

Child protection and safeguarding policy and procedures

Clifford Primary School



Designated Lead for Safeguarding: Mrs. Sarah Scourfield
Headteacher

Deputy Safeguarding Lead: Mrs. Jennifer Langford
SEN coordinator / Acting Headteacher

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Introduction

Child protection is the responsibility of all adults, particularly those that work with children.

The Governors, Headteacher and staff of Clifford School are committed to ensuring that every child is kept safe and free from harm.

We believe that Clifford School provides a climate of care which provides for the social, physical and moral development of each child. It is our duty to ensure that this is maintained and sustained because all children have the right to a childhood free from abuse, neglect and exploitation.

Our aims:

- To provide an environment where children can learn and grow.
- Ensure that appropriate action is taken in a timely manner to safeguard and promote children's welfare
- That all staff have clear direction of the codes of conduct when dealing with safeguarding and that they deal with safeguarding matters with sensitivity, professionalism and confidentially.
- To ensure staff are properly trained in recognising early signs and reporting safeguarding issues quickly.

This policy addresses all aspects of the child protection process which are:

- **Prevention:** A positive school atmosphere, teaching pastoral support to children, to support their development and health.
- **Protection:** Ensure children are protected from maltreatment.
- **Taking action:** to enable all children to have the best outcomes. Following agreed procedures, ensuring staff are appropriately recruited, trained and supported to respond appropriately to Child protection concerns.
- **Support:** For pupils, staff who may be abused. Ensuring that children grow up in circumstances consistent with the provision of safe and effective care

Definitions

Child protection is part of this definition and refers to activities undertaken to prevent children suffering, or being likely to suffer, significant harm.

Abuse is a form of maltreatment of a child and may involve inflicting harm or failing to act to prevent harm.

Physical abuse 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 is the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Emotional abuse 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

Not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate

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

Seeing or hearing the ill-treatment of another

Serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children

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

Non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet)

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect is a form of abuse and is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse.

Once a child is born, neglect may involve a parent or carer failing to:

Provide adequate food, clothing and shelter (including exclusion from home or abandonment)

Protect a child from physical and emotional harm or danger

Ensure adequate supervision (including the use of inadequate care-givers)

Ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Children includes everyone under the age of 18.

Aims of this policy

- To raise the awareness of volunteers, teaching and non-teaching staff, of the need to safeguard children and of their responsibility in identifying and reporting concerns and recognising signs and symptoms of abuse.
- To have a structured procedure within school which will be followed by all members of the school community in cases of suspected abuse or concerns about welfare of a child-or children.
- To work to agreed local policies and procedures (CAF)
- To emphasise the need for good levels of communication between all members of staff and inform the head at all times of the slightest concern (Cause for concern form)
- To develop and promote effective working relationships with other agencies especially, Police, Social Services and Health Professionals. Phone numbers for each service are held in the office.
- To ensure that all adults within are school, who have access to children, have been checked as to their suitability. (DBS) An enhanced DBS certificate will include barred list information.
- To ensure that risk of harm to children's welfare are minimised.
- For everyone to be mindful of issues relating to children's safety and welfare.
- To stress the importance that it is our duty to report instances of abuse/neglect. Multi Agency Child Protection procedures will apply.
- To monitor and support children at risk, providing a systematic means of monitoring children known-or thought to be at risk of harm.
- To use the curriculum to raise children's awareness, build confidence and skills. Including preparing children to keep themselves safe from harm when using the internet. (E-safety)
- To work closely with parents and carers.
- To raise awareness of, and potential threat of Child Female Genital Mutilation (FGM) within our community in order to protect out young children.
- To raise awareness of, and potential threat of Child Sexual Exploitation (CSE) within our community in order to protect out young children.
- Be aware of our role in supporting children and families to prevent Radicalisation.
- The signs of different types of abuse and neglect, as well as specific safeguarding issues, such as child sexual exploitation (CSE), FGM and radicalisation

Policy in Practice

This policy combined with Safeguarding training will support the ability to act on concerns about safety and welfare of young people.

Roles

- **All staff** will read and understand part 1 and Append A of the Department for Education's statutory safeguarding guidance, [Keeping Children Safe in Education 2018](#), and review this guidance at least annually.

