



# Carnforth Christ Church C of E Primary School

## SAFEGUARDING AND CHILD PROTECTION POLICY

### 1. MISSION STATEMENT

Christ Church C of E Primary School is a vibrant, stimulating and caring educational community which exists to celebrate the uniqueness of every person, made as they are in the image and likeness of God.

At Carnforth Christ Church, we believe that God is with us as our guide; 'we know it by the Spirit He gave us' (1 John 3:24) and 'the fruit of the Spirit is: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control, against such things there is no law.' (Galatians 5: 22-23) We live by the Spirit, for the Spirit and with the Spirit – this is our central ethos.

### 2. PURPOSE OF A SAFEGUARDING AND CHILD PROTECTION POLICY

The purpose of this safeguarding policy is to ensure every child who is a registered pupil at our school is safe and protected from harm. This means we will always work to:

- Protect children at our school from maltreatment;
- Prevent impairment of our children's health or development;
- Ensure that children at our school grow up in circumstances consistent with the provision of safe and effective care;
- Protect all children on our school premises, even if they are not a registered pupil at our school;
- Undertake that role so as to enable children at our school to have the best outcomes.

This policy will give clear direction to staff, volunteers, visitors and parents about expectations and our legal responsibility to safeguard and promote the welfare of all children at our school.

Our school fully recognises the contribution it can make to protect children from harm and to support and promote the welfare of all children who are registered pupils at our school.

This policy applies to all pupils, staff, parents, governors, volunteers and visitors.

This policy should be read in conjunction with the School's Safeguarding Portfolio (a collection of documents linked to safeguarding kept centrally on the school's internal network). The portfolio includes statutory guidance documents, which are updated regularly, many of which are listed in the first key area overleaf.

### 3. INTRODUCTION & CONTEXT

The Governors and staff of Carnforth Christ Church C of E Primary School regard each child as a unique individual and therefore seek to support pupils' development in ways which will foster security, confidence and independence. We recognise that high self-esteem, peer support, a secure school environment and clear lines of communication with trusted adults helps all children and especially those at risk of or suffering from abuse. These are regarded as central to the well-being of the individual and are therefore seen to be an intrinsic part of all aspects of the curriculum and ethos.

## KEY AREA

### i. Statutory Guidance

- **Education Act 2002:** Section 175 of the Education Act 2002 requires local authorities and the governors of maintained schools and further education (FE) colleges to make arrangements to ensure that their functions are carried out with a view to safeguarding and promoting the welfare of children.
- **Working Together to Safeguard Children 2018** sets out organisational responsibilities for schools and colleges and this applies to maintained, independent, academies, free schools and alternative non provision academies
- **Keeping children safe in education 2023:** Statutory guidance for schools and colleges was issued under Section 175 of the Education Act 2002, the Education (Independent School Standards) Regulations 2014 and the Education (Non-Maintained Special Schools) (England) Regulations 2011. This contains information on what schools and colleges **should** do and sets out the legal duties with which schools **must** comply.
- **What to do if you are worried a child is being abused**
- **Guidance for Safer Working Practice (with Addendum April 2020)**
- **The Children Act 1989**
- **The Children Act 2004**
- **The Prevent Duty**
- **Female Genital Mutilation Act 2003 (amended by Serious Crime Act 2015)**

### ii. Ethos

**Carnforth Christ Church C of E Primary School recognises that high self-esteem, confidence, peer support and clear lines of communication with trusted adults helps all children, especially those at risk of, or suffering abuse. We therefore ensure that:**

- ALL staff, volunteers and governors contribute to an ethos where children feel secure and safe
- ALL children have opportunities to communicate and know that they are listened to
- ALL children's wishes, feelings and views will be taken into account when decisions are being made about how to keep them safe
- ALL children know that they can communicate with any adult in school if they are worried or in difficulty
- ALL staff and volunteers will contribute to providing a curriculum which will equip children with the skills they need to stay safe and be able to communicate when they do not feel safe
- ALL staff and volunteers will contribute to providing a curriculum which will help children develop an attitude which will enable them to enter adulthood successfully and reach their full potential

- ALL staff, volunteers and governors will establish effective, supportive and positive relationships with parents, carers, pupils and professionals

### iii. Roles & Responsibilities

**Carnforth Christ Church C of E Primary School is committed to providing the relevant personnel with clear and explicit roles and responsibilities to ensure accountability when safeguarding children. We therefore ensure that:**

**All adults, including volunteers, working in or on behalf of the school will:**

- Demonstrate an understanding that safeguarding is everyone's responsibility
- Maintain and demonstrate a mind set of "it could happen here" and consider, at all time, what is in the best interest of the child
- Do all they can within the capacity of their role, to keep ensure that children are protected from harm
- Do all they can within the capacity of their role, to ensure that children grow up in circumstances consistent with safe and effective care
- Do all they can within the capacity of their role, to ensure that children have the best outcomes
- Report cases of suspected abuse, as well as any lower level concerns, to the DSL. This will be done as soon as possible using the school's agreed format (CPOMS)
- Monitor all pupils, particularly those that are deemed vulnerable
- Report any concerns regarding adults conduct to the DSL (Headteacher) or Deputy DSL in their absence
- Act upon concerns immediately; sharing information at an early stage with the DSL or Deputy DSL. In exceptional circumstances, they will contact Children's Social Care to discuss safeguarding concerns if the DSL/Deputy DSL is not immediately available
- Be aware of the process for making referrals to Children's Social Care and for statutory assessments under the Children Act 1989, especially section 17 (children in need) and section 47 (a child suffering, or likely to suffer, significant harm) that may follow a referral, along with the role they might be expected to play in such circumstances
- Understand that ANYONE can make a referral
- Undertake regular safeguarding training, including formal training, email updates and bulletins

