Manor Park

Primary School

Child Protection and Safeguarding Policy

with COVID-19 appendix

September 2020

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Deputy Designated Safeguarding Lead: Deb Perkins – Lead Learning Mentor

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1 Definitions

1.1 'Safeguarding' is defined in Keeping Children Safe in Education (2020) as:

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

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'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'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
- Ensure that children are protected from maltreatment or harm

2.3 Manor Park 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
- 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, in line with Keeping Children Safe in Education (September 2019) are to:

- work to identify children who are suffering or likely to suffer harm or abuse 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 and in their responsibilities for identifying and protecting children that are or may be at risk of harm
- 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 understands the safeguarding procedures
- 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 (2020) Keeping Children Safe in Education (Sept 2020)
- Working Together to Safeguard Children (June 2018)*
- 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)

2.6 An addendum to this policy outlining safeguarding arrangements during the Covid-19 emergency period can be found on the school website.

2.6.1 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 A of Keeping Children Safe in Education (September 2020).

2.7 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 This policy should be read in conjunction with the following policies:

Positive Behaviour, Attendance, Anti-bullying, Tackling Extremism and Radicalisation, Online Safety, Children Missing in 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.

2.8 Scope

2.8.1 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 School. All references in this document to 'staff' or 'members of staff' should be interpreted as relating to the aforementioned unless otherwise stated.

2.8.2 Rather than duplicating content from Keeping Children Safe in Education (September 2020) in this policy, it should be understood that Manor Park 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 Manor Park has a senior board level lead to take leadership responsibility for safeguarding. This role is carried out by Richard Drudge. Part 2 of Keeping Children Safe in Education (September 2020) sets out the responsibilities of governing bodies. As part of these overarching responsibilities the Governing Body will:

- Ensure that they comply with their duties under legislation
- Ensure that policies, procedure and training in Manor Park 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 takes into account local authority and Coventry Safeguarding Children Partnership policies and supply information as requested by the three 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 has an effective child protection policy, that it is published on the school website or available by other means and review this annually;
- Ensure that Manor Park has a staff behaviour policy or Code of Conduct;

- Ensure that all staff undergo safeguarding and child protection training on induction
- Consider a whole-school approach to online safety, including the use of mobile technology in school;
- 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. 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
- Ensure that appropriate filters and monitoring systems are in place to keep children safe online
- Respond to allegations of abuse against the headteacher

3.2 The Role of the Headteacher

3.2.1 The headteacher will:

- Ensure that this policy is reviewed annually 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 Children' to promote the educational achievement of children looked after – **Amy Healy, Assistant Headteacher**
- Appoint a lead for online safety – **DSLs Jill O'Connor, Deb Perkins**
- 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
- 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 social care, 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)

2 Ensure that children's social care (from the host local authority or placing authority) have access to Manor Park to conduct, or to consider whether to conduct a section 47 or section 17 assessment, as per Keeping Children Safe in Education (September 2020).

3.3 The Role of the Designated Safeguarding Lead

- The Designated Safeguarding Lead and Deputy Designated Safeguarding Lead for Child Protection and Safeguarding at Manor Park are Jill O'Connor (Headteacher) and Deb Perkins (Senior Learning Mentor). The Designated Safeguarding Lead and Deputy Designated Safeguarding Lead will:
- Take overall lead responsibility for safeguarding and child protection in Manor Park
- 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
- Liaise with the Local Authority and work with other agencies in line with 'Working Together to Safeguard Children (2015)
- Identify if children may benefit from early help;
- 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 [1]
- Be available during school or college hours for staff to discuss any safeguarding concerns. In the event that they are not available, a deputy will be made available
- Undertake training to equip them with the skills to carry out the role and update every two years
- Ensure all staff have read and understood Part 1 and Annex A of Keeping Children Safe in Education (September 2020)
- 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
- Attend or ensure an appropriate representative attends multi-agency safeguarding or child protection meetings

[1] The school will have regard to 'When to call the police' guidance from the National Police Chief's Council.

- 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 children 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 community acts in the best interests of the child
- Regularly meet with the safeguarding link governor and/or Chair of Governors to review safeguarding in Manor Park
- 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 B of Keeping Children Safe in Education (September 2020).

