

# Safeguarding Children Policy and Child Protection Procedure 2025-2026

APPROVED BY: TRUST BOARD

POLICY OWNER: DIRECTOR OF INCLUSION

DATE: 29 SEPTEMBER 2025

NEXT REVIEW DATE DUE BY: 1 SEPTEMBER 2026



This policy sets out the elements of each school's approach to safeguarding and child protection. The Trust policy is a comprehensive document and has been produced with the support of experts from The Safeguarding Network. Readers of this policy should note that the more detailed guidance contained in Keeping Children Safe In Education 2025 will be the primary framework determining practice across Trust schools.

## **Our mission:**

“The glory of God is a human being fully alive!” St Irenaeus

## **Our vision:**

“The glory of God is a human being fully alive!” Human flourishing and the uniqueness of every individual as a child of God is at the heart of our Catholic educational enterprise. In this context, a human being fully alive is one who is open to faith – to love – to joy – and to learning. They are daily becoming the person God created them to be and they are ready to delight in their God-given gifts, and to use them in the service of the Common Good.

## **Safeguarding in our Catholic schools:**

“Truly I tell you, just as you did it to one of the least of these who are members of my family, you did it to me” (Mt 25:40). The belief that Christ is present in every person we meet is a belief that is fundamental to all that we strive to achieve as a community of schools.

Our schools must always be places where those who are most vulnerable are met with the greatest compassion and a fierce determination to challenge those things that stand in the way of each person being “fully alive”. For children in our school to flourish, they must have every need met, such that the child who is without love is loved; the child without joy is brought to happiness; the child who cannot learn due to the trauma in their lives is brought to wisdom.

Through the application of this policy, we will unlock the potential of each child to truly delight in their God-given gifts. It is a process that requires great love, great compassion, and great understanding, recognising that the lives we support are fragile and the consequences of our actions profound.

**This policy sets out the elements of each school's approach to safeguarding and child protection. The Trust policy is a comprehensive document and has been produced with the support of experts from The Safeguarding Network. Readers of this policy should note that the more detailed guidance contained in Keeping Children Safe In Education 2025 will be the primary framework determining practice across Trust schools.**

## Who this document applies to:

This document applies to all children/young people under 18 in our schools.

Anyone coming into contact with our children/young people or visiting our school sites must abide by this policy.

Everyone working at our schools as a member of staff or volunteer has a duty to safeguard and promote the welfare of our children/young people. They must read this policy as well as Keeping Children Safe in Education Part 1 (or Annex A as appropriate), and (after completing a knowledge check) sign to say they understand them and agree to work to them.

Visitors to our schools, including contractors must read the school's safeguarding statement.

## Keeping children/young people safe is our **top concern**.

If on your visit you have any worries at all, please raise them with a member of staff or ask to speak to the Designated Safeguarding Lead or head teacher.

If you are still worried or do not feel able to share your concern with us, you can contact the local Multi-Agency Safeguarding Hub

Names and contact details are in the relevant Appendix E-H for each of our schools

## Table of Contents:

Who's Who (see Appendix E-H for details) .....	4
Complaints .....	4
Principles.....	5
Valuing diversity.....	6
What to do if you're worried.....	7
Statutory guidance and the law.....	8
Safeguarding in our local area.....	8
Teaching about safeguarding .....	9
Relationships Education.....	9
Online behaviour and safety.....	9
Early help.....	12
Identifying abuse & neglect.....	13
If children/young people raise a concern.....	15
How do I tell if a young person is at risk? .....	16
Information Sharing.....	17
Appropriate Adults & PACE Code C.....	19
What to do if you are still worried.....	22
Safer Recruitment.....	23
Supporting staff in our schools .....	24
Arrangements for when face to face provision is disrupted.....	25
Concerns and allegations about staff etc .....	26
Staff training .....	28
Alternative Provision/Work Experience.....	29
Children who are absent from education .....	28
Elective Home Education .....	30
Appendix A – definitions/indicators of abuse, neglect and specific situations.....	31
Specific issues.....	33
Appendix B – The Designated Safeguarding Lead .....	43
Appendix C – The Local Academy Committee and LAC Safeguarding Governor.....	45
Appendix D - Links to relevant legislation and guidance.....	47
Appendix E – Key Staff – Our schools in the Luton area .....	48
Appendix F – Key Staff – Our schools in the Central Bedfordshire area.....	58
Appendix G – Key Staff – Our schools in the Slough area.....	60
Appendix H – Key Staff – Our schools in the Buckinghamshire area.....	70

“Safeguarding and the welfare of a child is everyone’s responsibility. Every child/young person has the right to live free from fear of abuse and for the adults in their lives, at home, in the community and at our schools, to watch over them, listen to their views and take action if they are concerned. This safeguarding policy sets out how parents, staff and school leaders will respond if they are worried about a child/young person. Remember – it could happen at any one of our schools”

## Who's Who (see Appendix E-H for full details)

Every one of our schools has a **Designated Safeguarding Lead** (DSL). This person has lead responsibility for the wellbeing and protection of all children/young people at the school, ensuring staff are recruited and trained safely, and monitoring the progress of any children/young people needing additional care or protection. For more information see **Appendix B** – The Designated Safeguarding Lead

Each school also has one or more **Deputy Safeguarding Leads**. S/he works closely alongside the DSL to be fully aware of the needs of children/young people across the school and is able to take any necessary action in the DSL's absence.

The **Head teacher** has overall responsibility for the school, staff and children/young people.

The **details** of these key people in each school can be found in the relevant **Appendices E-H**.

## When we review this policy

This policy is reviewed at least annually and updated if required. This is so we can keep up to date with updated legislation/guidance, key reports, safeguarding issues as they emerge and evolve, and include lessons learnt e.g. from reviews of serious cases of abuse or neglect. It is available on our website. We have incorporated key changes to the government guidance, Keeping Children Safe in Education.

## Hire or rent of school premises

When our schools hire or rent the premises or facilities to other organisations, the Local Academy Committee checks, monitors and ensures that appropriate safeguarding arrangements are in place and the organisation meets our requirements, relevant legal requirements, and statutory guidance. This will be a requirement of any agreement between our schools and the other organisation; and is regardless of whether the children/young people attending are on roll at our schools or not. As with any safeguarding allegation, each of our schools will follow these safeguarding policies and procedures, including informing the LADO.

## Complaints

As well as talking to staff, children/young people or parents can make a complaint about something they have seen at their school. Please see our [complaints procedure](#) on our website

for more details. If the complaint is against the Trust, please use the [Central Trust Complaints Policy](#).

**"We feel very safe in school.**

We can talk to all of the teachers and staff if we are worried are upset and they help us."

**Year 4 child**



## Principles

1. We **always** act in the best interests of each child/young person and promote their welfare.
2. We **listen** to any communication from children/young people, parents or carers and always take concerns seriously.
3. We acknowledge there are **risks** to the children/young people in our care. Without proper care and vigilance abuse or neglect of children/young people could happen at our schools. We talk about these risks with children/young people, staff and parents/carers and together will plan carefully to keep our communities safe.
4. People **must** act if they are worried about a child/young person and keep acting until they believe the child/young person is safe.
5. We are **open** in our decisions and let parents and local authorities know about concerns.
6. We make it easy to raise a concern, and **anyone** raising concerns will be kept safe.

# “Respectful citizens in a world of possibilities”

## Valuing diversity

Jesus lives at the centre of every great Catholic school. He is our first thought and our last thought.

Jesus is present in the welcome we offer to all who visit our schools and is present in every relationship that defines the way that we work. All staff who work in our schools are called to uphold and promote the ethos of our schools, recognising their role in answering Jesus' call to love one another. It is a point of great celebration that staff from many different faith traditions as well as those of no particular faith offer great depth and support to this work.

Difference is central to our strength as a people. We promote inclusive behaviours that empower children/young people to make choices right for them. Discrimination can also be a safeguarding issue, and we will work with other agencies and our communities to consider how hurtful behaviour or comments affect children and act accordingly. If staff or volunteers behave in a way that discriminates against particular groups, we will take action to rectify things and consider whether this is a breach of the school's Code of Conduct.

## Mental Health

It is widely recognised that a child/young person's emotional health and wellbeing influences their cognitive development and learning, attendance, as well as their physical and social health and their mental wellbeing in adulthood. It is part of the role of our staff to promote the welfare of children/young people, mental as well as physical.

Our schools will provide a safe environment which nurtures and encourages children/young people's sense of self-worth and self-efficacy, reduces the threat of bullying and violence, and promotes positive behaviours

All staff foster an ethos that promotes mutual respect, learning and successful relationships among children, young people and staff. We strive to create a culture of inclusiveness and communication that ensures all children/young people's concerns can be expressed and addressed. Staff undertake training that reflects the needs of pupils/students.

Our schools will work in partnership with parents, carers and other family members to promote children/young people's social and emotional wellbeing. All pupils/students have access to pastoral care and support so that emotional, social and behavioural problems can be dealt with as soon as they occur. When issues arise that need more support than the school community can offer, parents and pupils/students are signposted to/referred for additional help e.g. from local groups, early help services and/or child and adolescent mental health services.

# What to do if you're worried about a child/young person in our schools

## parents & visitors

If the child/young person is in **imminent danger**, take action to keep them safe. Tell our staff or if necessary, call the Police on 999 or the local Multi-Agency Safeguarding Hub (MASH) or children's social care. (contact details in the relevant Appendices E-H)

## staff & volunteers

The DSL should be spoken to about any concerns. Then record on the CPOMS System in line with the school's safeguarding records guidelines

If you are concerned about **staff behaviour speak to the school's head teacher** as soon as possible – even if it is just a nagging doubt.

(See relevant Appendices E-H for head teacher details)

The DSL will assess the level of risk using local Thresholds of Need guidance and may seek Early Help advice. For early help needs, they will talk with the parents, and arrange support, including possible referral to other services.

For other concerns

**speak to your child's class teacher**

For child protection/specialist needs, the DSL will contact parents (unless this would increase the risk) to talk about involving other agencies, as explained in the local threshold of need guidance.

The DSL may contact the local MASH for advice and clarification on level of need.

**The school will contact you** by the next school day (sooner if required) to tell you that action has been taken

If we have consent, the DSL will refer to the local Multi Agency Safeguarding Hub. If we do not have consent and we have a child protection concern, the DSL **must** still refer.

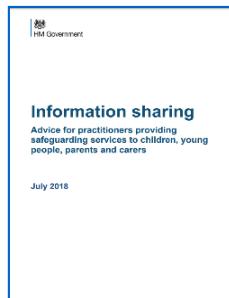
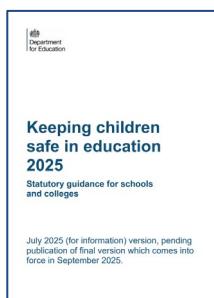
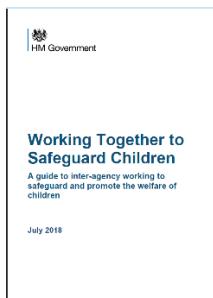
**If you do not hear back**, or you remain concerned, please speak to the head teacher.

**Monitor progress for the child.**

Unless it will increase the risk to the child/young person, the DSL will contact the referrer, parent and any staff who need to know to let them know what is happening and what to do.

## All staff, volunteers & visitors have a duty to act to protect children/young people and promote their welfare

If you still have a concern after following these procedures please speak to the head teacher or follow our Whistleblowing Policy.



## Statutory guidance and the law

It's important every agency knows what to do if worried about a child/young person. We follow the above national guidance so we are clear what to expect and can explain this to children/young people and families.

Where there are specific risks we will access other specific guidance – please see a full list in Appendix D.

**'Safeguarding & promoting welfare'** of children is defined as:

- Providing help and support to meet the needs of children as soon as problems emerge.
- protecting children from maltreatment, whether that is within or outside the home, including online.
- preventing impairment of children's mental and physical health or development.
- Making sure 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

### *Keeping Children Safe in Education*

**'Child protection'** encompasses the systems and processes all agencies follow if there is reasonable cause to suspect a child is suffering, or at risk of suffering, significant harm (s47, Children Act 1989).

## Safeguarding in our local area

Our schools work within their local safeguarding children board/partnership arrangements and Child Protection Procedures. This policy should be read in conjunction with these Procedures.

Where there is a welfare or child protection concern about a child at our schools, we will telephone the local Multi-Agency Safeguarding Hub, and then follow up with a written referral. (See relevant Appendices E-H for links/contact details)

The Female Genital Mutilation ("FGM") mandatory reporting duty (Appendix A, specific issues) is a legal duty requiring teachers and school nurses (amongst others) in England and Wales to make a report to the **police** where, in the course of their professional duties, they either:

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

## Teaching about safeguarding

We work to facilitate a whole school approach to safeguarding to listen to and empower children & young people to keep themselves safe both on and offline. How we do this varies through our schools depending on the age and understanding of the children/young people, the worries and issues we come across and the views and values of the families and communities with whom we work. We will provide opportunities for children/young people to develop skills, concepts, attitudes and knowledge that promote their safety and well-being together with preparing them for life in modern Britain and embedding Fundamental British Values.

Our schools' undertaking to 'educate the whole child: mind, body and spirit' embodies this vision. Citizenship is about belonging in a community, looking after one another, respecting one another's rights and understanding one's own rights. Children/young people are taught formally about the United Nations Convention on the Rights of the Child – their right to an education that helps them fulfil their potential, to protection from violence, abuse or neglect and to express their opinions and be listened to. This can occur in the classroom, via PSHE or other areas of the curriculum, for example, circle time, English, History, Drama and Art, or through modelling effective ways to resolve issues between children/young people.

Children/young people are taught what to do if they are worried about something for themselves or another child/young person. We explain that the law is in place to protect, not criminalise them. Our safeguarding education is tailored to the needs of the children (including if they are victims of abuse), with an emphasis on prevention and teaching children and young people values and standards. They are encouraged to identify safe and important people in their immediate and surrounding family and friends, in the staff team at our schools and about ChildLine and other organisations that help and support children/young people. The approach in our schools is underpinned by our policies, procedures, pastoral support and an evidenced based curriculum. There are posters and other information about this in our schools.

## Relationships Education

Our schools follow the [statutory guidance](#) in teaching about relationships. We talk about healthy relationships, choices, our rights over our bodies, keeping safe and what to do when you are worried – there is more information in our schools' relationships education policies. Where teaching may affect an individual child/young person (such as where there has been a significant life event) there will be discussions between the parent, the Designated Safeguarding Lead and the relevant teacher to ensure the teaching is most supportive of the child/young person.

## Online behaviour and safety

Our schools are clear that expectations about behaviour online are the same as expectations about behaviour offline. They provide advice and guidance around online content, contact, conduct and commerce to staff, students, and their parents, together with how to keep safe and sources of support.

The online world is very present in our children/young people's lives and, in line with [government guidance](#), our schools teach about the benefits -and risks- of technology and the internet. This includes how to evaluate what children/young people see online, recognising techniques used for persuasion (from advertising to bullying), acceptable and unacceptable online behaviour, identifying online risks and how and when to seek support.

Our schools are aware of the risks posed by children in the online world; in particular non-age appropriate content linked to self-harm, suicide, grooming and radicalisation.

Pupils, staff and parents/carers are supported to understand the risks posed by the CONTENT accessed by pupils, such as being exposed to illegal, inappropriate, or harmful content, for example: pornography, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation, extremism, misinformation, disinformation (including fake news) and conspiracy theories. Who they have CONTACT within the digital world, for example: peer to peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes. There CONDUCT - online behaviour that increases the likelihood of, or causes, harm; for example, making, sending and receiving explicit images (e.g. consensual and non-consensual sharing of nudes and semi-nudes and/or pornography, sharing other explicit images and online bullying, and COMMERCE - risks such as online gambling, inappropriate advertising, phishing and or financial scams.

Our schools personalise their expectations and practices for our more vulnerable children, victims of abuse and children with special educational needs or disabilities. Online safety is an integral part of our whole-school approach to safeguarding and is reflected in our schools' policies, procedures and curriculum planning.

We have appropriate online filtering and monitoring systems in place to ensure children are safeguarded from potentially harmful online material. These systems are regularly monitored, at least annually, by the DSL, IT provider and safeguarding governor. A record is kept of each review. Our schools' leadership teams and relevant staff understand and effectively manage said systems and know how to record (via CPOMS) and escalate concerns when identified.

We also use the DfE guidance 'Generative AI: product safety expectations' to support schools to use generative artificial intelligence safely, and ensure that filtering and monitoring requirements apply to the use of generative AI in our schools.

Our schools will follow the advice as given by the government, to advise and support children with any online learning taking place at home to ensure this is done so safely.

All staff have an understanding of expectations roles and responsibilities with regards to the online filtering and monitoring processes, which are summarised below:

### **Chief Operations Officer - for all Trust Schools**

- maintaining filtering and monitoring systems
- providing filtering and monitoring reports
- completing actions following concerns or checks to systems
- procuring filtering and monitoring systems
- identify risk

- carry out reviews (with the DSL and Safeguarding Governor for each school)
- carry out checks

### **The Chief Operations Officer will ensure that all Trust schools meet:**

- Broadband internet standards
- Cyber security standards

And that the filtering provider is:

- a member of Internet Watch Foundation (IWF)
- signed up to Counter-Terrorism Internet Referral Unit list (CTIRU)
- blocking access to illegal content including child sexual abuse material (CSAM)

### **Safeguarding Governor for each school**

- Overall strategic responsibility for ensuring all online monitoring and filtering standards are met as part of their meetings with the DSL

### **Designated Safeguarding Lead (DSL)**

- responsible for ensuring all online monitoring and filtering standards are met and reporting on this to the nominated Governor (in conjunction with the Chief Operations Officer) annually
- documenting decisions on what is blocked or allowed and why (alongside wider senior leadership team)
- reviewing the effectiveness of your provision (with Chief Operations Manager)
- overseeing reports
- making sure that all staff:
  - understand their role
  - are appropriately trained
  - follow policies, processes and procedures
  - act on reports and concerns

The **Designated safeguarding lead (DSL)** should take lead responsibility for any safeguarding and child protection matters that are picked up through monitoring. DSL's should make sure that incidents are urgently picked up, acted on and outcomes are recorded on CPOMS. Incidents could be of a malicious, technical, or safeguarding nature.

