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St Thomas of Canterbury School

Safeguarding and Child Protection Policy



School purpose:

***Enrich lives, nurture faith, unlock potential, and
develop a global conscience***

Reviewed – February 2021

Next Review – July 2021

The Safeguarding/Child Protection Policy will be reviewed and ratified annually by the governing body/board of trustees or as events, or legislation requires. Other policies within school are considered and reviewed as part of safeguarding procedures, when required. Any deficiencies or weaknesses identified will be remedied without delay.

Academic year	Designated Safeguarding Lead	Deputy Designated Safeguarding Lead	Nominated Governor	Chair of Governors
2020/2021	Liam Colclough (Head of School)	Emma Lancaster Anne Wileman	Emma Chatten	Judith Wilde

Policy Review date	Date Ratified by governors	Date Shared with staff
August 2020	Sent to FGB for 30 th March 2021 Meeting	December 2020

Please note this is an overarching safeguarding policy and beneath it sit all the policies/procedures from Sheffield Safeguarding Children Partnership. There is a hard copy of these policies and procedures in each setting plus they can be found at <https://www.safeguardingsheffieldchildren.org/sscb/education/policies-procedures>

We all have a statutory duty to “safeguard and promote the welfare of children”.

If you have any concerns about the health and safety of a child at this education setting or feel that something may be troubling them, you should share this information with an appropriate member of staff straight away.

Some issues e.g. a child’s appearance, hygiene, general behaviour, can be shared with any teacher or member of support staff in this setting. Do not worry that you may be reporting small matters – we would rather that you tell us things, which turn out to be small than miss a worrying situation.

However, if you think the matter is very serious and may be related to a child protection concern, where the child has been harmed or is at risk of harm e.g. physical, sexual, emotional abuse or neglect, you must talk to one of the people below immediately. If you are unable to contact them you can ask the school office staff to find them and ask them to speak to you straight away about a confidential and urgent matter.

If you are unhappy with the way we have dealt with something, please tell us. If you wish to report it to us formally please use our complaints procedure or write directly to the Head of School or Chair of Governors.

A concern, allegation or disclosure of abuse involving someone working with children or adults in a paid or unpaid capacity **must** be reported directly to the Head of School, unless it involves them and then it should be reported directly to the Chair of the Governing Body.

The people you should talk to at this setting are:

Our Designated Safeguarding Lead is:

Name: Liam Colclough

Their office is located down the corridor from the main office

Their tel. no / mobile no is... 0114 2745597



Our Designated Safeguarding Deputy is:

Name: Emma Lancaster

Their office is located next to Main school office

Their tel. no / mobile no is... 0114 2745597



Our Designated Safeguarding Deputy is:

Name: Anne Wileman

Their office is located next to Main school office

Their tel. no / mobile no is... 0114 2745597



The Safeguarding Children Team in your setting includes:

Head Teacher/Principal/Senior Manager: responsible for implementing policies & procedures, allocating resources to the safeguarding team & addressing staff safeguarding concerns.

Name: Liam Colclough

Tel no: 0114 2745597

Designated Safeguarding Lead (DSL): a member of the leadership team (in a post which requires assessment of children) with appropriate authority, responsible for dealing with safeguarding issues, providing advice & support to other staff, liaising with the local authority, & working with other agencies. Cannot be an administrative or finance worker.

Name: Liam Colclough

Tel no: 0114 2745597

Designated Safeguarding Deputy (DSD): a member of the teaching, support or pastoral staff, (in a post which requires assessment of children), with sufficient status & authority to effectively deputise for the DSL role above. Cannot be an administrative or finance worker.

Name: Emma Lancaster & Anne Wileman

Tel no: 0114 2745597

Child Sexual Exploitation (CSE) Lead: responsible for ensuring that staff understand CSE indicators & how to refer; & that children/young people are taught about CSE & related topics, plus how to protect themselves & others.

Name: Liam Colclough

Tel no: 0114 2745597

Special Educational Needs Coordinator (SENCo): staff member who provides advice, liaison & support for school staff & other agencies working with pupils with special education needs & their mothers, fathers or carers.

Name: Nicola Hutchings

Tel no: 0114 2745597

Learning Mentor (or equivalent): addresses difficulties preventing a child/young person from reaching their full potential e.g. behaviour, attendance, achievement, timekeeping, homework, safeguarding issues, & develops strategies to overcome these barriers.

Name: Anne Wileman

Tel no: 0114 2745597

Looked After Children (LAC) Designated Teacher: promotes the educational achievement of 'looked after' children/young people who are on the school roll, helping staff understand issues that affect how they learn & achieve. Ensures appropriate staff have the information they need to effectively support 'looked after' children/young people.

Name: Nicola Hutchings

Tel no: 0114 2745597

Online-Safety Coordinator: develops & maintains a safe online culture within a setting.

Name: Jo Robinson

Tel no: 0114 2745597

Education Welfare Officers (or equivalent): address difficulties preventing pupils from attending school.

Name: Anne Wielman/Emma Lancaster

Tel no: 0114 2745597

Your Safeguarding Children Team also links in with the:

Safeguarding/Child Protection Governor: together with the rest of the governing body, ensures there are appropriate safeguarding children policies & procedures in place, monitors that they are being implemented & followed, & challenges/remedies deficiencies & weaknesses that are identified.

Name: Emma Chatten

E-mail: e.chatten@tst-tc.co.uk

Chair of Governors/Management Committee: takes the lead in dealing with allegations of abuse made against the Head Teacher/Principal/Senior Manager (& other members of staff when the Head Teacher is not available), in liaison with the Local Authority; & on safe recruitment practices with the Head Teacher/Principal/Senior Manager.

Name: Judith Wilde

Tel no: j.wilde@st-tc.co.uk

Overview

Safeguarding is defined as:

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

At St Thomas of Canterbury School we are committed to safeguarding children and young people and we expect everyone who works in our school to share this commitment.

- Adults in our school take all welfare concerns seriously and encourage children and young people to talk to us about anything that worries them.
- We will always act in the best interest of the child

St Thomas of Canterbury recognises that safeguarding encompasses the duties of child protection and promoting the rights and welfare of children. As such:

- It is everyone's responsibility to safeguard children
- Everyone who comes into contact with children and families has a role to play
- Everyone working with children should make sure the approach is child centred and at all times should consider what is in the best interests of the child

And we believe:

- Schools can contribute to the prevention of abuse.
- All children have the right to be protected from harm.
- Children need support which matches their individual needs, including those who may have experienced abuse.
- Children need to be safe and feel safe in school.