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:*

- 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 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 that support safeguarding and child protection
- Will be provided with a copy of Part 1 of Keeping Children Safe in Education (September 2020) 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 Social Care (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

- 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 Leads if they are unsure
- 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 social care, 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 7697 8100, designated EHAC: Lucy McCallum).

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 (including responding to the Coventry Safeguarding Children Partnership's annual safeguarding audit).

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. 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 Working Together to Safeguard Children, 2015)

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 (e.g. via the internet). They may be abused by an adult or adults, or another child or children.

Type of abuse	Information
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	Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. 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.

Type of abuse	Information
Child sexual exploitation (CSE)	The sexual abuse of children by other children is a specific safeguarding issue in education. 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, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. 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. Further information about Child Sexual Exploitation can be found in paragraph 28 of Keeping Children Safe in Education 2020.
Neglect	The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy, 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.

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 social care (**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 social care 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 and have specific additional needs
- has special educational needs (whether or not they have a statutory education, health and care plan
- 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
- is frequently missing/goes missing from care or from home
- is misusing drugs or alcohol themselves
- Is at risk of modern slavery, trafficking or exploitation
- 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 a privately fostered child [2]

4.7 Manor Park 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 believes that a child is at risk of or is the victim of:

- physical abuse
- sexual abuse
- child sexual exploitation
- emotional abuse
- neglect
- bullying, including cyber- or online-bullying
- child criminal exploitation (including involvement in county lines)
- domestic abuse
- fabricated or induced illness
- faith-based abuse
- female genital mutilation
- forced marriage
- gangs or youth violence
- gender-based violence
- hate
- radicalisation
- relationship abuse
- serious violence
- sexual violence or sexual harassment (including peer on peer abuse/child on child abuse)
- sexting
- so-called 'honour-based' abuse

[2] Taken from paragraph 18, Keeping Children Safe in Education (September 2020)

- trafficking and modern slavery

4.8 Manor Park will also take action to protect:

- Children missing in education
- Children missing from home or care

4.9 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 (2020) 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.

4.10 Child potentially at greater risk of harm

4.10.1 The school recognises that some children need a social worker due to abuse, neglect or family circumstances and that abuse and trauma can leave children vulnerable to further harm, as well as educational disadvantage.

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

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

4.11 Mental Health

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

4.11.2 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.

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

4.11.4 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 speak to the school's SENCo and Mental Health First Aider. Support will be put in place internally within school and parental involvement may be sought. Referrals for support may be made to outside agencies such as Time For You (Relate) counselling, Primary Mental Health Team, Early Help Hub, CAMHS, Coventry and Warwickshire Rise.

4.11.5 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.

4.11.6 Manor Park 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.

4.11.7 Further information, guidance and advice regarding mental health can be found in paragraph 38 of Keeping Children Safe in Education 2020.

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

4.13 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's Prevent duty.

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

4.15 See Appendix B for further information and guidance on the above issues. [3]

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 one of the designated safeguarding leads as soon as possible. Although any member of staff can make a referral to Children's social care, where possible there should be a conversation with the Designated Safeguarding Leads.

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

5.2 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 indicated 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
- Any disclosures of abuse that children have made

5.3 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:

[3] Please note that definitions of physical, sexual, emotional abuse and neglect are contained in the main body of the policy. Further information about other safeguarding issues and indicators of abuse can be found in Appendix B

- 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
- 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

5.4 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 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 social care.

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

5.6 See page 17 for flowchart of actions that will be taken where there are concerns about a child (taken from Keeping Children Safe in Education, September 2020).

5.7 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 social care 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. [4]

[4] *introduced in Section 5B of the FGM Act 2003, as inserted by section 74 of the Serious Crime Act 2015

5.8 Manor Park understands that both adults and other children can perpetrate abuse, and peer on peer abuse (child on child abuse) is taken very seriously. Peer on peer abuse can include bullying, cyber-bullying, physical abuse, sexting, sexual violence and/or harassment, upskirting, and initiation/hazing ceremonies. The school recognises that safeguarding issues can manifest as peer on peer abuse.

