

# Manor Park

# Primary School



## Child Protection and Safeguarding

## Policy

**September 2021**

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**Reviewed by:** Safeguarding Team

**Agreed by governors:** September 2021

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**Deputy Designated Safeguarding Lead:** Deb Perkins – Lead Learning Mentor

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**Designated Lead for Looked After and Previously Looked-After Children:**

Amy Healy, Assistant Headteacher, Inclusion Manager

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# 1 Definitions

1.1 'Safeguarding' is defined in Keeping Children Safe in Education (2021) as;

- protecting children from maltreatment;
- preventing the impairment of children's mental and physical health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes.

1.2 'Child Protection' is the intervention that occurs when children have been significantly harmed or are at risk of significant harm.

1.3 'Child' refers to everyone under the age of 18.

1.4 'Parent' refers to birth parents and other adults in a parenting role for example adoptive parents, step parents and foster carers.

1.5 'Staff' or 'members of staff' refers to all teaching, non-teaching, support, supply, peripatetic, contract staff, governors, volunteers and trustees working in or on behalf of Manor Park Primary School.

# 2 Introduction

2.1 We recognise that safeguarding and child protection is an essential part of our duty of care to all students and all staff have a responsibility to provide a safe environment in which children can learn. We understand that safeguarding, child protection and promoting the welfare of all children is everyone's responsibility and everyone has a role to play in protecting children. We recognise that our school is part of a wider safeguarding system for children and work closely with other agencies to promote the welfare of children. We maintain an attitude of 'it could happen here' and will consider the wishes of, and at all times, what is in the best interests of each child.

2.2 The purpose of this policy is to;

- Promote safeguarding and child protection and to demonstrate Manor Park Primary's commitment to keeping children safe;
- Provide all members of staff with the information required to meet their safeguarding duty and protect children from harm;
- Provide stakeholders with clear information relating to Manor Park Primary's safeguarding and child protection procedures;
- Ensure that staff understand, can recognise and can respond to the indicators of abuse;
- Ensure that all staff are aware of their mandatory reporting duty in relation to Section 5B of the Female Genital Mutilation Act 2003; and
- Ensure that children are protected from maltreatment or harm.

2.3 Manor Park Primary is committed to the following principles;

- All children have the right to be protected from harm.
- Children should feel safe and secure and cannot learn unless they do so.
- All staff are responsible for keeping children safe and have a responsibility to act if they think a child is at risk of harm.
- All staff take on a responsibility to promote children's welfare
- Working with other agencies is essential to promote safeguarding and protect children from harm.
- Early help and providing support to families and/or children as soon as a problem emerges is essential to improving outcomes for children and families.

## **2.4 Safeguarding aims**

2.4.1 The safeguarding aims of Manor Park Primary, in line with Keeping Children Safe in Education (September 2021) are to;

- work to identify children who are suffering or likely to suffer abuse, exploitation or neglect and act to protect them;
- work with relevant services and agencies to ensure that children are protected from harm;
- provide a learning environment for children which is safe and secure;
- teach children how to keep themselves safe and provide structures for them to raise concerns if they are worried or at risk of harm;
- support children's mental health and wellbeing;
- ensure that we adhere to safer recruitment guidance and legislation, deal promptly with allegations of abuse against staff and take bullying and harassment seriously;
- train staff effectively in all safeguarding issues (including online safety) and in their responsibilities for identifying and protecting children that are or may be at risk of harm;
- have a designated safeguarding lead and designated deputies, who will provide support to staff, students and families;
- recognise that all children may be vulnerable to abuse, but be aware that some children have increased vulnerabilities due to special educational needs or disabilities;
- maintain a robust recording system for any safeguarding or child protection information;
- ensure that everyone in Manor Park Primary understands the safeguarding procedures; and to
- regularly review policies and procedures to ensure that children are protected to the best of our ability.

## **2.5 This policy adheres to the following documents;**

- [Keeping Children Safe in Education \(2021\)](#)
- [Working Together to Safeguard Children \(Parts updated December 2020\)](#)

- [Guidance for Safer Working Practice for those working with children and young people in education settings \(May 2019\)](#)
- [Guidance for Safer Working Practice for those working with children and young people in education settings addendum \(April 2020\)](#)
- [What to do if you are worried a child is being abused: Advice for practitioners \(2015\)](#)
- [Sexual Violence and Sexual Harassment Between Children in Schools and Colleges \(September 2021\)](#)

**2.6 Keeping Children Safe in Education remains in force throughout the Covid-19 emergency period. In addition, we have regard to non-statutory interim guidance on safeguarding schools, colleges and other providers during the coronavirus outbreak. We continue to work closely with the Local Authority and the Coventry Safeguarding Children Partnership to safeguard children during this time.**

2.7 Please note that there are a number of other documents (statutory and non-statutory) that inform our policy and practice. A list of these can be found in **Annex B** of Keeping Children Safe in Education (September 2021).

2.8 This policy should be read in conjunction with the following policies;

Positive Behaviour, Attendance, Anti-bullying, Tackling Extremism and Radicalisation, Online Safety, Children Missing Education, Digital Recording, Mobile Phones and Use of Social Media, Whistleblowing, Staff Code of Conduct. Details of these policies can be found in Appendix A.

Links to these policies can be found in Appendix A.

## **2.9 Scope**

2.9.1 This policy applies to all teaching, non-teaching, support, supply, peripatetic, contract staff, governors, volunteers and trustees working in or on behalf of Manor Park Primary. All references in this document to 'staff' or 'members of staff' should be interpreted as relating to the aforementioned unless otherwise stated.

2.9.2 Rather than duplicating content from Keeping Children Safe in Education (September 2021) in this policy, it should be understood that Manor Park Primary will always refer to this document as the benchmark for all safeguarding practice.

## **3 Roles and Responsibilities**

### **3.1 The Role of the Governing Body**

3.1.1 The school has a senior board level lead to take leadership responsibility for safeguarding. This role is carried out by Richard. Part 2 of Keeping Children Safe in Education (September 2021) sets out the responsibilities of governing bodies. As part of these overarching responsibilities the Governing Body will;

- Have a strategic leadership responsibility for Manor Park Primary safeguarding arrangements;
- Ensure that they comply with their duties under legislation;
- Ensure a whole school approach to safeguarding, including the use of mobile technology in school;
- Ensure that policies, procedure and training in Manor Park Primary are effective and comply with the law at all times and that they allow concerns to be responded to in a timely manner;
- Ensure that Manor Park Primary takes into account local authority and Coventry Safeguarding Children Partnership policies and supply information as requested by the safeguarding partners (the Local Authority, a clinical commissioning group for an area within the local authority and the chief office of police for a police area within the local authority);
- Ensure that Manor Park Primary has an effective child protection policy, that it is published on Manor Park Primary website or available by other means and review this annually;
- Ensure that Manor Park Primary has a staff behaviour policy or Code of Conduct;
- Ensure that all staff undergo safeguarding and child protection training on induction (including online safety);
- Ensure Manor Park Primary contributes to multi-agency working in line with statutory guidance;
- Ensure that there are clear systems and processes in place for identifying when children may be experiencing mental health problems;
- Ensure that children are taught about safeguarding, including online safety as a whole school approach and curriculum planning but recognising that a one size fits all approach may not be appropriate for all children. See section 12 of this policy for further information;
- Put in place appropriate safeguarding responses for children who go missing from education;
- Appoint an appropriate member of staff from the senior leadership team to the role of Designated Safeguarding Lead;
- Understand the local criteria for action and local protocol for assessment;
- Recognise the importance of information sharing between practitioners and local agencies;
- Ensure that appropriate filters and monitoring systems are in place to keep children safe online; and
- Respond to allegations of abuse against the headteacher whilst ensuring there are procedures in place to manage safeguarding concerns, or allegations against staff (including supply staff, volunteers and contractors).