The designated safeguarding lead (DSL) is **Mrs S Scourfield, Headteacher**. The DSL takes lead responsibility for child protection and wider safeguarding. **Mrs S Scourfield** is always happy to speak to you regarding any concerns you may have.

Out of school hours the DSL will be available via email: sscourfield@clifford.hereford.sch.uk

When the DSL is absent, the **deputy safeguarding lead**– **Mrs J Langford** (SEN coordinator / Deputy DSL will act as cover). **Mrs J Langford** is always also happy to speak to you regarding any concerns you may have.

If the DSL and deputy are not available, **Sue Gaston, Headteacher of Fairfield High School** will act as cover.

Contact: 01981550231

This work is monitored by a **governor responsible for safeguarding, Mrs K Thomas, Chair of Governors**.

Contact: k8thomas@googlemail.com

The DSL will

- Adhere to LA (Herefordshire) procedures, the levels of need threshold document, and school procedures when referring a child if there are concerns about possible abuse. Refer to Hereford Children's Safeguarding Board (HCSB) for current guidance.
- Provide advice and support to other staff on child welfare and child protection matters
- Take part in strategy discussions and inter-agency meetings and/or support other staff to do so
- Contribute to the assessment of children
- Keep written records of concerns about a child even if there is no immediate need to make a referral.
- Ensuring all records are kept confidentially, securely and separately from school pupil records.
- When a child leaves the school, ensures that child protection records are sent securely to the new education setting.
- Noting on the school's pupil records that additional confidential records exist and are kept by the Head.
- Organising training and developing staff awareness and understanding of child protection issues.

The governing board

The governing board will approve this policy at each review and hold the headteacher to account for its implementation.

The governing board will appoint a senior board level (or equivalent) lead governor to monitor the effectiveness of this policy in conjunction with the full governing board.

The chair of governors will act as the 'case manager' in the event that an allegation of abuse is made against the headteacher, where appropriate.

Acting as the 'case manager' in the event of an allegation of abuse made against another member of staff.

Training

All staff

All staff members will undertake safeguarding and child protection training at induction, including on whistle-blowing procedures, to ensure they understand the school's safeguarding systems and their responsibilities, and can identify signs of possible abuse or neglect. This training will be regularly updated and will be in line with advice from our local safeguarding children board.

All staff will have training on the government's anti-radicalisation strategy, Prevent, to enable them to identify children at risk of being drawn into terrorism and to challenge extremist ideas.

Staff will also receive regular safeguarding and child protection updates (for example, through emails, e-bulletins and staff meetings) as required, but at least annually.

Volunteers will receive appropriate training, if applicable.

The DSL and deputy

The DSL and deputy will undertake child protection and safeguarding training at least every 2 years.

In addition, they will update their knowledge and skills at regular intervals and at least annually (for example, through e-bulletins, meeting other DSLs, or taking time to read and digest safeguarding developments).

They will also undertake Prevent awareness training.

Governors

All governors receive training about safeguarding, to make sure they have the knowledge and information needed to perform their functions and understand their responsibilities.

Recognising abuse and taking action

Staff, volunteers and governors must follow the procedures set out below in the event of a safeguarding issue. In general the school will discuss concerns with parents/carers before approaching other agencies, and will seek the consent to making a referral to another agency. However there may be occasions when the school will contact another agency before informing parents/carers because it considers that contacting them may increase the risk of significant harm to the child.

If a child is in immediate danger

Make a referral to children's social care and/or the police **immediately** if a child is in immediate danger or at risk of harm. **Anyone can make a referral.**

Tell the DSL as soon as possible if you make a referral directly.

If a child makes a disclosure to you

If a child discloses a safeguarding issue to you, you should:

Listen to and believe them. Allow them time to talk freely and do not ask leading questions

Stay calm and do not show that you are shocked or upset

Tell the child they have done the right thing in telling you. Do not tell them they should have told you sooner

Explain what will happen next and that you will have to pass this information on to Mrs Scourfield. Do not promise to keep it a secret

Write up your conversation as soon as possible in the child's own words or try to have another member of staff with you that can keep notes. Stick to the facts, and do not put your own judgement on it. Such conversations can be distressing, and elements of the discussion forgotten, hence the need for a record to be made. Note dates, times, who was present, position in the room, anything factual about the child's appearance.