**The Governing Body will:**

- Ensure that the policies, procedures and training in Carnforth Christ Church C of E Primary School are effective and comply with the law at all times

- Ensure that safeguarding policies and procedures are followed by all staff
- Put in place safeguarding responses in cases where children go missing from education
- Appoint a DSL and Deputy DSL and ensure that they are provided with appropriate support, funding, resources and time to carry out their role
- Ensure that the school complies with its duties under the above child protection and safeguarding legislation
- Ensure the school or college contributes to inter-agency working in line with statutory guidance **Working together to safeguard children**
- Ensure that safeguarding procedures take into account local guidance including **Risk Management Toolkit** and **Lancashire Continuum of Need and Thresholds Guidance**
- Ensure that staff members undergo safeguarding training at induction and at regular intervals
- Ensure that DSLs and all staff, volunteers and Governors are trained and updated regarding safeguarding regularly in compliance with **Keeping Children Safe in Education 2023**
- Ensure that children are safe online by ensuring that appropriate filters and monitoring systems are in place
- Ensure that children are taught about safeguarding at an age-appropriate level
- Prevent people who pose a risk of harm from working with children **through safer recruitment processes**
- Ensure there are procedures in place to handle allegations against teachers, the Headteacher, volunteers and other staff
- Ensure staff in school are aware of, and policies reflect, an understanding of specific issues such as peer on peer abuse and safeguarding children with disabilities and special educational needs
- Ensure that all practice and procedures operate with the **best** interests of the child at their heart
- Ensure a named Governor takes leadership responsibility for safeguarding arrangements
- Ensure that there is a designated teacher to promote the education of CLA
- Ensure that all staff are aware of safeguarding issues and vulnerabilities associated with CLA
- Ensure regular opportunities are provided for DSL Supervision

**The DSLs will:**

- Take **lead responsibility** for safeguarding and child protection
- Manage referrals to Children's Social Care, Police and other agencies

- Work with others in order to improve outcomes for children
- Attend DSL training every 2 years
- Undertake Prevent awareness training
- Update their skills and knowledge on a regular basis, but at least annually
- Raise awareness of safeguarding throughout school
- Ensure that this policy is reviewed annually and is available publicly
- Maintain, update and amend the school's safeguarding portfolio regularly
- Ensure that parents are aware of schools responsibilities regarding safeguarding and child protection
- Maintain accurate safeguarding records that are stored securely
- Be available during school hours
- Arrange cover of DSL role for any out of hours/out of term activities
- Represent school in multi-agency meetings
- Be provided with appropriate support and supervision in order to carry out the role safely and effectively
- Take a holistic view to ensure wider environmental factors are considered which may be a threat to safety and welfare of children (contextual safeguarding)
- Consider when a child is moving school, if it would be appropriate to share information in advance of the pupil moving

#### iv. Induction, Training & Updates

**Carnforth Christ Church C of E Primary School is committed to providing staff and volunteers with the skills and knowledge needed to safeguard children. We therefore ensure that:**

- ALL staff and volunteers will receive Level 1 & 2 Safeguarding Training on induction using LCC Safeguarding Induction Pack which includes Keeping Children Safe in Education (Part One), Guidance for Safer Working Practice, Code of Conduct and Whistleblowing Policy along with the school's safeguarding Policy, Behaviour Policy, Staff Code of Conduct and Online Safety Policy.
- ALL staff and volunteers will receive Level 1 & 2 Safeguarding Training annually
- The DSL(s) will provide ALL staff, volunteers and governors with regular safeguarding updates – **this may include links to updated documentation**
- ALL staff, volunteers and governors will read and show an understanding of any updates that are provided
- DSLs will attend DSL training every 2 years

- DSLs will update their knowledge, skills and understanding of relevant safeguarding issues on a regular basis
- The main DSL will undertake Prevent awareness training
- At least one member of staff and one governor will attend Safer Recruitment Training. This will be renewed at least every 5 years
- ALL staff, volunteers and governors will undertake any additional training on matters such as Contextual Safeguarding, Prevent, Peer on Peer abuse, Online Safety etc as is deemed necessary by the SLT
- Any staff member will discuss any specific training requirements or gaps in knowledge or understanding with the DSL/s

**v. Child Protection** **Carnforth Christ Church C of E Primary School is committed to PREVENTING abuse, PROTECTING children from abuse and SUPPORTING those involved in cases of abuse. We therefore ensure that:**

- ALL staff and volunteers understand the importance of teaching children how to keep themselves safe from all types of abuse
- ALL staff and volunteers seek out opportunities that are relevant to their role, to teach children the skills to keep themselves safe
- ALL staff and volunteers make and maintain positive and supportive relationships with children which enable children to feel safe and valued
- Safeguarding has a high status throughout school by being on the agenda at staff meetings/briefings, information being readily available on notice boards, regular updates
- ALL staff feel confident in approaching DSLs to raise concerns
- ALL staff and volunteers have an understanding of the four categories of abuse; **NEGLECT, EMOTIONAL ABUSE, SEXUAL ABUSE, PHYSICAL ABUSE.**

Abuse is defined as a form of maltreatment of a child which involves inflicting harm or failing to act to prevent harm. Children may be abused in a family, institutional or community setting by those known to them or by others, e.g. via the internet. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by one or multiple adults or other children.

Physical abuse is defined as a form of abuse which may involve actions such as hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical abuse can also be caused when a parent fabricates the symptoms of, or deliberately induces, illness in a child. Staff are aware of Female Genital Mutilation, a form of Physical abuse.