### **3.2. The Role of the Headteacher**

#### 3.2.1 The headteacher will;

- Ensure that this policy is reviewed annually at minimum and ratified by the governing body;
- Ensure that this policy and associated procedures are adhered to by all staff;
- Ensure that all staff are made aware of the named governor for safeguarding and the Designated Safeguarding Lead;
- Ensure that the role of 'Designated Safeguarding Lead' is explicit in the role-holder's job description;
- Decide whether to have one or more deputy safeguarding leads and ensure they are trained to the same standard as the Designated Safeguarding Lead;
- Organise appropriate cover for the role of Designated Safeguarding Lead for any out of hour/out of term activities;
- Appoint a 'Designated Teacher for Looked-After and Previously Looked-After Children' to promote the educational achievement of children looked after;
- Appoint a lead for online safety;
- Promote a whole school approach to safeguarding;
- Promote resilience to social and emotional wellbeing, which is tailored to the needs of the children;
- Ensure that all recruitment follows the 'Safer Recruitment' guidance and a single, central record is maintained with details of all members of staff who are in contact with children;
- Respond to allegations of abuse against all other members of staff including supply staff, volunteers and contractors;
- Refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required;
- Ensure that the school works with Children's Services, the police, health services and other services to; promote the welfare of children; provide a co-ordinated offer of early help when need is identified; contribute to inter-agency plans for children subject to children protection plans and to protect children from harm;
- Safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties (Teaching Standards, 2012); and
- Ensure that Children's Services (from the host local authority or placing authority) have access to Manor Park Primary to conduct, or to consider whether to conduct a section 47 or section 17 assessment, as per Keeping Children Safe in Education (September 2021).

### **3.3 The Role of the Designated Safeguarding Lead**

3.3.1 The Designated Safeguarding Lead for Manor Park Primary is Jill O'Connor. The Designated Safeguarding Lead will;

- Take overall lead responsibility for safeguarding and child protection (including online safety) in Manor Park Primary;
- Liaise with the safeguarding partners and work with other agencies in line with Working Together to Safeguard Children (2020);

- Always be available during term time (during *school hours*) for staff in *the school* to discuss safeguarding concerns. In the event that they are not available, a deputy will be made available;
- Undergo training to provide them with the knowledge and skills required to carry out this role and update this every two years;
- Act as a source of support and expertise on matters relating to safeguarding and child protection to ensure that other members of staff can carry out their safeguarding duty;
- Be best placed to advise on the response to safeguarding concerns;
- Identify if children may benefit from early help;
- Act as a point of contact with the safeguarding partners;
- Make referrals to Coventry's Multi-Agency Safeguarding Hub (MASH) where children are at risk of significant harm.
- Make referrals to the Channel programme where there is a radicalisation concern and/or support staff that make a referral to Channel;
- Support the school with regards to their responsibilities under the Prevent duty and provide advice and support on protecting children from radicalisation;
- Refer cases to the police where a crime may have been committed<sup>1</sup>;
- Ensure all staff have read and understood Part 1 and/or Annex A of Keeping Children Safe in Education (September 2021);
- Update their knowledge and skills regularly and keep up with any developments relevant to their role;
- Provide staff in school with the knowledge, skills and support required to safeguard children;
- Take responsibility for the accurate and timely recording of safeguarding and child protection concerns and take overall responsibility for safeguarding and child protection files;
- Take responsibility for the transfer of safeguarding files when a child leaves Manor Park Primary;
- Attend or ensure an appropriate representative attends multi-agency safeguarding or child protection meetings;
- Promote supportive engagement with parents and/or carers in safeguarding and promoting the welfare of children;
- Work closely with other relevant education professionals (e.g. SENCO, Virtual School Head) to ensure children with additional vulnerabilities are safeguarded;
- Help to promote educational outcomes of child who have experienced or are experiencing safeguarding or child protection issues by sharing relevant information with teachers and the school leadership team;
- Promote a 'culture of safeguarding', in which every member of Manor Park Primary community acts in the best interests of the child;
- Ensuring Manor Park Primary knows who its cohort of children or have or have had a social worker are, understanding their academic progress and attainment, and maintaining a culture of high aspirations;



- Regularly meet with the safeguarding link governor and/or Chair of Governors to review safeguarding in Manor Park Primary; and
- Liaise with the headteacher regarding safeguarding cases and issues.

3.3.2 Further details on the role of the Designated Safeguarding Lead can be found in Annex C of Keeping Children Safe in Education (September 2021).

### **3.4 The Role & Responsibilities of all Staff within School**

3.4.1 School staff play a particularly important role because they are in a position to identify concerns early in order to provide help for children. All staff in Manor Park Primary;

- Have a responsibility to provide a safe environment, where children can learn;
- Should know what to do if a child tells them that he/she is being abused, exploited or neglected;
- Will be able to identify indicators of abuse;
- Will be made aware of; the safeguarding and child protection policy; the school behaviour policy; the staff behaviour policy; information about the safeguarding response to children missing in education; the role of the designated safeguarding lead and systems in Manor Park Primary that support safeguarding and child protection;
- Will be provided with a copy of Part 1/Annex A of Keeping Children Safe in Education (September 2021) annually and receive annually updated training on their safeguarding roles and responsibilities;
- Should have an awareness of safeguarding issues that put children at risk of harm and behaviours associated with these risks;
- Should know what to do if a child makes a disclosure of abuse and never promise confidentiality when a child makes a disclosure;
- Will be made aware of the early help process and understand their role in it;
- Should be prepared to identify children who may benefit from early help and will discuss early help requirements with the safeguarding lead in the first instance;
- May be required to support social workers and other agencies following a referral;
- Will be made aware of the process for making referrals to Children's Services (though the MASH), understand statutory assessments and the role that they may be expected to play in such assessments;
- Should be prepared to make referrals to the MASH if they have concerns about a child's welfare and understand the role that they may be expected to play in such assessments;
- Will receive regularly updated safeguarding and child protection training including online safety;
- Will receive safeguarding updates throughout the year as part of continuous professional development;
- Should be able to contribute to the development of safeguarding policy and practice.
- Should always seek advice from the Designated Safeguarding Lead if they are unsure; and

- All teachers should safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties (Teaching Standards, 2012).

### 3.5 Multi-Agency Working

3.5.1 The school is committed to multi-agency working and operates under Working Together to Safeguard Children (2018) and local safeguarding arrangements.

3.5.2 The school will work with Children's Services the police, health services, local Early Help practitioners and other relevant agencies to promote the welfare of children and protect them from harm.

3.5.3 We work closely with our local Family Hub to ensure children receive appropriate, co-ordinated Early Help – Aspire Family Hub, Humber Avenue, Coventry, Tel: 024 76978100, designated EHAC: Clare Scott.

3.5.4 The Coventry Safeguarding Children Partnership (CSCP) have designated that schools and colleges are a named 'relevant agency'. As such, the school is under a statutory duty to co-operate with published CSCP arrangements.

## 4 Types of abuse

4.1 As outlined above, all staff will be trained in indicators of abuse and should be able to recognise signs of abuse. We recognise that abuse, neglect and safeguarding issues are complex and can rarely be covered by one label. Abuse can take many forms and can involve directly inflicting harm on a child or failing to protect a child from harm online as well as face to face.

The four main types of abuse that staff are trained to recognise are;

- Physical abuse;
- Sexual abuse;
- Emotional abuse;
- Neglect.

4.2 Types of abuse (Taken from Keeping Children Safe in Education, 2021)

Type of abuse	Information
Abuse	A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.
Physical abuse	A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning,

	suffocating or otherwise causing physical harm to a child. 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 children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including 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	<p>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.</p> <p>The sexual abuse of children by other children is a specific safeguarding issue in education and all staff should be aware of it and of Manor Park Primary policy and procedures for dealing with it.</p>
Child sexual exploitation (CSE)	<p>CSE is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, (b) for the financial advantage or increased status of the perpetrator or facilitator and/or through violence or the threat of violence. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.</p>
Neglect	<p>The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or</p>

	<p>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.</p>
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4.3 Indicators of abuse can be found in Appendix B.