The school assesses the risks and issues in the wider community when consider the well-being and safety of its pupils.

Specifically, these responsibilities apply to all staff, governors and volunteers working in the school, to contractors, supply staff and visitors during any interactions they may have with children.

This policy covers EYFS requirements.

COVID-19

The Department for Education (DfE) has also issued guidance on the full opening of schools. <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Schools should consider revising their child protection policy (led by their Designated Safeguarding Lead) to reflect the return of more pupils. Schools must have regard to the statutory safeguarding guidance, [keeping children safe in education](#).

The school will put in place additional measures and checks for any families or individuals they have concerns about who may be learning remotely during an enforced school 'closure'. This will be overseen by the Safeguarding Link Governor and DSL. **Appendix referencing approach**

St Thomas of Canterbury will fulfil local and national responsibilities as laid out in the following documents:-

- **KCSIE 2020**
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/892394/Keeping_children_safe_in_education_2020.pdf
- **Working Together to Safeguard Children**
<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>
- [Statutory guidance on children who run away or go missing from home or care –](#)
- **What to Do if You Are Worried a Child is Being Abused - Advice for Practitioners**
<https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-beingabused--2>
- **Statutory Framework for the early years foundation stage**
https://www.foundationyears.org.uk/files/2017/03/eyfs_statutory_framework_k_2017.pdf
https://www.foundationyears.org.uk/files/2017/03/eyfs_statutory_framework_2017.pdf
- **Information sharing** - Advice for practitioners providing safeguarding services to children, young people, parents and carers
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data

[a/file/721581/Information_sharing_advice_practitioners_safeguarding_services.pdf](#)

- Sheffield Safeguarding Children Board Procedures
- Children Act 1989 (as amended 2004 Section 52)
- Education Act 2002 s175/s157
- The Teachers Standards' 2012
- The Counter-Terrorism and Security Act 2015 (section 26 The Prevent Duty)

Gov.uk advice on full reopening of schools

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Section 1: Who is this policy for and what does it cover?

1. What School and College Staff Should Do and Know (KCSIE 2020)

All school staff will:

- Read and be familiar with Part One of Keeping Children Safe in Education (DfE 2020)
- Read Appendix One 'What School and College Staff Should Look Out For'
- Attend appropriate safeguarding training every 3 years and undertake a Safeguarding CPD programme throughout the school year in order to maintain and promote a culture of safeguarding
- have read and be aware of the following policies and guidance:

Statutory:

- Keeping Children Safe in Education (2020) [Part One]; and school leaders and staff that work directly with children should also read Annex A
- Staff Code of Conduct
- Safeguarding and Child Protection Policy
- School's Behaviour Policy
- School Policy for Children Missing Education

Non-Statutory

'What to do if you're worried a child is being abused' is also an excellent document for staff to be familiar with.

Everyone working in school, either paid or on a voluntary basis will:

- Be familiar with the school's safeguarding policy including issues of confidentiality.
- Remember that the child's welfare and interests must be the paramount consideration at all times.
- Never promise to keep a secret or confidentiality, where a child discloses abuse.
- Be alert to signs and indicators of possible abuse. (Refer: Appendix One) for current definitions of abuse and examples of harm.
- Inform the safeguarding lead/deputy safeguarding lead verbally of concerns
- Deal with a disclosure of abuse from a child in line with the recommendations in Appendix Two. These must be passed to one of the Designated Staff immediately, followed by a written account. Staff should not take it upon themselves to investigate concerns or make judgements.
- Be involved in on-going monitoring and recording to support the implementation of individual education programmes and interagency child protection and child support plans.



- Be subject to Safer Recruitment processes and checks whether they are new staff, supply staff, contractors, volunteers etc.
- Will be expected to behave in accordance with the Guidance / Policies from Sheffield Children Safeguarding Partnership.
- Confidentiality is an issue which needs to be understood by all those working with children, particularly in the context of Safeguarding. St Thomas of Canterbury School, A Catholic Voluntary Academy recognises that the only purpose of confidentiality in this respect is to benefit the child.
- Be aware that Safeguarding incidents and/or behaviours can be associated with factors outside the school and/or can occur between children outside the school. All staff, but especially the designated safeguarding lead (and deputies) should be considering the context within which such incidents and/or behaviours occur. This is known as contextual safeguarding, which simply means assessments of children should consider whether wider environmental factors are present in a child's life that are a threat to their safety and/or welfare. Children's social care assessments should consider such factors so it is important that schools provide as much information as possible as part of the referral process. This will allow any assessment to consider all the available evidence and the full context of any abuse. Additional information regarding contextual safeguarding is available here: <https://contextualsafeguarding.org.uk/about/what-is-contextual-safeguarding>.
- Where a staff member feels unable to raise an issue with their employer, or feels that their genuine concerns are not being addressed, other whistleblowing channels may be open to them: general guidance on whistleblowing can be found via: Advice on Whistleblowing; and the NSPCC's what you can do to report abuse dedicated helpline is available as an alternative route for staff who do not feel able to raise concerns regarding child protection failures internally or have concerns about the way a concern is being handled by their school or college. Staff can call **0800 028 0285** – line is available from 8:00 AM to 8:00 PM, Monday to Friday and email: help@nspcc.org.uk.

Further Information on Whistleblowing

Where there are concerns about the way that safeguarding is carried out in the school, staff should refer to the Whistle-blowing Policy.

A whistleblowing disclosure must be about something that affects the general public such as:

- a criminal offence has been committed, is being committed or is likely to be committed
- an legal obligation has been breached
- there has been a miscarriage of justice
- the health or safety of any individual has been endangered
- the environment has been damaged

Reporting Concerns

Any adults concerned about the welfare of any child should immediately contact the Designated Safeguarding Lead (DSL- Liam Colclough) and if he is not available, the Deputy Designated Safeguarding Leader (**DDSL- Emma Lancaster**).

When adults in the school have a concern about a child or young person they should:

Complete a concern form in writing or make an entry in the electronic recording system CPOMS at the earliest opportunity and without delay. **Staff are advised to record incidents on CPOMS before they leave the school site if possible.**



Cause for concerns forms can be found within Google Drive and should be completed electronically before being uploaded onto CPOMS against the relevant child's file.

The DSL should be informed that a concern has been raised by being 'alerted' to the incident on CPOMS.