Sign and date the write-up and pass it on to the DSL. Alternatively, if appropriate, make a referral to children's social care and/or the police directly, and tell the DSL as soon as possible that you have done so

Early help and Assessment (CAF)

If early help is appropriate, the DSL or Deputy DSL will support you in liaising with other agencies and setting up an inter-agency assessment as appropriate.

The DSL will keep the case under constant review and the school will consider a referral to local authority children's social care if the situation does not seem to be improving. Timelines of interventions will be monitored and reviewed.

Link: hscb.herefordshire.gov.uk

Level 1: Universal services: No action needed

Level 2: Targeted services (additional needs) – advisors can help with this

Level 3 and 4 - Specialist services (acute/complex needs) – consider referral using multi agency referral from
For detailed information on making a referral and the form contact the Herefordshire Early Help Team.

Referral

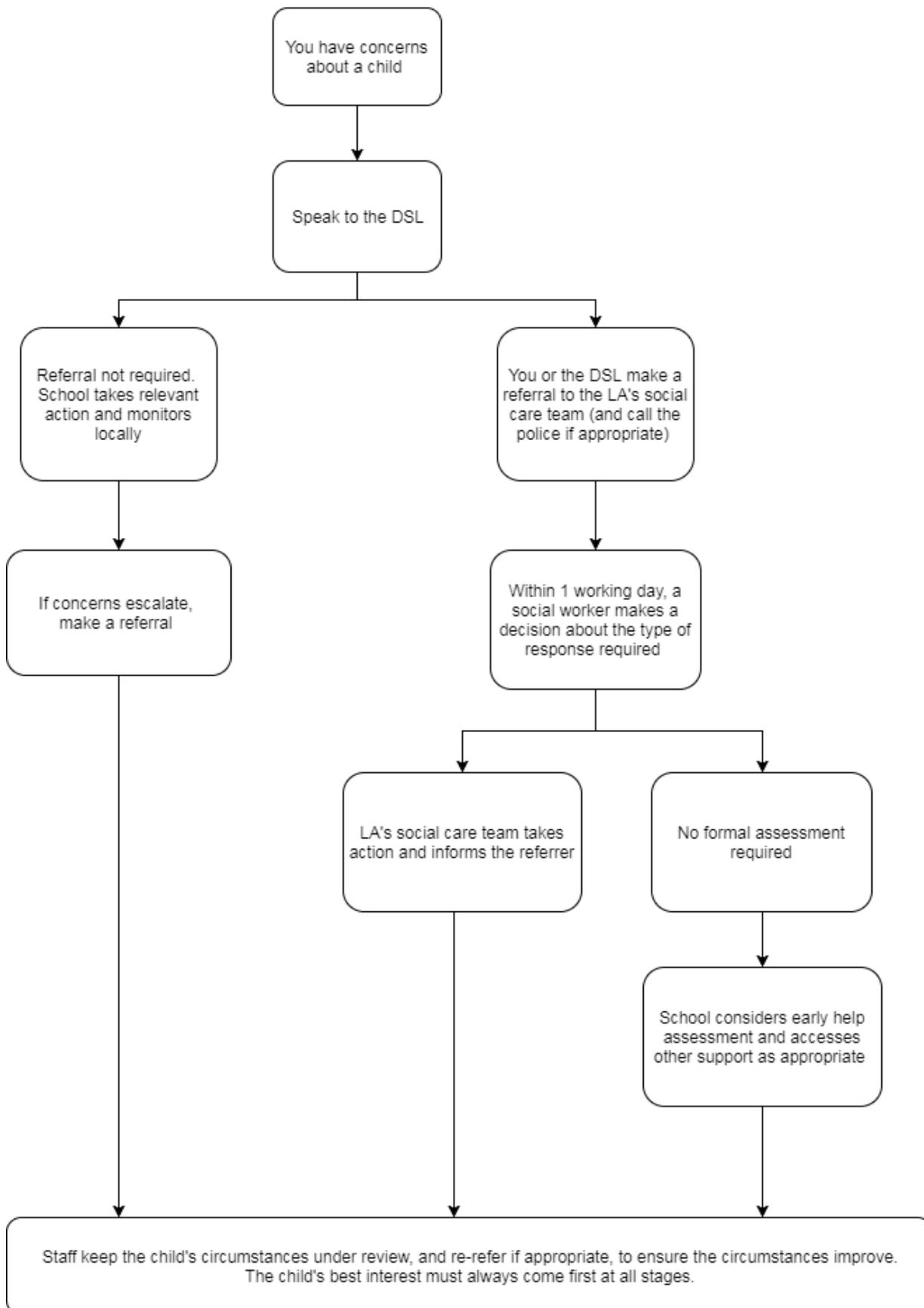
If it is appropriate to refer the case to local authority children's social care or the police, the DSL will make the referral or support you to do so.

