low level issues. These may require a referral to an additional agency and will be reviewed.	The child and their family  School staff  Possible involvement of an external agency.
<b>Level 3</b>  Children and young people who have complex needs and who may require co-ordinated support in order to achieve the 5 outcomes.	<b>Common Assessment Form (CAF)</b>  A document completed by the family with support from the lead professional. The CAF document brings together all agencies involved with a family to ensure that everyone is working together and information is shared. The CAF would then be taken to a Service Allocation Meeting (SAM) to ensure that the	The child and their family  School staff  Multiple external agencies including Health, Family Support Workers, CAMHS, housing, GP, dentist. This



	<p>appropriate support is being given. Parents and Carers or the child where appropriate, must consent to this document.</p> <p><b>Family Support Meetings</b></p> <p>A Family Support Plan is put into place for families with complex needs. This may be required as earlier forms of intervention have not been effective. Family Support Plans, similarly to a CAF, look to bring agencies and families together in order to put in place the best package of support. Parents and Carers or the child where appropriate, must consent to this document.</p>	<p>also extends to more targeted services such as counselling services, NSPCC or agencies associated with a particular condition. In some cases Social Care will be invited to Family Support Meetings.</p> <p>We also employ (p/time):</p> <ul style="list-style-type: none"> <li>• A Family Support Worker (Tracy Lynskey)</li> </ul> <p>for rapid responses to need.</p>
<p><b>Level 4</b></p> <p>Children and young people who will not achieve the five outcomes without intensive support.</p>	<p><b>Child in Need</b></p> <p>These are meetings for families who require intensive support in order for the child to achieve their 5 outcomes. These meetings are led by Social Care and all agencies involved will be invited along with parents and carers. These meetings are statutory and therefore do not require parental consent.</p>	<p>The child (where appropriate) and their family</p> <p>School staff</p> <p>Multiple external agencies including Health, Family Support Workers, CAMHS, housing, GP, dentist. This also extends to more targeted</p>

	<p><b>Child Protection</b></p> <p>These are meetings for families whose children are at risk of significant harm. These meetings are led by an intendant chair and all agencies involved will be invited along with social care, parents and carers. These meetings will be reviewed every 6 weeks during core group meetings and every 6 months for review child protection conferences. These meetings are statutory and therefore do not require parental consent.</p>	<p>services such as counselling services, NSPCC or agencies associated with a particular condition. Social Care would always attend Child in Need and Child Protection conferences.</p>
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