If the DSL is not available, staff should speak to the DDSL and a member of the SLT (KCSIE (2018), paragraph 26).

At St Thomas of Canterbury School, we recognise the possibility that adults working in the school may harm children, including governors, volunteers, supply teachers and agency staff. Any concerns about the conduct of other adults in the school should be taken to the Head of School without delay any concerns about the Head of School or Executive Headteacher should go to the Chair of Governors who can be contacted by e-mail as indicated earlier in the policy.

MAKING A REFERRAL - If a child or young person is at risk of harm, abuse or neglect please report it to: **The Sheffield Safeguarding Hub, tel: 0114 273 4855**

8.45am to 5.15pm (Monday to Thursday)

8.45am to 4.45pm (Friday)

At all other times including Bank Holidays, calls will be responded to by the Emergency Duty Service.

Professionals and members of the public can call The Sheffield Safeguarding Hub at any time; you will be put through to a social worker to discuss your safeguarding concerns about a child or young person.

- Includes South Yorkshire Police Officers, Social Workers including Early Help Prevention and Intervention Social Workers, Independent Domestic Violence Advisers and Health staff
- Will respond to **new** concerns about vulnerable children and young people by providing an integrated service with swift and secure information sharing between professionals
- **Will not** replace Early Help services where children are not at risk but may need support
- **Will not** replace police reporting mechanisms - to report non-urgent matters for police action ring **101**
- **Will not** deal with open cases where the child/family have an existing social worker, please contact the area team directly here: [Children's Social Care](#)

If a child or young person is in immediate danger, contact the police on 999

To make a referral, complete:

- [Early Help Assessment part 1 form](#) where the children's needs meet [Thresholds of Need 2 and 3](#)
- [Family Common Assessment Framework \(FCAF\)](#) where the children's needs meet [Threshold of Need 4](#)
- For further advice ring the **Multi Agency Support Teams on 0114 2037485**

What will happen when I contact the Sheffield Safeguarding Hub?

You will be put through to a trained 'screening' social worker, who will:

- Take information from you
- Offer advice and decide on how the concern will be dealt with
- Tell you what will happen next



- If you are a professional and your concerns are not considered to require an immediate response but meet the threshold for social care intervention you will be asked you to complete a [Multi-Agency Confirmation Form \(MACF\)](#)
- The MACF should be completed and returned to the Safeguarding Hub within 24 hours via the [Anycomms](#) system
- Telephone advice given to professionals will not be recorded unless an immediate response is required
- The Hub will update parents, carers and professionals of the outcome in writing within 3 days of all completed referrals

Members of the public can discuss their concerns in confidence and if necessary, anonymously.

We expect professionals to:

- Follow the guidance [Making a Referral following the Identification of Child Safety and Welfare Concerns](#) (SCSP Child Protection and Safeguarding Procedures Manual)
- Inform the family that they are contacting Children's Social Care unless this will put the child at risk (it is not essential to obtain consent for information sharing with other professionals, however if consent is obtained this will speed up decision making)
- Be clear about their safeguarding concern, what it is and who it is about
- Refer to the [Thresholds of Need Guidance](#) to support the judgement about the level of concern being raised
- Where advised follow up their contact with the Safeguarding Hub by completing a [Multi-Agency Confirmation Form \(MACF\)](#)

Useful resources:

- [Advice on Completing the MACF](#)
- [Sheffield Safeguarding Hub Poster](#)

1.1 Definitions, signs and symptoms of the four kinds of abuse and neglect.

Indicators of abuse and neglect:

Abuse: a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children

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

Emotional abuse: the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child 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 children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Sexual abuse: involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. The sexual abuse of children by other children is a specific safeguarding issue in education (see paragraph 29).

Neglect: the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy, for example, as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

1.2 Definition of Child Sexual Exploitation

Child sexual exploitation 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.

Indicators of child sexual exploitation may include:

- Acquisition of money, clothes, mobile phones, etc. without plausible explanation;
- Gang-association and/or isolation from peers/social networks;
- Exclusion or unexplained absences from school, college or work;
- Leaving home/care without explanation and persistently going missing or returning late;
- Excessive receipt of texts/phone calls;
- Returning home under the influence of drugs/alcohol;
- Inappropriate sexualised behaviour for age/sexually transmitted infections;
- Evidence of/suspicions of physical or sexual assault;
- Relationships with controlling or significantly older individuals or groups;
- Multiple callers (unknown adults or peers);
- Frequenting areas known for sex work;



- Concerning use of internet or other social media;
- Increasing secretiveness around behaviours; and
- Self-harm or significant changes in emotional well-being.

Potential vulnerabilities include:

Although the following vulnerabilities increase the risk of child sexual exploitation, it must be remembered that not all children with these indicators will be exploited. Child sexual exploitation can occur without any of these issues.

- Having a prior experience of neglect, physical and/or sexual abuse;
- Lack of a safe/stable home environment, now or in the past (domestic abuse or parental substance misuse, mental health issues or criminality, for example);
- Recent bereavement or loss;
- Social isolation or social difficulties;
- Absence of a safe environment to explore sexuality;
- Economic vulnerability;
- Homelessness or insecure accommodation status;
- Connections with other children and young people who are being sexually exploited;
- Family members or other connections involved in adult sex work;
- Having a physical or learning disability;
- Being in care (particularly those in residential care and those with interrupted care histories); and
- Sexual identity.

More information can be found in:

Child sexual exploitation: Definition and a guide for practitioners (DfE 2017)

1.3 Child Criminal Exploitation (CCE)

CCE is where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child into any criminal activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial or other advantage of the perpetrator or facilitator and/or (c) through violence or the threat of violence.

The victim may have been criminally exploited even if the activity appears consensual. CCE does not always involve physical contact; it can also occur through the use of technology.

Some of the following can be indicators of CCE:

- children who appear with unexplained gifts or new possessions;
- children who associate with other young people involved in exploitation;
- children who suffer from changes in emotional well-being;
- children who misuse drugs and alcohol;
- children who go missing for periods of time or regularly come home late; and
- children who regularly miss school or education or do not take part in education.

1.4 County Lines



County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs (primarily crack cocaine and heroin) into one or more importing areas [within the UK], using dedicated mobile phone lines or other form of “deal line”.’

Exploitation is an integral part of the county lines offending model with children and vulnerable adults exploited to move [and store] drugs and money. Offenders will often use coercion, intimidation, violence (including sexual violence) and weapons to ensure compliance of victims.