If you make a referral directly, you must tell the DSL as soon as possible.

The local authority will make a decision within 1 working day of a referral about what course of action to take and will let the person who made the referral know the outcome. The DSL or person who made the referral must follow up with the local authority if this information is not made available, and ensure outcomes are properly recorded.

What is a vulnerable child?

Any child under the age of 18 can suffer from abuse. However some children are more vulnerable than others. This list is not exhaustive but risk factors include: looked after children, children under the age of 5, children with disabilities and children who live with parental drug and alcohol abuse or domestic violence.



Supporting Children- The Rights of the Child

In a situation, where a child may be a victim of abuse or violence- or where a child may have been witness to both of these, a child's behaviour will inevitably be affected in some way.

We recognise that school may provide the only support and support vulnerable children may have.

Children may find it difficult to discuss feelings, experiences, develop relationships, and possess a sense of worth or self-esteem.

We at Clifford will support children by:

- Promoting a caring, safe, positive environment within school
- Peer mediators will support younger children
- Weekly circle time to discuss issues
- TAs and teachers that keep a watchful eye and support children. Demonstrating care, support and genuine interest in each individual child.
- Acting quickly to prevent bullying (see 'Anti-bullying Policy')
- Teaching E-safety within the curriculum
- Combating racism and raising pupil's awareness of diverse religions and cultures that make up the population of the UK.
- Provide a listening ear, through the worry box.
- Encouraging self-esteem.
- Weekly PSHE lessons
- Value assemblies

Supporting Parents- Parental Rights

We believe that there should be an honest and open communication between parents and school. We will always aim to share any information or concerns at the earliest opportunity and hopefully we can work together to remedy the situation. If concerns persist over a period of time, the Head will consult Social Services/LA to seek advice and discuss a way forward.

If we make the difficult decision that we need to speak to Social Care about your child, we will always undertake to share our intention to do so with you. However, if we deem that notifying the parents would increase the risk to the child or impede a criminal investigation we will discuss this with the local authority children's social care team before we speak to the parent.

We fully understand that this can be a very distressing set of circumstances, but we can only reassure you that we follow the procedures required by Herefordshire Safeguarding Children Board.

Parents should always inform school if their child sustains an accidental injury which results in a cut/bruise/fracture- to avoid misunderstanding.

It is important for parents to remember that a referral to the Social Services Department is an expression of concern about a child's welfare. It is not an accusation or presumption of responsibility about a parent/carer.

Record-keeping

All safeguarding concerns, discussions, decisions made and the reasons for those decisions, must be recorded in writing. If you are in any doubt about whether to record something, discuss it with the DSL.

Non-confidential records will be easily accessible and available. Confidential information and records will be held securely and only available to those who have a right or professional need to see them.

Safeguarding records relating to individual children will be retained for a reasonable period of time after they have left the school.

Records are kept locked away in the Headteacher's office. Records regarding LAC and previously LAC will be transferred to High School.

Confidentiality

Timely information sharing is essential to effective safeguarding

Information must only be shared on a 'need-to-know' basis, but you do not need consent to share information if a child is suffering, or at risk of, serious harm

Staff should never promise a child that they will not tell anyone about an allegation, as this may not be in the child's best interests

The Head will decide how much staff need to know in relation to Child Protection issues. She will determine the information required to best support the child.