5.8.1 All members of staff will be made aware of the school's policy and procedures with regards to peer on peer abuse (child on child abuse) . Manor Park will ensure all staff understand what is meant by peer on peer abuse and the school policy on peer on peer abuse. Through training and safeguarding updates delivered by the Designated Safeguarding Lead, all staff will:

- be given clear guidelines on the different forms peer on peer abuse can take - child on child sexual violence and sexual harassment; physical abuse such as hitting; sexting (also known as youth produced sexual imagery); initiation/hazing type violence
- understand the statutory legalities and practice in relation to child on child sexual violence and harassment
- take seriously any allegations of sexual violence and harassment, dealing with them via the appropriate channels
- understand the need for urgency, protection and confidentiality

5.8.2 The school will work to prevent peer on peer abuse (child on child abuse) by teaching children about safeguarding themselves both in the real world and online, consent, personal boundaries and bullying through PSHE, RSE and Anti-bullying lessons.

5.8.3 In the event that an allegation of peer on peer abuse (child on child abuse) is made, Manor Park will investigate this and the DSLs will take the leading role with any disclosures. **Support from a DSL must be sought immediately, even if off school site**. If a child discloses to a member of staff, they should be supportive, respectful of the child, non-judgemental, clear about boundaries and how the report will progress. Confidentiality must never be promised and staff should not ask leading questions and only prompt with open questions. Listen to the child carefully, and when the child has finished disclosing and when it is practicably possible, record the written disclosure on CPOMS, giving a factual statement. This needs to be objective and accurate as it may be used as evidence in a criminal investigation.

5.8.4 In the event that an allegation of peer on peer abuse (child on child abuse) is made, victims and alleged perpetrators will be supported by school immediately, safeguarding them both – considering their needs and conducting a Risk and Needs Assessment to ensure that adequate measures are in place to protect them and keep them safe, and indeed any other children who may be witnesses. All staff must act in the best interests of the children. Both the victim and the alleged perpetrator should be aware that there is no judgement at this stage.

The following measures will be considered as an investigation takes place, following a disclosure, and the DSL will, given contextual safeguarding knowledge, make a decision to:

- manage internally;
- seek support through Early Help;
- refer to Social Care;
- or report to the police.

Whilst an investigation takes place, the alleged perpetrator should be removed from any classroom they share with the victim. The school should keep the victim and alleged perpetrator a reasonable distance apart on premises.

Managing internally

Sexual Harassment could be dealt with in school – it may be a one off incident, where Behaviour/Anti-bullying Policies could be followed, underpinned by the principle that Sexual Violence or Sexual Harassment will never be acceptable or tolerated. Discussions, concerns and reasons for a course of action will always be written and recorded.

Early Help

Children may benefit from support through Early Help. To address issues arising around non-violent Sexual Harassment and in order to prevent escalation, multi-agency early help work and education could be done in partnership with parents and school.

Referral to Social Care

Where a child has been harmed/is at risk of harm and in immediate danger a referral to Social Care will be made by the DSL.

Reporting to the Police

This is likely to be done in parallel with a report to Social Care. If a crime such as rape or sexual assault has been disclosed, a report to the police must be made. School must inform parents with the support of Social Care. Protection and anonymity of the victim and perpetrator must be preserved and the safeguarding of any other students must be in place.

An *ongoing* safe space and designated trusted adult will be given to support the victim.

5.8.5 Manor Park will never pass off peer on peer abuse (child on child abuse) as 'banter' or 'part of growing up'. Children should know that they are being taken seriously and will be kept safe. They should never be made to feel ashamed for making the report.

5.8.6 Manor Park recognises the gendered nature of peer on peer abuse (child on child abuse) (i.e. that it is more likely that girls will be victims and boys perpetrators), but that all peer on peer abuse is unacceptable and will be taken seriously.

5.8.7 Manor Park will adhere to guidance set out in Keeping Children Safe in Education (2020) and Sexual Violence and Sexual Harassment in Schools (May 2018) when responding to incidents of peer on peer abuse (child on child abuse).

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

5.9 **Youth Produced Sexual Imagery ('sexting')**

5.9.1 'Sexting' 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.

5.9.2 Manor Park has a responsibility to educate children in the risks relating to 'sexting' and how to keep themselves safe online. (See Manor Park Online Safety Policy)

5.9.3 Any incidents or suspected incidents of 'sexting' should be reported to the DSL without delay.

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

- Confiscation of mobile phones in line with guidance 'Searching, Screening and Confiscation, January 2018);
- Referrals to the police and/or MASH;
- Sanctions in accordance with behaviour policy;
- Support for young people involved to prevent reoccurrence;

5.9.5 Any incidents of 'sexting' involving the following will result in a MASH and/or Police referral;

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

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

5.9.7 We will work with parents as necessary if their child is involved in 'sexting'.

5.9.8 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.