Children can easily become trapped by this type of exploitation as county lines gangs create drug debts and can threaten serious violence and kidnap towards victims (and their families) if they attempt to leave the county lines network.

See KCSIE (2020) page 85.

1.5 Domestic Abuse

The definition of Domestic Abuse is:

any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or 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; and emotional.

All children can witness and be adversely affected by domestic abuse in the context of their home life where domestic abuse occurs between family members. 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.

(See KCSIE (2020) page 86)

***Please note that the correct phrase to use is domestic *abuse*, not domestic *violence*. This is because there are other kinds of domestic abuse, not only violence ***

2. Responsibilities of the Designated Safeguarding Team (KCSIE 2020 pg 20)

The Designated Safeguarding Lead is responsible for safeguarding and child protection at St Thomas of Canterbury School. The key role of the Designated Safeguarding Lead is to:

- manage referrals from school staff or any others from outside the school;
- work with external agencies and professionals on matter of safety and safeguarding;
- undertake training;
- raise awareness of safeguarding and child protection amongst the staff and parents; and
- ensure that child protection information is transferred to the pupil’s new school
- be aware of pupils who have a social worker
- help promote educational outcomes by sharing the information about the welfare, safeguarding and child protection issues with teachers and school and college leadership staff.

The governing body of St Thomas of Canterbury School will ensure an appropriate senior member of staff, from the school leadership team, is appointed to the role of designated safeguarding lead.

The designated safeguarding lead will take lead responsibility for safeguarding and child protection (including online safety). **This should be explicit in the role holder’s job description.** This person will have the appropriate status and authority within the school to carry out the duties



of the post. They will be given the time, funding, training, resources and support to provide advice and support to other staff on child welfare and child protection matters, to take part in strategy discussions and inter-agency meetings, and/or to support other staff to do so, and to contribute to the assessment of children.

Deputy designated safeguarding leads (KCSIE 2020 pg 97)

At St Thomas of Canterbury School, the deputy safeguarding lead will be trained to the same standard as the designated safeguarding lead and the role should be explicit in their job description. Whilst the activities of the designated safeguarding lead can be delegated to appropriately trained deputies, the ultimate lead responsibility for child protection, as set out above, remains with the designated safeguarding lead, this lead responsibility should not be delegated.

Further details of the role of the DSL can be found in KCSIE 2020 (pg 97)

- All schools must ensure the designated safeguarding lead for child protection leads regular case monitoring reviews of vulnerable children with designated staff responsible for child protection. These must be evidenced by minutes and records
- The designated safeguarding lead must ensure that all staff involved in direct case work of vulnerable children, where there are child protection concerns/issues; have access to regular safeguarding supervision.
- Where the school has concerns about a child, the designated safeguarding lead will act as a source of support, advice and expertise to staff on matters of safety and safeguarding, and when deciding whether to make a referral by liaising with relevant agencies.
- The designated safeguarding lead is responsible for referring all cases of suspected abuse to Children's Social Work Service Duty and Advice Team. Keeping Children Safe in Education (DfE 2019) dictates that anyone in the school setting can make a referral, however, wherever possible this should be done by appropriately trained designated safeguarding staff. In the case of FGM, the person discovering this should make the referral
- The designated safeguarding lead/deputy will liaise with the head teacher or principal to inform him or her of issues, especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations.
- Child Protection information will be dealt with in a confidential manner. A written record will be made of what information has been shared with who and when. Staff will be informed of relevant details only when the designated safeguarding team feels their having knowledge of a situation will improve their ability to deal with an individual child and/or family
- Child protection records will be stored securely. Individual files will be kept for each child; school will not keep family files. Original files will be kept for at least the period during which the child is attending the school, and beyond that in line with current data legislation
- Access to these by staff other than the designated staff will be restricted.
- Designated staff must ensure each member of staff and volunteer has access to and understands the school's or college's child protection policy and procedures, including new and part time staff – this will be via a structured induction programme
- Designated staff must obtain access to resources and attend any relevant or refresher training courses. This is in order that designated staff have a working knowledge of the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments and of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so;



- Designated staff must encourage a culture of listening to children and taking account of their wishes and feelings, among all staff:
- Ensure the school's safeguarding policy is reviewed annually and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors regarding this.
- Ensure the safeguarding policy is on the school's website, available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school in this.
- Link with the local authority and SCSP to make sure staff are aware of training opportunities and the latest local policies on safeguarding
- Designated Safeguarding Staff must have attended the 2-day Children's Services Education child protection training course (or equivalent), and Under 5's Training. They will attend refresher training at least every year.
- Training completed will be recorded by the school; a print out of the school's training history can be obtained from Sheffield Children Safeguarding Partnership.
- The designated safeguarding lead will take the lead role for **Operation Encompass** in the school and ensures the school meets all requirements set out in the South Yorkshire Countywide Partnership – Memorandum of Understanding "Making the Next School Day Better". This includes informing all members of the schools community about the project.

2.2 Responsibilities of the Governing Body (KCSIE 2020 pg 18)

- They are responsible for liaising with the Head teacher/**Head of School**/Designated Staff over all matters regarding child protection issues. The role is strategic rather than operational – they will not be involved in concerns about individual pupils;
- The nominated Safeguarding Governor will support the designated safeguarding lead in their role from the perspective of ensuring the allocation of funding and resource is sufficient to meet the current safeguarding and child protection activity.
- The designated lead officer and named safeguarding governor are responsible for providing an annual report to the governing body of child protection activity. The local authority annual review monitoring return for safeguarding should be sufficient as an annual report for governors.
- The designated safeguarding lead must ensure that the annual review child protection monitoring submission is completed and returned in a timely manner to the local authority/SCSP. The return must be signed by the Chair of Governor's to confirm that it is an accurate reflection of the safeguarding arrangements of the school/college.
- The governing body should have **child protection training every three years**, on their strategic responsibilities in order to provide appropriate challenge and support for any action to progress areas of weakness or development in the school/college's safeguarding arrangements.
- The chair is nominated to liaise with the local authority and/or partner agencies on issues of child protection and in the event of allegations of abuse made against the head teacher, the principal of a college or proprietor or member of governing body of an independent school.
- In the event of allegations of abuse being made against the **Headteacher/Head of School and/or where the head teacher/Head of School** is also the sole proprietor of an independent school, allegations should be reported directly to the local authority designated officer (LADO) **within one working day**.
- Under no circumstances should the establishment's governors or trustees be given details of individual cases. Governors or trustees may, however, be provided with a report at the end of the academic year, outlining the number of cases dealt with and other statistics which do not identify individual children



- Governors, including the Nominated Governor will attend specific training on their role, updated at least every three years.