4.4 If a child is in immediate danger or at risk of harm, a referral will be made to Children's Services (through the MASH) and any member of staff can make this referral. A Designated or Deputy Designated Safeguarding Lead should be available at all times, but in exceptional circumstances the member of staff should speak to a member of the Senior Leadership Team or seek advice directly from Children's Service and then take appropriate action. The Designated Safeguarding Lead should be made aware as soon as possible.

4.5 Staff, parents and the wider community should report any concerns that they have about the welfare of children, however minor or seemingly insignificant. Staff should not assume that someone else will report concerns.

4.6 The school recognises that any child can be the victim of abuse and may benefit from early help. However, the school will be particularly vigilant to potential need for early help if a child;

- is disabled or has certain health conditions and has specific additional needs;
- has special educational needs (whether or not they have a statutory education, health and care plan);
- has a mental health need;
- is a young carer;
- is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups or county lines;
- is frequently missing/goes missing from care or from home;
- is a risk of modern slavery, trafficking, sexual or criminal exploitation;
- is misusing drugs or alcohol themselves;
- has a family member in prison, or is affected by parental offending;
- is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health problems or domestic abuse;
- has returned home to their family from care;

- is showing early signs of abuse and/or neglect;
- is at risk of being radicalised or exploited;
- is at risk of 'honour-based' abuse such as Female Genital Mutilation or Forced Marriage;
- is persistently absent from education, including persistent absences for part of the school day.
- is a privately fostered child.<sup>2</sup>

**4.7** Manor Park Primary recognises that abuse can take many different forms. Staff will also receive training on the following issues and action will be taken if Manor Park Primary believes that a child is at risk of or is the victim of;

- bullying, including cyber- or online-bullying;
- child criminal exploitation (including involvement in county lines);
- child sexual exploitation;
- domestic abuse;
- emotional abuse;
- fabricated or induced illness;
- faith-based abuse;
- female genital mutilation;
- forced marriage;
- gangs or youth violence;
- gender-based violence;
- hate;
- mental health;
- neglect;
- peer on peer abuse;
- physical abuse;
- radicalisation;
- relationship abuse;
- serious violence and harassment;
- sexual abuse;
- sexual violence or sexual harassment (including peer on peer abuse);
- sharing of consensual or non-consensual nude and semi-nude images/videos;
- So-called 'honour-based' abuse;
- trafficking and modern slavery.

**4.8** Manor Park Primary will also take action to protect;

- Children missing education;
- Children missing from home or care.

4.8.1 There are other familial issues that can have a detrimental impact on children.

We work with other agencies in line with Keeping Children Safe in Education (2021) to support children and families in the following circumstances;

- Children facing the court procedures and/or children in the court system;
- Children with family members in prison;
- Children who are homeless;
- Children who need a social worker.

#### **4.9 Child potentially at greater risk of harm**

4.9.1 Manor Park Primary recognises that some children need a social worker due to abuse, neglect or complex family circumstances and that abuse and trauma can leave children vulnerable to further harm, as well as educational disadvantage.

4.9.2 The Designated Safeguarding Lead will hold information relating to social workers working with children in the school.

4.9.3 This information will inform decisions about safeguarding and promoting welfare (including the provision of pastoral and/or academic support).

#### **4.10 Children missing from Education**

4.10.1 Manor Park Primary understands that children missing from education can be a warning sign to a variety of safeguarding concerns.

4.10.2 Manor Park Primary will report information to the Local Authority when removing a child from roll.

#### **4.11 Elective Home Education**

4.11.1 Manor Park Primary recognises that many home educated children have a positive learning experience and the decision is one with the child's best interests at heart.

4.11.2 Since 2016, Manor Park Primary has a statutory duty to inform the Local Authority of all deletions from roll. When Elective Home Education is the reason for this removal, the Local authority and other key professionals will work alongside Manor Park Primary to coordinate a meeting with parents where possible ideally before a final decision is made.

#### **4.12 Mental Health**

4.12.1 The school recognise that safeguarding and promoting the welfare of children includes preventing the impairment of children's mental health or development.

4.12.2 All staff will be aware that mental health problems may be an indicator that a child is suffering or is at risk of suffering abuse, neglect or exploitation.

4.12.3 Staff will not attempt to make a diagnosis of a mental health problem unless they are appropriately trained.

4.12.4 We recognise that staff are well-placed to observe behaviour that may indicate that a child is experiencing a mental health problem, or is at risk of developing one. There are clear systems and processes in place for identifying possible mental health problems. If staff are concerned that a child is suffering a mental health problem, they should discuss their concern with the inclusion team and record their concern on CPOMS. The

inclusion and safeguarding team will consider the most appropriate support. If the concern involves an urgent mental health crisis then the DSL should be informed without delay. Some indicators a child may be suffering from a mental health issue may be changes in behaviour i.e. aggressive, feeling fearful or withdrawn, lack of ability to understand and recognise emotions.

4.12.5 If staff are concerned that a child is experiencing a mental health problem that is also a safeguarding concern, they must report this to the Designated Safeguarding Lead (or deputy Designated Safeguarding Lead) immediately.

4.12.6 Manor Park Primary has an Inclusion team consisting of a SENCo and learning mentors who are responsible for the promotion of mental health and wellbeing across the school. Manor Park's designated Mental Health First Aider is Deb Perkins.

4.12.7 Further information, guidance and advice regarding mental health can be found in paragraph 41 of Keeping Children Safe in Education 2021.

4.13 Manor Park Primary have a duty to refer any children who are living in a private fostering arrangement to the local authority.

4.14 All schools are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015 in the exercise of their functions to have "due regard" to the need to prevent people from being drawn into terrorism. See Appendix B for further information on Manor Park Primary's Prevent duty.

4.15 If any member of staff is unsure about signs of abuse or neglect, they should speak to the Designated Safeguarding Lead.

4.16 See Appendix B for further information and guidance on the above issues.<sup>3</sup>

## **5 Responding to signs of abuse**

5.1 If a member of staff, parent or member of the public is concerned about a child's welfare, they should report it to the designated safeguarding lead as soon as possible. On occasions when the designated safeguarding lead is not available, it should be reported to the deputy safeguarding lead without delay. Although any member of staff can make a referral to Children's Services where possible there should be a conversation with the Designated Safeguarding Lead.

5.2 If anyone other than the Designated Safeguarding Lead makes a referral to Children's Services or to the police, they should inform the DSL as soon as possible.

5.3 All staff will be alert to indicators of abuse and will report any of the following to the Designated Safeguarding Lead immediately;

- Any concern or suspicion that a child has sustained an injury outside what is reasonably attributable to normal play;



- Any concerning behaviours exhibited by children that may indicate that they have been harmed or are at risk of harm, including unusual changes in mood or behaviour, concerning use of language and/or concerning drawings or stories.
- Any significant changes in attendance or punctuality;
- Any significant changes in a child's presentation;
- Any concerns relating to people who may pose a risk of harm to a child; and/or
- Any disclosures of abuse that children have made.

5.4 There will be occasions where a child discloses abuse directly to a member of staff. If this happens, the member of staff will;

- listen carefully to the child and believe what they are saying;
- not promise confidentiality, as information may need to be passed on so the child and family can receive additional support;
- only ask for clarification if something is unclear and will not ask 'leading' questions;
- report disclosure to the designated safeguarding lead as soon as possible, certainly by the end of the day;
- only discuss the issue with colleagues that need to know about it; and
- will write up the disclosure and pass it to the designated safeguarding lead. It is likely they will have a discussion with the DSL prior to this.

5.5 The designated safeguarding lead will make a decision about the action that needs to be taken following a member of staff raising a concern about a child, or following a direct disclosure. The DSL may;

- Manage support for the child internally;
- Seek advice from the social worker advice line in the MASH;
- Instigate single agency intervention and work directly with the family to improve the situation;
- Offer an Early Help Assessment to provide multi-agency help to a family;
- In cases where children are deemed to be at significant risk of harm, the DSL will refer cases to the MASH for statutory intervention. Parental consent will be obtained wherever possible before referring cases to the MASH. However, if Manor Park Primary is worried that telling parents will mean the child is at greater risk of harm, we may do this without informing them.
- If parents do not consent to a referral but the school believes that a child is at significant risk of harm, a referral will still be made to Children's Services.