Emotional abuse is defined as the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. This may involve conveying to a child that they are worthless, unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child the opportunities to express their views, deliberately silencing them, 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate

expectations being imposed on children, such as interactions that are beyond their developmental capability, overprotection and limitation of exploration and learning, or preventing the child from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, including cyberbullying, causing the child to frequently 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, but it may also occur alone.

Sexual abuse is defined as abuse that involves forcing or enticing a child to take part in sexual activities, not necessarily involving violence, and regardless of whether the child is aware of what is happening. This may involve physical contact, including assault by penetration, or non-penetrative acts, such as masturbation, kissing, rubbing, and touching outside of clothing. It may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can be perpetrated by people of any gender and age.

Neglect is defined as the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in serious impairment of a child's health or development. This may involve a parent or carer failing to provide a child with adequate food, clothing or shelter (including exclusion from home or abandonment); failing to protect a child from physical or emotional harm or danger; failing to ensure adequate supervision (including through the use of inappropriate caregivers); or failing to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

- We will use Lancashire's Neglect Strategy 2022-24 to inform our response to children whose developmental needs are being insufficiently met at an early stage, placing them at risk of achieving poor educational, emotional and social outcomes.
- ALL staff and volunteers understand that there are other ways in which children can be abused such as; Online, Contextual Safeguarding, Female Genital Mutilation, so called 'Honour Based' Violence, Radicalisation, Trafficking, Slavery, Peer on peer Abuse, Forced Marriage and others
- ALL staff and volunteers have the knowledge, skills and expertise to recognise the signs and symptoms of all types of abuse
- ALL staff act upon concerns immediately; sharing information at an early stage with the DSL or Deputy DSL. In exceptional circumstances, they will contact Children's Social Care to discuss safeguarding concerns if the DSL/Deputy DSL is not immediately available
- DSLs keep up to date with emerging and specific safeguarding issues and update training and the School's Safeguarding Portfolio accordingly
- DSLs update staff and volunteers knowledge and understanding of such issues in order for them to be able to identify children who are at risk of such specific safeguarding issues
- ALL staff and volunteers will maintain and demonstrate an attitude of "it can happen here"
- ALL staff and volunteers are child-centred in their practice and act in the best interests of the child at all times
- ALL staff recognise and understand that behaviour can be a child's way of communicating distress and changes to behaviour may be an indicator of abuse

- ALL staff and volunteers have the skills to respond appropriately and sensitively to disclosures or allegations of abuse
- ALL staff and volunteers report cases of suspected abuse to the DSL. This will be done as soon as possible using the school's agreed format
- Where a child is at risk of immediate harm, ALL staff understand that they must refer to the Police or Children's Social Care
- ALL staff and visitors know how to refer to Children's Social Care
- DSLs will make a Section 47 referral to Children's Social Care where a child is in need of protection, has been significantly harmed or is at risk of significant harm, using **Lancashire Continuum of Need and Thresholds Guidance** and **Risk Management Toolkit** to determine whether this threshold has been met
- This referral will be done by telephone and followed with a **CSC Referral Form** as soon as possible
- Consent from parents/carers and child (if age appropriate) will be sought prior to this referral, except where this will cause delay or place anyone at risk
- Where consent is not given, parents and carers are informed that a referral will still be made, except where this will cause delay or place anyone at risk
- DSLs adhere to policy, procedures and guidance from the CSAP with regard to sharing information
- DSLs contribute to Strategy Discussions, Strategy Meetings, Initial and Review Child Protection Conferences, Core Group Meetings and other CP meetings
- DSLs, or another appropriate member of staff, will attend CP meetings, produce and present reports, liaise with staff, work with parents, work with other agencies and ensure the voice of the child is evidenced throughout these processes
- DSLs meet regularly to ensure that decisions made about children who are subjects of CP Plans are agreed and a clear rationale for the decision is documented
- A copy of the child's CP Plan is included in the child's individual safeguarding file
- ALL staff and volunteers will support victims of abuse in a capacity that is relevant to their role. This will be determined by the DSL
- DSLs will determine what information staff members need to know in order to safeguard and support children. This may be different information for different staff
- Staff are offered appropriate support and/or supervision that is relevant to their role or involvement in particular cases
- Communication and work with parents and carers will always be undertaken in a supportive manner and in the best interests of the child



- ALL staff understand that children who perpetrate abuse or display harmful behaviour should be treated as victims first and foremost and supported in the same way a victim of abuse would be supported
- Specific programmes of work and support are offered to children and families who are vulnerable
- Risk Assessments will be undertaken where a child's behaviour poses a risk to others, themselves or the environment

#### vi. Child in Need

**Carnforth Christ Church C of E Primary School is committed to ensuring the appropriate level of support is offered to a "Child in Need" and their family. We therefore ensure that:**

- DSLs will make a Section 17 referral to Children's Social Care where Early Help has not been successful in reducing risk and meeting unmet needs using Lancashire Continuum of Need and Thresholds Guidance and CSC referral form
- DSLs will make a Section 17 referral to Children's Social Care where there is evidence that the Level 4 threshold has been met on the Continuum of Need
- This will be determined and assessed by the DSL using the Lancashire Continuum of Need and Thresholds Guidance and the Risk Management Toolkit
- DSLs will obtain parental consent for the referral and for information to be shared, prior to contacting Children's Social Care
- When consent is not given, DSLs will continue to offer Early Help, gather evidence of engagement or lack thereof, disguised compliance, impact on the child, increase in risk or level of unmet need, improvements or deteriorations
- DSLs will review such cases regularly and assess whether there is evidence that meets Level 4 threshold on the Continuum of Need. In such cases Child Protection Procedures will be followed
- DSLs, or another appropriate member of staff, will contribute to Child in Need Meetings and Reviews
- DSLs, or another appropriate member of staff, will attend CiN meetings, produce and present reports, liaise with staff, work with parents, work with other agencies and ensure the voice of the child is evidenced throughout these processes
- DSLs will meet regularly to ensure that decisions made about children who are subjects of CiN Plans are agreed and a clear rationale for the decision is documented
- A copy of the child's CiN Plan is included in the child's individual safeguarding file