5.10 **Serious Violence**

5.10.1 All staff will be made aware of indicators, which may signal that children are at risk of, or are involved with serious violent crime.

5.10.2 All staff will be made aware of the risks associated with serious violence, criminal networks and gangs and understand the measures in place to prevent these.

5.10.3 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 28 of Keeping Children Safe in Education (2020).

5.11 **Searching, Screening and Confiscation**

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

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

5.11.3 See Exclusion Policy

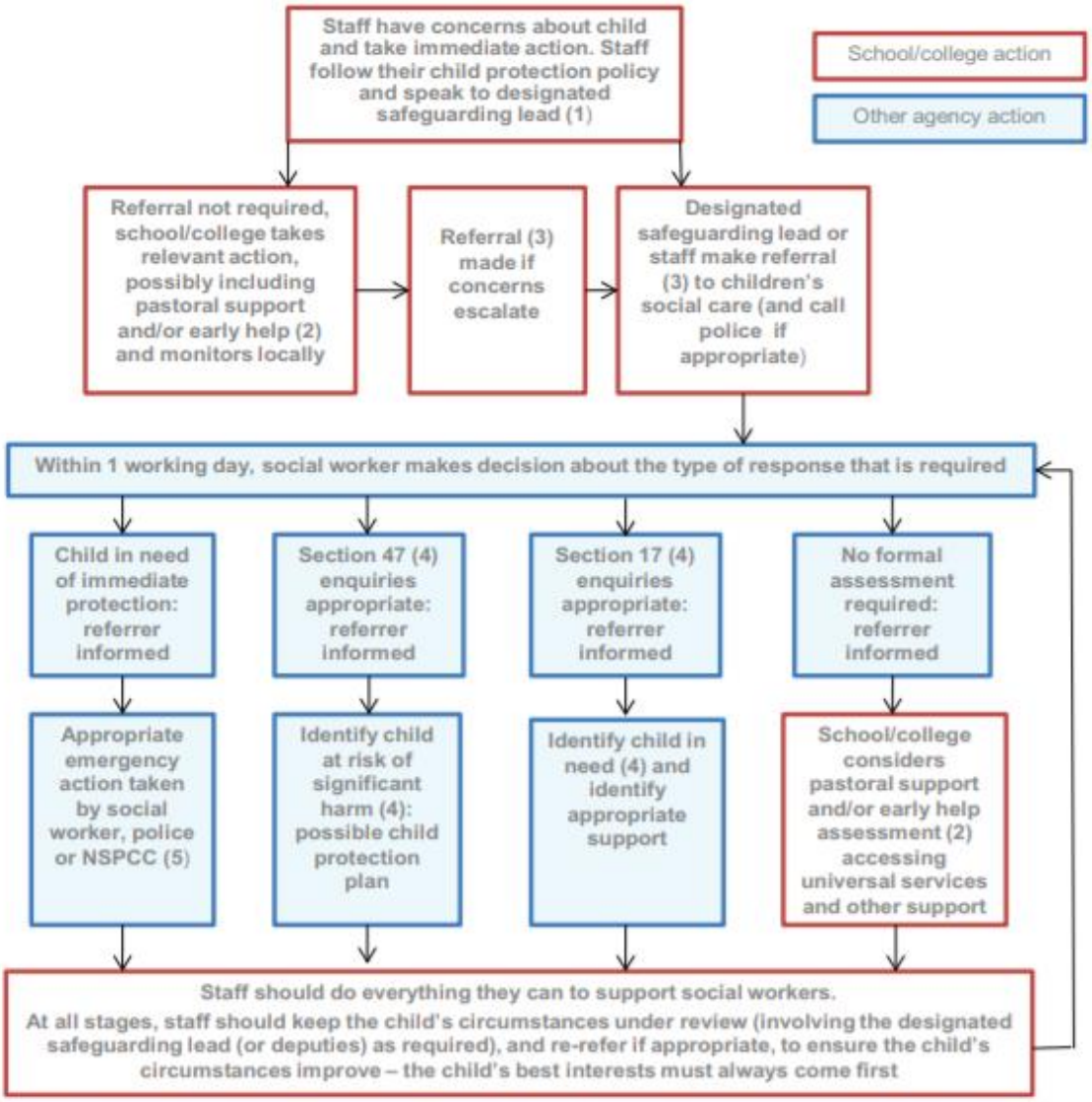
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/674416/Searching_screening_and_confiscation.pdf

5.12 Extra-Familial Harm

5.12.1 Manor Park 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.

5.12.2 All staff will be made aware that safeguarding incidents and/or behaviours can be associated with factors outside the Manor Park 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).