5.6 For further information about the Coventry Safeguarding Children Partnership's 'Right Help, Right Time' guidance, which is used by Manor Park Primary to make decisions about protecting children, please visit <http://www.coventry.gov.uk/righthelprighttime>.

5.7 See page 21 for flowchart of actions that will be taken where there are concerns about a child (taken from Keeping Children Safe in Education, September 2021).

5.8 In cases where members of staff become aware that Female Genital Mutilation (FGM) has been carried out on a female below the age of 18, they have a mandatory duty to

report this to the police without delay and will do so. Staff should refer this to the DSL, but the legislation requires regulated health and Children's Service professionals and teachers 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.<sup>4</sup>

## 5.9 Peer on Peer Abuse

5.9.1 Manor Park Primary understands that both adults and other children can perpetrate abuse, and can happen inside and outside of school. Peer on peer abuse is taken very seriously. Peer on peer abuse can include bullying (including cyber-bullying, prejudice-based and discriminatory bullying), abuse in intimate personal relationships between peers, physical abuse, sharing of consensual or non-consensual images or videos, causing someone to engage in sexual activity without consent, sexual violence and/or harassment, upskirting, and initiation/hazing ceremonies. The school recognise that safeguarding issues can manifest as peer on peer abuse.

5.9.2 All members of staff will be made aware of the school's policy and procedures with regards to peer on peer abuse. The school will ensure staff understand what is meant by peer on peer abuse and the school policy on peer on peer abuse by regular staff training, briefings and updates.

5.9.3 The school will work to prevent peer on peer abuse by teaching children how to safeguarding themselves online and in the real world, through:

- PSHE lessons
- RSE lessons
- Online safety lessons
- Anti-bullying lessons
- Creating a culture of 'speaking up'
- Working with NSPCC i.e. 'Speak Out Stay Safe' assemblies

5.9.4 In the event that an allegation of peer on peer abuse is made, Manor Park Primary will investigate this:

- All concerns would be logged on CPOMS
- DSLs will investigate the allegation immediately (even if off site)
- The following measures will be considered as an investigation takes place, and the DSL will make a decision to either:
  - manage internally
  - seek support through early help
  - refer to social care

- or report to the Police

5.9.5 In the event that an allegation of peer on peer abuse is made, victims and alleged perpetrators will be supported by:

- Taking the allegation seriously
- Victims will be listened to, supported and respected
- Victims and alleged perpetrators will be supported by school, considering both their needs and if appropriate, conducting a Risk and Needs Assessment.
- The alleged perpetrator would be removed from any classroom they share with the victim and will be kept a reasonable distance apart on school premises whilst an investigation takes place

5.9.6 Manor Park Primary will never pass off peer on peer abuse as 'banter' or 'part of growing up' and recognise that even if there are no reported cases, such abuse may still be taking place. This should be a Zero-tolerance approach as this could lead to a culture of unacceptable behaviours.

5.9.7 Whilst **any** report of sexual violence or sexual harassment should be taken seriously, staff should be aware it is more likely that girls will be the victims of sexual violence and sexual harassment and more likely it will be perpetrated by boys. However, anyone can be the victim of abuse based on their gender, sexuality, disability or other difference all instances will be treated equally.

5.9.9 Manor Park Primary will adhere to guidance set out in Keeping Children Safe in Education (2021) and Sexual Violence and Sexual Harassment in Schools (September 2021) when responding to incidents of peer on peer abuse.

5.9.10 All staff will be made aware that 'upskirting' is a criminal offence.

5.10 Sharing of consensual or non-consensual nude and semi-nude images or videos

5.10.1 "Sharing of consensual or non-consensual nude and semi-nude images or videos" refers to any sharing of youth-produced sexual imagery between children. This includes;

- A person under the age of 18 creating and sharing sexual imagery of themselves with a peer under the age of 18;
- A person under the age of 18 sharing sexual imagery created by another person under the age of 18 with a peer under the age of 18 or an adult;
- A person under the age of 18 being in possession of sexual imagery created by another person under the age of 18.

5.10.2 Manor Park Primary has a responsibility to educate children in the risks relating to 'sharing consensual or non-consensual nude images or videos' and how to keep themselves safe online. See school website for link to Online Safety Policy.

5.10.3 Any incidents or suspected incidents of 'sharing consensual or non-consensual nude images or videos' should be reported to the DSL without delay.

5.10.4 Once reported to the DSL, the DSL will decide on the appropriate course of action. This could include;

- Referrals to the MASH in regards to both peers (also the police if urgent response required);
- Confiscation of mobile phones in line with guidance 'Searching, Screening and Confiscation, (January 2018);
- Support for young people involved to prevent reoccurrence;
- Sanctions in accordance with behaviour policy;

5.10.5 Any incidents of 'sharing consensual or non-consensual nude images or videos' involving the following will result in a MASH and sometimes a Police referral;

- Adult involvement;
- Coercion or blackmail;
- Children under the age of 13;
- Extreme, or violent content;
- Immediate risk of harm.

5.10.6 Staff will not view images or videos on pupil devices. Confiscated devices will be stored securely and passed to the relevant agencies.

5.10.7 We will work with parents as necessary if their child is involved in the sharing of consensual or non-consensual nude images or videos.

5.10.8 We operate a culture of safeguarding and young people should feel confident to disclose if they have sent an inappropriate image of themselves. Children will always be supported to retrieve and delete the images.

## 5.11 Peer on Peer Sexual Violence and Sexual Harassment

5.11.1 Sexual Violence and sexual harassment, just like the above types of Peer on Peer abuse, can occur both in and out of school (online and face to face) between children of any age and sex and is never acceptable. This includes children from Primary school through to Secondary and higher. Examples of this are:

- rape;
- assault by penetration;
- sexual assault;
- causing someone to engage in sexual activity without consent;
- sexual comments including on social media;
- sexual jokes;
- physical behaviour;
- online sexual harassment;
- sharing of unwanted explicit content;
- upskirting;
- sexualised online bullying;
- sexual exploitation, coercion and threats.

All members of staff at Manor Park Primary maintain the attitude of 'It can happen here' to ensure all children are safeguarded. One way this is done is by addressing inappropriate behaviour (see Behaviour Policy on the school website). All staff understand that by not addressing this promptly, children's educational attainment may be impacted if the alleged perpetrator attends the same setting.

5.11.2 Manor Park Primary will reassure the victim that they are being taken seriously and will be supported and kept safe. The Designated Safeguarding Lead (or deputy) will take a lead role on reports whilst using their professional judgement, and liaising with other agencies by following the below protocol;

- when possible, two members of staff will be present where the report includes an online element. Staff will not view illegal images of children;
- will not promise confidentiality as reports will need to be passed onto Children's Service (and in some cases, the Police);
- recognises that a child is more likely to disclose to a member of staff they have the strongest relationship with;
- an initial disclosure may be the first incident that is reported rather than a singular event;
- some children may face barriers to disclosing such as, additional needs, vulnerability, sex, ethnicity and possibly sexual orientation;
- will always listen carefully to the child whilst being non-judgemental;
- write up the factual parts of the disclosure as soon as the child has finished disclosing;
- liaise with the MASH (and police if urgent response required).

5.11.3 Nevertheless, the victim will never be given the impression that they are creating a problem by reporting sexual violence and/or harassment. Staff will be aware of the importance of challenging inappropriate behaviours; making it clear it is never accepted, tolerated and is not a part of growing up or banter.