#### vii. Early Help

**Carnforth Christ Church C of E Primary School is committed to providing our families with the right help at the right time. Any child may benefit from early help, but all staff should be particularly alert to the potential need for early help for a child who:**

- is disabled and has specific additional needs;

- has special educational needs (whether or not they have a statutory education, health and care plan);
- presents challenging behaviour at school;
- is a young carer;
- has a family subject to poor housing or unsuitable accommodation;
- has frequent house moves, leading to social exclusion;
- appears hungry or malnourished;
- demonstrates unsuitable levels of hygiene or inadequate clothing;
- is in a family circumstance presenting challenges for the child, such as presenting early concerns of substance abuse, adult mental health problems or domestic abuse;
- has irregular attendance, or punctuality, or is starting to have significant unauthorised absences from school;

***Parental permission will be sought before accessing Early Help***

**We therefore ensure that:**

- ALL staff and volunteers can identify the risk factors that indicate a family or pupil may benefit from Early Help
- ALL staff and volunteers will use the school's agreed format for letting the DSL know about Early Help requirements
- DSLs will undertake an Early Help Assessment (EHA), when appropriate, to identify what Early Help is required
- DSLs will signpost and refer to appropriate support agencies
- DSLs will lead on TAF meetings where is it appropriate for them to do so
- DSLs will utilise Children and Family Wellbeing Service using the Request for Support Form
- DSLs will refer to CSC where Early Help has not been successful in reducing risk and meeting unmet needs using Lancashire Continuum of Need and Thresholds Guidance and CSC referral form
- DSLs will utilise Children and Family Wellbeing Service by using Request for Service form
- DSLs and other identified staff will identify and work with any organisations that are relevant in meeting the needs of pupils and their families
- DSLs and other identified staff will initiate and maintain positive and supportive relationships with parents and carers of children who may benefit from Early Help
- DSLs and/or SENDCO will generally be the lead for Early Help cases

viii. **Specific Safeguarding**

**Carnforth Christ Church C of E Primary School is committed to keeping our children safe from specific forms of abuse. We therefore ensure that:**

ALL staff and volunteers understand that there are specific and emerging ways in which children can be abused, such as:

**Contextual Safeguarding** As well as threats to the welfare of children from within their families, children may be vulnerable to abuse or exploitation from outside their families. These extra-familial threats might arise at school and other educational establishments, from within peer groups, or more widely from within the wider community and/or online. These threats can take a variety of different forms and children can be vulnerable to multiple threats, including: exploitation by criminal gangs and organised crime groups such as county lines; trafficking, online abuse; sexual exploitation and the influences of extremism leading to radicalisation. Extremist groups make use of the internet to radicalise and recruit and to promote extremist materials. Any potential harmful effects to individuals identified as vulnerable to extremist ideologies or being drawn into terrorism should also be considered. **(Working together 2018)**

Child sexual exploitation (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. (Child Sexual Exploitation: Definition and a guide for practitioners, local leaders and decision makers working to protect children from child sexual exploitation, HM Government, 2017)

**Child Sexual Exploitation** involves exploitative situations, contexts and relationships where young people may receive something (e.g. food, accommodation, drugs, alcohol, gifts or simply affection) as a result of engaging in sexual activities. The perpetrator will not only groom the victim (possibly over a long period of time) but will always hold some kind of power which increases as the exploitative relationship develops. Sexual exploitation involves a degree of coercion, intimidation or enticement, including unwanted pressures from peers to have sex, sexual bullying including on line bullying (cyberbullying) and grooming. It is important to recognise that some young people who are being sexually exploited do not exhibit any external signs of this abuse.

- The school curriculum (whereby sexual relationships/PSHE is delivered) will include relevant information around the risks associated with CSE
- The school Online Safety Policy will ensure the safety of children by ensuring they cannot access inappropriate material when using the internet and that suitable filtering software is in place

**Radicalisation** refers to the process by which a person comes to support terrorism and forms of extremism, there is no single way of identifying an individual who is likely to be susceptible to an extremist ideology.

- ALL staff and volunteers will have 'due regard to the need to prevent people from being drawn into terrorism', known as the 'Prevent Duty'
- ALL staff and volunteers will have a general understanding of how to identify a child who may be at risk of radicalisation

- ALL staff and volunteers will use professional judgement in identifying children who might be at risk of radicalisation and act proportionately
- The school Online Safety Policy will ensure the safety of children by ensuring they cannot access terrorist and extremist material when using the internet and that suitable filtering software is in place
- DSLs understand when it is appropriate to make a referral to the Channel Panel

**So called 'Honour Based' Violence (HBV)** 'A crime or incident, which has or may have been committed, to protect or defend the honour of the family and/or community'. (ACPO Working Definition 2008) ALL staff and volunteers will have a general understanding of how to identify a child who may be at risk of so called 'Honour Based' Violence.