3.1 Child Protection Records

- Child protection records should be held securely with only the designated team or headteacher having access. The following information must be kept securely:
 - Chronology
 - Any child protection information received from the child's previous educational establishment
 - Records of discussions, telephone calls and meetings with colleagues and other agencies or services
 - Professional consultations
 - Letters sent and received relating to child protection matters
 - Referral forms (sent to Children's Social Care, other external agencies or education-based services)
 - Minutes or notes of meetings, eg child protection conferences, core group meetings, etc, copied to the file of each child in the family, as appropriate
 - Formal plans for or linked to the child, eg child protection plans, early help (previously known as CAF's), risk assessments etc.
- Where children leave the school/college will ensure that the child protection file is transferred securely and separately from the main pupil file to the receiving school/educational establishment (where this is known), within 15 schools days. This is a legal requirement set out under regulation 9 (3) of 'The Education (Pupil Information – England) Regulations 2005. A copy of the chronology must be retained for audit purposes.
- There is no need to keep copies of the child protection file, apart from the chronology summary and in either of the following instances:
 - Where a child transfers out of area, (*the original file should be retained by the school and a copy sent*)
 - Where a vulnerable young person is moving to a Further Education establishment, consideration should be given to the pupil's wishes and feelings on their child protection information being passed on, in order that the FE establishment can provide appropriate support. In cases where it is deemed appropriate to transfer child protection records to an FE education establishment, the original file should be retained by the school and a copy sent.
 - Where the destination school is not known, (*the original file should be retained by the school*)
 - Where the child has not attended the nominated school (*the original file should be retained by the school*)
 - There is any on-going legal action (*the original file should be retained by the school and a copy sent*)
- Children records should be transferred in a secure manner. Records can be transferred via CPOMS if the receiving school operates this system. Otherwise, where possible, this will be done by hand. When hand-delivering pupil records, a list of the names of those pupils whose records are being transferred and the name of the school they are being transferred to must be made and a signature obtained from the receiving school as proof of receipt.
- If a pupil moves from our school, child protection records will be forwarded onto the named designated child protection person at the new school, with due regard to their confidential nature. Good practice dictates that this should always be done with a face to face handover



- If sending by post children records should be sent, “Special Delivery”, a note of the special delivery number should also be noted to enable the records to be tracked and traced, via Royal Mail.
- For audit purposes a note of all pupil records transferred or received should be kept in either paper or electronic format. This will include the child’s name, date of birth, where and to whom the records have been sent and the date sent and/or received. A copy of the child protection chronology sheet will also be retained for audit purposes.
- If a pupil is permanently excluded and moves to a Pupil Referral Unit, child protection records will be forwarded onto the relevant organisation in accordance with the ‘The Education (Pupil Information – England) Regulations 2005, following the above procedure for delivery of the records.
- If a parent chooses to electively home educate (EHE) their child, the child protection record must be forwarded to the local authority children’s services EHE team, following the above procedure for delivery of the records.
- When a designated safeguarding lead/member of staff resigns their post or no longer has child protection responsibility, there should be a full face to face handover/exchange of information with the new post holder.
- In exceptional circumstances when a face to face handover is unfeasible, it is the responsibility of the head teacher to ensure that the new post holder is fully conversant with all procedures and case files.
- All Designated Safeguarding Team members receiving current (live) files or closed files must keep all contents enclosed and not remove any material.
- All receipts confirming file transfer must be kept in accordance with the recommended retention periods. For further information refer to the archiving section.

3.2. Archiving

Responsibility for the pupil record once the pupil leaves the school

- The school which the pupil attended until statutory school leaving age (or the school where the pupil completed sixth form studies) is responsible for retaining the child protection record. The recommended retention periods are 35 years from closure when there has been a referral to Children’s Social Work Social Services. If no referral has been made to Children’s Social Work Service the child protection record should be retained until the child’s 25th birthday. The decision of how and where to store these files must be made by the school via the governing body. (NB. Due to sensitivity of the information, the records should continue to be held in a secure area with limited access e.g. designated officer or head teacher)

3.3 Access to files

- A pupil or their nominated representative has the legal right to see their file at any point. This is their right of subject to Access under GDPR. It is important to remember that all information should be accurately recorded, objective in nature and expressed in a professional manner

3.4 Children’s and parents’ access to child protection files

- Under GDPR 2018 a pupil or their nominated representative has the legal right to request access to information relating to them. This is known as a subject access request. Therefore it is important to remember that all information should be accurately recorded, objective in nature and expressed in a professional manner.



- Any child who has a child protection file has a right to request access to it. In addition the Education (Pupil Information) (England) Regulations 2005 give parents the right see their child's school records. However, neither the child nor the parent has an automatic right to see all the information held in child protection records. Information can be withheld if disclosure:
 - could cause serious harm or is likely to cause serious harm to the physical or mental health or condition of the child or another person; or
 - could reveal that the child or another person has been a subject of or may be at risk of child abuse, and the disclosure is not in the best interests of the child; or
 - is likely to prejudice an on-going criminal investigation; or
 - the information about the child also relates to another person who could be identified from it or the information has been given by another person who could be identified as the source, unless the person has consented to the disclosure or the person providing the information is an employee of the establishment or the Local Authority.
 - It is best practice to make reports available to the child or their parents unless the exceptions described above apply. If an application is made to see the whole record, advice should be sought from legal services.
 - The establishment's report to the child protection conference should be shared with the child, if old enough and parent at least two days before the conference.

3.5 Safe Destruction of the pupil record

- Where records have been identified for destruction they should be disposed of securely at the end of the academic year (or as soon as practical before that time). Records which have been identified for destruction should be confidentially destroyed. This is because they will either contain personal or sensitive information, which is subject to the requirements of GDPR 2018 or they will contain information which is confidential to school or the Local Education Authority. Information should be shredded prior to disposal or confidential disposal can be arranged through private contractors. For audit purposes the school should maintain a list of records which have been destroyed and who authorised their destruction. This can be kept securely in either paper or an electronic format.