### **All staff** need to

- provide effective supervision and take steps to maintain awareness of how devices are being used by pupils by physically monitoring pupils - by watching the screens of users and / or if available, use live supervision on a console with device management software
- be aware of reporting mechanisms for safeguarding and technical concerns.

- They should report concerns to the **DSL via CPOMS (category – Safeguarding Concern / Online Monitoring Concern)** if they witness or suspect unsuitable material has been accessed by a pupil
- Email the DSL (and / or any other member of the senior leadership team) if:
  - they can access unsuitable material
  - they are teaching topics which could create unusual activity on the filtering logs
  - there is failure in the software or abuse of the system
  - there are perceived unreasonable restrictions that affect teaching and learning or administrative tasks
  - they notice abbreviations or misspellings that allow access to restricted material
  - they have any requests to either block or allow websites – with an explanation as to the reason why

The **DSL** will then forward any concerns which require technical support to the **IT HelpDesk**.



## Early help

Providing early help is more effective in promoting the welfare of children than reacting later. Early help means support for children of all ages that improves a family's resilience and outcomes or reduces the chance of a problem getting worse. Any child/young person may benefit from early help; however, staff should be particularly alert to a child/young person who:

- is disabled or has certain health conditions and has specific additional needs
- has special educational needs (whether or not they have a statutory Education, Health and Care plan)
- has a mental health need
- is a young carer
- is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups or county lines
- is frequently missing/and or absent from education, home or care
- has experienced multiple suspensions, is at risk of being permanently excluded from schools, colleges and in Alternative Provision or a Pupil Referral Unit
- is at risk of modern slavery, trafficking, sexual and/or criminal exploitation
- is at risk of being radicalised or exploited

- has a parent or carer in custody, or is affected by parental offending
- is in a family circumstance presenting challenges for the child, such as drug and alcohol misuse, adult mental health issues and domestic abuse
- is misusing alcohol and other drugs themselves
- is at risk of so-called 'honour'-based abuse such as Female Genital Mutilation or Forced Marriage
- is a privately fostered child.

Staff should discuss their concerns with the designated safeguarding lead or deputy who will consider the need for an Early Help Assessment and will work with the family to identify their needs and the services best placed to address those needs.

## Identifying abuse, neglect and exploitation

Abuse, neglect or exploitation of a child/young person can happen by someone inflicting harm or failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse. Children/young people may be abused in a family, an institutional setting (including within our schools) or community setting by those known to them or, more rarely, by others (e.g., via the internet). They may be abused by an adult or adults, or another child/young person or children/young people.

Sometimes children/young people tell us about abuse. More often they don't. All staff should be aware that children may not feel ready or know how to tell someone that they are being abused, exploited, or neglected, and/or they may not recognise their experiences as harmful. For example, children may feel embarrassed, humiliated, or may be being threatened. This could be due to their vulnerability, disability and/or sexual orientation or language barriers. This should not prevent staff from having a professional curiosity and speaking to their school's DSL if they have concerns about a child. Staff should also recognise that many children/young people 'tell' via changes in their behaviours. It is important that staff determine how best to build trusted relationships with children and young people which facilitate communication.

In our local area children/young people face risks such as substance misuse, unexplainable and/or persistent absences from education, domestic abuse, radicalisation, county lines, gangs and serious violence, and violence against women and girls every day. Some may be at risk of female genital mutilation and other 'honour' based abuses. We focus on these areas within staff training and, where appropriate, school life and our curriculum. We take action where we have concerns, and we work so that children/young people over time develop skills themselves in recognising risks and keeping themselves and others safe. We also have a proactive safer recruitment policy, physical contact policy and other relevant policies. We work with children/young people to ensure they develop positive, enjoyable, and respectful relationships as they grow up, including relationships education, choices, and health. Where there are serious concerns, we always involve others such as parents, carers health staff, police or social workers.

In our schools, we recognise that children/young people may abuse other children/young people including within the schools, and that even if there are no reported cases of such abuse, it may still be happening and not being reported. It is acknowledged that it is more likely that girls will be victims and boys' perpetrators in many forms of child on child, but that all such abuse (see Appendix A, [child on child abuse](#) for details), is unacceptable and will be taken seriously. We take a zero-tolerance approach to child on child abuse, and never pass it off as "banter", "just having a laugh", "part of growing up" or "boys being boys" as this could lead to a culture of unacceptable behaviours and an unsafe environment for our children/young people. We understand that such behaviours are harmful to the children/young people who are harming as well as to the children/young people being harmed and ensure that appropriate support is given to all involved. We take a whole-school preventative approach in all our schools, that includes focussed training for our staff, together with a well promoted, easily understood, easily accessible reporting process to enable pupils/students to confidently report abuse, knowing their concerns will be treated seriously, and knowing they can safely express their views and feedback.

There are four categories of abuse defined in '[Working Together to Safeguard Children](#)' and accompanying indicators which, if observed should lead you to carefully consider whether what you are seeing could be as a result of abuse. That something is or is not on the list does not mean that you can instantly rule in or rule out abuse as a possibility and if there is something that is causing you concern you should act on those concerns.

Physical abuse	Sexual abuse	Emotional abuse	Neglect
----------------	--------------	-----------------	---------

Staff must be familiar with each form of abuse and what to look for. They are explained in Appendix A.

Children/young people are abused or neglected in a range of situations. There is specific guidance about the following situations, also in Appendix A:

[Domestic abuse](#)  
[Bullying](#)  
[Child on child abuse](#)  
[Child on child sexual violence, harassment & sexually harmful behaviour](#)  
[Racist and other hate incidents](#)  
[Honour Based Abuse \(incl. Forced Marriage & Female Genital Mutilation\)](#)  
[Exploitation \(incl. Modern Slavery, Child Sexual Exploitation, Child Criminal Exploitation, County Lines & Trafficking\)](#)  
[Anti-social & gang related activity](#)  
[Serious violence and knife crime](#)  
[Radicalisation & Extremism](#)

[Children at Court](#)  
[Family in prison](#)  
[Homelessness and poverty](#)  
[Substance misuse](#)  
[Online or internet use](#)  
[Photography & images](#)  
[Private Fostering](#)  
[Body Image and confidence](#)  
[Young Carers](#)  
[Children who are absent from Education](#)  
[Children who have had a social worker](#)  
[Children who identify as LGBT+](#)  
[Physical intervention and restraint](#)

## If children/young people raise a concern...

Always take children/young people seriously, listen carefully and report this to the school's safeguarding team.

### Do...

- Listen and accept, trying not to interrupt
- Reassure them it was the right thing to tell you
- Explain what you are going to do next
- Make accurate notes using all the child's words as soon as possible
- Inform the safeguarding team

### Don't...

- Promise confidentiality
- Investigate
- Use leading questions
- Ask the child to keep repeating the disclosure
- Judge or make assumptions

## How should I respond?

### Parents & children/young people:

If you have a concern about your child or another child/young person at the school, please contact the Designated Safeguarding Lead (DSL). They will listen to your concerns, take these seriously and ensure you receive a response. If you are still not satisfied you can contact the head teacher, Chair of the Local Academy Committee, the local Multi-Agency Safeguarding Hub or if necessary, Ofsted (0300 123 4666). (See relevant Appendices E-H for details)

### School staff & volunteers

Every member of staff has a duty to act to keep children/young people safe and promote their welfare. Failure to act on a concern could lead to disciplinary action.

Staff should take notice of concerns/disclosures, be aware that children and young people may not recognise that they are being abused and that disclosures can be behavioural as well as verbal. Concerns about and/or disclosures by pupils/students should be taken to the Designated Safeguarding Lead and recorded on CPOMS. The DSL will ensure the concern is explored and should let you know what happens as far as is possible.

Concerns about the behaviour of staff must be taken directly to the head teacher. If the concern is about the headteacher the Chair of Local Academy Committee should be contacted, or the (Local Authority) Designated Officer for managing allegations against staff (LADO).

All concerns, discussions and decisions made, and the reasons for those decisions, should be recorded in writing. Information should be kept confidential and stored securely.

If you are still worried after taking a concern to the DSL/head teacher, you must follow the escalation process until you are not worried anymore. This may include reporting directly to the local authority children's social care yourself. (See relevant Appendices E-H for details)

## How do I tell if a young person is at risk of abuse, neglect or exploitation?

It's difficult to be certain, but if you have a reason to worry then that's enough to talk more with the safeguarding team about the risk or to involve other agencies. Use the definitions of abuse and neglect in this document and the local safeguarding children partnership/board (LSCP/B) thresholds of need guidance. Some of the key issues affecting children/young people are set out in [Appendix A](#). More detailed guidance on specific issues is available in each LSCP/B's Child Protection Procedures. (See relevant Appendices E-H for details)

Where there are concerns for the wellbeing of a child/young person that do not meet the threshold for abuse or neglect, our schools will use their local Early Help Assessment tools to record and track such concerns.

### **Children/young people with special educational needs and disabilities**

There are additional safeguarding challenges both on and offline for children/young people with special educational needs (SEN) and/or disabilities, including:

- that behaviour, mood and injury may relate to possible abuse and not just a SEN or a disability
- Higher risk of peer group isolation
- Disproportionate impact of bullying
- Difficulties with communication
- cognitive understanding, including understanding the difference between fact and fiction in online content

Sometimes, a child/young person's SEN or disability needs are seen first, and the potential for abuse second. If children/young people are behaving in particular ways or they're looking distressed or their behaviour or demeanour is different from in the past, staff should think about that being a sign of the potential for abuse, and not simply see it as part of their disability or their special educational needs.

Children/young people with SEN and/or disabilities have a higher risk of being left out, of being isolated from their peers, and they are disproportionately affected by bullying. Our schools have put measures in place to address these additional challenges including extra pastoral support, mentoring and attention, and appropriate support for communication as needed.

Our schools' behaviour policies provide detail around the '[use of reasonable force](#)' and how this is only used as a last resort for managing incidents of very challenging behaviour. This is in line with national guidelines and takes into account individual pupil needs and risk management /care plans and in particular with regard to SEND.

Remember, when safeguarding, every piece of information shared may be important:





## Information Sharing

**Fears about sharing information cannot be allowed to stand in the way of the need to safeguard and promote the welfare of children at risk of abuse or neglect.**

*Information sharing advice for practitioners*

## Sharing information internally:

Legally, we must share information within our schools on a 'need to know basis', so that everyone who needs to know information to keep children/young people safe and help them develop does know.

When we are worried about a child/young person it is essential that we inform the designated safeguarding lead promptly and that we record the concern on CPOMS in line with each school's guidelines.

Some information within a school will be more restricted, for example:

- Where there is an allegation about a member of staff the head teacher will decide who will lead on the concern and contact other agencies.
- Where the detail of information is particularly sensitive this can be restricted further, for example details of sexual abuse or a child/young person sharing worries about their mental health or sexuality. Staff involved in their direct care may need to know in general terms the nature of the concern.



## **Sharing information with other agencies:**

Where a significant issue arises the designated safeguarding lead will ensure the parent is contacted within 24 hours, or immediately if required (unless doing so will put a child or adult at risk of harm).

We follow the 7 Golden Rules from [\*\*Information sharing advice for practitioners\*\*](#):

1. The [UK] General Data Protection Regulation ([UK]GDPR), Data Protection Act 2018 and human rights law are not barriers to justified information sharing, but provide a framework to ensure that personal information about living individuals is shared appropriately.
2. We will be open and honest with individuals (and/or family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. We will seek advice from other practitioners or our information governance lead, if in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
4. We share information with informed consent where appropriate and, if possible, respect the wishes of those who do not consent to share confidential information. We still share information without consent if, in our judgement, there is a lawful basis to do so, e.g. where safety may be at risk. We base judgements on the facts of the case. We are clear why we share or request personal information from someone. We remain mindful that individuals might not expect information to be shared, even with consent.
5. We consider safety and well-being and base our information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.
6. Necessary, proportionate, relevant, adequate, accurate, timely and secure: We ensure information we share is necessary for the purpose for which we are sharing it, is shared only with individuals who need to have it, is accurate and up to date, is shared in a timely fashion, and is shared securely.
7. We keep records of our decision to share (or not to share) and the reasons for it. We record what we have shared, with whom and for what purpose.

## **Local Authority Children's social care**

We ask parents to let us know if their child has ever had a social worker and this information is also shared routinely with our schools by local authorities. This allows our schools to put in extra support to give children/young people the best chances of success and to take earlier action if we are worried about a child/young person's progress, behaviour or if they go missing.

## **Contacting the Police**

We share information with the Police if we suspect abuse or neglect in line with the LSCP/B Child Protection procedures. We will consider contacting the Police if we suspect a crime has been committed in line with the [National Police Chiefs Council guidance](#).

## Appropriate Adult - Police and Criminal Evidence Act (1984) – Code C

The Designated Safeguarding Lead (and deputy) and other key staff are aware of the requirement for children to have an appropriate adult when in contact with Police officers who suspect them of an offence. The Police and Criminal Evidence Act, 1984 (PACE) states that anyone who appears to be under 18, shall, in the absence of clear evidence that they are older, be treated as a child for the purposes of Code C and any other Code. PACE also states that If at any time an officer has any reason to suspect that **a person of any age** may be vulnerable, then that person is also entitled to be accompanied by an appropriate adult at any point.

### **'Appropriate adult' means:**

- (In the case of a child) the parent, guardian or, if the child is in the care of a local authority or voluntary organisation, a person representing that authority or organisation; or a social worker of a local authority
- (In the case of a vulnerable person) a relative, guardian or other person responsible for their care or custody
- failing these, some other responsible adult aged 18 or over who is not, or (in the case of a vulnerable person) someone experienced in dealing with vulnerable persons but who is not:
  - a police officer;
  - employed by the police;
  - under the direction or control of the chief officer of a police force; or
  - a person who provides services under contractual arrangements (but without being employed by the chief officer of a police force), to assist that force in relation to the discharge of its chief officer's functions,  
whether or not they are on duty at the time.

Appropriate adults are expected to observe that the police are acting properly and fairly in relation to the child or vulnerable person's rights and entitlements, as well as helping the child/vulnerable person to understand their rights. They are not expected to act simply as observers. The purpose of their presence is to:

- advise the person being interviewed;
- observe whether the interview is being conducted properly and fairly; and
- facilitate communication with the person being interviewed.

Appropriate adults should be informed at interview of the above.

If an Appropriate Adult considers that the rights of the child/vulnerable person are not being respected, or the police are not acting properly they are **expected to speak to an officer of the "rank of inspector or above"** who can then review and determine what steps should be taken.

The Designated Safeguarding (or deputy) will communicate any vulnerabilities known by the school to any police officer who wishes to speak to a pupil about an offence they may suspect. This communication will be recorded on CPOMS.

A person who is suspected of an offence must be cautioned before being questioned about an offence or asked further questions if the answers they give provide the grounds for suspicion, or their answers or silence may be given in evidence to a court in a prosecution. A person need not

be cautioned if questions are for other necessary purposes, e.g.: solely to establish their identity or ownership of any vehicle; to obtain information in accordance with any relevant statutory requirement; in furtherance of the proper and effective conduct of a search, e.g. to determine the need to search in the exercise of powers of stop and search or to seek co-operation while carrying out a search; or to seek verification of a written record.

A Police Officer **must not** caution a child or a vulnerable person unless the appropriate adult is present. If a child or a vulnerable person is cautioned in the absence of the appropriate adult, the caution must be repeated in the appropriate adult's presence. The police caution is: *"You do not have to say anything. But it may harm your defence if you do not mention when questioned something which you later rely on in Court. Anything you do say may be given in evidence."*

Children may only be interviewed at their place of education in exceptional circumstances and only when the head/principal or their nominee agrees. Every effort should be made to notify the parent(s) or other person responsible for the child's welfare and the appropriate adult, if this is a different person, and reasonable time should be allowed to enable the appropriate adult to be present at the interview. If awaiting the appropriate adult would cause unreasonable delay, and unless the child is suspected of an offence against the educational establishment, the head/principal or their nominee can act as the appropriate adult for the purposes of the interview.

Intimate and strip searches are covered by [Annex A of PACE Code C](#) which includes very specific guidance in relation to where they can happen, what consents are needed and that they **must be in the presence of an appropriate adult**. The guidance is also clear that the search "shall be conducted with proper regard to the dignity, sensitivity and vulnerability" of the person concerned "including in particular, their health, hygiene and welfare needs", and that every reasonable effort shall be made to secure their "co-operation, maintain their dignity and minimise embarrassment."

**If the designated safeguarding lead (or deputy) or other key staff do not feel that an officer is acting in accordance with PACE, they should ask to speak with a supervisor or contact 101 to escalate their concerns.**

Further information can be found in the Statutory guidance - [PACE Code C 2019](#).

## What to do if you are still worried...

Each school has an internal escalation process, and links with their LSCP/B Child Protection Procedures professional disagreement escalation process. (See relevant Appendix E-H for details)

**Anyone worried about a child/young person must continue to raise the concern until they have a reason not to be worried about the child/young person anymore.**

**Concern action is not being taken to protect a child/young person:**

Discuss with the Designated Safeguarding Lead and with the person making the decision

**If you are still worried:**

Raise the issue with the Head Teacher

**If you are still worried:**

Follow your Local Safeguarding Partnership) Child Protection Procedures professional disagreement Escalation process. You can also call the NSPCC Whistleblowing helpline on 0800 028 0285

7 days or less

Every member of staff must follow this process. There will be no reprisals for honestly raising a concern. Where an immediate decision is needed, and a particular person is unavailable you should move to the next stage. The timescale for the process relates to the urgency of the decision, but in any event should not extend beyond one week.

We **always** listen to concerns raised by children/young people, families, staff, visitors, or other organisations. The whistleblowing process should only be used if there are no clear safeguarding procedures, you are concerned your concern won't be dealt with properly or will be covered up, your concern has not been acted upon or you are worried about being treated unfairly. The prescribed organisation for safeguarding children whistleblowing is the [NSPCC](http://NSPCC): call **0800 028 0285** or email [help@nspcc.org.uk](mailto:help@nspcc.org.uk).