**Forced Marriage** is defined as a marriage that is entered into without the full and free consent of one or both parties, and where violence, threats or any other form of coercion is used to cause a person to enter into the marriage. Threats can be physical, emotional, or psychological. A lack of full and free consent can be where a person does not consent or where they cannot consent, e.g. due to some forms of SEND. Forced marriage is a crime in the UK and a form of HBA. Staff who have any concerns regarding a pupil who may have undergone, is currently undergoing, or is at risk of forced marriage will speak to the DSL and local safeguarding procedures will be followed – this could include referral to CSC, the police or the Forced Marriage Unit

**Female Genital Mutilation (FGM)** is encompassed within the term Honour Based Violence

FGM is defined as all procedures involving the partial or total removal of the external female genitalia or other injury to the female genital organs. FGM is illegal in the UK and a form of child abuse with long-lasting harmful consequences. All staff will be alert to the possibility of a pupil being at risk of FGM, or already having suffered FGM. If staff are worried about someone who is at risk of FGM or who has been a victim of FGM, they are required to share this information with CSC and/or the police. The school's procedures relating to managing cases of FGM and protecting pupils will reflect multi-agency working arrangements. As outlined in Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015), teachers are legally required to report to the police any discovery, whether through disclosure by the victim or visual evidence, of FGM on a pupil under the age of 18. Teachers failing to report such cases may face disciplinary action. Teachers will not examine pupils, and so it is rare that they will see any visual evidence, but they must personally report to the police where an act of FGM appears to have been carried out. Unless the teacher has a good reason not to, they should also consider and discuss any such case with the DSL and involve CSC as appropriate. NB: This does not apply to any suspected or at-risk cases, nor if the individual is over the age of 18. In such cases, local safeguarding procedures will be followed. All staff will be aware of the indicators that pupils may be at risk of FGM. While some individual indicators they may not indicate risk, the presence of two or more indicators could signal a risk to the pupil. It is important to note that the pupil may not yet be aware of the practice or that it may be conducted on them, so staff will be sensitive when broaching the subject. Indicators that a pupil may be at heightened risk of undergoing FGM include:

- The socio-economic position of the family and their level of integration into UK society
- The pupil coming from a community known to adopt FGM
- Any girl with a mother or sister who has been subjected to FGM

- Any girl withdrawn from PSHE
- Travel abroad or a long holiday with relatives to a country known to practise FSM. FGM is included in the definition of honour-based' abuse (HBA) which involves crimes that have been committed to defend the honour of the family and/or community. All forms of HBA are forms of abuse and will be treated and escalated as such. Staff will be alert to the signs of HBA, including concerns that a child is at risk of HBA, or has already suffered from HBA, and will consult with the DSL who will activate local safeguarding procedures if concerns arise.
  - ALL staff and volunteers are aware of the "one chance rule" and will report all cases of suspected Honour Based Violence to the DSL immediately
  - FGM is illegal in the UK and a form of child abuse with long-lasting harmful consequences
  - ALL staff need to be alert to the possibility of when a female pupil may be at risk of FGM or when it may have been conducted on them
  - DSLs must report to the police cases where they discover that an act of FGM, Forced Marriage or other HBV appears to have taken place
  - 
  - Whilst all staff should speak to the Designated Safeguarding Lead (or Deputy DSL) with regard to any concerns about female genital mutilation (FGM), there is a specific legal duty on teachers. If a teacher, in the course of their work in the profession, discovers that an act of FGM appears to have been carried out on a girl under the age of 18, the teacher must report this to the police.

**Modern Slavery** The Modern Slavery Act 2015 places a new statutory duty on public authorities, including schools, to notify the National Crime Agency (NCA) (section 52 of the Act) on observing signs or receiving intelligence relating to modern slavery. The public authority (including schools) bears this obligation where it has 'reasonable grounds to believe that a person may be a victim of slavery or human trafficking'.

- Staff must be aware of the above and contact the DSL should they suspect or receive information that either parents or their children may be victims of modern slavery. The DSL should then contact the NCA

**Child on Child Abuse** occurs when a young person is exploited, bullied and / or harmed by their peers who are the same or similar age; everyone directly involved in peer on peer abuse is under the age of 18.

This is most likely to include, but may not be limited to:

- Bullying (including cyberbullying)
- Physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm
- Sexual violence and sexual harassment
- Sexting (also known as youth produced sexual imagery); and
- Initiation/hazing type violence and rituals

### Therefore:

- ALL staff and volunteers understand that children can abuse other children and that abuse should never be tolerated or passed off as 'banter', 'just having a laugh' or 'part of growing up'
- ALL staff and volunteers will inform the DSL of suspected peer abuse using the school's lilac notification of concern forms
- Peer on peer abuse will be taken as seriously as any other form of abuse
- All staff will understand that pupils with SEND are more prone to peer group isolation and school will have extra pastoral support to address this.
- Physical abuse between peers will be managed under the school's Behaviour Policy
- Emotional abuse between peers will be managed under the school's Anti-Bullying Policy
- Harmful sexual behaviour will be identified and managed using the Brook Traffic Light Tool and with support and guidance from LCC Schools Safeguarding Officer
- Sexting will be managed on a case by case basis using national and local guidance and advice from LCC Schools Safeguarding Officer
- In cases of suspected or actual peer on peer abuse a risk assessment will be undertaken and appropriate and proportionate control measures put in place to manage and reduce risk. Seek advice from LCC Schools Safeguarding Officer
- Referrals to Children's Social Care, Police and/or other appropriate agencies will be made where thresholds are met
- DSLs understand that regarding peer on peer abuse, the victim and the perpetrator are likely to have unmet needs and require support and assessment to determine these.
- The DSL will assess on a case-by-case basis, supported by children's social care and the police if required to ensure the most appropriate response for the children / young people involved.
- The DSL will consider:
  - the wishes of the victim in terms of how they want to proceed
  - the nature of the alleged incident
  - the ages of the children involved
  - the development stages of the children involved
  - any power imbalance between the children
  - is the incident a one-off or a sustained pattern of abuse
  - are there ongoing risks to the victim, other children, school or college staff
  - contextual safeguarding issues
- Following a report of sexual violence, the designated safeguarding lead (or deputy) will make an immediate risk and needs assessment, considering:
  - the victim
  - the alleged perpetrator

- all other children (and if appropriate adult students and staff).
- Risk assessments will be recorded and kept under review as a minimum termly.