5.11.4 In some cases, a risk assessment may be required but will be kept under constant review.

## **5.12 Serious Violence**

5.12.1 All staff will be made aware of indicators, which may signal that children are at risk of, or are involved with serious violent crime such as absence from school, a change in friendship/relationship, a significant decline in performance, signs of self-harm or change in wellbeing, or sign of unexplained injury.

5.12.2 All staff will be made aware of the range of risk factors which will increase the likelihood of involvement in serious violence, criminal networks and gangs and understand the measures in place to prevent these.

5.12.3 All staff will have an awareness of Child Criminal Exploitation and behaviours linked to Child Criminal Exploitation. Further information about Child Criminal Exploitation can be found in paragraph 51 of Keeping Children Safe in Education (2021).

### **5.13 Searching, Screening and Confiscation**

5.13.1 Where necessary, searching, screening and confiscation will be used to safeguard a child/children in Manor Park Primary.

5.13.2 Manor Park Primary adheres to 'Searching, Screening and Confiscation: Advice for Schools (January 2018).

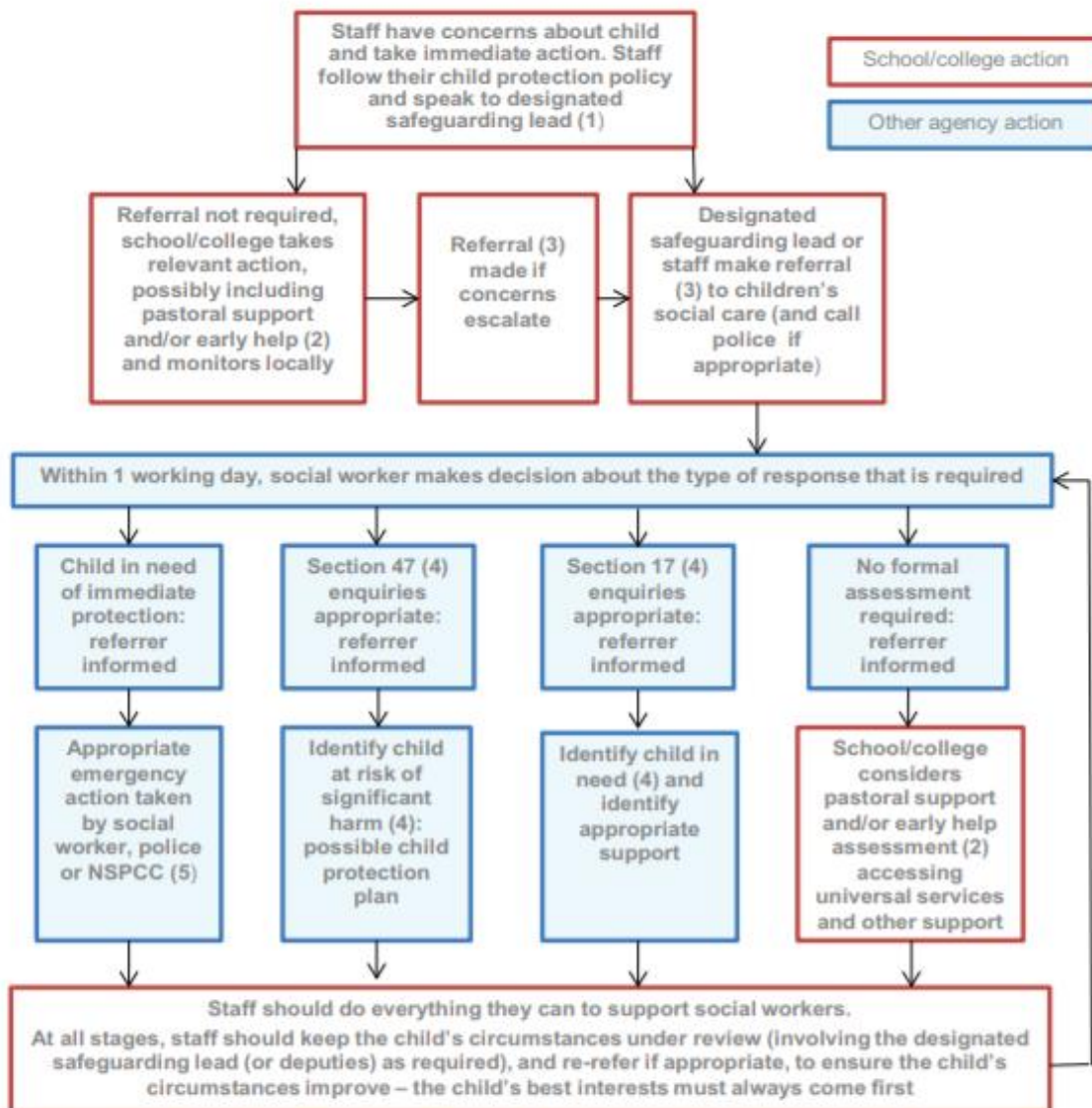
5.13.3 Please see searching, screening and confiscation policy in Exclusion Policy for further information.

### **5.14 Extra-Familial Harm**

5.14.1 Manor Park Primary recognises that safeguarding incidents can be associated with factors outside the school and may take place outside of school. We also recognise that safeguarding incidents or behaviours can occur between children outside of school. We will always consider contextual safeguarding factors when responding to safeguarding incidents.

5.14.2 All staff will be made aware that safeguarding incidents and/or behaviours can be associated with factors outside the school and/or can occur between children outside these environments.

## Actions where there are concerns about a child



- (1) In cases which also involve a concern or an allegation of abuse against a staff member, see Part four of this guidance.
- (2) Early help means providing support as soon as a problem emerges at any point in a child's life. Where a child would benefit from co-ordinated early help, an early help inter-agency assessment should be arranged. Chapter one of [Working Together to Safeguard Children](#) provides detailed guidance on the early help process.
- (3) Referrals should follow the process set out in the local threshold document and local protocol for assessment. Chapter one of [Working Together to Safeguard Children](#).
- (4) Under the Children Act 1989, local authorities are required to provide services for children in need for the purposes of safeguarding and promoting their welfare. Children in need may be assessed under section 17 of the Children Act 1989. Under section 47 of the Children Act 1989, where a local authority has reasonable cause to suspect that a child is suffering or likely to suffer significant harm, it has a duty to make enquiries to decide whether to take action to safeguard or promote the child's welfare. Full details are in Chapter one of [Working Together to Safeguard Children](#).
- (5) This could include applying for an Emergency Protection Order (EPO).

5.15 To raise concerns about children, members of staff should contact the Multi-Agency Safeguarding Hub (MASH) by telephone to discuss the referral. They should then complete the online Multi-Agency Referral Form (MARF) and submit this to the MASH. The school will follow up referrals if we do not receive feedback from Children's Services.

**MASH Telephone number:** 02476 788 555

**MASH online referral form:** <http://www.coventry.gov.uk/safeguardingchildren>

**Out of hours Emergency Duty Team:** 02476 832 222

**Prevent/Channel Referrals:** Refer to MASH ([mash@coventry.gov.uk](mailto:mash@coventry.gov.uk)) and to [CTU\\_GATEWAY@west-midlands.pnn.police.uk](mailto:CTU_GATEWAY@west-midlands.pnn.police.uk)

**5.16** If a child's situation does not appear to be improving following a referral, the school may re-refer the child. We will also consider using the **Coventry Safeguarding Children Partnership's Managing Professional Disagreements policy LINK UPDATED**. to ensure that our concerns have been addressed and that the situation improves for the child.

## **6 Record-keeping**

### **6.1 Information will be kept confidential and stored securely.**

6.2 A written record of all safeguarding and/or child protection concerns, discussions and decisions made will be kept in individual children's files. This will be separate from the main school file and will only be accessed by the relevant safeguarding staff.

6.3 Manor Park Primary keeps all safeguarding files electronically, using a system called CPOMs.

6.4 Staff will submit all concerns in writing to the DSL at the earliest opportunity. This may be after having a verbal conversation, but conversations will also be followed up in writing.

6.5 In the event that a child moves school, the safeguarding file will be transferred to the new setting securely and separately from the main school file. Once received by the new school, this school will not retain the information.