## Safer Recruitment

Our schools do their best to ensure they employ safer staff by following the guidance outlined in DfE guidance, [Keeping Children Safe in Education](#). We will also consider carrying out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online. Shortlisted candidates will be informed that we may carry out these checks as part of our due diligence process, in their local safeguarding children partnership procedures on Safer Recruitment and in their individual school procedures. Those involved in recruitment and employment of staff have received safer recruitment training in line with Keeping Children Safe in Education.

Safer recruitment means that all applicants will:

- a) understand their duties to safeguard children/young people from the outset through the advertisement and in their job description
- b) complete and sign an application form which includes a full education, qualification and employment history (with explanations for any gaps) – a CV is no longer sufficient,
- c) provide business contact details for two verified, formal referee statements following our own format, including at least one who can comment on the applicant's suitability to work with children/young people (the last childcare employer if they have one) and one who is a senior person with appropriate authority in their current employment.
- d) provide evidence of identity and qualifications (including birth certificate, where available).
- e) be checked in accordance with the Disclosure and Barring Service (DBS) regulations as appropriate to their role, including s128 checks
- f) have their mental and physical fitness to carry out their work responsibilities verified
- g) provide evidence of their right to work in the UK
- h) be interviewed by a panel of at least two people testing skills and abilities with value-based questions against the job description. Members of the panel will have completed safer recruitment training.

Our schools also ensure that recruitment documentation, from advertisement onwards, will state their commitment to safeguard children and young people. All new members of staff will undergo face to face induction training within 2 weeks which includes familiarisation with the school's safeguarding policies & procedures and support to identify their child protection training needs. All staff will sign to confirm that they have read and **understood** the safeguarding policies and procedures, as well as part 1 of the government guidance, [Keeping Children Safe in Education](#) and will attend relevant training.

If used, our schools will obtain written confirmation from supply agencies that agency staff have been appropriately checked, and their suitability to work with children/young people at our schools will also be assessed based on the children/young people's needs.

Our schools maintain records of recruitment checks undertaken and the appointing manager signs to evidence they have checked this documentation. The overall record is signed by the Headteacher and / or Designated Safeguarding Lead termly.

# Supporting staff in our schools

## Code of conduct

The Trust publishes a code of conduct which sets out expectations of staff around appropriate boundaries and staff keeping themselves safe – staff sign to say they have read and understood this document.

## Emotional support

Having to deal with a situation where a child/young person has experienced harm can be stressful and upsetting. Our schools support staff in a variety of ways, including a debrief with their line manager and/or the Designated Safeguarding Lead as appropriate. Where necessary confidential counselling services and additional resources will be sought.

## Supervision

Staff involved in working directly in a safeguarding capacity with children/young people, or who are supervising staff who do, will receive regular supervision. This supervision will be half-termly and will provide a space for the staff member to

- reflect on any safeguarding issues that the staff member has been involved in (directly or indirectly) and allow for agreement on any further action required;
- talk about issues which they are facing in the work environment, including thoughts that they have in terms of developing the service that is provided to the children/young people; and
- discuss the emotional impact of the role as well as any other issues that they consider relevant.



# Arrangements for when face to face provision is disrupted due to local/national restrictions etc.

Our priority is to deliver face-to-face, high-quality education to all pupils/students. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.

When face to face provision is disrupted, our schools' child protection policies are fundamentally the same; children and young people always come first, and staff should respond robustly to safeguarding concerns and contact the DSL in line with their established safeguarding procedures. In the unusual circumstance that no DSL or deputies are on site, the DSL or Deputy will be contactable and the Headteacher or a member of the Senior Leadership Team will email all staff by 9am to advise they are acting in an on-site safeguarding role together with contact details for the DSL or Deputy DSL.

## Responding locally

If needed, each school will create plans to cover the disruption period kept to the shortest time possible. Attendance is still vital and mandatory for all pupils/students of compulsory school age, and it is a priority to ensure that our pupils/students do attend our schools regularly where possible. Where there is a need for remote education, each school will endeavour to provide high quality education and support for all children/young people and will ensure effective safeguards are in place for remote learning in line with [STCAT Remote Learning Policy](#), [Government/UK Safer Internet Centre](#), [South West Grid for Learning](#) and [safer working practice](#) guidance. Staff will be aware of the signs and indicators of [cyberbullying](#) and [other risks online](#) and will implement the [20 safeguarding considerations for livestreaming](#) where necessary. Parents and carers will receive information about keeping their children safe online. Our schools will set out their approach, including the sites children/young people will be asked to access and who from the school (if anyone) their child is going to be interacting with online. Children and young people accessing remote

learning will receive guidance on keeping safe online and how to raise concerns with their school, [Childline](#), the [Report harmful content](#) website and [CEOP](#). Each school's local academy committee will [review arrangements](#) to ensure they remain appropriate.

## Identifying vulnerability

We acknowledge that the pressures on children/young people, their families and staff if major disruptions occur are significant. There will be heightened awareness of family pressures particularly if parents/carers are also working from home. Staff will be mindful of the mental health of both [children](#) and their [parents and carers](#), involving the DSL about any concerns. Our schools recognise the additional potential for [child on child abuse](#) during school closures. Our schools may put into place specific arrangements for our more vulnerable children/young people if deemed necessary. For example:

Looked after and previously looked after children/young people, those subject to a child protection plan, those who have, or have previously had a social worker, and those with an EHCP - We may expect these children/young people will continue to attend during any time when others are learning remotely. Where this is not possible an individual plan will be drawn up taking into account the specific risks for each child.

Children on the edge of social care involvement or pending allocation of a social worker – A plan will be drawn up for each of these children with an individual member of staff identified to consider their vulnerability. This plan will be shared with other involved agencies. These children may attend virtually or may attend on site with the agreement of the head teacher.

The class teacher or tutor will consider the vulnerability of other children/young people and may make a recommendation to the head teacher that they need an individualised plan.

## Concerns and allegations about staff, volunteers and contractors

Staff, volunteers and contractors (hitherto referred to as staff etc.) should take care not to place themselves in a vulnerable position with a child/young person. While staff are friendly with children/young people, they do not become friends. No staff member etc. will share their personal details with pupils/students, have on-going contact or relationships with pupils/students outside of school (including social networking) and/or accept or give significant gifts. Staff etc. must adhere to their risk assessment for the school's lone working policy. Any person who is unsure should seek advice from their line manager/the designated safeguarding lead. All staff etc. understand that a child/young person may make an allegation against a person working in or for the setting. Any such concern will be reported directly to the head teacher, unless it is about the head teacher, in which case it will be reported directly to the chair of the Local Academy Committee. (See Appendix E-H for details)

Members of staff etc. must advise the head teacher **immediately** if it is alleged current staff (including volunteers) may have:

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

If the allegation concerns the head teacher staff etc. will immediately inform the Chair of the Local Academy Committee without notifying the head teacher first. The head teacher (or a designate) will follow the STCAT Dealing with Allegations of Abuse against Teachers and other Staff Policy, and where appropriate, discuss the content of the allegation with their local LADO (designated officer for the management and oversight of allegations) and follow their local process for managing allegations about staff etc. Our schools will [make a barring referral to the DBS](#) should an allegation made against a member of staff be upheld and consider a referral to the TRA. Allegations about prior members of staff or historic allegations will be referred to the police.

### Low level concerns

Staff, including volunteers and agency staff, will report to their head teacher any concern about other adults working with children/young people, no matter how small they seem. The term low level concern does not mean it is insignificant, it means that the behaviour towards a child/young person does not meet the allegations threshold of harm or is not serious enough to consider a referral to the LADO. It could amount to inappropriate behaviour such as being over friendly with children/young people, having favourites, taking photographs of children/young people on their mobile phone (contrary to their school's policy), engaging with a child/young person on a one-to-one basis behind a closed door or secluded area, or humiliating pupils. Staff etc. are clear about what appropriate behaviour looks like and staff and volunteers are trained to help to identify any weakness in their school's safeguarding system.

All low level concerns, discussions and decisions made, and the reasons for those decisions, should be kept confidential and stored securely on Staff Safe (CPOMS).

The named person will consider whether a low-level concern is in fact an allegation. If there is doubt the LADO should be advised **immediately**.

## Whistleblowing

Our schools promote good practice and professional conduct through their organisations. Staff must be committed to providing a high standard of service and understand that children/young people cannot be expected to raise concerns in an environment where staff fail to do so. All staff are aware of their duty to raise concerns, where they exist, about the management of child protection, which may include the attitude or actions of colleagues. Staff in our schools will follow the Trust Whistleblowing Policy. As necessary, they should speak to their line manager, their Senior Leadership Team, their Head teacher, or others as outlined in the policy.

If a member of staff notices anything that gives them cause for concern it is vital that this is raised. Acting upon staff concerns is fundamental in order to ensure good practice and support for staff. Resolving issues must be viewed by all staff as a positive action and not a breach of trust between colleagues or an attack on the organisation. We value an atmosphere of openness and honesty and welcome suggestions, complaints and criticisms. Whistleblowing includes raising and passing on concerns about any of the following:

- a) Poor standards of service
- b) Issues of bad practice
- c) The conduct of colleagues or managers
- d) Anything which is not in the best interest of the child/young person or the organisation
- e) Anything which is illegal or unacceptable behaviour.

If you think that your concern won't be dealt with properly or will be covered up, your concern has not been acted upon or you are worried about being treated unfairly, please follow the Whistleblowing Policy or contact the prescribed organisation for safeguarding children whistleblowing, the [NSPCC](mailto:help@nspcc.org.uk): call **0800 028 0285** or email [help@nspcc.org.uk](mailto:help@nspcc.org.uk).



## Staff training

Our strategy has been devised drawing on requirements in DfE guidance, Keeping Children Safe in Education

### Principles

The **Designated Safeguarding Lead** of each school will ensure all staff and volunteers have safeguarding children training relevant to their role. Our schools see safeguarding training as an on-going process and the school's Safeguarding Team will ensure there are safeguarding and child protection updates and reminders for all staff at least once a term.

All members of staff, supply staff and volunteers will read the relevant parts of DfE guidance, Keeping Children Safe in Education and will complete a comprehensive knowledge check to verify their understanding.

### Job Roles at the school

We have aligned all job roles at our schools depending on role and contact with our children/young people. Each role has specific training requirements.

Requirements for staff undertaking supervision, interview panels and other particular roles are also taken into account.

### New staff

Our **human resources lead** will send appointment letters to new staff with links to Part I, of the current [Keeping Children Safe in Education](#) with a requirement that they are read and understood before they start work. On the first day of work the **designated safeguarding lead** will:

- talk with them about Keeping Children Safe in Education with opportunity for questions,
- introduce them to their school's Safeguarding and Child Protection Policy and pathways for raising concern and
- ensure they know what to do if worried about a child/young person.

At the probationary review new staff will be explicitly asked about any concerns they have for children/young people at the school and any other safeguarding issues they have identified.

### Agency staff

**Agency staff** working at our schools for a month or more will be required to meet the same standards as permanent staff.

**Agency staff** working for less than one month must read Part I of the current [Keeping Children Safe in Education](#). Their agency must provide written assurance the member of staff has had safeguarding children training to the appropriate level for their role in the relevant time period.

## Alternative Provision/Work Experience

Some of our children/young people may be placed in alternative education provision for a period of time. Our schools will continue to be responsible for the safeguarding of those children/young people and should be satisfied that the placement meets the child/young person's needs. In order to fulfil our duty to keep all our children safe, we will seek written reassurance from the provider that they have acceptable safeguarding practices in place including: their response to concerns about a child, safer recruitment processes, attendance and child absent from education procedures, appropriate information sharing procedures and an educational safeguarding programme for the children/young people.

Our schools will obtain written information from the alternative provider that appropriate safeguarding checks have been carried out on individuals working at their establishment (i.e. those checks that schools would otherwise perform on their own staff). This includes written confirmation that the alternative provider will inform the school of any arrangements that may put the child at risk (i.e. staff changes), so that the school can ensure itself that appropriate safeguarding checks have been carried out on new staff.

Schools should always know where a child is based during school hours. This includes having records of the address of the alternative provider and any subcontracted provision or satellite sites the child may attend. They will regularly review the alternative provision placements they make (at least half termly) to provide assurance that the child is regularly attending and the placement continues to be safe and meets the child's needs. Where safeguarding concerns arise, the placement should be immediately reviewed, and terminated, if necessary.

When organising work placements the school will ensure that the placement provider has policies and procedures in place to safeguard children.

Our schools will ensure that regular contact is maintained with the alternative education and placement providers and their pupils, and that their pupils know who to contact (and how) if they have any concerns. Our schools' Designated Safeguarding Leads (DSLs) will share relevant information (including safeguarding information as necessary) with the providers' DSLs, and ensure that their pupils' attendance, progress and wellbeing is monitored and responded to.

## Children who are absent from education

As a Trust we recognise that children being absent from education for prolonged periods and/or on repeat occasions can act as a vital warning sign to a range of safeguarding issues including neglect, child sexual and child criminal exploitation - particularly county lines.

Our schools will monitor attendance / absence closely and ensure that their response to unexplainable and / or persistent absences from education supports identifying such abuse, and in the case of absent pupils, helps prevent the risk of them becoming a child missing education in the future. This includes when problems are first emerging but also where children are already known

to local authority children's social care and need a social worker (such as a child who is a child in need or who has a child protection plan, or is a looked after child), or where being absent from education may increase known safeguarding risks within the family or in the community.

Our schools will always work with local authority children's services where school absence indicates safeguarding concerns.

## Elective Home Education

Where a parent/carer has expressed their intention to remove a child from one of our schools with a view to educating at home, we will coordinate meeting with them, the relevant Local Authority officers and other key professionals where possible, and ideally before a final decision has been made, to ensure the parents/carers can fully consider what is in the best interests of their child. This is particularly important where a child/young person has special educational needs and/or disabilities (SEND), is vulnerable, and/or has a social worker. If the parent/carer of a child with an education, health and care (EHC) plan has expressed their intention to educate their child at home, our schools will ensure that local authorities review the plan and work closely with parents/carers.

We do this because, whilst many home educated children have a positive learning experience, this is not the case for all, and home education can mean some children/young people are less visible to the services that are there to keep them safe and supported in line with their needs and can mean that some children are not in receipt of a suitable education. We will never put families under pressure to remove a child/young person to home education because of issues such as behaviour, attendance or academic/SEND concerns.

We understand and support the roles and responsibilities in relation to elective home education as set out in the [DfE guidance for local authorities and parents](#).



## Appendix A – definitions/indicators of abuse, neglect and specific situations

### **Physical abuse**

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

### **Emotional abuse**

The persistent emotional maltreatment of a child such as to cause severe and persistent 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 students. 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 cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

### **Sexual abuse**

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving violence, whether or not

the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. The sexual abuse of children by other children is a specific safeguarding issue in education and all staff will follow their school's policy and procedures for dealing with it.

### **Neglect**

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's mental and physical health or development. Neglect may occur during pregnancy, for example, as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

## Indicators of abuse

Physical signs define some type of abuse, for example, bruising, bleeding, or broken bones resulting from physical or sexual abuse, or injuries sustained while a child/young person has been inadequately supervised. The definition of physical signs is complicated, as children/young people may go to great lengths to hide injuries, often because they are ashamed or embarrassed, or their abuser has threatened further violence or trauma if they 'tell'. It is also quite difficult for anyone to categorise injuries into accidental or deliberate with any degree of certainty. For these reasons it is vital that staff are also aware of the behavioural indicators of abuse and report any concerns to their Safeguarding Team.

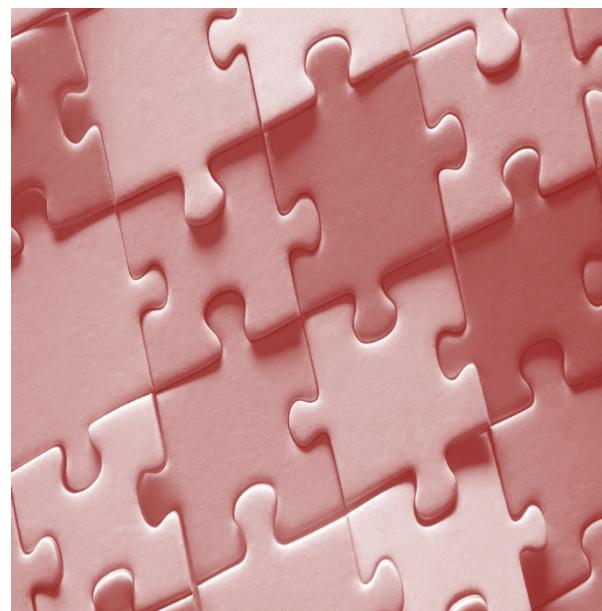
It is the responsibility of staff to report their concerns. It is not their responsibility to investigate or decide whether a child/young person has been abused.

A child/young person who has been abused or neglected may:

- a) Have bruises, bleeding, burns, fractures or other injuries
- b) Show signs of pain or discomfort
- c) Keep arms or legs covered, even in warm weather
- d) Be concerned about changing for PE, swimming or in residential schools, for bathing/ bed
- e) Look unkempt and uncared for – present as smelly
- f) Change their eating habits
- g) Have difficulty in making or sustaining friendships
- h) Appear fearful
- i) Be reckless with regard to their own or others safety
- j) Self-harm

- k) Frequently miss school or arrive late
- l) Show signs of not wanting to go home
- m) Display a change in behaviour e.g. from quiet to aggressive, or happy go lucky to withdrawn
- n) Challenge authority
- o) Become disinterested in schoolwork
- p) Be constantly tired or preoccupied
- q) Be wary of physical contact
- r) Be involved in, or particularly knowledgeable about drugs or alcohol
- s) Display sexual knowledge or behaviour beyond that normally expected for their age.

Individual indicators will rarely, in isolation, provide conclusive evidence of abuse. They should be viewed as part of a jigsaw, and each small piece of information will help the Safeguarding Team and other agencies to decide how to proceed.



promoting  
children's voices

## Specific issues

Staff must respond if they identify any of the following:

### Domestic Abuse

We recognise that Domestic Abuse has a significant impact on a child/young person's development and emotional wellbeing and should always lead to a child protection referral. Domestic abuse is very widespread and where staff have concerns for other staff members they should talk to their supervisor. The Domestic Abuse Act 2021 recognises children/young people as victims in their own right if they see, hear or experience the effects of abuse.