4. Information sharing (KCSIE 2020 pg 22)

- When there is a concern that a child is at risk of significant harm, all information held by the establishment must be shared with Children's Social Care, police and health professionals. Section 47 of the Children Act 1989 and sections 10 and 11 of the Children Act 2004 empower all agencies to share information in these circumstances. If designated safeguarding leads are in doubt, they should consult the Sheffield Safeguarding Hub on 0114 2734855, part of the Sheffield Children Safeguarding Partnership on 0114 2734450.
- On occasions when safeguarding concerns exist for a child in the context of a family situation and siblings attend other educational establishments or the children are known to other agencies, it may be appropriate for the designated safeguarding staff to consult with, on a confidential basis, their counterpart from other establishments or other agencies to share and jointly consider concerns.
- It is good practice to seek consent from the child or their parent before sharing information. Children over the age of 12 years are considered to have the capacity to give or withhold consent to share their information, unless there is evidence to the contrary; therefore it is good practice to seek their views. If the young person is over 16,



they should be involved in decision-making about information sharing, unless they do not have the capacity to give consent.

- However, consent is not always a condition for sharing and sometimes we do not inform the child or family that their information will be shared, if doing so would:
 - place a person (the child, family or another person) at risk of significant harm, if a child, or serious harm, if an adult; or
 - prejudice the prevention, detection or prosecution of a crime; or
 - lead to unjustified delay in making enquiries about allegations of significant harm to a child or serious harm to an adult;
- Consent should not be sought if the establishment is required to share information through a statutory duty, eg section 47 of the Children Act 1989 as discussed above, or court order
- Parents/carers should be aware that our school will take any reasonable action to safeguard the welfare of its pupils. In cases where the school has reason to be concerned that a child maybe suffering significant harm, ill treatment or neglect or other forms of harm staff have no alternative but to follow the SCSP procedures and contact Children's Social Care Duty and Advice team to discuss their concerns.
- In general, we will discuss concerns with parents/carers before approaching other agencies, and will seek their consent to making a referral to another agency. Appropriate staff will approach parents / carers after consultation with the Designated Safeguarding lead. However, there may be occasions when school will contact another agency before informing parents / carers, if the school decides that contacting them may increase the risk of significant harm to the child.

5 Multi-agency work (KCSIE 2019 pg21)

Schools and colleges have a pivotal role to play in multi-agency safeguarding arrangements. Governing bodies and proprietors should ensure that the school or college contributes to multi-agency working in line with statutory guidance Working Together to Safeguard Children. It is especially important that schools and colleges understand their role in the new safeguarding partner arrangements.

At St Thomas of Canterbury School we recognise that when a child has a social worker, it is an indicator that the child is more at risk than most pupils.

This may mean that they more vulnerable to further harm, as well as facing educational barriers to attendance, learning, behaviour and poor mental health.

We take these needs into account when making plans to support pupils who have a social worker.

We will maintain regular contact with the social worker throughout the school year and work in partnership with them and the family. We will ensure that meetings are communicated well in advance to maximise the possibility of attendance.

New safeguarding partners and child death review partner arrangements were in place on 29 September 2019. Locally, the three safeguarding partners (the local authority; a clinical commissioning group for an area within the local authority; and the chief officer of police for a police area in the local authority area) will make arrangements to work together with appropriate relevant agencies to safeguard and promote the welfare of local children, including identifying and responding to their needs.



Governing bodies, proprietors, management committees and their senior leadership teams, especially their designated safeguarding leads, should make themselves aware of and follow their new local arrangements.

The three safeguarding partners have a shared and equal duty to work together to safeguard and promote the welfare of children. To fulfil this role they must set out how they will work together and with any relevant agencies.

Relevant agencies are those organisations and agencies whose involvement that the three safeguarding partners consider may be required to safeguard and promote the welfare of children with regard to local need. The three safeguarding partners must set out in their published arrangements which organisations and agencies they will be working with and the expectations placed on any agencies and organisations by the new arrangements.

The three safeguarding partners should make arrangements to allow all schools (including multi-academy trusts) and colleges in the local area to be fully engaged, involved and included in the new safeguarding arrangements. It is expected that, locally, the three safeguarding partners will name schools and colleges as relevant agencies and will reach their own conclusions on how best to achieve the active engagement of individual institutions in a meaningful way.

If named as a relevant agency, schools and colleges, in the same way as other relevant agencies, are under a statutory duty to co-operate with the published arrangements.

Schools and colleges should work with social care, the police, health services and other services to promote the welfare of children and protect them from harm. This includes providing a coordinated offer of early help when additional needs of children are identified, and contributing to inter-agency plans to provide additional support to children subject to child protection plans. All schools and colleges should allow access for children's social care from the host local authority and, where appropriate, from a placing local authority, for that authority to conduct, or to consider whether to conduct, a section 17 or a section 47 assessment.

- We work in partnership with other agencies in the best interests of the children. Therefore, school will, where necessary, liaise with the school nurse and doctor, and make referrals to Children's Social Care. Referrals (contact) should be made, by the Safeguarding Designated Staff to Sheffield Safeguarding Hub (0114 2734855) part of the Sheffield Children Safeguarding Partnership on 0114 2734450.
- Where a child already has a child protection social worker, the school will immediately contact the social worker involved, or in their absence the team manager of the child protection social worker.
- We will co-operate with Children's Social Care where they are conducting child protection enquiries. Furthermore, school will ensure representation at appropriate inter-agency meetings such as Initial and Review Child Protection Conferences, and Planning and Core Group meetings, as well as Family Support Meetings.
- We will provide reports as required for these meetings. If school is unable to attend, a written report will be sent. The report will, wherever possible, be shared with parents / carers at least 24 hours prior to the meeting.
- Where a child in school is subject to an inter-agency child protection plan or a Multi-agency Risk Assessment Conference (MARAC) meeting, school will contribute to the preparation implementation and review of the plan as appropriate.



6. Opportunities to Teach Safeguarding (KCSIE 2019 pg 23)

At St Thomas of Canterbury, pupils are taught about safeguarding, including online, through various teaching and learning opportunities, as part of providing a broad and balanced curriculum. Children are taught to recognise when they are at risk and how to get help when they need it.

- We will identify and provide opportunities for children to develop skills, concepts, attitudes and knowledge to promote their safety and well-being.
- Relevant and current issues will be addressed thorough the curriculum. This may include covering relevant issues through Relationships Education and Relationships and Sex Education (formerly known as Sex and Relationship Education), tutorials (in colleges) and/or where delivered, through Personal, Social, Health and Economic (PSHE) education. The Government has made regulations which will make the subjects of Relationships Education (for all primary pupils) and Relationships and Sex Education (for all secondary pupils) and Health Education (for all pupils in state-funded schools) mandatory from September 2020.;
- Children recognise when they are at risk and how to get help when they need it
- We will offer appropriate support to individual children who have experienced abuse or who have abused others.