6.6 The school will seek at least two emergency contacts for every child.

6.7 All data processed by Manor Park Primary is done so in line with the General Data Protection Guidelines and the Data Protection Act (2018). Please see the following policies on Manor Park Primary's website for additional information;

- GDPR Data Protection Policy
- GDPR Privacy Notice for Schools
- Record Management
- Record Retention Schedule



6.8 Further information regarding information sharing and data processing in relation to safeguarding can be found in Part One of Keeping Children Safe in Education (September 2021).

## 7 Photography and Images

7.1 Consent from parents to photograph children at school events for promotional reasons will be sought when the child joins Manor Park Primary.

7.2 Parents can withdraw consent at any time and must notify Manor Park Primary if they do not wish their child's photographs to be used.

7.3 Photographs of children used publicly will not be displayed with their name or other personal information.

7.4 Photographs of children will be processed in line with the General Data Protection Regulation. Please see the following policies on Manor Park Primary's website for additional information;

- GDPR Data Protection Policy
- GPR for Children
- GDPR Privacy Notice for Schools
- Record Management
- Record Retention Schedule

## 8 Early Help

8.1 Manor Park Primary is committed to supporting families as soon as a possible problem arises. It is more effective to support a family through early help than reacting to a problem later. Everyone who comes into contact with children and their families and carers have a role to play in safeguarding children. Manor Park Primary works closely with its neighbouring family hub to work with families in the community to improve outcomes for children.

Hub details: Aspire Family Hub, Gosford Park Primary School, Humber Road, Coventry, CV1 2SF. Tel: 024 7697 8100 Email: [aspirefamilyhub@coventry.gov.uk](mailto:aspirefamilyhub@coventry.gov.uk)

8.2 Manor Park Primary works within the Coventry Safeguarding Children Partnership's ['Right Help, Right Time'](#) framework, available on the CSCP website.

## 9 Staff training

9.1 In order for staff to be able to understand and discharge their safeguarding and child protection duties, Manor Park Primary has committed to training staff throughout the academic year. All staff members will be made aware of Manor Park Primary's safeguarding processes and structures and will receive training on these as part of their induction. As part of this training and their annual refresher, they will also receive;

- This 'Safeguarding and Child Protection Policy';

- The staff Code of Conduct
- Copies of Part 1 and/or Annex A of Keeping Children Safe in Education (September 2021)
- School procedures for Children Missing Education
- The school Behaviour Policy

9.2 Staff, volunteers and Governors at Manor Park Primary will receive additional training and safeguarding bulletins and briefings throughout the academic year, as well as annual safeguarding training. The training and briefings covered will be dependent upon the staff member's role. This will include:

- Prevent
- Online Safety
- Peer on Peer abuse
- Sexual Violence and Harrassment
- Mental health
- Educational Visits
- Looked After Children
- Domestic Violence and Abuse
- Transgender Awareness
- Child Exploitation
- Safer Recruitment
- Right Help Right Time
- Attachment and Trauma

9.3 Manor Park Primary recognise that children may engage in risky behaviours that may put them at additional risk of danger. These can include drug taking, alcohol abuse, truancing and the sharing of consensual or non-consensual nude images or videos<sup>5</sup>. Staff will be training in these areas in order to be able to further recognise if a child is at risk of harm.

## **10 Safer Recruitment**

10.1 Manor Park Primary is committed to providing children with a safe environment, in which they can learn. We take safer recruitment seriously and all staff are subject to the following checks;

- Identity check;
- DBS clearance;
- Prohibition from teaching checks (where required);
- Barred List check;
- Section 128 checks (as required - leadership and management);
- Reference check (two references required);
- Professional qualifications check ;
- Right to work in the UK check;
- Further checks for those who have lived outside the UK;
- Disqualification Under the Childcare Act 2006 checks (as required).

- Verification on the candidate's mental and physical fitness may also be checked.

10.2 A record of all checks on members of staff will be held on the Single Central Record.

10.3 All new members of staff will be required to obtain DBS clearance. Manor Park Primary reserves the right to re-check DBS clearance for any member of staff where information is received that indicates that they may pose a risk to children and may ask candidates to be registered on the DBS update service.

10.4 At least one member of every interview panel will have undergone Safer Recruitment training which will be refreshed every 2 years.

10.5 We take proportionate decisions on whether to check individuals beyond what is required.

10.6 Any visitor to the school who has not been subject to the necessary checks will be supervised at all times and risk assessed.

10.7 All safer recruitment practices at Manor Park Primary comply with Keeping Children Safe in Education (September 2021). See Part 3 of Keeping Children Safe in Education (September 2021) for further information.

- See Safer Recruitment policy on our website for further details.

## **11 Allegations of abuse against staff**

11.1 Manor Park Primary takes all safeguarding concerns and/or allegations against staff seriously and will manage them in line with this policy, Part Four of Keeping Children Safe in Education (September 2021) and the CSCP Guidance, '[Allegations Against Staff and Volunteers](#)'.

### **11.2 Allegations or concerns may include**

- Staff having behaved in a way that has harmed a child, or may have harmed a child;
- Staff possibly committing a criminal offence against or related to a child;
- Staff behaving towards a child or children in a way that indicates that he or she may pose a risk of harm to children; or
- Staff behaving or possibly behaving in a way that indicates they may not be suitable to work with children (including behaviour outside of work). This is known as 'Transferable risk'.

11.3 If a concern or allegation of abuse arises against the Headteacher, it must be reported to the Chair of Governors without delay.

11.4 If a concern or allegation of abuse arises against any member of staff, supply teacher, volunteer or contractor other than the Headteacher, it must be reported to the Headteacher without delay.

11.5 Concerns or allegations of abuse against staff must be reported to the Headteacher or Chair of Governors as appropriate and not discussed directly with the person involved.

11.6 The Headteacher or Chair of Governors should consider if the concern or allegation meets the threshold for Designated Officer intervention. The details of the LA do can be found at the front of this policy.

11.7 Concerns relating to a position of trust issue will be referred to the Local Authority designated officer within 24 hours.

11.8 If a child has suffered or may have suffered abuse or harm, a MASH referral will also be made.

11.9 In the instances where an allegation is dealt with internally, the Local Authority designated officer will provide information and support to Manor Park Primary in managing the allegation.

11.10 A referral to the Disclosure and Barring Service will be made if a member of staff is dismissed or removed from their post as a result of safeguarding concerns, or would have been removed if they had not have resigned.

### **11.11 Supply Teachers and all contracted staff**

11.11.1 Although the school does not directly employ supply teachers and contractors, the school will ensure that any concerns or allegations are handled properly.

11.11.2 The school will never cease to use a supply teacher for safeguarding reasons without liaising with the Local Authority Designated Officer and reaching a suitable outcome.

11.11.3 Governing bodies/proprietors will liaise with the supply agency to determine whether to suspend or redeploy the supply teacher whilst they carry out their investigation.

11.11.4 The school will inform supply agencies of its process for managing allegations, including inviting the agency's human resource manager (or equivalent) to meetings and regularly updating agencies on relevant school policies. The school will usually take the lead because agencies do not have direct contact with children or staff, so will not be able to collect facts.

### **11.12 Governors**

11.12.1 If an allegation or concern is about a Governor, Manor Park Primary will follow local procedures.

### **11.13 Volunteers**

11.13.1 Risk assessments and a DBS check will be requested for all volunteers. Under no circumstances will a volunteer whereby no checks have been carried out will be alone with children or allowed to work in regulated activity.

## **11.14 Whistleblowing**

11.14.1 Manor Park Primary operates a culture of safeguarding and all staff should report any concerns about poor or unsafe practice, or Manor Park Primary's safeguarding processes to the senior leadership team.

11.14.2 The senior leadership team will take all concerns seriously.

11.14.3 In the event that a member of staff is unable to raise an issue with senior leadership in school, they should refer to Part 1 of Keeping Children Safe in Education for additional guidance on whistleblowing procedures.