Domestic abuse is defined as encompassing "a wide range of behaviours and may be a single incident or a pattern of incidents. That abuse can be, but is not limited to, psychological, physical, sexual, financial or emotional. Children can be victims of domestic abuse. They may see, hear, or experience the effects of abuse at home and/or suffer domestic abuse in their own intimate relationships (teenage relationship abuse). All of which can have a detrimental and long-term impact on their health, well-being, development, and ability to learn."

Our schools work with their local Police Service under [Operation Encompass](#). The Police notify schools about any domestic abuse incident where the child or young person has been present or usually resides, to allow the school to take appropriate steps to support their pupil/student during what could be an emotionally difficult day.

The school will talk to parents, children/young people and other agencies about such issues where required.

### Bullying

Bullying between children/young people is a serious issue that can cause considerable

anxiety and distress. At its most serious level, bullying can have a disastrous effect on a child/young person's wellbeing and in very rare cases has been a feature in the suicide of some children/young people.

All incidences of bullying including cyber bullying and prejudice-based and discriminatory bullying should be reported and will be managed through each school's Anti-Bullying Policy and in some circumstances could lead to a child protection referral. Staff will work with individual children/young people who have been bullied and those who have bullied others to support them/assist them to understand their actions. If the bullying is particularly serious or if the procedures taken are ineffective the Safeguarding Team will consider implementing child protection procedures.

Staff allowing or condoning bullying may face disciplinary proceedings. This includes cyber, prejudice-based and discriminatory bullying. (See also: child on child abuse)

### Child on child abuse

This covers any kind of physical abuse (such as hitting, kicking, shaking, biting and hair pulling), sexual abuse (such as rape, assault by penetration and sexual assault, making someone strip or engage in sexual activity with another), emotional or financial abuse or coercive control exercised between children. It may occur within or out of school and can sometimes be linked to [gang involvement](#). It includes bullying, prejudice-based bullying, discriminatory bullying, cyberbullying, [consensual and non-consensual sharing of nudes and semi-nude images and/or videos](#) abuse in intimate personal relationships between peers, [sexual violence, harassment](#) (sexual comments, remarks, jokes and online sexual harassment) which can be standalone or part of a broader pattern of abuse.

A whole school preventative approach, which includes focussed staff training, is taken in our schools to enable children/young people to confidently report abuse, knowing their concerns will be treated seriously, and knowing they can safely express views and feedback. It includes easily understood reporting systems that also outline what happens after the response and how to deal supportively with unsubstantiated, unfounded, false or malicious reports; as well as effective risk assessment and management systems. Even if there are no reported cases of [child on child abuse](#), our schools are aware that such abuse may still be taking place but is not being reported. They will continue to work with our learners to make procedures more accessible. It should be recognised that the behaviour in question is harmful to both the perpetrator (who is a child) and the victim. Behaviour may be intimate or non-intimate.

Although both the perpetrator and victim of child on child abuse are under 18, understanding the power dynamic between children and young people is very important in helping to identify and respond to child on child abuse – there will be a power imbalance and this may be due to age, ability or status – social or economic – and the perpetrator in one situation may be the victim in another so it is essential to try to understand the perpetrator and what is driving their behaviour before taking sanctions.

A thorough investigation of the concerns should take place to include any wider contexts which may be known. However, the victim should always be made to feel safe, and actions will need to be taken to separate victim and perpetrator and ensure that the abuse is not allowed to continue. Staff will remain vigilant and will not downplay the scale or scope of abuse. The issues of the interplay

between power, choice and consent should be explored with children/young people. How a setting responds is seen to influence the confidence of others to report what is happening to them. Harmful sexual behaviour must be addressed to help prevent problematic, abusive and/or violent behaviour in the future. How a school responds to a disclosure or incident of a sexual nature will impact future victims of sexual violence or sexual harassment. Children/young people may not directly inform staff about their abuse. It may be that staff overhear a conversation or changes in the child/young person's behaviour indicate abuse or harm. Sexual assault can result in a range of health needs so the school's safeguarding team will signpost to sources of support.

### **Child on child sexual violence and sexual harassment and other harmful sexual behaviour.**

This is a form of [child on child abuse](#). Children/young people may be sexually harmed by other children/young people inside or outside of school and online. Our schools have a zero-tolerance approach to sexual violence & sexual harassment and all reports will be taken seriously.

Staff have been trained to recognise abusive behaviours, grading these using a recognised framework. Where there is concern a child/young person may have been sexually abused by another child/young person the school's local authority and parents will be contacted and they will plan together how best to respond.

Our schools regularly review their actions and decisions with locally agreed multi-agency safeguarding arrangements put in place by the safeguarding partners to ensure that their learners feel confident to make reports and disclosures to their school. We provide

support to both alleged victims, **perpetrators and alleged perpetrators**.

'Upskirting' typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress, or alarm. It is a criminal offence and may constitute sexual harassment. Our schools also recognise sexual violence (rape, penetration and sexual assault) and sexual harassment (unwanted conduct of a sexual nature) are crimes and will always follow DfE guidance, [Keeping Children Safe in Education](#), Part 5 when allegations are received.

### **Racist and other hate incidents**

The St Thomas Catholic Academy Trust values each member of each school community as an individual created in the image of God. It is therefore committed to equality of opportunity for all staff, students and visitors, and to meeting the requirements of the [Equality Act 2010](#). Equality does not mean treating everyone the same; it means treating people fairly, with respect, having regard for their rights and wishes. Sometimes, this might mean giving people extra help so that they have the same chances. We follow the [Trust Equality policy](#) and acknowledge incidents of racist, disablist, homophobic, transphobic or other hate incidents may lead to consideration as a disciplinary matter and/or under Child Protection procedures. All hate incidents, including for example jokes, name-calling or excluding someone on the basis of race, disability, religion, sexual orientation, gender fluidity etc. will be taken seriously and must be reported to the school's head teacher.

### **'Honour' Based Abuse**

So-called 'honour-based' abuse (HBA) encompasses incidents or crimes which have been committed to protect or defend the

honour of the family and/or the community, including female genital mutilation (FGM), forced marriage, and practices such as breast ironing. Abuse committed in the context of preserving "honour" often involves a wider network of family or community pressure and can include multiple perpetrators.

**Forced marriage** is when a person faces physical pressure to marry (e.g. threats, physical violence or sexual violence) or emotional and psychological pressure (e.g. if you're made to feel like you're bringing shame on your family). Since February 2023, it is now a crime to carry out any conduct whose purpose is to cause a child to marry before their 18th birthday, even if violence, threats or another form of coercion are not used. This applies to non-binding, unofficial 'marriages' as well as legal marriages.

**Female Genital Mutilation** is a form of violence against women and young girls and considered as child abuse in the UK wherever it has occurred. It is a grave violation of the human rights of girls and women to life and their right to mental and physical health. The UK Government has signed international human rights laws against FGM, including the Convention on the Rights of the Child, and enacted the FGM Act 2003 which includes [mandatory reporting](#) by teachers/school nurses, social workers and others who become aware that this may be planned or has happened for any child (U18). Access e-learning on FGM [here](#). More information is available [here](#).

If staff become aware of any possibility of the above, it must be reported immediately to the school's Safeguarding Team or the Police.

### **Exploitation**

**Modern slavery** is the illegal exploitation of people for personal or commercial gain. Victims are trapped in servitude, which they are

deceived and coerced into, and feel they cannot leave. It can include:

- human trafficking
- sexual exploitation
- criminal exploitation
- forced labour
- domestic servitude

Our schools work within the remit of their local Modern Slavery procedures. Concerns will be referred to children's services or [the police](#) for them to then follow the [National Referral Mechanism](#).

**Child sexual exploitation (CSE)** is a form of child sexual abuse that involves the manipulation and/ or coercion of children/ young people under the age of 18 into penetrative or nonpenetrative sexual activity in exchange for things such as money, gifts, accommodation, affection, or status. The victims can be male or female. The manipulation or 'grooming' process involves befriending children/young people, gaining their trust, and often feeding them drugs and alcohol, or making them look at sexual images or watch sexual activities, encouraging children/young people to behave in sexually inappropriate ways or grooming a child/young person over the internet, as a one-off occurrence or over a long period of time, before the abuse begins. It may also happen without the child/young person's immediate knowledge by for example, others sharing videos or images of them on social media. The abusive relationship between victim and perpetrator involves an imbalance of power which limits the victim's options. It is a form of abuse which is often misunderstood by victims and outsiders as consensual. While children/young people may believe they are in a loving relationship, no child under the age of 18 can ever consent to being abused or exploited. CSE is a serious crime and can have a long-lasting adverse impact on a child/young person's physical and emotional health. It may also be linked to child trafficking. All staff must

be aware of the indicators of sexual exploitation and all concerns reported immediately to their school's Safeguarding Team. Further information is [available here](#).

**Child Criminal Exploitation (CCE)** occurs where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 into committing a crime. The victim may have been criminally exploited even if the activity appears consensual. Child Criminal Exploitation does not always involve physical contact; it can also occur through the use of technology.

It can include being threatened, forced or manipulated into:

- Child sexual exploitation
- Working in cannabis factories
- Shoplifting
- Pickpocketing
- Vehicle crime
- Transporting drugs/money through county lines
- Modern slavery
- Serious violence

It is important to note that the experience of girls who are criminally exploited can be very different to that of boys. Both boys and girls being criminally exploited may be at higher risk of sexual exploitation. More information is available [here](#).

**County Lines** are a network between an urban centre and county location where drugs are sold often over a mobile phone. Children and vulnerable people are used to transport drugs, cash or even weapons. It can involve intimidation, extortion and serious violence. We recognise the potential for these issues near our schools and are particularly aware of the risks to children/young people who are, or previously have, been subject to safeguarding concerns, where there are unstable home conditions, social isolation, significant money issues or homelessness, gang activity or where

children/young people have been excluded from education.

Our schools will be vigilant for the for the [signs of exploitation](#) and take prompt action to involve [the Police](#) and Children's Services where concerned.

**Trafficking** - the two most common terms for the illegal movement of people – 'trafficking' and 'smuggling', are different. In human smuggling, immigrants and asylum seekers pay people to help them enter a country illegally; after which there is no longer a relationship. Trafficked victims are coerced or deceived by the person arranging their relocation. On arrival at their destination the trafficked child or person is denied their human rights and is forced into exploitation by the trafficker or person into whose control they are delivered.

- Children/young people are a special case: any child/young person transported between or within countries or cities/towns for exploitative reasons is considered to be a trafficking victim, whether or not they have been deceived. This is partly because it is not considered possible for children/young people to give informed consent under these circumstances.
- Even when a child/young person understands what has happened, they may still appear to submit willingly. Any concerns about trafficking and exploitation must be reported to the school's Safeguarding Team immediately.

### **Anti-social or gang related activity**

Schools can identify children/young people involved in these kinds of behaviours. Our schools will be particularly aware of the risks of our more vulnerable children/young people being drawn into challenges and difficulties and respond with sensitivity rather than judgement.

Our schools recognise the particular issues in their local communities and respond with awareness and sensitivity to the pressures on children/young people, while holding firm boundaries around the school to ensure it is a safe place for children/young people. They achieve this through the promotion of equality and choice throughout the curriculum and school values. They also build relationships with children/young people, understand who they admire and relate to, and create an environment where it is safe to talk about even the most difficult of things.

Where schools become aware of the [signs of gang activity](#) they will talk with the child/young person and their family, link with preventative services in their area and where necessary [involve the Police](#).

### **Serious violence & Knife Crime**

Knife crime does occur in our schools' local communities, and they take particular steps to reduce the impact on their children/young people. Central to this is awareness through the curriculum and in the relationships children/young people have with staff. Our schools will report the carrying of knives, but more importantly will explore with children/young people who are concerned safe ways to manage their fears and enable them to build safe relationships with adults so they can talk to us when worried about themselves, their family, their friends or others in the community. Or schools are aware that the hours just before or just after school, when pupils are travelling to and from school, can be particularly risky for children/young people involved in serious violence. Risk factors that raise the likelihood of children/young people becoming involved in serious violence include being male, being frequently absent or permanently excluded from school, having experienced maltreatment and/or having been involved in offending, such as theft or robbery.

Further risk factors can be found in the [Home Office's Serious Violence Strategy](#).

## Radicalisation and Extremism

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism. Extremism is defined by the Government (March 2024) as:

Extremism is the promotion or advancement of an ideology based on violence, hatred or intolerance, that aims to:

1. Negate or destroy the fundamental rights and freedoms of others; or
2. Undermine, overturn or replace the UK's system of liberal parliamentary democracy and democratic rights; or
3. Intentionally create a permissive environment for others to achieve the results in 1. or 2.

Extremism includes, for example, far right views, animal rights activism, misogyny/misandry and religious fundamentalism.

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.

Children/young people may become susceptible to radicalisation through a range of social, personal and environmental factors. Although there is no single way of identifying whether a child is likely to be susceptible to radicalisation into terrorism, there are factors that may indicate concern.

Factors that may indicate concern include:

- **Identity Crisis** – the child/young person is distanced from their cultural / religious heritage and experiences discomfort about their place in society;

- **Personal Crisis** – the child/young person may be experiencing family tensions; a sense of isolation; and/or 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 child/young person'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 child/young person 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 or disability** – children/young people 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 children/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;
- Significant changes to appearance and / or behaviour;
- Experiencing a high level of social isolation resulting in issues of identity crisis and / or personal crisis.

### **Preventing Radicalisation**

In order to reduce the risks of children/young people being radicalised our schools have:

- Ensured their Designated Safeguarding leads, deputies and a substantial portion of the staff group have completed Prevent training;
- maintained and applied a good understanding of the relevant guidance in relation to preventing children/young people from becoming involved in terrorism, and protecting them from radicalisation by those who support terrorism or forms of extremism which lead to terrorism;
- raised awareness about their role and responsibilities in relation to protecting children/young people from radicalisation and involvement in terrorism;
- raised awareness about the safeguarding processes relating to protecting children/young people from radicalisation and involvement in terrorism;
- identified the Designated Safeguarding Lead as the first point of contact for case discussions relating to children/young people who may be at risk of radicalisation or involved in terrorism;
- collated relevant information from referrals of vulnerable children/young people into the Channel process (where applicable);
- ensured their Designated Safeguarding Lead (or designate) can attend Channel meetings as necessary and carry out any actions as agreed;
- ensured that progress on actions would be reported to the Channel Co-ordinator; and

- shared any relevant additional information in a timely manner.

Find further information [here](#) and [here](#).

### **Children/young people at court**

Where courts are involved in children/young people's lives our schools will take additional steps to support them and their family. This includes facilitating access to an age appropriate [guide for young witnesses](#), and supporting families going through separation with [help on child arrangements](#).

### **Family in prison**

We recognise the additional risks for children/young people with family members in prison. Our schools will adapt to support the different arrangements required and take action to support the child/young person in school following the guidance of the [National Information Centre on Children of Offenders](#).

### **Homelessness & Poverty**

Children/young people's life chances are dependent upon a complex combination of household income, equality of opportunities and social inclusion/exclusion. While some children/young people who grow up in low or diverted-income households will go on to achieve their full potential, many others will not. Poverty places strains on family life and excludes children/young people from the everyday activities of their peers.

Coupled with poverty our schools have a heightened awareness of homelessness. The definition of homelessness means not having a home of your own. You are homeless if you have nowhere to stay and are living on the streets, but you can be homeless even if you have a roof over your head.

Poverty and homelessness may have an impact in terms of tiredness, appearance, mental and physical health, stress, anxiety, attainment, self-esteem and vulnerability to other safeguarding issues.

Our schools pay particular attention to these children/young people, providing support wherever possible and talking to parents about their worries. Where these issues are causing the child/young person significant harm, the child protection process is followed.

### **Substance misuse**

Our schools take a serious view of substance misuse while recognising that children/young people may get caught up in misusing substances through vulnerability or exploitation. All cases of substance misuse should be brought to the attention of the head teacher and Designated Safeguarding Lead who will consider both the pupil/student behaviour policy and any factors that may indicate a child/young person needs help or protection.

### **Online or internet use**

For many adults, there is a separation in their minds between 'real life' and the 'online world'. The connected world embraces both online and offline and is the norm for most children/young people, having grown up with the use of mobile phones, tablets and computers on a daily basis. While mobile devices are a source of fun, entertainment, communication and education we know that some adults and children/young people will use these technologies to harm children/young people. Our schools' policies state they may not be used in school time. The harm might range from hurtful and abusive texts and e-mails, to enticing children/young people to engage in sexually harmful conversations, webcam photography or face-face meetings. In many cases, abuse will take place concurrently via online channels and in daily life. Children/young people can also abuse other children/young people online via abusive, harassing, and or misogynistic/ misandrist messages, the non-consensual sharing of indecent/sexual images, (especially around chat groups) and the sharing of abusive images and pornography to those who do not wish to receive such content. Our schools'

online safety policies explain how we try to keep children/young people safe. Our schools follow [UK Council for Internet Safety and Department for Education Guidance](#) around 'sharing nudes and semi-nudes' – staff will immediately report concerns to their Designated Safeguarding Lead.

Social networking sites are the more obvious sources of inappropriate and harmful behaviour and children/young people cannot access these on our IT systems. We use our monitoring and filtering systems and procedures for identifying any concerning use/misuse, ensuring their effectiveness, and that the leadership team and relevant staff have an awareness and understanding of the provisions in place and know how to escalate concerns when identified.

We will work with children/young people on how to maintain their own safety and how to summon help if they are concerned about what they see online. In our schools, online safety is considered whilst planning the curriculum, any teacher training, when planning the role and responsibilities of the designated safeguarding lead and any parental engagement. Many children/young people will undoubtedly be chatting on mobiles or social networking sites at home and parents are encouraged to consider measures to keep their children safe.

Our schools' staff Code of Conduct policies provide further advice and guidance regarding the use of social networking and electronic communication with children/young people in our care.

Further information can be found in our schools' online-safety policies.