Inspection

From September 2019, Ofsted's inspections of early years, schools and post-16 provision will be carried out under: Ofsted's Education Framework. Inspectors will always report on whether or not arrangements for safeguarding children and learners are effective. In addition to the Framework and Inspections Handbooks, Ofsted publishes specific guidance to inspectors on inspecting safeguarding: Inspecting safeguarding in early years, education and skills.

8 Radicalisation/Extremism (KCSIE 2020-pg89)

Children are vulnerable to extremist ideology and radicalisation.

Extremism is the vocal or active opposition to our fundamental values, including democracy, the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. This also includes calling for the death of members of the armed forces.

Radicalisation refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.

There is no single way of identifying whether a child is likely to be susceptible to an extremist ideology. Background factors combined with specific influences such as family and friends may contribute to a child's vulnerability. Similarly, radicalisation can occur through many different methods (such as social media) and settings (such as the internet).

However, it is possible to protect vulnerable people from extremist ideology and intervene to prevent those at risk of radicalisation being radicalised. As with other safeguarding risks, staff should be alert to changes in children's behaviour, which could indicate that they may be in need of help or protection. Staff should use their judgement in identifying children who might be at risk of radicalisation and act proportionately which may include the designated safeguarding lead (or deputy) making a referral to the Channel programme.



It is important that staff are able to recognise possible signs and indicators of radicalisation.

Children and young people may be vulnerable to exposure or involvement with groups or individuals who advocate violence as a means to a political or ideological end. From more than 4,000 referrals to the Channel process (A multi-agency safeguarding programme to identify and support people at risk of radicalisation) more than half of the concerns raised are about children.

Children and young people can be drawn into violence or they can be exposed to the messages of extremist groups by many means. These can include family members or friends, direct contact with members groups and organisations or, increasingly, through the internet, including through social media sites. This can put children and young people at risk of being drawn into criminal activity and has the potential to cause significant harm.

Examples of extremist causes that have used violence to achieve their ends include animal rights, the far right (UK) and international terrorist organisations such as Al Qaeda and the Islamic State.

Potential indicators identified include:

- Use of inappropriate language
- Possession of violent extremist literature
- Changes in behaviour, language, clothing or appearance
- The expression of extremist views
- Advocating violent actions and means
- Association with known extremists
- Seeking to recruit others to an extremist ideology

9. The Prevent duty (KCSIE 2020 pg90)

As part of the Counter Terrorism and Security Act 2015, schools have a duty to 'prevent people being drawn into terrorism'. This has become known as the 'Prevent Duty'.

Where staff are concerned that children and young people are developing extremist views or show signs of becoming radicalized, they should discuss this with the Designated Safeguarding Lead.

The Designated Safeguarding Lead has received training about the Prevent Duty and tackling extremism and is able to support staff with any concerns they may have.

We use the curriculum to ensure that children and young people understand how people with extreme views share these with others, especially using the internet.

Staff should be alert to changes in children's behaviour, which could indicate that they may be in need of help or protection. Staff should use their judgement in identifying children who might be at risk of radicalisation and act proportionately which may include the designated safeguarding lead (or deputy) making a Prevent referral.

We are committed to ensuring that our pupils are offered a broad and balanced curriculum that aims to prepare them for life in modern Britain. Teaching the school's core values alongside the fundamental British Values (termed 'Global Values' at St Thomas of Canterbury School) supports quality teaching and learning, whilst making a positive contribution to the development of a fair, just and civil society.

Recognising Extremism

Early indicators of radicalisation or extremism may include:

- showing sympathy for extremist causes



- glorifying violence, especially to other faiths or cultures
- making remarks or comments about being at extremist events or rallies outside school
- evidence of possessing illegal or extremist literature
- advocating messages similar to illegal organisations or other extremist groups
- out of character changes in dress, behaviour and peer relationships (but there are also very powerful narratives, programmes and networks that young people can come across online so involvement with particular groups may not be apparent.)
- secretive behaviour
- online searches or sharing extremist messages or social profiles
- intolerance of difference, including faith, culture, gender, race or sexuality
- graffiti, art work or writing that displays extremist themes
- attempts to impose extremist views or practices on others
- verbalising anti-Western or anti-British views
- advocating violence towards others

All schools and colleges are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015 (the CTSA 2015), in the exercise of their functions, to have “due regard to the need to prevent people from being drawn into terrorism”. This duty is known as the Prevent duty. The HT/ DSL/DDSL have received Prevent training and this has been disseminated to staff in school.

PREVENT is part of the UK’s counter terrorism strategy, it focuses on supporting and protecting vulnerable individuals who may be at risk of being exploited by radicalisers and subsequently drawn into terrorist related activity. PREVENT is not about race, religion or ethnicity, the programme is to prevent the exploitation of susceptible people.

Responding to concerns

If staff are concerned about a change in the behaviour of an individual or see something that concerns them (this could be a colleague too) they should seek advice appropriately with the designated safeguarding lead who should contact the Sheffield Safeguarding Hub (0114 2734855) part of the Sheffield Children Safeguarding Partnership on 0114 2734450

PREVENT does not require staff to do anything in addition to their normal duties, what is important is that if staff are concerned that someone is being exploited in this way they have the confidence to raise these concerns. The Education & Early Years Child Protection Team and the PREVENT lead can advise and identify local referral pathways.

Effective early help relies on all staff to be vigilant and aware of the nature of the risk for children and young people, and what support may be available.

So-called ‘honour-based’ violence (Including Female Genital Mutilation and Forced Marriage) (KCSIE 2020 pg88)

So-called ‘honour-based’ abuse (HBA) encompasses crimes which have been committed to protect or defend the honour of the family and/or the community, including Female Genital



Mutilation (FGM), forced marriage, and practices such as breast ironing. All forms of so called HBA are abuse (regardless of the motivation) and should be handled and escalated as such.

Abuse committed in the context of preserving “honour” often involves a wider network of family or community pressure and can include multiple perpetrators. It is important to be aware of this dynamic and additional risk factors when deciding what form of safeguarding action to take. All forms of HBV are abuse (regardless of the motivation) and should be handled and escalated as such. Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a child being at risk of HBV, or already having suffered HBV.