If the child's situation does not seem to be improving after the referral, the DSL or person who made the referral must contact the local authority and make sure the case is reconsidered to ensure the concerns have been addressed and the child's situation improves.

Policy for allegations of abuse made against staff

People that work or come into contact with children and young people need to be aware of the possibility that allegations can be made against them. They can be made by children and young people and they can be made by a concerned adults. If an allegation is made against a member of staff the Head is to be informed in writing immediately, without informing the subject of the concern/allegation. If the allegation is against the Head, it must be referred to the Chair of Governors who would take the same cause of action.

The Head will then follow a procedure laid out by the LA. In some cases the member of staff might be suspended whilst an investigation is carried out.

If a complaint is made:

- Make sure the child in question is safe and removed from the person alleged to have abused the child
- Ensure the incident is fully recorded and dated
- Contact Herefordshire Council's Local Authority Officer (LADO) Terry Pilliner by phone (01432 260000) or email to LADO@ herefordshire.gcsx.gov.uk
- The HSCB website has information on policies and procedures. Managing Allegations Against Professionals: www.herefordshire.gov.uk/hscb
- Contact MASH Team/ West Mercia Police
- Contact the parents/cares of the children if advised to do so by the social worker/police officer in charge of allegations.

Allegations can be made for a variety of reasons:

- Behaved in a way that has harmed a child
- Possibly committed a criminal offence against or related to a child
- Behaved towards a child or children in a way that indicates he or she would pose a risk of harm to children

It applies regardless of whether the alleged abuse took place in the school.

LADO- Local Authority Designated Officer will advise and give guidance to employers and voluntary organisations. They will liaise with the police and other agencies, and will monitor the progress of cases to ensure that they are dealt with as quickly as possible.

LADO allegations and referrals Telephone: 01432 261739

The NSPCC has a whistle Blowing Helpline: 0800 028 0285

Policy for Visitors and Volunteers

Visitors and volunteers will discuss core child protection procedures and how to protect themselves from a child and staff allegation with Mrs Scourfield or Mrs Peachey.

Checking the identity and suitability of visitors

All visitors will be required to verify their identity to the satisfaction of staff and to leave their belongings, including their mobile phone(s), in a safe place during their visit.

If the visitor is unknown to the setting, we will check their credentials and reason for visiting before allowing them to enter the setting. Visitors should be ready to produce identification.

Visitors are expected to sign the visitors' book and wear a visitor's badge.

All visitors to our setting, including visiting speakers, will be accompanied by a member of staff at all times. We will not invite into the school any speaker who is known to disseminate extremist views, and we will carry out appropriate checks to ensure that any individual or organisation using school facilities is not seeking to disseminate extremist views or radicalise pupils or staff.

Volunteers

We will:

- Never leave an unchecked volunteer unsupervised or allow them to work in regulated activity
- Obtain an enhanced DBS check with barred list information for all volunteers who are new to working in regulated activity
- Obtain an enhanced DBS check without barred list information for all volunteers who are not in regulated activity, but who have an opportunity to come into contact with children on a regular basis, for example, supervised volunteers
- Carry out a risk assessment when deciding whether to seek an enhanced DBS check for any volunteers not engaging in regulated activity
- Ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the Childcare Disqualification (Regulations) 2009 and Childcare Act 2006. Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought

Regulated activity means a person who will be:

- Responsible, on a regular basis in a school or college, for teaching, training, instructing, caring for or supervising children
- Carrying out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children
- Engaging in intimate or personal care or overnight activity, even if this happens only once and regardless of whether they are supervised or not.

Agency and third-party staff

We will obtain written notification from any agency or third-party organisation that it has carried out the necessary safer recruitment checks that we would otherwise perform. We will also check that the person presenting themselves for work is the same person on whom the checks have been made.

Contractors

We will ensure that any contractor, or any employee of the contractor, who is to work at the school has had the appropriate level of DBS check. This will be:

- An enhanced DBS check with barred list information for contractors engaging in regulated activity
- An enhanced DBS check, not including barred list information, for all other contractors who are not in regulated activity but whose work provides them with an opportunity for regular contact with children

We will obtain the DBS check for self-employed contractors.

We will not keep copies of such checks for longer than 6 months.

Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.

We will check the identity of all contractors and their staff on arrival at the school.

Trainee/student teachers

Where applicants for initial teacher training are salaried by us, we will ensure that all necessary checks are carried out.

Where trainee teachers are fee-funded, we will obtain written confirmation from the training provider that necessary checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children.

In both cases, this includes checks to ensure that individuals are not disqualified under the Childcare Disqualification (Regulations) 2009 and Childcare Act 2006.

Adults who supervise pupils on work experience

When organising work experience, we will ensure that policies and procedures are in place to protect children from harm.

We will also consider whether it is necessary for barred list checks to be carried out on the individuals who supervise a pupil under 16 on work experience. This will depend on the specific circumstances of the work experience, including the nature of the supervision, the frequency of the activity being supervised, and whether the work is regulated activity.

Pupils staying with host families

Where the school makes arrangements for pupils to be provided with care and accommodation by a host family to which they are not related (for example, during a foreign exchange visit), we will request enhanced DBS checks with barred list information on those people.

Where the school is organising such hosting arrangements overseas and host families cannot be checked in the same way, we will work with our partner schools abroad to ensure that similar assurances are undertaken prior to the visit.

Policy for Safer recruitment and DBS checks – policy and procedures

We will record all information on the checks carried out in the school's single central record (SCR). Copies of these checks, where appropriate, will be held in individuals' personnel files. We follow requirements and best practice in retaining copies of these checks, as set out below.

Recruitment – interview/appointment panels

At least one person on any interview/appointment panel for a post at the school will have undertaken safer recruitment training. This will cover, as a minimum, the contents of the Department for Education's statutory guidance, Keeping Children Safe in Education, and be in line with local safeguarding procedures.

Appointing new staff

When appointing new staff, we will:

- Verify their identity
- Obtain (via the applicant) an enhanced Disclosure and Barring Service (DBS) certificate, including barred list information for those who will be engaging in regulated activity (see definition below). We will not keep a copy of this for longer than 6 months

- Obtain a separate barred list check if they will start work in regulated activity before the DBS certificate is available
- Verify their mental and physical fitness to carry out their work responsibilities
- Verify their right to work in the UK. We will keep a copy of this verification for the duration of the member of staff's employment and for 2 years afterwards
- Verify their professional qualifications, as appropriate
- Ensure they are not subject to a prohibition order if they are employed to be a teacher
- Carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK, including (where relevant) any teacher sanctions or restrictions imposed by a European Economic Area professional regulating authority, and criminal records checks or their equivalent:
- We will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the Childcare Disqualification (Regulations) 2009 and Childcare Act 2006. Where we take a decision that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment on the individual's personnel file. This will include our evaluation of any risks and control measures put in place, and any advice sought.

Existing staff

If we have concerns about an existing member of staff's suitability to work with children, we will carry out all the relevant checks as if the individual was a new member of staff. We will also do this if an individual moves from a post that is not regulated activity to one that is.

We will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult:

- Where the 'harm test' is satisfied in respect of the individual (i.e. that no action or inaction occurred but the present risk that it could was significant)
- Where the individual has received a caution or conviction for a relevant offence
- If there is reason to believe that the individual has committed a listed relevant offence, under the [Safeguarding Vulnerable Groups Act 2006 \(Prescribed Criteria and Miscellaneous Provisions\) Regulations 2009](#)

If the individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left

Agency and third-party staff

We will obtain written notification from any agency or third-party organisation that it has carried out the necessary safer recruitment checks that we would otherwise perform. We will also check that the person presenting themselves for work is the same person on whom the checks have been made.

Governors

All governors will have an enhanced DBS check without barred list information and section 128 check . They will have an enhanced DBS check with barred list information if working in regulated activity.

Policy for Peer on peer abuse: We recognise that children are capable of abusing their peers. Abuse will never be tolerated or passed off as “banter” or “part of growing up”.