### **Photography and images**

The vast majority of people who take or view photographs or videos of children/young people do so for entirely innocent, understandable and acceptable reasons. However, we know some people abuse children/young people through taking or using images, so our schools must

ensure that the following safeguards are in place.

While parents may be permitted to bring in a camera to events, no staff member should use their personal equipment to take photographs of children/young people. Our schools provide equipment for this purpose.

Where a staff member has concerns someone is taking photographs in breach of school policy, they should contact their head teacher.

To protect children/young people our schools will:

- a) seek parental consent for photographs to be taken or published (for example, on their website or in the newspapers or other publications).
- b) ensure that the child/young person is appropriately dressed.
- c) encourage children/young people to tell them if they are worried about any photographs that are taken of them.

Consensual sharing of indecent and/or sexual images, especially between older children/young people of the same age, may require a different response. It might not be abusive but children/young people need to know it is illegal, whilst non-consensual sharing is illegal and abusive. Staff should be aware that many indecent images in current circulation were taken by the child/young person themselves or their peers (see DfE advice: [consensual and non-consensual sharing of nude and semi-nude images and/or videos](#), for further information).

Sex, sexuality and relationships should be an age-appropriate topic in the home as well and include what to do if children/young people are worried about an image they see.

## **Private Fostering**

Private fostering is when a child or young person under 16 years old (or 18 if they have a disability) is to be looked after for a period of 28 days or more by someone who is not a close

relative, guardian or person with parental responsibility. Close relatives include parents, stepparents, aunts, uncles, brothers, sisters and grandparents.

By law, the relevant local authority must be told about all private fostering situations. The child/young person's parents, private foster carer and anyone else (including the school) involved in/aware of the arrangement are legally required to inform the local authority.

It is then the local authority's legal duty to make sure all private fostering arrangements are safe for the child or young person. Once informed of the arrangement the local authority will check the suitability of private foster carers, make regular visits to the child or young person and ensure advice, help and support is available when needed.

## **Body Image and confidence**

Children/young people come under increasing pressure to conform to so-called ideals by peers, adults, sometimes parents, the mass media, [through social media](#) and through their own view of themselves. [Research](#) shows more than half of children/young people worry about the way they look, and this can lead to withdrawal, isolation, emotional and, at its extremes serious, physical harm. Our schools work assertively to tackle these values, support individuality and teach body confidence at each school and encourage children/young people to work together to present a positive and healthy view of body shape.

## **Young carers**

Young carers are 18 or under and help look after a relative who has a condition such as a disability, illness (including 'long covid'), mental health condition, or a drug or alcohol problem. Most young carers look after one of their parents and/or care for siblings. They may do things such as cooking, cleaning, helping with medication or helping someone to get dressed and move around. Some children/young people give a lot of physical help to a parent or sibling who is

disabled or ill. Along with doing things to help, they may also be giving emotional support to family members.

Children and young people should not undertake inappropriate or excessive caring roles which impact on their development. The [Care and Support Statutory Guidance 2016](#) (First contact & identifying needs, s6.68-6.73) lists some duties which would be considered inappropriate, but our schools will also consider the impact of the following caring responsibilities on children/young people:

- personal care such as bathing and toileting
- strenuous physical activity such as lifting
- administering medication
- maintaining the family budget
- emotional support to the adult

### **Children who are absent from education**

All staff are aware that children/young people who are absent from education, particularly repeatedly, can act as a vital warning sign of a range of safeguarding concerns. Early intervention is necessary to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child/young person being absent in future. Staff are aware of their school's unauthorised absence and children missing from education procedures.

### **Children/young people who have previously had a social worker**

Children/young people who have previously been 'looked after' by a local authority or had a social worker may require additional support. This includes children/young people who have returned home from care, who have been adopted, or who are care leavers.

Our schools will assess the need for additional support to all children/young people who have previously had a social worker.

### **Children/young people who are lesbian, gay, bisexual or gender questioning**

Children and young people who identify as or are perceived by others to be lesbian, gay,

bisexual or gender questioning may be at increased risk of being targeted by other children. These risks are compounded when the individual lacks a trusted adult to speak to. Our staff will endeavour to reduce the additional barriers faced and create a culture where young people can speak out or share their concerns with members of staff.

Following the [Cass Review](#) our schools will always take a cautious approach to supporting a gender questioning child, considering the broad range of the individual's needs, and working in partnership with parents (except in the rare circumstances where involving parents would bring a significant risk of harm to the child). Our schools will include any clinical advice that is available and consider how to address wider vulnerabilities, such as the risk of bullying.

LGBT+ inclusion is part of our R(S)HE curriculum.

### **Physical Intervention and restraint**

Staff must read their school's behaviour policy and code of conduct and understand how to work with children/young people in a person-centred way and learn to analyse the child/young person's behaviour and respond in a proactive and caring way to reduce the stress displayed.

Our schools' procedures on physical intervention and restraint are set out separately and acknowledge that staff must only ever use physical restraint as a last resort, when a child/young person is endangering themselves or others, and that at all times it must be the minimum force necessary to prevent injury and applied for the shortest possible time.

All staff understand that physical intervention or restraint of a nature which causes injury or distress to a child/young person and is unreasonable under the circumstances may be considered a disciplinary matter.

## Appendix B – The Designated Safeguarding Lead

The Local Academy Committee of each school will ensure there is a suitably qualified and trained Designated Safeguarding Lead (DSL) who is a senior member of the leadership team, with at least one Deputy trained to the same level. The following responsibilities form part of the DSL's Job Description. The DSL will:

- Ensure safeguarding children/young people is a central ethos in their school
- ensure all staff are familiar with the Safeguarding Children policy and part 1 of Keeping Children Safe in Education.
- Ensure all staff have developed skills and knowledge to identify and report abuse, including safeguarding concerns or allegations of abuse against staff.
- Be the first point of contact for any member of staff worried about a child/young person and provide advice and support to resolve that concern. The DSL will ensure they or a Deputy is available to staff during school hours and for any out of hours/out of term activities.
- Maintain oversight and hold ultimate lead responsibility (which cannot be delegated) for any concern about a child/young person, including children/young people requiring early help or child protection. This will include managing referrals by ensuring they or a deputy are allocated to any child/young person referred to children's services (including children/young people in care and those who have returned home from care). This person will keep the DSL up to date (if not the DSL), communicate all significant information and provide reports to other agencies and attend all relevant meetings for that child/young person.
- Ensure the child protection files are up to date and kept in a secure and confidential place with concerns and referrals in separate files for each child/young person in line with Keeping Children Safe in Education. The DSL should keep detailed, accurate and secure written records of all concerns, discussions and decisions made on CPOMS, including the rationale for those decisions. This should include instances where referrals were or were not made to another agency (such as LA Children's social care or the Prevent programme). When children/young people leave our schools, the DSL should ensure their child protection file is transferred to the new school as soon as possible, and within 5 days for an in-year transfer or within the first 5 days of the start of a new term. The DSL should plan for the transition of children/young people early and consider what information is to be shared ahead of the file transfer. Files should be sent securely, and confirmation of receipt obtained.
- Refer cases as necessary to other agencies, including the Channel programme where there is a concern about radicalisation, [the Police where a crime may have been committed](#) and the Disclosure & Barring Service; and be aware of and fully understand

requirements for when children need to have an Appropriate Adult. The DSL will also liaise with senior mental health leads in their schools.

- Take the lead responsibility for promoting educational outcomes i.e. the academic progress and attainment, of children or young people in need (including those who have or have had a social worker) and maintaining their high aspirations by knowing the welfare, safeguarding, and child protection issues that children/young people are experiencing or have experienced. The DSL will ensure relevant staff have information to help these children/young people achieve, identify the challenges they may experience and enable access to adjustments to best support their progress.
- Take lead responsibility for ensuring all online monitoring and filtering standards are met and reporting on this to the nominated Governor (in conjunction with the Chief Operations Officer) annually.
- Take lead responsibility for any safeguarding and child protection matters that are picked up through online monitoring.
- Where they are not the head teacher, liaise closely with the headteacher about any ongoing enquiries, police investigations or concern for children.
- Ensure the Safeguarding Children policy is reviewed when legislation/guidance changes **and** at least annually, is available publicly and that parents are aware of the role of the school in safeguarding children including referral to other agencies
- Review the staff CPD programme to ensure information is updated, particularly that child on child abuse, sexual violence and sexual harassment and harmful sexual behaviour is understood by all staff, and to ensure there is an annual review of online safety
- Consider how barriers to reporting could be overcome for children with SEND or physical health issues
- Check safer recruitment processes are compliant

Receive relevant safeguarding training (along with any deputy DSLs) at least every two years and Prevent awareness training. The DSL and their deputies must seek out additional learning opportunities (this might be via e-bulletins, meeting other designated safeguarding leads, or simply taking time to read and digest safeguarding developments) to ensure their knowledge and skills are refreshed regularly (at least annually) and they are aware of any change in requirements, including through their local safeguarding children partnership. Training should provide designated safeguarding leads with a good understanding of their own role, and the processes, procedures, and responsibilities of other agencies, particularly children's social care.



## Appendix C – The Local Academy Committee and LAC Safeguarding Governor

### Local Academy Committees and Directors

- have a strategic leadership responsibility for their school's or safeguarding arrangements and must ensure that they comply with their duties under legislation. They must have regard to [Keeping Children Safe in Education](#), ensuring policies, procedures, training and the teaching of safeguarding in their schools are effective and comply with the law at all times. Where a school has charitable status, [Charity Commission guidance](#) on charity and trustee duties to safeguard children should also be followed
- have a senior board level (or equivalent) lead to take leadership responsibility for their school's safeguarding arrangements (Safeguarding Director and Safeguarding LAC Governor). This person should be trained in line with local safeguarding children board/partnership (LSCB/P) requirements.
- ensure they facilitate a whole school approach to safeguarding, ensuring safeguarding and child protection are at the forefront and underpin all relevant aspects of process and policy development, all operating with the best interests of the child at their heart. They ensure there are appropriate policies and procedures in place in order for action to be taken in a timely manner to safeguard and promote children's welfare including: an effective child protection policy, a behaviour policy, a staff behaviour policy, appropriate safeguarding arrangements for children who go missing from education, a safer recruitment policy etc.
- ensure that all safeguarding policies and procedures are transparent, clear, and easy to understand for staff, pupils, parents, and carers. They check that systems are in place, which are well promoted, easily understood and easily accessible for children to confidently report any form of abuse or neglect, knowing their concerns will be treated seriously, and knowing they can safely express their views and give feedback.
- ensure an appropriate senior member of staff, from the school leadership team, is appointed (in line with Keeping Children Safe in Education requirements) to the role of designated safeguarding lead, as well as one or more deputy designated safeguarding leads, and that they have been given the additional time, funding, training, resources, and support needed to carry out the role effectively. Any deputies should be trained to the same standard as the designated safeguarding lead, in line with LSCB/P requirements. Local Academy Committees and Directors all complete relevant safeguarding and child protection (including online safety) training that ensures that they are equipped to challenge and assure themselves that our schools safeguarding policies and procedures are effective and support a

whole school approach. Their training is regularly updated. They also ensure that all staff undergo safeguarding and child protection training (including online safety) on a regular basis, in line with any advice from the LSCB/P.

- ensure that the school contributes to multi-agency working in line with statutory guidance [Working Together to Safeguard Children](#). Local Academy Committees, Directors, school senior leadership teams, and designated safeguarding leads should follow their LSCB/P arrangements.
- must comply with the [Data Protection Act 2018](#), and the UK General Data Protection Regulation duties and other obligations to process personal information fairly and lawfully and to keep the information held safe and secure.
- are aware of their obligations under the [Human Rights Act 1998](#), the [Equality Act 2010](#), (including the [Public Sector Equality Duty](#)), and their local area's multi-agency safeguarding arrangements. They carefully consider how their schools are supporting their pupils and students with regard to particular protected characteristics - including disability, sex, sexual orientation, gender reassignment and race.



## Appendix D - Links to relevant legislation and guidance

Working together to safeguard children: A guide to inter-agency working to safeguard and promote the welfare of children DfE 2018 (updated December 2020)

Misuse of Drugs Act 1971

Keeping Children Safe in Education, DfE 2025

Teaching online safety in school: Guidance supporting schools to teach their pupils how to stay safe online, within new and existing school subjects, DfE June 2019

SEND Code of Practice: 0 to 25 years Statutory guidance for organisations which work with and support children and young people who have special educational needs or disabilities DfE, 2015 (updated April 2020)

Children missing education: Statutory guidance for local authorities, DFE 2016

Framework for the Assessment of Children in Need and their Families 2000 (archived 2013)

What to do if you're worried a child is being abused: Advice for practitioners, DfE, 2015

The Equality Act 2010 guidance. Information and guidance on the Equality Act 2010, including age discrimination and public sector Equality Duty

Safeguarding children who may have been trafficked: practice guidance, HMG, 2011

Revised Prevent duty guidance: for England and Wales, HO 2023

Protecting children from radicalisation: the prevent duty, DfE 2015

Children Act 1989

Human Rights Act 1998

UN Convention on the Rights of the Child

Data Protection Act 2018

Data protection: toolkit for schools, DfE 2018

Guide to the UK General Data Protection Regulation (UK GDPR), ICO

Sexual Offences Act 2003

Children Act 2004

Education Act 2002

Protection of Freedom Act 2012

Counter-Terrorism and Security Act 2015

Female Genital Mutilation Act 2003

Serious Crime Act 2015

Mandatory reporting of female genital mutilation: procedural information, HO 2015 (updated 2020)

The Anti-social Behaviour, Crime and Policing Act 2014

Forced Marriage guidance, FCO & FCDO 2013 (updated 2022)

Malicious Communications Act 1988

Communications Act 2003

Public Order Act 1986

The Modern Slavery Act 2015

Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers, HMG 2018

Mental health and behaviour in schools, DfE 2018

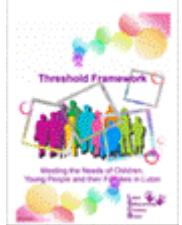
The Domestic Abuse Act 2021

Providing remote education: guidance for schools, DfE 2022

Working Together to improve school attendance, DfE 2024

## Appendix E – Key Staff - Cardinal Newman Catholic School

<b>Headteacher</b>	Helen Fay (Headteacher)
<b>DSL &amp; role (L3 trained)</b>	Marc Forni (Lead Professional Behaviour)
<b>Deputy DSL(s) &amp; role (L3 trained)</b>	Helen Fay (Headteacher) Claire Daly (Deputy Headteacher) Angela Hutcheson (Assistant Headteacher / SENDCO) Shelley Blackbird (Head of Newman Sixth) Ruth McLean (Deputy Head of Newman Sixth) Kirsty Bradshaw (Safeguarding Lead Professional)
<b>Additional Safeguarding professionals</b>	Nicki Brown (Family Worker) Steph Hill (Pastoral Support Worker) Lisa Wilson (Pastoral Support Worker) Jordan Brown (Pastoral Support Worker) Lubna Yaseen (Pastoral Support Worker) Shantell Richards (Pastoral Support Worker) Sanna Khan (Behaviour support assistant) Karen Ferguson (Behaviour support assistant)
<b>Chair of Local Academy Committee</b>	Fiona Traynor-Bucknall ( <a href="mailto:ftraynor-bucknall@stcat.co.uk">ftraynor-bucknall@stcat.co.uk</a> ) Anthony Bewley <a href="mailto:abewley@stcat.co.uk">abewley@stcat.co.uk</a>
<b>Safeguarding Governor</b>	Dee Drennan
<b>Chair of Board of Directors</b>	Catherine Davies ( <a href="mailto:cdavies@stcat.co.uk">cdavies@stcat.co.uk</a> )
<b>Safeguarding Director</b>	Catherine Davies ( <a href="mailto:cdavies@stcat.co.uk">cdavies@stcat.co.uk</a> )
<b>Prevent SPOC</b>	Marc Forni
<b>Encompass SPOC</b>	Marc Forni Deputy SPOC – Kirsty Bradshaw
<b>Designated Teacher for Looked After Children</b>	Marc Forni Deputy – Kirsty Bradshaw 6th form LAC – Ruth McGrath and Shelley Blackbird
<b>Staff who have undertaken Safer Recruitment training</b>	Erica Lymer Claire-Marie Curtis David Martin Helen Fay Claire Daly Emma Thoulass Avril Dowdeswell Kesan Govender Lawrence Makokha Paul Hegarty Sian Streeter Shelley Blackbird

	<p>Angela Hutcheson      Clare Conway      Andrew Laurnay      Alexandra Raza      Catriona Keane      Jade McKinlay</p>
<p><b>Useful Information and Links</b> (Use these and the above staff information to personalise this policy to your school)</p>	<p><u><a href="#">Luton Safeguarding Children Board</a></u>  <u><a href="#">Luton Threshold Framework</a></u>  </p> <p><u><a href="#">Luton SCB Child Protection Procedures</a></u>  <b>Luton Multi Agency Safeguarding Hub</b>  <b>01582 547653</b> or (Out of hours number 0300 3008123)  <b>Luton Prevent Team</b>  Email <a href="mailto:prevent@luton.gov.uk">prevent@luton.gov.uk</a>  <b>Luton LADO</b>  <b>01582 548069</b> or via email on <a href="mailto:LADO@luton.gcsx.gov.uk">LADO@luton.gcsx.gov.uk</a>  <u><a href="#">LADO Allegations Flowchart</a></u>    <u><a href="#">Luton SCB Child Protection Procedures Escalation Policy</a></u>  <u><a href="#">Luton SCB Child Protection Procedure on Safer Recruitment</a></u></p>

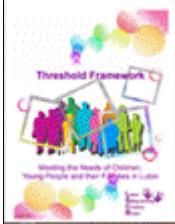
## Local Multi Agency Safeguarding Partnership Arrangements

Local safeguarding arrangements are led by three safeguarding partners (local authorities, chief officers of police, and Integrated Care Systems) who have a duty to make arrangements for themselves and **relevant agencies** they deem appropriate, to work together for the purpose of safeguarding and promoting the welfare of children in their area. Education is one of those relevant agencies. In Luton, the arrangements are referred to as Safeguarding Children and Adult's Boards.