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

- Psychological
- Physical
- Sexual
- Financial
- Emotional

Exposure to domestic abuse and / or violence can have a serious, long lasting emotional and psychological impact on children. In some cases, a child may blame themselves for the abuse or may have had to leave the family home as a result.

- ALL staff and volunteers understand what domestic abuse is and the potential impact upon children and how this might be displayed.  
The DSLs will: -
- Ensure that the school has suitably trained Key Adult/s in order to fulfil its obligations under Operation Encompass
- Ensure that the school's commitment to Operation Encompass is known throughout the school community via the means of staff training, parental letters, posters and the school website
- School should provide an overview of Operation Encompass with the names of the Op Encompass leads and a link to the Op Encompass website (<https://www.operationencompass.org/>)

**Children Missing from Education** can be a potential sign of abuse or neglect including sexual exploitation, undergoing female genital mutilation, forced marriage or travelling to conflict zones.

- ALL staff and volunteers follow school procedures when a child misses education particularly on repeat occasions to help identify the risk of abuse and neglect
- The school Attendance Policy is up to date, reviewed annually and includes reference to CME
- There is an admissions policy and an attendance register
- The Local Authority is informed of any pupil who fails to attend school regularly, or has been absent without the school's permission or knowledge for a continuous period of 10 school days or more
- Where reasonably possible, school will hold more than one emergency contact number for every pupil
- All staff will be aware that children going missing from education can be a warning sign of safeguarding considerations and act on these in line with the policy

### **Other vulnerable categories**

- All staff will have read Part 1 of Keeping Children Safe in Education and be aware of specific forms of abuse and safeguarding issues and vulnerable groups of children including;
- Children in the Court system;
- Children with family members in prison
- Child Criminal Exploitation (County Lines)
- Homelessness

For all specific safeguarding issues, DSLs will seek advice from LCC Schools Safeguarding Officer and follow national and local guidance that can be accessed in the School's Safeguarding Portfolio:

- Multi Agency Statutory Guidance on FGM
- [http://panlancashirescb.proceduresonline.com/chapters/p\\_female\\_mutilation.html](http://panlancashirescb.proceduresonline.com/chapters/p_female_mutilation.html)
- Prevent Duty
- [http://panlancashirescb.proceduresonline.com/chapters/p\\_violent\\_extremism.html](http://panlancashirescb.proceduresonline.com/chapters/p_violent_extremism.html)
- [http://panlancashirescb.proceduresonline.com/chapters/p\\_forced\\_marriage.html](http://panlancashirescb.proceduresonline.com/chapters/p_forced_marriage.html)
- What to do if you suspect a child is being sexually exploited
- [http://panlancashirescb.proceduresonline.com/chapters/p\\_child\\_sex\\_exp.html](http://panlancashirescb.proceduresonline.com/chapters/p_child_sex_exp.html)
- Sexting in Schools Guidance
- Sexting in schools and colleges: responding to incidents and safeguarding young people
- ACPO CPAI Lead's Position on Young People Who Post Self-Taken Indecent Images

#### ix. Online Safety

**Carnforth Christ Church C of E Primary School is committed to keeping pupils safe online. We therefore ensure that:**

- ALL staff and volunteers understand that children can be harmed online via hurtful and abusive messages, enticing children to engage in age inappropriate conversations, sharing and production of indecent images or encouraging risk taking behaviour
- The school's Online Safety Policy details how we keep pupils safe when using the internet and mobile technology
- Online bullying by pupils, via texts and emails, will be treated as seriously as any other type of bullying and will be managed through our Anti-bullying / Behaviour Policy
- There is a clear and explicit procedure for dealing with mobile phones that are brought into school by children – see Pupil Acceptable Use Agreement
- DfE advice; Searching, Screening and Confiscation is followed where there is a need to search a pupil for a mobile device
- When school become aware of an online safety issue that has occurred outside of school, it is managed in accordance with the school Online Safety Policy
- The school has appropriate monitoring and filter systems in place regarding the use of internet (3G/4G/5G) in school to prevent children accessing inappropriate material. This system is regularly monitored and reviewed with any inappropriate behaviour or searches being followed up appropriately. These are detailed in the Online Safety Policy

#### x. Record Keeping

**Carnforth Christ Church C of E Primary School is committed to recording all matters relating to the welfare of children in a relevant format. We therefore ensure that:**

- DSLs will refer to LCC Record Keeping Guidance to assist them in creating and maintaining accurate safeguarding records