## **12 Promoting safeguarding and welfare in the curriculum**

12.1 Manor Park Primary recognises the importance of teaching children how to stay safe and look after their mental health and are committed to equipping children with the skills and knowledge to have successful and happy lives.

12.2 The school will teach children about safeguarding, including online safety. As part of a broad and balanced curriculum, the school will cover relevant issues in line with government guidance on Relationships Education, Relationships and Sex Education and Health Education. See our website for Manor Park Primary's PSHE & Relationships Education policy.

12.3 Children at Manor Park Primary will receive the following as part of our promotion of safeguarding across the curriculum:

- PSHE lessons
- British Values (PREVENT)
- RSE (risky behaviours, safe/healthy relationships)
- Online Safety
- Learning Mentors 1:1s, group work and nurture groups
- Briefings sent to parent via newsletters

## **13 Children Looked After**

13.1 The most common reason for children to be looked-after is because they have experienced abuse and/or neglect. Manor Park Primary recognises that children looked after may have additional vulnerabilities. The Designated Lead for Looked-After and Previously Looked-After Children is Amy Healy, Assistant Headteacher/Inclusion Manager.

13.2 Staff will receive training on how to best safeguard children who are Looked-After and Previously Looked-After.

13.3 The school will work with Personal Advisors when children leave care (where applicable).

13.4 Manor Park Primary is committed to working with other agencies to ensure the best outcomes for Looked-After and Previously Looked-After children.

## **14 Children with Special Educational Needs and Disabilities or physical health needs**

14.1 As outlined in Keeping Children Safe in Education (2021), Manor Park Primary is aware that children with additional needs or disabilities may be more vulnerable to abuse and additional barriers may exist when recognising abuse and neglect. This could be because;

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration;
- being more prone to peer group isolation or bullying than other children;
- the potential for children with SEN and disabilities or certain medical conditions being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs; and
- communication barriers and difficulties in overcoming these barriers.<sup>6</sup>

14.2 Staff will be trained in recognising signs of abuse in children with SEN and disabilities or certain medical conditions.

14.3 Staff will take into account the needs of a child when responding to concerns of abuse or when taking a disclosure. We recognise that some children require specialist intervention to communicate and advice from the SENCO will be sought in these circumstances.

14.4 Safeguarding learning opportunities within the curriculum will be appropriately differentiated to ensure all children can access it.

## **15 Use of reasonable force**

15.1 There may be occasions when staff are required to use reasonable force to safeguard children. We will not use any more force than is necessary.

The principles of Team Teach will be followed, with positive behaviour strategies and de-escalation used in the first instance. See our Physical Intervention and Positive Behaviour Policy which can be found on our website.

## **16 Summary**

16.1 Manor Park Primary is committed to safeguarding children and will always make safeguarding decisions that are in the best interests of each child. For further information or if you have any queries about this policy, please contact the school.

## Appendix A

Manor Park Primary's safeguarding policy is intended to be used in conjunction with the following policies available on our website.

The school adheres to Coventry Safeguarding Children Partnership Policies, which can be found here:

[https://www.coventry.gov.uk/info/206/coventry\\_safeguarding\\_children\\_partnership/2495/coventry\\_safeguarding\\_children\\_partnership\\_policies\\_and\\_procedures](https://www.coventry.gov.uk/info/206/coventry_safeguarding_children_partnership/2495/coventry_safeguarding_children_partnership_policies_and_procedures)

- [Allegations Against Staff or Volunteers \(CSCP\)](#)
- Allegations Against Staff Policy
- Anti – Bullying Policy
- Attendance Policy
- Positive Behaviour Policy
- Supporting Children with Medical Needs Policy
- Missing Child Policy
- Child Safety Policy
- Complaints Policy
- GDPR Data Protection Policy
- GDPR Privacy Notice for Schools
- Drugs and Substance Misuse
- Equality
- [Managing Professional Disagreements \(CSCP\) LINK UPDATED](#)
- Health & Safety Policy
- Online Safety Policy
- Acceptable Use of ICT
- First Aid Policy
- Sick Child Policy
- PSHE & Relationships Policy
- Supporting Children With Medical Needs
- Safer Recruitment Policy
- SEND Policy
- Code of Professional Conduct
- Educational Visits
- Physical Intervention
- Visitor and Parental Behaviour Policy
- Whistleblowing Policy

## **Appendix B – Further Safeguarding Information**

### **Types of Abuse**

As outlined in paragraph 4.4, the school will take action if we believe a child is at risk of or is suffering from abuse. Abuse is not limited to physical, emotional, sexual abuse and neglect. For further information on the definitions of the types of abuse below, please refer to Keeping Children Safe in Education (2021), Annex A.

See below for policy information relating to other key safeguarding issues. All decisions taken in responding to concerns of abuse will be taken in the best interests of the child.

#### **Bullying, including cyber- or online-bullying**

The school takes all forms of bullying seriously and will respond sensitively and quickly to any reported bullying. Children should report any bullying to their class teacher, to the DSL or to any trusted member of staff and we will work to resolve it.

We also teach children about the dangers of bullying through our curriculum and the understanding of the different forms it can take. Children will be taught STOP (Several Times On Purpose), and the ways in which bullying can be emotional, verbal or physical.

We have several policies that cover different aspects of bullying. Please see the Anti-Bullying Policy and the Behaviour Policy.

#### **Child criminal exploitation (including involvement in county lines)**

Staff should understand that children who are neglected or vulnerable are more likely to be targeted by gangs and exploited by adults for a range of purposes. Vulnerable children can be groomed for sexual exploitation, slavery and selling or transporting of drugs.

Concerns about children at Manor Park being neglected or vulnerable at home must be passed on to DSLs. Indicators of lack of sleep, hunger, dirty clothes, emotional instability, poor academic performance, poor attendance may be evident. Also, comments or discussions about online activity, phone usage, unusual friendships (children much older perhaps), gifts being bought or money given could reveal evidence of exploitation. This information should be reported to DSLs and recorded on CPOMS.

#### **Domestic Abuse and Gender Based Violence**

Manor Park works in partnership with the West Midlands Police and Operation Encompass. Alerts of domestic violence incidents are sent to Deputy DSL Deb Perkins by 9am, giving information about whether a child has been present in the location where the DV incident took place, or directly witnessed the DV. Teachers are informed confidentially and can then support children appropriately during class. Learning Mentors provide pastoral support through 1:1 nurture sessions and careful monitoring. Where appropriate, Learning Mentors and DSLs, alongside other agencies, will work to



support parents who are victims of Domestic Abuse, in order to help safeguard their children. Any disclosures of Domestic Violence made by children must be passed on immediately to DSLs, who will refer to Social Care. This must also be recorded on CPOMS.

### **Fabricated or induced illness**

A form of physical and emotional abuse which Manor Park will take seriously and act upon immediately following usual safeguarding procedures. Where members of staff have concerns or evidence of carers or parents making a child ill or pretending a child is ill, this should be reported immediately to the DSL, who will liaise with Health Care professionals/School Nurse as well as Social Care. Early Help will be sought to support the family in the first instance. Any concerns should be recorded on CPOMS. If there are also issues with attendance, the school will work with the Local Authority Attendance Officer to monitor, address concerns and intervene where necessary. If a child is at risk of significant harm as a result of fabricated or induced illness, the DSL will refer to Social Care.

### **Faith-based abuse**

Belief in witchcraft, spirit possession and other forms of the supernatural can lead to children being blamed for bad luck, and subsequently neglected and/or abused physically, emotionally, and sexually. Fear of the supernatural is also known to be used to make children comply with being trafficked for domestic slavery or sexual exploitation. Manor Park staff should speak to a DSL if they are concerned a child may be subject to faith based abuse.