## Appendix E – Key Staff – Sacred Heart Catholic Primary School

<b>Headteacher</b>	Gabe Somes
<b>DSL &amp; role (L3 trained)</b>	Gabe Somes (Headteacher)
<b>Deputy DSL(s) &amp; role (L3 trained)</b>	Diane Shanley Deputy Headteacher Lauren Conroy Assistant Headteacher Jo Overton Family Worker
<b>Additional Safeguarding professionals</b>	
<b>Chair of Local Academy Committee</b>	Nicola Morgan
<b>Safeguarding Governor</b>	Nicola Morgan
<b>Chair of Board of Directors</b>	Catherine Davies (cdavies@stcat.co.uk)
<b>Safeguarding Director</b>	Catherine Davies (cdavies@stcat.co.uk)
<b>Prevent SPOC</b>	Gabe Somes
<b>Encompass / Relay SPOC</b>	Gabe Somes
<b>Designated Teacher for Looked After Children</b>	Diane Shanley
<b>Staff who have undertaken Safer Recruitment training</b>	Gabe Somes Diane Shanley
<b>Useful Information and Links (Use these and the above staff information to</b>	<a href="#">Luton Safeguarding Children Board</a> <a href="#">Luton Threshold Framework</a>

personalise this policy  
to your school)



[Luton SCB Child Protection Procedures](#)

**Luton Multi Agency Safeguarding Hub**

**01582 547653** or (Out of hours number 0300 3008123)

**Luton Prevent Team**

Email [prevent@luton.gov.uk](mailto:prevent@luton.gov.uk)

**Luton LADO**

**01582 548069** or via email on [LADO@luton.gcsx.gov.uk](mailto:LADO@luton.gcsx.gov.uk)

[LADO Allegations Flowchart](#)

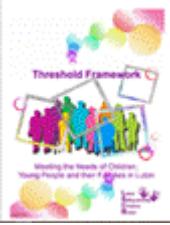
[Luton SCB Child Protection Procedures Escalation Policy](#)

[Luton SCB Child Protection Procedure on Safer Recruitment](#)

### **Local Multi Agency Safeguarding Arrangements**

The Children and Social Work Act 2017 (the Act) replaces Local Safeguarding Children Boards with new local safeguarding arrangements led by three safeguarding partners (local authorities, chief officers of police, and clinical commissioning groups). The Act places a duty on those partners to make arrangements for themselves and **relevant agencies** they deem appropriate, to work together for the purpose of safeguarding and promoting the welfare of children in their area. Education is one of the relevant agencies. In Luton, the arrangements continue to be referred to as Safeguarding Children and Adult's Boards.

## Appendix E – Key Staff - St Margaret of Scotland Catholic Primary School

<b>Headteacher</b>	Steve Chiswell
<b>DSL &amp; role (L3 trained)</b>	Jenny Newman (Deputy Headteacher)
<b>Deputy DSL(s) &amp; role (L3 trained)</b>	Steve Chiswell Julie Barnaville (Family Worker)
<b>Additional Safeguarding professionals</b>	Makida Chance (Early Years Lead)
<b>Chair of Local Academy Committee</b>	Jenny Dowsett ( <a href="mailto:JDowsett@stcat.co.uk">JDowsett@stcat.co.uk</a> )
<b>Safeguarding Governor</b>	Vince Cheshire ( <a href="mailto:vcheshire@stcat.co.uk">vcheshire@stcat.co.uk</a> )
<b>Chair of Board of Directors</b>	Catherine Davies ( <a href="mailto:cdavies@stcat.co.uk">cdavies@stcat.co.uk</a> )
<b>Safeguarding Director</b>	Catherine Davies ( <a href="mailto:cdavies@stcat.co.uk">cdavies@stcat.co.uk</a> )
<b>Prevent SPOC</b>	Jenny Newman
<b>Encompass / Relay SPOC</b>	Jenny Newman Julie Barnaville
<b>Designated Teacher for Looked After Children</b>	Jenny Newman
<b>Staff who have undertaken Safer Recruitment training</b>	Steve Chiswell Jenny Newman Karen Conway
<b>Useful Information and Links</b> (Use these and the above staff information to personalise this policy to your school)	<p><a href="#">Luton Safeguarding Children Board</a>  <a href="#">Luton Threshold Framework</a></p>  <p><a href="#">Luton SCB Child Protection Procedures</a></p> <p><b>Luton Multi Agency Safeguarding Hub</b>  <b>01582 547653</b> or (Out of hours number 0300 3008123)  <a href="#">Luton Prevent Team</a>  <a href="mailto:Email prevent@luton.gov.uk">Email prevent@luton.gov.uk</a>  <a href="#">Luton LADO</a></p>

**01582 548069** or via email on [LADO@luton.gcsx.gov.uk](mailto:LADO@luton.gcsx.gov.uk)

[LADO Allegations Flowchart](#)

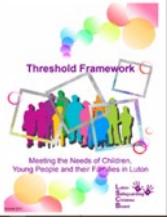
[Luton SCB Child Protection Procedures Escalation Policy](#)

[Luton SCB Child Protection Procedure on Safer Recruitment](#)

## **Local Multi Agency Safeguarding Partnership Arrangements**

Local safeguarding arrangements are led by three safeguarding partners (local authorities, chief officers of police, and Integrated Care Systems) who have a duty to make arrangements for themselves and **relevant agencies** they deem appropriate, to work together for the purpose of safeguarding and promoting the welfare of children in their area. Education is one of those relevant agencies. In Luton, the arrangements are referred to as Safeguarding Children and Adult's Boards.

## Appendix E – Key Staff - St Martin de Porres Catholic Primary School

<b>Co Headteachers</b>	Annette Barnaville & Hayley Gallagher
<b>DSL &amp; role (L3 trained)</b>	Michelle Button (Senior Assistant Headteacher)
<b>Deputy DSL(s) &amp; role (L3 trained)</b>	Annette Barnaville (Co Headteacher) Hayley Gallagher (Co Headteacher) Letitia Williams (Family Worker)
<b>Additional Safeguarding professionals</b>	Asha Gherra (Assistant Headteacher / SENDCO) Finola Jones (Family Worker) Katie O'Shea (Assistant Headteacher)
<b>Chair of Local Academy Committee</b>	Nedra Pereira-Harding – Chair
<b>Safeguarding Governor</b>	Jim Horsted (jhorsted@stcat.co.uk)
<b>Chair of Board of Directors</b>	Catherine Davies (cdavies@stcat.co.uk)
<b>Safeguarding Director</b>	Catherine Davies (cdavies@stcat.co.uk)
<b>Prevent SPOC</b>	Annette Barnaville & Hayley Gallagher
<b>Encompass / Relay SPOC</b>	Annette Barnaville & Hayley Gallagher
<b>Designated Teacher for Looked After Children</b>	Asha Gherra
<b>Staff who have undertaken Safer Recruitment training</b>	Michelle Button Cheryl Harris Annette Barnaville Hayley Gallagher
<b>Useful Information and Links</b> (Use these and the above staff information to personalise this policy to your school)	<p><u><a href="#">Luton Safeguarding Children Board</a></u>  <u><a href="#">Luton Threshold Framework</a></u></p>  <p><u><a href="#">Luton SCB Child Protection Procedures</a></u></p> <p><b>Luton Multi Agency Safeguarding Hub</b>  <b>01582 547653</b> or (Out of hours number 0300 3008123)</p> <p><b>Luton Prevent Team</b>  Email <u><a href="mailto:prevent@luton.gov.uk">prevent@luton.gov.uk</a></u></p> <p><b>Luton LADO</b>  <b>01582 548069</b> or via email on <u><a href="mailto:LADO@luton.gcsx.gov.uk">LADO@luton.gcsx.gov.uk</a></u>  <u><a href="#">LADO Allegations Flowchart</a></u></p>

<u><a href="#">Luton SCB Child Protection Procedures Escalation Policy</a></u>
<u><a href="#">Luton SCB Child Protection Procedure on Safer Recruitment</a></u>

## **Local Multi Agency Safeguarding Partnership Arrangements**

Local safeguarding arrangements are led by three safeguarding partners (local authorities, chief officers of police, and Integrated Care Systems) who have a duty to make arrangements for themselves and **relevant agencies** they deem appropriate, to work together for the purpose of safeguarding and promoting the welfare of children in their area. Education is one of those relevant agencies. In Luton, the arrangements are referred to as Safeguarding Children and Adult's Boards.

## Appendix F – Key Staff - St Mary's Catholic Primary School

<b>Headteacher</b>	<b>Amanda Dowling</b>
<b>DSL &amp; role (L3 trained)</b>	<b>Sarah Ball (Assistant Headteacher / SENDCo)</b>
<b>Deputy DSL(s) &amp; role (L3 trained)</b>	<b>Amanda Dowling (Headteacher) Josephine Healy (Deputy Headteacher) Laura Churchill (Family Worker)</b>
<b>Additional Safeguarding professionals</b>	
<b>Chair of Local Academy Committee</b>	<b>Colette Donohue (<a href="mailto:colette.donohue@icloud.com">colette.donohue@icloud.com</a>)</b>
<b>Safeguarding Governor</b>	<b>Pauline Cotton</b>
<b>Chair of Board of Directors</b>	<b>Catherine Davies (<a href="mailto:cdavies@stcat.co.uk">cdavies@stcat.co.uk</a>)</b>
<b>Safeguarding Director</b>	<b>Catherine Davies (<a href="mailto:cdavies@stcat.co.uk">cdavies@stcat.co.uk</a>)</b>
<b>Prevent SPOC</b>	<b>Sarah Ball</b>
<b>Encompass SPOC</b>	<b>Sarah Ball</b>
<b>Designated Teacher for LAC</b>	<b>Sarah Ball</b>
<b>Staff who have undertaken Safer Recruitment training</b>	<b>Sarah Ball Amanda Dowling Colette Donohue</b>
<b>Useful Information and Links (Use these and the above staff information to personalise this policy to your school)</b>	<p><b><u>Central Bedfordshire Safeguarding Children Board</u></b>  <b><u>Central Bedfordshire Assessment and Thresholds Guidance</u></b></p>  <p><b><u>Central Bedfordshire SCB Child Protection Procedures</u></b></p> <p><b><u>Central Bedfordshire Access and Referral Hub (including Prevent referrals)</u></b>  <b>0300 300 8585 or (if out of hours, the social care emergency duty team on 0300 300 8123)</b></p> <p><b><u>Central Bedfordshire's Allegations Manager (LADO)</u></b>  <b>0300 300 5026 / 0300 300 8142</b></p>

<u>Central Bedfordshire SCB Child Protection Procedures Escalation Policy</u>
<u>Central Bedfordshire SCB Child Protection Procedure on Safer</u>
<u>Recruitment</u>

## **Local Multi Agency Safeguarding Partnership Arrangements**

Local safeguarding arrangements are led by three safeguarding partners (local authorities, chief officers of police, and Integrated Care Systems) who have a duty to make arrangements for themselves and **relevant agencies** they deem appropriate, to work together for the purpose of safeguarding and promoting the welfare of children in their area. Education is one of those relevant agencies. In Central Bedfordshire, the arrangements are referred to as the Safeguarding Children Board.

## Appendix F – Key Staff - St Vincent's Catholic Primary School

<b>Headteacher</b>	<b>Amanda Dowling</b>
<b>DSL &amp; role (L3 trained)</b>	<b>Sarah Ball (Assistant Headteacher / SENDCo)</b>
<b>Deputy DSL(s) &amp; role (L3 trained)</b>	<b>Amanda Dowling (Headteacher) Josephine Healy (Deputy Head Teacher) Ruth McParland Assistant SENDco/Y6 Teacher/Mental Health Lead</b>
<b>Additional Safeguarding professionals</b>	
<b>Chair of Local Academy Committee</b>	<b>Colette Donohue (<a href="mailto:colette.donohue@icloud.com">colette.donohue@icloud.com</a>)</b>
<b>Safeguarding Governor</b>	<b>Pauline Cotton</b>
<b>Chair of Board of Directors</b>	<b>Catherine Davies (<a href="mailto:cdavies@stcat.co.uk">cdavies@stcat.co.uk</a>)</b>
<b>Safeguarding Director</b>	<b>Catherine Davies (<a href="mailto:cdavies@stcat.co.uk">cdavies@stcat.co.uk</a>)</b>
<b>Prevent SPOC</b>	<b>Sarah Ball</b>
<b>Encompass SPOC</b>	<b>Sarah Ball</b>
<b>Designated Teacher for Looked After Children</b>	<b>Sarah Ball</b>
<b>Staff who have undertaken Safer Recruitment training</b>	<b>Sarah Ball Amanda Dowling Collette Donohue</b>
<b>Useful Information and Links (Use these and the above staff information to personalise this policy to your school)</b>	<p><b><u>Central Bedfordshire Safeguarding Children Board</u></b>  <b><u>Central Bedfordshire Assessment and Thresholds Guidance</u></b></p>  <p><b><u>Central Bedfordshire SCB Child Protection Procedures</u></b></p> <p><b><u>Central Bedfordshire Access and Referral Hub (including Prevent referrals)</u></b>  <b>0300 300 8585 or (if out of hours, the social care emergency duty team on 0300 300 8123)</b></p> <p><b><u>Central Bedfordshire's Allegations Manager (LADO)</u></b>  <b>0300 300 5026 / 0300 300 8142</b></p>

- - Central Bedfordshire SCB Child Protection Procedures Escalation Policy**
  - Central Bedfordshire SCB Child Protection Procedure on Safer Recruitment**

## **Local Multi Agency Safeguarding Partnership Arrangements**

Local safeguarding arrangements are led by three safeguarding partners (local authorities, chief officers of police, and Integrated Care Systems) who have a duty to make arrangements for themselves and **relevant agencies** they deem appropriate, to work together for the purpose of safeguarding and promoting the welfare of children in their area. Education is one of those relevant agencies. In Central Bedfordshire, the arrangements are referred to as the Safeguarding Children Board.

## Appendix G – Key Staff – Holy Family Catholic Primary School

<b>Headteacher</b>	Sara Benn
<b>DSL &amp; role (L3 trained)</b>	Sara Benn <a href="mailto:sara.benn@hfcs.org.uk">sara.benn@hfcs.org.uk</a>
<b>Deputy DSL(s) &amp; role (L3 trained)</b>	Clare Doyle <a href="mailto:clare.doyle@hfcs.org.uk">clare.doyle@hfcs.org.uk</a> Louise Clarke <a href="mailto:louise.clarke@hfcs.org.uk">louise.clarke@hfcs.org.uk</a>
<b>Additional Safeguarding professionals</b>	Trish Fox <a href="mailto:patricia.fox@hfcs.org.uk">patricia.fox@hfcs.org.uk</a> Debbie Powell <a href="mailto:Debbie.powell@hfcs.org.uk">Debbie.powell@hfcs.org.uk</a> Elizabeth Scott <a href="mailto:Elizabeth.delaloye@hfcs.org.uk">Elizabeth.delaloye@hfcs.org.uk</a> Chloe Dardis <a href="mailto:chloe.dardis@hfcs.co.uk">chloe.dardis@hfcs.co.uk</a> Emma Oakes <a href="mailto:emma.oakes@hfcs.org.uk">emma.oakes@hfcs.org.uk</a> Sue Basquil <a href="mailto:sue.basquil@hfcs.org.uk">sue.basquil@hfcs.org.uk</a>
<b>Chair of Local Academy Committee</b>	Howard Seymour/ <a href="mailto:howard.seymour@hfcs.org.uk">howard.seymour@hfcs.org.uk</a>
<b>Safeguarding Governor</b>	Howard Seymour <a href="mailto:howard.seymour@hfcs.org.uk">howard.seymour@hfcs.org.uk</a>
<b>Chair of Board of Directors</b>	Catherine Davies ( <a href="mailto:cdavies@stcat.co.uk">cdavies@stcat.co.uk</a> )
<b>Safeguarding Director</b>	Catherine Davies ( <a href="mailto:cdavies@stcat.co.uk">cdavies@stcat.co.uk</a> )
<b>Prevent SPOC</b>	Sara Benn <a href="mailto:sara.benn@hfcs.org.uk">sara.benn@hfcs.org.uk</a> Debbie Powell <a href="mailto:Debbie.powell@hfcs.org.uk">Debbie.powell@hfcs.org.uk</a>
<b>Encompass / Relay SPOC</b>	DSL team – <a href="mailto:safeguarding@hfcs.org.uk">safeguarding@hfcs.org.uk</a>
<b>Designated Teacher for Looked After Children</b>	Sara Benn <a href="mailto:sara.benn@hfcs.org.uk">sara.benn@hfcs.org.uk</a> Louise Clarke <a href="mailto:louise.clarke@hfcs.org.uk">louise.clarke@hfcs.org.uk</a>
<b>Staff who have undertaken Safer Recruitment training</b>	Sara Benn Louise Clarke Bethany Chandler
<b>Useful Information and Links</b> (Use these and the above staff information to	<a href="#">Slough Safeguarding Partnership</a> <a href="#">Slough Safeguarding Partnership Thresholds Guidance: Children</a>

personalise this  
policy to your school)



## Slough Multi Agency Safeguarding Children Partnership Procedures

### Welcome to the Slough Multi-Agency Safeguarding Children

#### **Slough Referral and Assessment Hub**

##### **Child Protection:**

**01753 875362** or (if out of hours, the emergency duty team on 01344 786543)

Early Help and general enquiries:

01753 477321

##### **Slough Prevent Team**

**01753 875201** or email [Prevent@slough.gov.uk](mailto:Prevent@slough.gov.uk)

##### **Slough Designated Officer (LADO)**

**Tel: 01753 474053** or email: [LADO@sloughchildrenfirst.co.uk](mailto:LADO@sloughchildrenfirst.co.uk)

Dawn Lisles

#### Resolving Professional Different of Opinion and Escalation

#### Guidance for Safe Recruitment, Selection and Retention

If you are concerned about a child's welfare or worried they are being abused, you can make a referral to Referral and Assessment Service at Slough Children's First - Telephone 01753 875362.

The [Multi-Agency Referral Form](#) can also be used to share information - e-mail to [sloughchildren.referrals@sloughchildrenfirst.co.uk](mailto:sloughchildren.referrals@sloughchildrenfirst.co.uk). The operating hours (for this team only) are 9am to 5pm. More information on how to make a referral can be found [here](#).