5.12 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 social care.

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) and to CTU_GATEWAY@west-midlands.pnn.police.uk

5.12.1 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 to ensure that our concerns have been addressed and that the situation improves for the child.

6 Record-keeping

6.1 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.

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

6.3 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 on CPOMs.

6.4 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.

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

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

(See Data Protection Policy)

6.7 Further information regarding information sharing and data processing in relation to safeguarding can be found in Part Two of Keeping Children Safe in Education (September 2020).

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. Consent will be sought annually.

7.2 Parents can withdraw consent at any time and must notify Manor Park 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.

***(See Data Protection Policy and* Digital Recording, Mobile Phones and Use of Social Media Policy)**

8 Early Help

8.1 Manor Park 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 works closely with its neighbouring family hub to work with families in the community to improve outcomes for children.

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

8.2 Manor Park 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 has committed to training staff throughout the academic year. All staff members will be made aware of Manor Park'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:

3 This 'Safeguarding and Child Protection Policy'
4 The staff Code of Conduct
5 Copies of Part 1 and Annex A of Keeping Children Safe in Education (September 2020)
6 School procedures for Children Missing Education
7 The school Behaviour Policy

9.2 Staff at Manor Park will receive ongoing training on all aspects of safeguarding and child protection, including:

- DSL refresher training
- Neglect
- Emotional Abuse, Physical and Sexual Abuse
- Domestic Abuse
- PREVENT and anti-radicalisation (Local authority training)
- Online Safety – through accessing National Online Safety training courses and updates/guidance for the whole school community, including parents
- Safeguarding webinars through National College
- Team teach
- Mental Health (Mental Health First Aid, Primary Mental Health)
- Peer on Peer abuse (child on child abuse)
- Coventry City Council safeguarding in education newsletters
- Right Help Right Time

- Signs of Safety

DSLs will attend regular DSL briefings and cascade CSCP training/updates to all staff. DSLs will provide training for volunteers and governors, which will be ongoing throughout the academic year.

9.3 Manor Park recognises that children may engage in risky behaviours that may put them at additional risk of danger. These can include drug taking, alcohol abuse, truanting and 'sexting'[5]. 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 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)

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 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.

10.4 At least one member of every interview panel will have undergone Safer Recruitment training.

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.

10.7 All safer recruitment practices at Manor Park comply with Keeping Children Safe in Education (September 2020). See Part 3 of Keeping Children Safe in Education (September 2020) for further information.

(See Safer Recruitment policy for further details)

[5] Also known as 'youth produced sexual imagery'.

11 Allegations of abuse against staff

11.1 Manor Park 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 2020) 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
- Staff behaving or possibly behaving in a way that indicates they may not be suitable to work with children.

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

11.4 If a concern or allegation of abuse arises against any member of staff other that the Headteacher, it must be reported to the Headteacher without delay. This includes supply staff, volunteers and all staff outlined in paragraph 1.5 of this policy.

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 Local Authority designated officer is Mark Goddard and contact details can be found of 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 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

11.11.1 Although the school does not directly employ supply teachers, the school will ensure that any concerns or allegations against supply teachers 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.

11.12 **Whistleblowing**

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

11.12.2 The senior leadership team will take all concerns seriously.

11.12.3 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 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.

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

- PSHE
- British Values (PREVENT)
- RSE (Risky Behaviours, Safe/Healthy relationships)
- Online Safety
- Learning Mentor 1:1s, group work and nurture groups

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 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.

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 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

14.1 As outlined in Keeping Children Safe in Education (2020), Manor Park 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 than other children;
- the potential for children with SEN and disabilities being disproportionally impacted by behaviours such as bullying, without outwardly showing any signs; and
- communication barriers and difficulties in overcoming these barriers.[6]

4.2 Staff will be trained in recognising signs of abuse in children with SEN and disabilities.

4.3 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.