### **Female genital mutilation (A form of so-called 'honour-based' abuse)**

Any member of staff who has suspicions or evidence that the practice of FGM has been carried out on a child **must report this immediately to DSLs and to the Police. It is a crime and therefore staff have a statutory reporting duty.**

### **Forced marriage (A form of so-called 'honour-based abuse)**

Forced marriage in England and Wales is a crime. This is a marriage without the full consent of one or both parties and where violence, threats or any form of coercion is used to cause a person to enter into a marriage. Some communities use religion and culture as a way to coerce a person into marriage. Manor Park staff will have a clear understanding of how schools play an important role in safeguarding children from forced marriage and teaching children about their rights, British law and about equality, within the relationships and PSHE curriculum.

### **Gender-based violence**

Gender-based violence is considered to be any harmful act directed against individuals or groups of individuals on the basis of their gender. It may include sexual violence, domestic violence, trafficking, forced/early marriage and harmful traditional practices. Manor Park staff are aware they need to report any concerns about gender-based violence to the DSLs.

## **Homelessness**

All Manor Park staff have an understanding of the adverse consequences of homelessness for children and that it can affect life chances. Starting life in temporary accommodation may impact on access to universal health care, for example immunisations, and temporary accommodation is associated with greater rates of infection and accidents. Homeless children are more likely to experience stress and anxiety, resulting in depression and behavioural issues. There is evidence that the impact of homelessness on a child's health and development extends beyond the period of homelessness. Homelessness can impact on educational attainment: accessing school places may be difficult; absenteeism from school is more likely; homelessness may 'single out' a child in a new school, increasing the likelihood of bullying and isolation.

### **(So-called) 'Honour-based' abuse (For FGM and Forced Marriage, types of so-called 'honour-based' abuse, see above)**

All staff at Manor Park will have a clear understanding of how HBV is abuse and involves incidents or crimes which have been committed to protect or defend the honour of the family and/or community, including female genital mutilation, 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. If any member of staff has a concern regarding a child that might be at risk of HBV (possible extended holidays abroad, discussions arising in Relationships/PSHE may alert staff), they should speak to the DSL immediately.

### **Radicalisation, Extremism and Hate**

Manor Park has a duty under section 26 of the Counter Terrorism and Security Act 2015, to prevent people from being drawn into terrorism (Prevent duty) and is committed to safeguarding children against radicalisation and extremism. Through PSHE, assemblies and class council discussions, children will be equipped with confidence, self-belief, respect and tolerance. They will also understand the dangers of radicalisation and exposure to extremist's views; building resilience against these and knowing what to do if they experience them. Staff will be trained annually on Prevent and given training updates in order to be fully informed about issues which affect the local, city and national areas. If staff have concerns about a child who displays worrying behaviour or prejudiced views indicating they are at risk of being radicalised or exposed to extreme views, they should report immediately to the DSLs, who will deal swiftly with the referral.

Referrals by DSLs to Channel will be made where this is a concern.

### **See DfE's Educate Against Hate website**

### **Serious Violence and Gangs or Youth Violence**

Staff at Manor Park are aware of indicators which may signal that children are at risk from, or are involved with serious violent crime. These may include increased absence from school, a change in friendships or relationships with older individuals or groups, a

significant decline in performance, signs of self-harm or significant change in wellbeing, or signs of assault or unexplained injuries. Unexplained gifts or new possessions could also indicate that children have been approached by, or are involved with, individuals associated with criminal networks or gangs. See Home Office documents: 'Preventing youth violence and gang involvement' and 'Criminal exploitation of children and vulnerable adults: county lines' guidance. Manor Park understands that providing the right support whilst a child is still in primary school can protect those vulnerable to exploitation by older gang members and those who are at risk of being drawn further into violent or negative behaviour over time. It is good practice for schools to work together to take preventative measures to support the younger siblings of gang members.

### **Sexual violence or sexual harassment (including peer-on-peer abuse)**

All staff at Manor Park understand that immediate action must be taken where there is an allegation or evidence of Sexual Violence or Sexual Harassment. It will never be dismissed as 'banter' and will be fully investigated by DSLs, which may lead to a referral to Social Care and/or the Police. All disclosures, discussions, reasons for actions must be recorded on CPOMS.

### **Sharing of consensual or non-consensual nude images and videos**

Children, who have in their possession or known to be sharing any images of a sexual nature, which are of children under the age of 18, must be safeguarded immediately. At Manor Park, any Sexting will be investigated by DSLs and referred to the MASH and the Police. Staff **should not view any images** and are able to confiscate any phones or devices which they believe to hold sexual images, and should pass the devices on to the DSLs. In teaching and discussions around online safety, children may disclose information about inappropriate images or content being shared between children – this should be reported to DSLs and recorded on CPOMS.

### **Trafficking and modern slavery**

Manor Park staff have an understanding that children are trafficked for many reasons, including sexual exploitation, domestic servitude, labour, benefit fraud and involvement in criminal activity. Whilst the majority of child trafficking cases known about involve children from abroad, child trafficking also occurs within the UK.

**See DfE guidance, 'safeguarding children who may have been trafficked'**

## Children missing from education, home or care

The school will also take action to protect;

- Children missing education
- Children missing from home or care

### Children Missing Education

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/550416/Children\\_Missing\\_Education\\_-\\_statutory\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/Children_Missing_Education_-_statutory_guidance.pdf)

**Also see Attendance Policy which can be found on our website.**

Parents are expected to keep the school informed of any absence that requires more than 2 days away from learning, and give a likely return to school date. If the school refuses to authorise an absence, parents will be informed. Contact from the parent is essential for the authorisation of absence but the final decision to authorise an absence or leave it unauthorised is a decision for the school to make. Should no contact be forthcoming, the school will contact the parents by telephone. School will contact parents by phone, or by home visit on first day of absence. If contact is still not established, a letter from Manor Park will be left at the home address to request urgent contact from the child's parents/carers. Following no contact the next day, the police will be called to do a 'Safe and Well' check and to establish the whereabouts of the child. Manor Park will monitor pupils' attendance through their daily register. Manor Park will inform the local authority of the details of pupils who fail to attend regularly, or have missed ten school days or more without permission. Manor Park will monitor attendance closely and address poor or irregular attendance. Pupils' poor attendance will be referred to the Attendance Officer working with Manor Park and ultimately to the local authority. If there is reason to believe a child is in immediate danger or at risk of harm, a referral should be made to children's social care (and the police if appropriate).

### Children Missing from home or care

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

See guidance document: <https://www.gov.uk/government/publications/children-who-run-away-or-go-missing-from-home-or-care>. See Attendance Policy on our website.

## Private Fostering

The school have a duty to refer any children who are living in a private fostering arrangement to the local authority. We will do this through a MASH referral. It is important that parents/carers inform us if a child is going to be staying at an alternative address to that of their primary care-givers for more than 28 days.

## Indicators of abuse

See below for possible indicators of abuse. (Taken from *What to do if you are worried a child is being abused*, 2015)

- Children whose behaviour changes – they may become aggressive, challenging,
- disruptive, withdrawn or clingy, or they might have difficulty sleeping or start wetting the bed;
- Children with clothes which are ill-fitting and/or dirty;
- Children with consistently poor hygiene;
- Children who make strong efforts to avoid specific family members or friends, without an obvious reason;
- Children who don't want to change clothes in front of others or participate in physical activities;
- Children who are having problems at school, for example, a sudden lack of concentration and learning or they appear to be tired and hungry;
- Children who talk about being left home alone, with inappropriate carers or with strangers;
- Children who reach developmental milestones, such as learning to speak or walk, late, with no medical reason;
- Children who are regularly missing from school or education;
- Children who are reluctant to go home after school;
- Children with poor school attendance and punctuality, or who are consistently late
- being picked up;
- Parents who are dismissive and non-responsive to practitioners' concerns;
- Parents who collect their children from school when drunk, or under the influence of drugs;
- Children who drink alcohol regularly from an early age;
- Children who are concerned for younger siblings without explaining why;
- Children who talk about running away; and
- Children who shy away from being touched or flinch at sudden movements.

The school recognises that the above list of indicators is not exhaustive and staff will receive training on indicators of abuse.