Most cases of pupils hurting other pupils will be dealt with under our school’s behaviour policy, but this child protection and safeguarding policy will apply to any allegations that raise safeguarding concerns. This might include where the alleged behaviour:

- Is serious, and potentially a criminal offence
- Could put pupils in the school at risk
- Is violent
- Involves pupils being forced to use drugs or alcohol
- Involves sexual exploitation or sexual abuse, such as indecent exposure, sexual assault, or sexually inappropriate pictures or videos (including sexting)

If a pupil makes an allegation of abuse against another pupil:

You must tell the DSL and record the allegation, but do not investigate it

The DSL will contact the local authority children’s social care team and follow its advice, as well as the police if the allegation involves a potential criminal offence

The DSL will put a risk assessment and support plan into place for all children involved – both the victim(s) and the child(ren) against whom the allegation has been made – with a named person they can talk to if needed

The DSL will contact the children and adolescent mental health services (CAMHS), if appropriate

We will minimize the risk of peer-on-peer abuse by:

Challenging any form of derogatory or sexualised language or behaviour

Being vigilant to issues that particularly affect different genders – for example, sexualised or aggressive touching or grabbing towards female pupils, and initiation or hazing type violence with respect to boys

Ensuring our curriculum helps to educate pupils about appropriate behaviour and consent

Ensuring pupils know they can talk to staff confidentially

Ensuring staff are trained to understand that a pupil harming a peer could be a sign that the child is being abused themselves, and that this would fall under the scope of this policy

CSE, FGM and Extremism

Herefordshire has a low incidence of Child Sexual Exploitation but it must be recognised that this is a threat to children in our school and as they leave our school. Where staff feel they may be affected by this they should seek advice from the Designated Safeguarding Lead.

You can also contact the charity NSPCC on 0800 800 5000 if you need advice on the appropriate action.

FGM is illegal in the UK and a form of child abuse with long-lasting, harmful consequences. It is also known as 'female genital cutting', 'circumcision' or 'initiation'. Any **teacher** who discovers that an act of FGM appears to have been carried out on a **pupil under 18** must immediately report this to the police, personally. This is a statutory duty, and teachers will face disciplinary sanctions for failing to meet it.

Any member of staff who suspects a pupil is *at risk* of FGM, must speak to the DSL and follow our local safeguarding procedures. Currently we have no pupils who come from a community that are known to practice FGM. Staff are aware of the potential indicators and alert to the possibility of FGM.

Extremism: If a child is not at immediate risk of harm, where possible, speak to the DSL first to agree a course of action. Alternatively, make a referral to local authority children's social care directly if appropriate (see 'Referral' above). Where there is a concern, the DSL will consider the level of risk and decide which agency to make a referral to. This could include [Channel](#), the government's programme for identifying and supporting individuals at risk of being drawn into terrorism, or the local authority children's social care team.

The Department for Education also has a dedicated telephone helpline, 020 7340 7264, that school staff and governors can call to raise concerns about extremism with respect to a pupil. You can also email counter.extremism@education.gov.uk. Note that this is not for use in emergency situations.

In an emergency, call 999 or the confidential anti-terrorist hotline on 0800 789 321 if you:

- Think someone is in immediate danger

- Think someone may be planning to travel to join an extremist group

- See or hear something that may be terrorist-related

Preventing radicalisation

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism. Extremism is vocal or active opposition to fundamental British values, such as democracy, the rule of law, individual liberty, and mutual respect and tolerance of different faiths and beliefs.

Schools have a duty to prevent children from being drawn into terrorism. The DSL will undertake Prevent awareness training and make sure that staff have access to appropriate training to equip them to identify children at risk.

We will assess the risk of children in our school being drawn into terrorism. This assessment will be based on an understanding of the potential risk in our local area, in collaboration with our local safeguarding children board and local police force.

We will ensure that suitable internet filtering is in place, and equip our pupils to stay safe online at school and at home.

There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. Radicalisation can occur quickly or over a long period.

Staff will be alert to changes in pupils' behaviour.