4.4 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 Physical Intervention and Restraint Policy, Positive Behaviour Policy)**

16 Summary

19.1 The school 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.

[6] Keeping Children Safe in Education, September 2020

Appendix A

The school's safeguarding policy is intended to be used in conjunction with the following policies:

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

- Allegations Against Staff or Volunteers **(CSCP)**
- Allegations Against Members of Staff
- Anti – Bullying Policy
- Attendance Policy
- Positive Behaviour Policy
- Children Missing Education Policy
- Critical Incident Plan
- Data Protection Policy and Privacy Notice
- Drugs and Substance Misuse Policy Equalities Policy
- Educational Visits Policy
- Managing Professional Disagreements (**CSCP**)
- Equalities Policy
- First Aid Policy
- Health & Safety Policy
- HR & Governance Policy
- Mental Health Policy
- Online Safety Policy
- Physical Intervention and Restraint Policy
- PSHE and Relationships Policy
- Safer Recruitment Policy
- SEND Policy
- Staff Code of Conduct
- Tackling Extremism and Radicalisation Policy
- 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 2020, Annex A.

See below for policy information relating to other key safeguarding issues. All decisions taken when 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, the Behaviour Policy and paragraph 5.8 of this policy for further information.

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.

Trafficking and Modern Day 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'

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.

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.

So-called 'honour-based-abuse'

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.

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.

Radicalisation 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

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.

Serious Violence and Gangs or Youth Violence

All staff at Manor Park, need to be aware of indicators which may signal that children are at risk from, or are involved with serious violent crime. These may include increased absence from school, a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or 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/child on child abuse)

(See paragraph 5.8 – 5.8.8 for more details)

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.

Sexting

(See paragraph 5.9 – 5.9.8)

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 Social Care 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.

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

See government guidance on Children Missing Education:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/Children_Missing_Education_-_statutory_guidance.pdf

Also see Attendance Policy.

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 forth coming, 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).

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,
- Children who are 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.

Appendix C – Covid-19 procedures

While the way in which Manor Park Primary School operates in response to coronavirus (COVID-19) is fundamentally different to business as usual, a number of important safeguarding principles remain the same:

- with regard to safeguarding, the best interests of the children must always continue to come first
- if anyone has a safeguarding concern about any child they should continue to act, and act immediately
- a DSL or DDSL should be available
- children should continue to be protected when they are online

Reporting safeguarding concerns

All staff and volunteers retain the responsibility for working within the scope of the school's safeguarding policy and acting immediately on safeguarding concerns. The DSL and DDSL will remain contactable at all times.

- all staff have the direct number and email address of the DSL and DDSL
- email addresses for the DSL and DDSL are available on the school website and on the front page of this policy
- help line phone numbers for children are clearly displayed weekly on the children's learning platforms
- the phone number for the Chair of Governors: Sarah Leigh, Telephone number: 07764 946587
- the phone number for Coventry's Multi Agency Safeguarding Hub is: 024 7678 8555
- the phone number for the Local Authority Designated Officer is: 024 76978499

Provision for pupils

- school places will be offered for key worker and vulnerable children according to guidelines set out by the Government
- where children are unable to access remote learning due to lack of technology at home, Manor Park Primary School will do all it can to aid access via the loan of school laptop/tablets. Please refer to the 'Remote Learning Policy' on Manor Park Primary's website
- additional support for pupils with particular needs will be offered; to include additional phone calls home from Inclusion Team to support families, offer of a school place for children with specific needs or vulnerabilities, and specific work based around IEP/EHCP targets
- daily contact at home by Inclusion Team for vulnerable children, or teachers for children not accessing remote learning. Staff will use 'caller withheld' when calling home to ensure pupil/parents are not able to identify the staff member's personal contact details

Online safety

- parents will be regularly reminded about the importance of keeping children safe online via newsletters and emails
- parents will receive an emailed copy of Manor Park Primary's Online Safety policy. See Manor Park Primary's website for 'Online Safety and Acceptable Use Policy'.
- useful resources and support websites are listed on Manor Park Primary's safeguarding page
- when teaching from home, all backgrounds should be blurred or plain with no identifying features and all videos should be check thoroughly before posting
- when sharing a screen, staff should check any other tabs open on their browser for suitability
- staff filming themselves should ensure they are appropriate in dress and appearance
- consent will be obtained from all parents before videos for children are switched on in live lessons. Children without parental consent will have no video.