For emergencies outside of operating hours, call the Emergency Duty Team on 01344 351999 or e-mail: [EDT@bracknell-forest.gov.uk](mailto:EDT@bracknell-forest.gov.uk).

Worried that a child, young person or adult is at immediate risk from harm? Please contact the Police by dialling 999.

If you are unsure the [Pan Berks Procedures Manual](#) will be able to help guide you or the [Threshold Guidance](#) which tells you which types of services a family may need to get support.

Alternatively you can call ChildLine for advice on 0800 1111 or email them by visiting [www.childline.org.uk](http://www.childline.org.uk)

## **Local Multi Agency Safeguarding Arrangements**

The Children and Social Work Act 2017 (the Act) replaces Local Safeguarding Children Boards with new local safeguarding arrangements led by three safeguarding partners (local authorities, chief officers of police, and clinical commissioning groups). The Act places a duty on those partners to make arrangements for themselves and **relevant agencies** they deem appropriate, to work together for the purpose of safeguarding and promoting the welfare of children in their area. Education is one of the relevant agencies.

## Appendix G – Key Staff - St Anthony's Catholic Primary School & Nursery

<b>Headteacher</b>	Siobhan Jones
<b>DSL &amp; role (L3 trained)</b>	Nicki Tew (Assistant Headteacher)
<b>Deputy DSL(s) &amp; role (L3 trained)</b>	Lucy Blackiston (Assistant Headteacher) Siobhan Jones (Headteacher)
<b>Additional Safeguarding professionals</b>	Josh Hanton – SEND Co Will O'Neill – Class teacher KS1 Sam Salameh – Class teacher EYFS Carol Vaughan- Learning Mentor Daljit Dhami- Office Manager
<b>Chair of Local Academy Committee</b>	Tbc
<b>Safeguarding Governor</b>	Rehan Khan
<b>Chair of Board of Directors</b>	Catherine Davies (cdavies@stcat.co.uk)
<b>Safeguarding Director</b>	Catherine Davies (cdavies@stcat.co.uk)
<b>Prevent SPOC</b>	Lucy Blackiston
<b>Encompass SPOC</b>	Lucy Blackiston
<b>Designated Teacher for Looked After Children</b>	Lucy Blackiston
<b>Staff who have undertaken Safer Recruitment training</b>	Siobhan Oppe Lucy Blackiston Nikki Tew Vina Sharma James Rooney Sara Nasim Josh Hanton
<b>Useful Information and Links</b> (Use these and the above staff information to personalise this policy to your school)	<p><a href="#">Slough Safeguarding Partnership</a>  <a href="#">Slough Safeguarding Partnership Thresholds Guidance: Children</a></p>  <p><a href="#">Slough Multi Agency Safeguarding Children Partnership Procedures</a>  <a href="#">Welcome to the Slough Multi-Agency Safeguarding Children</a></p> <p><a href="#">Slough Referral and Assessment Hub</a></p>

**Child Protection:**

**01753 875362** or (if out of hours, the emergency duty team on 01344 786543)

Early Help and general enquiries:

01753 477321

**Slough Prevent Team**

**01753 875201** or email [Prevent@slough.gov.uk](mailto:Prevent@slough.gov.uk)

**Slough Designated Officer (LADO)**

**Tel: 01753 474053** or email: [LADO@sloughchildrenfirst.co.uk](mailto:LADO@sloughchildrenfirst.co.uk)

Dawn Lisles

[Resolving Professional Different of Opinion and Escalation](#)

[Guidance for Safe Recruitment, Selection and Retention](#)

If you are concerned about a child's welfare or worried they are being abused, you can make a referral to Referral and Assessment Service at Slough Children's First - Telephone 01753 875362.

The [Multi-Agency Referral Form](#) can also be used to share information - e-mail to [sloughchildren.referrals@sloughchildrenfirst.co.uk](mailto:sloughchildren.referrals@sloughchildrenfirst.co.uk). The operating hours (for this team only) are 9am to 5pm. More information on how to make a referral can be found [here](#).

For emergencies outside of operating hours, call the Emergency Duty Team on 01344 351999 or e-mail: [EDT@bracknell-forest.gov.uk](mailto:EDT@bracknell-forest.gov.uk).

Worried that a child, young person or adult is at immediate risk from harm? Please contact the Police by dialling 999.

If you are unsure the [Pan Berks Procedures Manual](#) will be able to help guide you or the [Threshold Guidance](#) which tells you which types of services a family may need to get support.

Alternatively you can call ChildLine for advice on 0800 1111 or email them by visiting [www.childline.org.uk](http://www.childline.org.uk)

## **Local Multi Agency Safeguarding Partnership Arrangements**

Local safeguarding arrangements are led by three safeguarding partners (local authorities, chief officers of police, and Integrated Care Systems) who have a duty to make arrangements for themselves and **relevant agencies** they deem appropriate, to work together for the purpose of safeguarding and promoting the welfare of children in their area. Education is one of those relevant agencies.

## Appendix G – Key Staff - St Ethelbert's Catholic Primary School & Nursery

<b>Headteacher</b>	Fiona Maynard (Executive Headteacher) Jo Rodrigues (Head of School)
<b>DSL &amp; role (L3 trained)</b>	Jo Rodrigues (Head of School)
<b>Deputy DSL(s) &amp; role (L3 trained)</b>	Fiona Maynard (Executive Headteacher)
<b>Additional Safeguarding professionals</b>	Bernadette Sheehy, Pastoral Lead
<b>Chair of Local Academy Committee</b>	Catherine Hayes ( <a href="mailto:c.hayes@stethelberts.slough.sch.uk">c.hayes@stethelberts.slough.sch.uk</a> )
<b>Safeguarding Governor</b>	Jenny Carey
<b>Chair of Board of Directors</b>	Catherine Davies ( <a href="mailto:cdavies@stcat.co.uk">cdavies@stcat.co.uk</a> )
<b>Safeguarding Director</b>	Catherine Davies ( <a href="mailto:cdavies@stcat.co.uk">cdavies@stcat.co.uk</a> )
<b>Prevent SPOC</b>	Bernadette Sheehy
<b>Encompass SPOC</b>	Bernadette Sheehy
<b>Designated Teacher for Looked After Children</b>	Jo Rodrigues
<b>Staff who have undertaken Safer Recruitment training</b>	Fiona Maynard Alyssa Mercer Emma Harper Jess Page Jo Rodrigues Sinead O'Leary
<b>Useful Information and Links</b> (Use these and the above staff information to personalise this policy to your school)	<p><a href="#">Slough Safeguarding Partnership</a></p> <p><a href="#">Slough Safeguarding Partnership Thresholds Guidance: Children</a></p>  <p><a href="#">Slough Multi Agency Safeguarding Children Partnership Procedures</a></p> <p><a href="#">Welcome to the Slough Multi-Agency Safeguarding Children</a></p> <p><b>Slough Referral and Assessment Hub</b></p> <p><b>Child Protection:</b></p> <p><b>01753 875362</b> or (if out of hours, the emergency duty team on 01344 786543)</p>

Early Help and general enquiries:

01753 477321

**Slough Prevent Team**

**01753 875201** or email [Prevent@slough.gov.uk](mailto:Prevent@slough.gov.uk)

**Slough Designated Officer (LADO)**

**Tel: 01753 474053** or email: [LADO@sloughchildrenfirst.co.uk](mailto:LADO@sloughchildrenfirst.co.uk)

Dawn Lisles

[Resolving Professional Different of Opinion and Escalation](#)

[Guidance for Safe Recruitment, Selection and Retention](#)

If you are concerned about a child's welfare or worried they are being abused, you can make a referral to Referral and Assessment Service at Slough Children's First - Telephone 01753 875362.

The [Multi-Agency Referral Form](#) can also be used to share information - e-mail to [sloughchildren.referrals@sloughchildrenfirst.co.uk](mailto:sloughchildren.referrals@sloughchildrenfirst.co.uk). The operating hours (for this team only) are 9am to 5pm. More information on how to make a referral can be found [here](#).

For emergencies outside of operating hours, call the Emergency Duty Team on 01344 351999 or e-mail: [EDT@bracknell-forest.gov.uk](mailto:EDT@bracknell-forest.gov.uk).

Worried that a child, young person or adult is at immediate risk from harm? Please contact the Police by dialling 999.

If you are unsure the [Pan Berks Procedures Manual](#) will be able to help guide you or the [Threshold Guidance](#) which tells you which types of services a family may need to get support.

Alternatively you can call ChildLine for advice on 0800 1111 or email them by visiting [www.childline.org.uk](http://www.childline.org.uk)

## **Local Multi Agency Safeguarding Partnership Arrangements**

Local safeguarding arrangements are led by three safeguarding partners (local authorities, chief officers of police, and Integrated Care Systems) who have a duty to make arrangements for themselves and **relevant agencies** they deem appropriate, to work together for the purpose of safeguarding and promoting the welfare of children in their area. Education is one of those relevant agencies.

## Appendix G – Key Staff - St Joseph's Catholic Secondary School

<b>Headteacher</b>	Kelly Riddles
<b>DSL &amp; role (L3 trained)</b>	Kelly Riddles (DSL)
<b>Deputy DSL(s) &amp; role (L2 trained)</b>	Magdalena Banaszczyk (DDSL)
<b>Additional Safeguarding professionals</b>	
<b>Chair of Local Academy Committee</b>	Jim Hayes ( <a href="mailto:j.hayes@st-josephs.slough.sch.uk">j.hayes@st-josephs.slough.sch.uk</a> )
<b>Safeguarding Governor</b>	Millie Fernandez
<b>Chair of Board of Directors</b>	Catherine Davies ( <a href="mailto:cdavies@stcat.co.uk">cdavies@stcat.co.uk</a> )
<b>Safeguarding Director</b>	Catherine Davies ( <a href="mailto:cdavies@stcat.co.uk">cdavies@stcat.co.uk</a> )
<b>Prevent SPOC</b>	Magdalena Banaszczyk
<b>Encompass / Relay SPOC</b>	Kelly Riddles
<b>Designated Teacher for Looked After Children</b>	Jonson Cooper-Santos
<b>Staff who have undertaken Safer Recruitment training</b>	Kelly Riddles Oona McAteer Fahimah Araf James Gibbons Rob Dann
<b>Useful Information and Links</b> (Use these and the above staff information to personalise this policy to your school)	<p><a href="#">Slough Safeguarding Partnership</a></p> <p><a href="#">Slough Safeguarding Partnership Thresholds Guidance: Children</a></p> 

## Slough Multi Agency Safeguarding Children Partnership Procedures

### Welcome to the Slough Multi-Agency Safeguarding Children

#### **Slough Referral and Assessment Hub**

##### **Child Protection:**

**01753 875362** or (if out of hours, the emergency duty team on 01344 786543)

Early Help and general enquiries:

01753 477321

#### **Slough Prevent Team**

**01753 875201** or email [Prevent@slough.gov.uk](mailto:Prevent@slough.gov.uk)

#### **Slough Designated Officer (LADO)**

**Tel: 01753 474053** or email: [LADO@sloughchildrenfirst.co.uk](mailto:LADO@sloughchildrenfirst.co.uk)

Dawn Lisles

[Resolving Professional Different of Opinion and Escalation](#)

[Guidance for Safe Recruitment, Selection and Retention](#)

If you are concerned about a child's welfare or worried they are being abused, you can make a referral to Referral and Assessment Service at Slough Children's First - Telephone 01753 875362.

The [Multi-Agency Referral Form](#) can also be used to share information - e-mail to [sloughchildren.referrals@sloughchildrenfirst.co.uk](mailto:sloughchildren.referrals@sloughchildrenfirst.co.uk). The operating hours (for this team only) are 9am to 5pm. More information on how to make a referral can be found [here](#).

For emergencies outside of operating hours, call the Emergency Duty Team on 01344 351999 or e-mail: [EDT@bracknell-forest.gov.uk](mailto:EDT@bracknell-forest.gov.uk).

Worried that a child, young person or adult is at immediate risk from harm? Please contact the Police by dialling 999.

If you are unsure the [Pan Berks Procedures Manual](#) will be able to help guide you or the [Threshold Guidance](#) which tells you which types of services a family may need to get support.

Alternatively you can call ChildLine for advice on 0800 1111 or email them by visiting [www.childline.org.uk](http://www.childline.org.uk)

## **Local Multi Agency Safeguarding Partnership Arrangements**

Local safeguarding arrangements are led by three safeguarding partners (local authorities, chief officers of police, and Integrated Care Systems) who have a duty to make arrangements for themselves and **relevant agencies** they deem appropriate, to work together for the purpose of safeguarding and promoting the welfare of children in their area. Education is one of those relevant agencies.



## Appendix H – Key Staff – Our Lady's Catholic Primary School

<b>Headteacher</b>	Mark Holdsworth
<b>DSL &amp; role (L3 trained)</b>	Mark Holdsworth (Headteacher)
<b>Deputy DSL(s) &amp; role (L3 trained)</b>	Clare Cid-Fuentes
<b>Additional Safeguarding professionals</b>	
<b>Chair of Local Academy Committee</b>	Mark Haines
<b>Safeguarding Governor</b>	Maria Fotheringham
<b>Chair of Board of Directors</b>	Catherine Davies (cdavies@stcat.co.uk)
<b>Safeguarding Director</b>	Catherine Davies (cdavies@stcat.co.uk)
<b>Prevent SPOC</b>	Mark Holdsworth
<b>Encompass SPOC</b>	Mark Holdsworth
<b>Designated Teacher for Looked After Children</b>	Mark Holdsworth
<b>Staff who have undertaken Safer Recruitment training</b>	Mark Holdsworth Clare Cid-Fuentes
<b>Useful Information and Links</b> (Use these and the above staff information to personalise this policy to your school)	<p><b><u>Buckinghamshire Safeguarding Children Partnership (BSCP)</u></b></p> <p><b><u>BSCP Continuum of Need Incorporating Threshold Guidance</u></b></p> <p><b><u>Buckinghamshire Safeguarding Children Partnership Procedures Manual</u></b></p> <p><b><u>First Response Team (including Early Help, Prevent/Channel)</u></b> 01296 383962 (Out of hours 0800 999 7677) The First Response Team process all new referrals to social care, including children with disabilities and <u>extremism/radicalisation</u> referrals. Referrals are assessed by the team to check the seriousness and urgency of the concerns and whether Section 17 and/or Section 47 of the Children Act 1989 apply. The First Response Team will ensure that the referral reaches the appropriate team for assistance in a quick and efficient manner.</p> <p><b><u>Education Safeguarding Advisory Service</u></b> - 01296 382912 ESAS offers support to education providers to assist them to deliver</p>

effectively on all aspects of their safeguarding responsibilities.

**Local Authority Designated Officer (LADO) - 01296 382070**

The Buckinghamshire Local Authority Designated Officer (LADO) is responsible for overseeing the management of all allegations against people in a position of trust who work with children in Buckinghamshire on either a paid or voluntary basis

**BSCP Managing Allegations against Staff and Volunteers Procedure**

**BSCP Escalation, Challenge and Conflict Resolution Procedure**

**Buckinghamshire Family Information Service 01296 383065**

Information for families on a range of issues including childcare, finances, parenting and education

**Schools Web**

School bulletin, Safeguarding links, A-Z guide to information and services

BCC Equalities & School Improvement Manager 01296 382461

Prevent Education Officer, Alison Watts 07793 658693

Thames Valley Police 101 (999 in emergency)

BCC Prevent Co-ordinator, Daniel Sullivan 01296 674784

## **Local Multi Agency Safeguarding Partnership Arrangements**

Local safeguarding arrangements are led by three safeguarding partners (local authorities, chief officers of police, and Integrated Care Systems) who have a duty to make arrangements for themselves and **relevant agencies** they deem appropriate, to work together for the purpose of safeguarding and promoting the welfare of children in their area. Education is one of those relevant agencies.

## Appendix H – Key Staff - St Edward's Catholic Junior School

<b>Headteacher</b>	Joanna Heritage
<b>DSL &amp; role (L3 trained)</b>	Joanna Heritage
<b>Deputy DSL(s) &amp; role (L3 trained)</b>	Frances Derby (Deputy Head)
<b>Additional Safeguarding professionals</b>	Clare Halewood (Learning Support Mentor)
<b>Chair of Local Academy Committee</b>	Anna Morris ( <a href="mailto:chairofgovernors@stedwards.bucks.sch.uk">chairofgovernors@stedwards.bucks.sch.uk</a> )
<b>Safeguarding Governor</b>	Anna Morris ( <a href="mailto:chairofgovernors@stedwards.bucks.sch.uk">chairofgovernors@stedwards.bucks.sch.uk</a> )
<b>Chair of Board of Directors</b>	Catherine Davies ( <a href="mailto:cdavies@stcat.co.uk">cdavies@stcat.co.uk</a> )
<b>Safeguarding Director</b>	Catherine Davies ( <a href="mailto:cdavies@stcat.co.uk">cdavies@stcat.co.uk</a> )
<b>Prevent SPOC</b>	Joanna Heritage
<b>Encompass / Relay SPOC</b>	Joanna Heritage
<b>Designated Teacher for Looked After Children</b>	Joanna Heritage
<b>Staff who have undertaken Safer Recruitment training</b>	Joanna Heritage Alison Weaver Elaine Keeler Elaine Sidhu
<b>Useful Information and Links</b> (Use these and the above staff information to personalise this policy to your school)	<p><b>Education Safeguarding Advisory Service</b> - 01296 382912 ESAS offers support to education providers to assist them to deliver effectively on all aspects of their safeguarding responsibilities.</p> <p><b>First Response Team (including Early Help, Channel)</b> 01296 383962 (Out of hours 0800 999 7677) The First Response Team process all new referrals to social care, including children with disabilities. Referrals are assessed by the team to check the seriousness and urgency of the concerns and whether Section 17 and/or Section 47 of the Children Act 1989 apply. The First Response Team will ensure that the referral reaches the appropriate team for assistance in a quick and efficient manner.</p> <p><b>Local Authority Designated Officer (LADO)</b> 01296 382070 The Buckinghamshire Local Authority Designated Officer (LADO) is responsible for overseeing the management of all allegations against people in a position of trust who work with children in Buckinghamshire on either a paid or voluntary basis</p> <p><b>Bucks Family Information Service</b> 01296 383065 Information for families on a range of issues including childcare,</p>

	<p>finances, parenting and education</p> <p><b>Buckinghamshire Safeguarding Children Partnership (BSCP)</b></p> <p>Procedures, policies and practice guidelines</p> <p>Schools Web</p> <p>School bulletin, Safeguarding links, A-Z guide to information and services</p> <p>BCC Equalities &amp; School Improvement Manager 01296 382461</p> <p>BCC Prevent Co-ordinator 01296 674784</p> <p>Thames Valley Police 101 (999 in emergency)</p>
--	--

### **Local Multi Agency Safeguarding Partnership Arrangements**

Local safeguarding arrangements are led by three safeguarding partners (local authorities, chief officers of police, and Integrated Care Systems) who have a duty to make arrangements for themselves and **relevant agencies** they deem appropriate, to work together for the purpose of safeguarding and promoting the welfare of children in their area. Education is one of those relevant agencies.