The government website [Educate Against Hate](#) and charity [NSPCC](#) say that signs that a pupil is being radicalised can include:

- Refusal to engage with, or becoming abusive to, peers who are different from themselves

- Becoming susceptible to conspiracy theories and feelings of persecution

- Changes in friendship groups and appearance

- Rejecting activities they used to enjoy
- Converting to a new religion
- Isolating themselves from family and friends
- Talking as if from a scripted speech
- An unwillingness or inability to discuss their views
- A sudden disrespectful attitude towards others
- Increased levels of anger
- Increased secretiveness, especially around internet use
- Expressions of sympathy for extremist ideologies and groups, or justification of their actions
- Accessing extremist material online, including on Facebook or Twitter
- Possessing extremist literature
- Being in contact with extremist recruiters and joining, or seeking to join, extremist organisations

Children who are at risk of radicalisation may have low self-esteem, or be victims of bullying or discrimination. It is important to note that these signs can also be part of normal teenage behaviour – staff should have confidence in their instincts and seek advice if something feels wrong.

If staff are concerned about a pupil, they will follow our procedures set out in section 7.5 of this policy, including discussing their concerns with the DSL.

Staff should **always** take action if they are worried.

Forced marriage

Forcing a person into marriage is a crime. A forced marriage is one 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 a marriage. Threats can be physical or emotional and psychological.

Staff will receive training around forced marriage and the presenting symptoms. We are aware of the 'one chance' rule, i.e. we may only have one chance to speak to the potential victim and only one chance to save them.

If a member of staff suspects that a pupil is being forced into marriage, they will speak to the pupil about their concerns in a secure and private place. They will then report this to the DSL.

The DSL will:

- Speak to the pupil about the concerns in a secure and private place
- Activate the local safeguarding procedures and refer the case to the local authority's designated officer
- Seek advice from the Forced Marriage Unit on 020 7008 0151 or fm@fco.gov.uk
- Refer the pupil to an education welfare officer, pastoral tutor, learning mentor, or school counsellor, as appropriate

Children missing in education (Herefordshire)

A child going missing from education is a potential indicator of abuse or neglect, and such children are at risk of being victims of harm, exploitation or radicalisation.

There are many circumstances where a child may become missing from education, but some children are particularly at risk. These include children who:

- Are at risk of harm or neglect
- Come from Gypsy, Roma, or Traveller families
- Come from the families of service personnel
- Go missing or run away from home or care
- Are supervised by the youth justice system
- Cease to attend a school

Come from new migrant families

We will follow our procedures for unauthorised absence and for dealing with children who go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of going missing in future. This includes informing the local authority if a child leaves the school without a new school being named and adhering to requirements with respect to sharing information with the local authority, when applicable, when removing a child's name from the admission register at non-standard transition points.

Staff will be trained in signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns which may be related to being missing, such as travelling to conflict zones, FGM and forced marriage.

If a staff member suspects that a child is suffering from harm or neglect, we will follow local child protection procedures, including with respect to making reasonable enquiries. We will make an immediate referral to the local authority children's social care team, and the police, if the child is in immediate danger or at risk of harm.

Looked after children and previously looked after children (LAC) SEN-D

Jennifer Langford is Designated Teacher for Looked after children. She does this alongside her role of DSL and SEN-D coordinator. Children with SEN-D may be more vulnerable to abuse and neglect. Staff are aware of this and are trained to identify the signs and symptoms.

Mobile phones and cameras

Staff are allowed to bring their personal phones to school for their own use, but will limit such use to non-contact time when pupils are not present. Staff members' personal phones will remain in their bags or cupboards during contact time with pupils.

Staff will not take pictures or recordings of pupils on their personal phones or cameras.

We will follow the General Data Protection Regulation and Data Protection Act 2018 when taking and storing photos and recordings for use in the school.

Monitoring arrangements

This policy will be reviewed **annually** by **Mrs S Scourfield**. At every review, it will be approved by the full governing board.

Links with other policies

This policy links to the following policies and procedures:

Positive Behaviour

Staff handbook

Complaints

Health and safety

Attendance

Online safety

Sex and relationship education

First aid

Teaching and Learning

Privacy notices

Clifford Primary School
Child Protection
Recording Concerns and Conversations



Pupil's Name	
Date and time	
Staff involved	
Summary of Concerns/conversation	
Details	
Agreed action	

Clifford Primary School
 Child Protection
 Monitoring Concerns and Conversations



Pupil's Name	
Date of Birth	
Guardians	
Date of first concern/concern	
Agencies involved	
Comments	
Agreed action	
Named lead	