- CPOMS is used for reporting all matters relating to child wellbeing, from an early help requirement or "niggle", to a disclosure of abuse
- ALL staff use CPOMS for passing on concerns
- ALL staff receive regular updates and training in the use of CPOMS and recording of information
- Concerns should be factual and evidence based
- Concerns should be written up on CPOMS as soon as possible
- The DSL and backup DSL (and SENDCO for children with SEND) receive email notifications from CPOMS
- ALL concern logs will be kept either in whole school safeguarding files or in an individual pupil safeguarding file
- A pupil will have an individual safeguarding file when there has been a number of concerns, an offer of Early Help or the family is, or has been at Level 2 or above on the Continuum of Need and an electronic chronology of concern/action taken is recorded
- DSLs will record all discussions, decisions and rationale behind decisions and sharing of information in the child's records
- DSLs will record evidence of child's wishes, professional challenge, offers of early help and multi-agency working
- When individual pupils are discussed during staff meetings, such as supervision, staff updates or risk assessments etc. pupil information should be anonymised or stored in a secure manner
- All paper safeguarding records (pre-September 2023) will be stored securely in a locked cabinet in the Headteacher's Office
- Only DSLs and other named staff will have access to safeguarding records
- A pupil's safeguarding file will be transferred, in its entirety, to the educational establishment where the child moves to, unless there is ongoing legal action
- If paper documentation, the safeguarding file will be hand delivered to the DSL at the receiving school. If this is not possible, the safeguarding file will be sent by recorded delivery
- Electronic records, held on CPOMS will be transferred electronically, through CPOMS
- A receipt will be obtained at time of transfer and the responsibility for the safeguarding records will pass to the receiving school
- The educational establishment where the pupil attends at statutory school leaving age (18) will securely retain the safeguarding records until the child's 25<sup>th</sup> birthday. Safeguarding records will then be destroyed securely

- Advice will be sought from legal services and/or Schools Safeguarding Officer if any staff are unclear about any aspects of safeguarding record keeping
- Documents relating to Safeguarding issues which had been stored under previous policies, will be kept securely on the school premises until the child's 25<sup>th</sup> birthday and will then be destroyed securely

**xi. Safer Recruitment**

**Carnforth Christ Church C of E Primary School is committed to keeping pupils safe by ensuring that adults who work or volunteer in school are safe to do so. We therefore ensure that:**

- LCC Human Resources guidance is adhered to, to ensure that there is a strong reference and commitment to safeguarding during advertisement, selection and recruitment of new staff
- In accordance with Keeping Children Safe in Education 2023, the following will be displayed on the advert and relevant checks will be carried out on shortlisted candidates – including internal candidates and those who have lived or worked outside the UK: *'Please note that in line with Keeping Children Safe in Education 2023, an online search will be carried out as part of our due diligence on shortlisted candidates.'*
- At least one governor and one staff member have attended Safer Recruitment Training in the last 5 years
- There are at least 2 people on each selection panel and at least one person on every selection panel has attended Safer Recruitment Training
- ALL staff will monitor the conduct of all adults who come into contact with children at school and report any concerns to the DSL, Headteacher or Chair of Governors as appropriate
- Relevant, proportionate and lawful checks are undertaken on all adults who regularly work at, or visit the school
- A Single Central Record is kept of checks that are undertaken on all adults who regularly work at, or visit the school as following guidance from Keeping Children Safe in Education 2023
- The SCR is stored securely and only accessed by designated staff and governors
- The Headteacher and Chair of Governors should evidence regular oversight/scrutiny of the SCR using the SCR Audit Sheet – this is reported termly to Governors
- Evidence of staff members identity, required qualifications and the right to work in the UK will be kept in individual personnel files
- Covering (umbrella) letters will be obtained from agencies and other employers that provide staff to work in school
- Individual identity checks will be undertaken on those staff detailed above to ensure they are employees of the named agency/employer
- A transfer of control agreement will be used where other agencies/organisations use school premises and are not operating under school's safeguarding policies and procedures

- Adults who are involved in the management or provision of child care of children in Early Years, or in out of school provision for children up to 8 years old, will make a declaration that they are not disqualified under the Child Care Act 2006 – this will be renewed annually
- This declaration will be renewed annually and evidenced using LCC Declaration Form. This form will be retained and stored securely
- When an issue is declared, advice will be sought from Ofsted about the need to apply for a waiver. If a waiver is necessary, a risk assessment will be carried out and proportionate measures put in place until a waiver has been issued or matters resolved otherwise [disqualification@ofsted.gov.uk](mailto:disqualification@ofsted.gov.uk)
- Advice will be sought from Human Resources, LADO and/or Schools Safeguarding Officer if any staff are unclear about any aspects of Safer Recruitment

## xii. Allegations of abuse

**Carnforth Christ Church C of E Primary School understands that when an allegation is made against a member of staff or volunteer, set procedures must be followed. We therefore ensure that:**

- All staff and volunteers are aware of the requirement to, and process of referring allegations against staff to the Headteacher
- All staff and volunteers are aware of the requirement to, and process of referring allegations against the Headteacher to the Chair of Governors
- The Headteacher and/or Chair of Governors will discuss the allegation with the Local Authority Designated Officer (LADO)
- CSAP procedures for dealing with allegations against staff will be followed [http://panlancashirescb.proceduresonline.com/chapters/p\\_allegations.html](http://panlancashirescb.proceduresonline.com/chapters/p_allegations.html)
- All staff and volunteers remember that the welfare of the child is paramount and that they have a duty to inform the DSL if any adult's conduct gives cause for concern
- All concerns of poor practice or possible child abuse by staff and volunteers should be reported to the Headteacher.
- Complaints about the Headteacher should be reported to the Chair of Governors
- All staff are aware of and have access to the school's Whistleblowing Policy which enables staff to raise concerns or allegations in confidence and for a sensitive enquiry to take place

## xiii. Visitors

**Carnforth Christ Church C of E Primary School is committed to keeping pupils safe by ensuring that visitors to school do not pose a risk to children at our school. We therefore ensure that:**

- Visitors to school sign in and wear identification lanyards to indicate they have done so
- ALL staff and children, where appropriate, will challenge visitors to school who are not wearing correct identification
- Visitors sign out and remove/hand in their identification when they leave the school