## Appendix H – Key Staff - St Joseph's Catholic Infant School & Nursery

<b>Headteacher</b>	Joanna Heritage
<b>DSL &amp; role (L3 trained)</b>	Joanna Heritage
<b>Deputy DSL(s) &amp; role (L3 trained)</b>	Frances Derby (Deputy Headteacher) Jo Stone (Pre-School Manager)
<b>Additional Safeguarding professionals</b>	Craig Baker Nic Stykuc-Dean (Learning Mentor)
<b>Chair of Local Academy Committee</b>	Anna Morris ( <a href="mailto:chairofgovernors@stedwards.bucks.sch.uk">chairofgovernors@stedwards.bucks.sch.uk</a> )
<b>Safeguarding Governor</b>	Anna Morris ( <a href="mailto:chairofgovernors@stedwards.bucks.sch.uk">chairofgovernors@stedwards.bucks.sch.uk</a> )
<b>Chair of Board of Directors</b>	Catherine Davies ( <a href="mailto:cdavies@stcat.co.uk">cdavies@stcat.co.uk</a> )
<b>Safeguarding Director</b>	Catherine Davies ( <a href="mailto:cdavies@stcat.co.uk">cdavies@stcat.co.uk</a> )
<b>Prevent SPOC</b>	Joanna Heritage
<b>Encompass / Relay SPOC</b>	Joanna Heritage
<b>Designated Teacher for Looked After Children</b>	Joanna Heritage
<b>Staff who have undertaken Safer Recruitment training</b>	Joanna Heritage Craig Baker Lesley Jacques Jo Stone
<b>Useful Information and Links</b> (Use these and the above staff information to personalise this policy to your school)	<p><b>Education Safeguarding Advisory Service</b> - 01296 382912 ESAS offers support to education providers to assist them to deliver effectively on all aspects of their safeguarding responsibilities.</p> <p><b>First Response Team (including Early Help, Channel)</b> 01296 383962 (Out of hours 0800 999 7677) The First Response Team process all new referrals to social care, including children with disabilities. Referrals are assessed by the team to check the seriousness and urgency of the concerns and whether Section 17 and/or Section 47 of the Children Act 1989 apply. The First Response Team will ensure that the referral reaches the appropriate team for assistance in a quick and efficient manner.</p> <p><b>Local Authority Designated Officer (LADO)</b> 01296 382070 The Buckinghamshire Local Authority Designated Officer (LADO) is responsible for overseeing the management of all allegations against people in a position of trust who work with children in Buckinghamshire on either a paid or voluntary basis</p>

<p><b>Bucks Family Information Service</b> 01296 383065 Information for families on a range of issues including childcare, finances, parenting and education</p> <p><b>Buckinghamshire Safeguarding Children Partnership (BSCP)</b> Procedures, policies and practice guidelines Schools Web School bulletin, Safeguarding links, A-Z guide to information and services BCC Equalities &amp; School Improvement Manager 01296 382461 BCC Prevent Co-ordinator 01296 674784</p> <p>Thames Valley Police 101 (999 in emergency)</p>
---

### **Local Multi Agency Safeguarding Partnership Arrangements**

Local safeguarding arrangements are led by three safeguarding partners (local authorities, chief officers of police, and Integrated Care Systems) who have a duty to make arrangements for themselves and **relevant agencies** they deem appropriate, to work together for the purpose of safeguarding and promoting the welfare of children in their area. Education is one of those relevant agencies.

## Appendix H – Key Staff - St Joseph's Catholic Primary School

<b>Headteacher</b>	Caroline Lovegrove
<b>DSL &amp; role (L3 trained)</b>	Karen Ford – Assistant Headteacher and SENCO
<b>Deputy DSL(s) &amp; role (L3 trained)</b>	Patricia O’Kane – Deputy Headteacher
<b>Additional Safeguarding professionals</b>	Caroline Lovegrove – Headteacher
<b>Chair of Local Academy Committee</b>	Gillian Matthews
<b>Safeguarding Governor</b>	Simon Hardcastle
<b>Chair of Board of Directors</b>	Catherine Davies (cdavies@stcat.co.uk)
<b>Safeguarding Director</b>	Catherine Davies (cdavies@stcat.co.uk)
<b>Prevent SPOC</b>	Karen Ford – Assistant Headteacher and SENCO
<b>Encompass / Relay SPOC</b>	Karen Ford – Assistant Headteacher and SENCO
<b>Designated Teacher for Looked After Children</b>	Karen Ford – Assistant Headteacher and SENCO
<b>Staff who have undertaken Safer Recruitment training</b>	Caroline Lovegrove, Patricia O’Kane, Karen Ford & Maria Morris
<b>Useful Information and Links</b> (Use these and the above staff information to personalise this policy to your school)	<p><b>Education Safeguarding Advisory Service</b> - 01296 382912      ESAS offers support to education providers to assist them to deliver effectively on all aspects of their safeguarding responsibilities.</p> <p><b>First Response Team (including Early Help, Channel)</b>      01296 383962 (Out of hours 0800 999 7677)      The First Response Team process all new referrals to social care, including children with disabilities. Referrals are assessed by the team to check the seriousness and urgency of the concerns and whether Section 17 and/or Section 47 of the Children Act 1989 apply. The First Response Team will ensure that the referral reaches the appropriate team for assistance in a quick and efficient manner.</p> <p><b>Local Authority Designated Officer (LADO)</b> 01296 382070      The Buckinghamshire Local Authority Designated Officer (LADO) is responsible for overseeing the management of all allegations against people in a position of trust who work with children in Buckinghamshire on either a paid or voluntary basis</p> <p><b>Bucks Family Information Service</b> 01296 383065      Information for families on a range of issues including childcare, finances, parenting and education</p>

<b>Buckinghamshire Safeguarding Children Partnership (BSCP)</b> Procedures, policies and practice guidelines Schools Web School bulletin, Safeguarding links, A-Z guide to information and services BCC Equalities & School Improvement Manager 01296 382461 BCC Prevent Co-ordinator 01296 674784  Thames Valley Police 101 (999 in emergency)
--

## **Local Multi Agency Safeguarding Partnership Arrangements**

Local safeguarding arrangements are led by three safeguarding partners (local authorities, chief officers of police, and Integrated Care Systems) who have a duty to make arrangements for themselves and **relevant agencies** they deem appropriate, to work together for the purpose of safeguarding and promoting the welfare of children in their area. Education is one of those relevant agencies.

## Appendix H – Key Staff - St Louis Catholic Primary School

<b>Headteacher</b>	Catherine Machin
<b>DSL &amp; role (L3 trained)</b>	Christine Woodward (Deputy Headteacher)
<b>Deputy DSL(s) &amp; role (L3 trained)</b>	Carmel Sitkowski (Assistant Headteacher) Orla Cooper (Assistant Headteacher)
<b>Additional Safeguarding professionals</b>	
<b>Chair of Local Academy Committee</b>	David Payne
<b>Safeguarding Governor</b>	Andy Williams
<b>Chair of Board of Directors</b>	Catherine Davies (cdavies@stcat.co.uk)
<b>Safeguarding Director</b>	Catherine Davies (cdavies@stcat.co.uk)
<b>Prevent SPOC</b>	Christine Woodward
<b>Encompass SPOC</b>	Christine Woodward
<b>Designated Teacher for Looked After Children</b>	Tianna Perry
<b>Staff who have undertaken Safer Recruitment training</b>	Catherine Machin Christine Woodward Carmel Sitkowski
<b>Useful Information and Links</b> (Use these and the above staff information to personalise this policy to your school)	<p><b><u>Buckinghamshire Safeguarding Children Partnership (BSCP)</u></b></p> <p><b><u>BSCP Continuum of Need Incorporating Threshold Guidance</u></b></p> <p><b><u>Buckinghamshire Safeguarding Children Partnership Procedures Manual</u></b></p> <p><b><u>First Response Team (including Early Help, Prevent/Channel)</u></b> 01296 383962 (Out of hours 0800 999 7677) The First Response Team process all new referrals to social care, including children with disabilities and <u>extremism/radicalisation</u> referrals. Referrals are assessed by the team to check the seriousness and urgency of the concerns and whether Section 17 and/or Section 47 of the Children Act 1989 apply. The First Response Team will ensure that the referral reaches the appropriate team for assistance in a quick and efficient manner.</p> <p><b><u>Education Safeguarding Advisory Service</u></b> - 01296 382912 ESAS offers support to education providers to assist them to deliver</p>

effectively on all aspects of their safeguarding responsibilities.

**Local Authority Designated Officer (LADO) 01296 382070**

The Buckinghamshire Local Authority Designated Officer (LADO) is responsible for overseeing the management of all allegations against people in a position of trust who work with children in Buckinghamshire on either a paid or voluntary basis

**BSCP Managing Allegations against Staff and Volunteers Procedure**

**BSCP Escalation, Challenge and Conflict Resolution Procedure**

**Buckinghamshire Family Information Service 01296 383065**

Information for families on a range of issues including childcare, finances, parenting and education

**Schools Web**

School bulletin, Safeguarding links, A-Z guide to information and services

BCC Equalities & School Improvement Manager 01296 382461

Prevent Education Officer, Alison Watts 07793 658693

Thames Valley Police 101 (999 in emergency)

BCC Prevent Co-ordinator, Daniel Sullivan 01296 674784

## **Local Multi Agency Safeguarding Partnership Arrangements**

Local safeguarding arrangements are led by three safeguarding partners (local authorities, chief officers of police, and Integrated Care Systems) who have a duty to make arrangements for themselves and **relevant agencies** they deem appropriate, to work together for the purpose of safeguarding and promoting the welfare of children in their area. Education is one of those relevant agencies.

## Appendix H – Key Staff - St Michael's Catholic School

<b>Executive Headteacher</b>	Lou Baker
<b>Headteacher, Aylesbury Secondary</b>	Adam Palmer
<b>Headteacher, Primary</b>	Dani Collins
<b>Head of School, High Wycombe Secondary</b>	Rhi Morgans
<b>DSL &amp; role (L3 trained)</b>	Aylesbury Secondary – Hannah Austin Primary - Dani Collins Wycombe Secondary – Niamh Ellison
<b>Deputy DSL(s) &amp; role (L3 trained)</b>	Aylesbury Secondary – Charlotte Shah, Adam Palmer, Nayani Anpalagan, Michelle Bryce Primary – Mairead Maxted, Suzanne Faiers Wycombe Secondary – Vicky Bennell, Andie King, Tasha Kelly
<b>Additional Safeguarding professionals</b>	Elleah Birch (Aylesbury)
<b>Chair of Local Academy Committee</b>	Maria Harty (temporary)
<b>Safeguarding Governor</b>	Rose Joseph
<b>Chair of Board of Directors</b>	Catherine Davies ( <a href="mailto:cdavies@stcat.co.uk">cdavies@stcat.co.uk</a> )
<b>Safeguarding Director</b>	Catherine Davies ( <a href="mailto:cdavies@stcat.co.uk">cdavies@stcat.co.uk</a> )
<b>Prevent SPOC</b>	Lou Baker
<b>Encompass SPOC</b>	Lou Baker
<b>Designated Teacher for Looked After Children</b>	Aylesbury Secondary – Hannah Austin Primary – Dani Collins Wycombe Secondary – Rhi Morgans
<b>Staff who have undertaken Safer Recruitment training</b>	Stacey Soares Lou Baker Rhi Morgans Adam Palmer Andrea Darrie Hannah Austin Lisa Mennone Sam Whitton Cindy Carvell Tracy Wiggins

	Natalie Marshall Janine Tompkins
<b>Useful Information and Links</b> (Use these and the above staff information to personalise this policy to your school)	<p><b><u>Buckinghamshire Safeguarding Children Partnership (BSCP)</u></b></p> <p><b><u>BSCP Continuum of Need Incorporating Threshold Guidance</u></b></p> <p><b><u>Buckinghamshire Safeguarding Children Partnership Procedures Manual</u></b></p> <p><b><u>First Response Team (including Early Help, Prevent/Channel)</u></b> 01296 383962 (Out of hours 0800 999 7677) The First Response Team process all new referrals to social care, including children with disabilities and <u>extremism/radicalisation</u> referrals. Referrals are assessed by the team to check the seriousness and urgency of the concerns and whether Section 17 and/or Section 47 of the Children Act 1989 apply. The First Response Team will ensure that the referral reaches the appropriate team for assistance in a quick and efficient manner.</p> <p><b><u>Education Safeguarding Advisory Service - 01296 382912</u></b> ESAS offers support to education providers to assist them to deliver effectively on all aspects of their safeguarding responsibilities.</p> <p><b><u>Local Authority Designated Officer (LADO) 01296 382070</u></b> The Buckinghamshire Local Authority Designated Officer (LADO) is responsible for overseeing the management of all allegations against people in a position of trust who work with children in Buckinghamshire on either a paid or voluntary basis</p> <p><b><u>BSCP Managing Allegations against Staff and Volunteers Procedure</u></b></p> <p><b><u>BSCP Escalation, Challenge and Conflict Resolution Procedure</u></b></p> <p><b><u>Buckinghamshire Family Information Service 01296 383065</u></b> Information for families on a range of issues including childcare, finances, parenting and education</p> <p><b><u>Schools Web</u></b> School bulletin, Safeguarding links, A-Z guide to information and services</p> <p><b><u>BCC Equalities &amp; School Improvement Manager 01296 382461</u></b> <u>Prevent</u> Contact the ESAS team for further advice</p> <p>Thames Valley Police 101 (999 in emergency)</p> <p>BCC Prevent Co-ordinator, Daniel Sullivan 01296 674784</p>

## Local Multi Agency Safeguarding Partnership Arrangements

Local safeguarding arrangements are led by three safeguarding partners (local authorities, chief officers of police, and Integrated Care Systems) who have a duty to make arrangements for themselves and **relevant agencies** they deem appropriate, to work together for the purpose of safeguarding and promoting the welfare of children in their area. Education is one of those relevant agencies.

## Appendix H – Key Staff - St Peter's Catholic Primary School

<b>Co-Headteachers</b>	Kathryn Thomas and Jen Boyle
<b>DSL &amp; role (L3 trained)</b>	Kathryn Thomas Co-Headteacher
<b>Deputy DSL(s) &amp; role (L3 trained)</b>	Jen Boyle
<b>Additional Safeguarding professionals</b>	n/a
<b>Chair of Local Academy Committee</b>	Sue Hayes
<b>Safeguarding Governor</b>	Sue Hayes
<b>Chair of Board of Directors</b>	Catherine Davies (cdavies@stcat.co.uk)
<b>Safeguarding Director</b>	Catherine Davies (cdavies@stcat.co.uk)
<b>Prevent SPOC</b>	Kathryn Thomas
<b>Encompass SPOC</b>	Kathryn Thomas
<b>Designated Teacher for Looked After Children</b>	Kathryn Thomas
<b>Staff who have undertaken Safer Recruitment training</b>	Al Nicol Kathryn Thomas
<b>Useful Information and Links</b> (Use these and the above staff information to personalise this policy to your school)	<p><b><u>Buckinghamshire Safeguarding Children Partnership (BSCP)</u></b></p> <p><b><u>BSCP Continuum of Need Incorporating Threshold Guidance</u></b></p> <p><b><u>Buckinghamshire Safeguarding Children Partnership Procedures Manual</u></b></p> <p><b><u>First Response Team (including Early Help, Prevent/Channel)</u></b> 01296 383962 (Out of hours 0800 999 7677) The First Response Team process all new referrals to social care, including children with disabilities and <u>extremism/radicalisation</u> referrals. Referrals are assessed by the team to check the seriousness and urgency of the concerns and whether Section 17 and/or Section 47 of the Children Act 1989 apply. The First Response Team will ensure that the referral reaches the appropriate team for assistance in a quick and efficient manner.</p> <p><b><u>Education Safeguarding Advisory Service</u></b> - 01296 382912 ESAS offers support to education providers to assist them to deliver</p>

effectively on all aspects of their safeguarding responsibilities.

**Local Authority Designated Officer (LADO) 01296 382070**

The Buckinghamshire Local Authority Designated Officer (LADO) is responsible for overseeing the management of all allegations against people in a position of trust who work with children in Buckinghamshire on either a paid or voluntary basis

**BSCP Managing Allegations against Staff and Volunteers Procedure**

**BSCP Escalation, Challenge and Conflict Resolution Procedure**

**Buckinghamshire Family Information Service 01296 383065**

Information for families on a range of issues including childcare, finances, parenting and education

**Schools Web**

School bulletin, Safeguarding links, A-Z guide to information and services

BCC Equalities & School Improvement Manager 01296 382461

Prevent Education Officer, Alison Watts 07793 658693

Thames Valley Police 101 (999 in emergency)

BCC Prevent Co-ordinator, Daniel Sullivan 01296 674784

## **Local Multi Agency Safeguarding Partnership Arrangements**

Local safeguarding arrangements are led by three safeguarding partners (local authorities, chief officers of police, and Integrated Care Systems) who have a duty to make arrangements for themselves and **relevant agencies** they deem appropriate, to work together for the purpose of safeguarding and promoting the welfare of children in their area. Education is one of those relevant agencies.