- Visitors are aware of who to speak to if they are worried about a child during their visit
- Visitors are accompanied during their visit, when children are present, unless they have undergone relevant checks and these are accepted and verified by the Headteacher
- Visitors will behave in a way that is compliant with the school's Code of Conduct found in the staff handbook
- Visitors will not use mobile phones or other similar electronic devices during their visit unless agreed by the Headteacher
- Visitors will not initiate contact or conversations with pupils unless this is relevant and appropriate to the reason for their visit
- When there are several visitors to the school at the same time (such as for an assembly etc) there will be adequate staff supervision of children and visitors. A risk assessment will be undertaken if deemed necessary or appropriate
- When visitors are undertaking activities with children, content of the activity will be agreed with the Headteacher, prior to the visit

**xiv. Cameras, Mobile Phones and Devices** (The Early Years Foundation Stage, EYFS 2020)

**Carnforth Christ Church C of E Primary School is committed to keeping pupils safe by ensuring that electronic devices such as cameras, phones and tablets are used in an appropriate manner. School will therefore ensure that:**

- Parental consent is obtained to take and use photographs and/or videos of children
- Parental consent is obtained for photographs to be taken by the media for use in relation to promoting or publishing the school
- Separate parental consent is obtained if any other agency requests to take photographs of any child
- Parental consent will be valid for 5 years but may be sought more regularly at the discretion of the Headteacher
- Images will be uploaded to, and stored in a secure place for a relevant amount of time, this may be for longer than the child is at school if appropriate
- Photographs and videos of children are only taken to provide evidence of their achievements for developmental records or for other school related purposes
- Staff, visitors, volunteers and students do not use their own mobile phones to take or record any images of children unless this is agreed by the Headteacher for official school business
- The school's digital camera/s, iPads or memory cards must not leave the school setting unless this is agreed by the Headteacher for official school business
- Photos are printed/uploaded in the setting by staff and once done images are immediately removed from the camera's memory

- Parents are reminded frequently of the risks associated with posting images of children to social media
- Parents are reminded frequently that they are not permitted to distribute or post images that contain children other than their own
- Staff, volunteers and visitors will not use mobile phones in toilet or changing areas
- The Code of Conduct (staff handbook) outlines when and where staff, volunteers and visitors can use their mobile phones
- ALL staff, volunteers and visitors will adhere to the above policies and failure to do so will be addressed appropriately by the Headteacher and/or the Governing Body
- Pupils' use of mobile phones and other devices will be managed under the school's Home-School Agreement /Online Safety Policy/Code of Conduct (Staff Handbook)
- DFE Advice; **Searching, Screening and Confiscation** is followed where there is a need to search a pupil for a mobile device

### Key School Information

#### Review Dates

**Policy adopted by the Governing Body on:** 15<sup>th</sup> November 2023

**Policy to be reviewed no later than:** 14<sup>th</sup> November 2024

#### Key Personnel and Training Details

**Designated Safeguarding Lead (DSL)** Mrs Catherine Prince

Date DSL Training Attended 9<sup>th</sup> May 2023

**Deputy DSL(s)** Mrs Rebekah Richardson

Date DSL Training Attended 12<sup>th</sup> January 2022

**Prevent Lead** Mrs Catherine Prince

Date Prevent/WRAP training attended	C. Prince (17.09.20) S. Jones (24.04.18) S. Parry (20.02.18) C. Wild (20.02.18)
<b>Headteacher</b>	Mrs Catherine Prince
Date safeguarding training attended (state type of training)	9 <sup>th</sup> May 2023 (DSL)
<b>Chair Of Governors</b>	Mrs Gillian Wooff
Date safeguarding training attended (state type of training)	23 <sup>rd</sup> February 2023 (Safeguarding for Governors)
<b>Safeguarding Governor</b>	Mr Paul Threlfall
Date safeguarding training attended (state type of training)	23 <sup>rd</sup> February 2023 (Safeguarding for Governors)
<b>Whole Staff Safeguarding Training</b> (led by, date, type)	Andrea Gray 23 <sup>rd</sup> February 2023 Level 1 and 2
<b>Safer Recruitment Training</b> (date, attended by and role)	19 <sup>th</sup> June 2015 Mrs Catherine Prince (Deputy DSL) Mrs Sue Parry (Foundation Governor)
<b>Useful Contacts</b>	
<b>LCC Schools Safeguarding Officers</b>	14 <sup>th</sup> October 2020 Mrs Catherine Prince (DSL) Mrs Sue Parry (Foundation Governor)  Victoria Wallace 01772 531196 <a href="mailto:CYPsafeeduc@lancashire.gov.uk">CYPsafeeduc@lancashire.gov.uk</a>
<b>Local Authority Designated Officer (LADO)</b>	Tim Booth / Shane Penn / Donna Green 01772 536694 <a href="mailto:LADO.admin@lancashire.gov.uk">LADO.admin@lancashire.gov.uk</a>
<b>Education Early Support Co-ordinators</b>	Jenny Ashton 01772 531643 <a href="mailto:jennifer.ashton@lancashire.gov.uk">jennifer.ashton@lancashire.gov.uk</a> Matt Chipchase 01254 220989 <a href="mailto:matt.chipchase@lancashire.gov.uk">matt.chipchase@lancashire.gov.uk</a>

**Children and Family Wellbeing Service**

CFWS offers support to children, young people aged 0 – 19 (0 – 25 for SEND) and their families across Lancashire  
Any agency can request access to this support for a family or individual child by making a Request for Support

**Lancashire Children's Social Care**

0300 123 6720  
[cypreferrals@lancashire.gov.uk](mailto:cypreferrals@lancashire.gov.uk)

**Whistleblowing**

01772 532500  
[WhistleblowingComplaints@lancashire.gov.uk](mailto:WhistleblowingComplaints@lancashire.gov.uk)