Actions

Where staff are concerned that a child might be at risk of HBA, they must contact the Designated Safeguarding Lead as a matter of urgency.

As appropriate, they will activate local safeguarding procedures, using existing national and local protocols for multi-agency liaison with police and children’s social care. Where FGM has taken place, since 31 October 2015 there has been a mandatory reporting duty placed on teachers that requires a different approach (see following section).

Please note that the correct phrase to use is so-called ‘Honour-based’ Abuse, not ‘Honour-based’ violence. This is because there are other kinds of ‘Honour-based’ abuse, not only violence.

10. FGM (KCSIE 2020 pg88)

Female genital mutilation refers to procedures that intentionally alter or cause injury to the female genital organs for non-medical reasons. The practice is illegal in the UK.

FGM typically takes place between birth and around 15 years old; however, it is believed that the majority of cases happen between the ages of 5 and 8.

Risk factors for FGM include:

- low level of integration into UK society
- mother or a sister who has undergone FGM
- girls who are withdrawn from PSHE
- visiting female elder from the country of origin
- being taken on a long holiday to the country of origin
- talk about a ‘special’ procedure to become a woman

Symptoms of FGM

FGM may be likely if there is a visiting female elder, there is talk of a special procedure or celebration to become a woman, or parents wish to take their daughter out-of-school to visit an ‘at-risk’ country (especially before the summer holidays), or parents who wish to withdraw their children from learning about FGM. Staff should not assume that FGM only happens outside the UK.

Indications that FGM may have already taken place may include:



- difficulty walking, sitting or standing and may even look uncomfortable.
- spending longer than normal in the bathroom or toilet due to difficulties urinating.
- spending long periods of time away from a classroom during the day with bladder or menstrual problems.
- frequent urinary, menstrual or stomach problems.
- prolonged or repeated absences from school or college, especially with noticeable behaviour changes (e.g. withdrawal or depression) on the girl's return
- reluctance to undergo normal medical examinations.
- confiding in a professional without being explicit about the problem due to embarrassment or fear.
- talking about pain or discomfort between her legs

FGM mandatory reporting duty for teachers

The Serious Crime Act 2015 sets out a duty on professionals (including teachers) to notify police when they discover that FGM appears to have been carried out on a girl under 18. In schools, this will usually come from a disclosure (unlike in the medical profession where an observation may have been made).

Teachers must personally report to the police cases where they discover that an act of FGM appears to have been carried out; and discuss any such cases with the safeguarding lead and children's social care. The duty does not apply in relation to at risk or suspected cases.

Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) places a statutory duty upon teachers, along with regulated health and social care professionals in England and Wales, to report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18. Those failing to report such cases will face disciplinary sanctions. It will be rare for teachers to see visual evidence, and they should **not** be examining pupils or students, but the same definition of what is meant by "to discover that an act of FGM appears to have been carried out" is used for all professionals to whom this mandatory reporting duty applies. Information on when and how to make a report can be found at:

Signs and Symptoms to be aware of:

- A family arranging a long break abroad during the summer holidays.
- Unexpected, repeated or prolonged absence from school.
- Academic work suffering.

A child may ask a teacher or another adult for help if she suspects FGM is going to happen or she may run away from home or miss school.

Teachers **must** personally report to the police cases where they discover that an act of FGM appears to have been carried out. (see FGM Fact Sheet.) Unless the teacher has good reason not to, they should still consider and discuss any such case with the school or college's designated safeguarding lead (or deputy) and involve children's social care as appropriate. The duty does not apply in relation to at risk or suspected cases (i.e. where the teacher does not discover that an act of FGM appears to have been carried out, either through disclosure by the victim or visual evidence) or in cases where the woman is 18 or over. In these cases, teachers should follow local safeguarding procedures.

The following FGM Fact Sheet, is a useful summary of the FGM mandatory reporting duty:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/496415/6_1639_HO_SP_FGM_mandatory_reporting_Fact_sheet_Web.pdf



11. Peer on peer abuse (KCSIE 2020 Pg 91)

Staff should be aware that safeguarding issues can manifest themselves via peer on peer abuse. This is most likely to include, but not 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;
- gender-based violence
- sexting (also known as youth produced sexual imagery); and
- initiation-type violence and rituals.

Abuse is abuse and should never be tolerated or passed off as “banter” or “part of growing up”. Different gender issues can be prevalent when dealing with peer on peer abuse. This could for example include girls being sexually touched/assaulted or boys being subject to initiation-type violence.

At St Thomas of Canterbury we believe that all children have a right to attend school and learn in a safe environment. Children should be free from harm by adults in the school and other students.

We recognise that some students will sometimes negatively affect the learning and wellbeing of others and their behaviour will be dealt with under the school’s Behaviour Policy.

Occasionally, allegations may be made against students by others in the school, which are of a safeguarding nature. Safeguarding issues raised in this way may include physical abuse, emotional abuse, sexual abuse and sexual exploitation. It is likely that to be considered a safeguarding allegation against a pupil, some of the following features will be found.

The allegation:

- is made against an older pupil and refers to their behaviour towards a younger pupil or a more vulnerable pupil
- is of a serious nature, possibly including a criminal offence
- raises risk factors for other pupils in the school
- indicates that other pupils may have been affected by this student
- indicates that young people outside the school may be affected by this student

At St Thomas of Canterbury we will support the victims of peer on peer abuse by *supporting them emotionally throughout the process of investigation and subsequent follow-up, including further psychological support where necessary.*

Sexting

In cases of ‘sexting’ we follow guidance given to schools and colleges by the UK Council for Child Internet Safety (UKCCIS) published in 2017: ‘Sexting in schools and colleges, responding to incidents, and safeguarding young people’.

12.Domestic Violence (KCSIE 2020 pg85)

Our school is fully engaged in **Operation Encompass** and we recognise the importance of all staff having a basic understanding in relation to domestic violence and the impact it can have on children.



Operation Encompass is a process used to inform schools when the police have attended an incident of domestic abuse, where domestic abuse incidents have occurred in the homes of their pupils since the previous school day.

The purpose of the information sharing is to ensure schools have more information to support safeguarding of children. By knowing that the child has had this experience, the school is in a better position to understand and be supportive of the child's needs and possible behaviours. Operation Encompass will complement existing safeguarding procedures

How will it work?

Police will share information with the Sheffield Safeguarding Hub team, providing a list of children of school age each morning who have been affected by domestic abuse incidents the previous day. Staff from the Sheffield Safeguarding Hub team will identify the school the child attends and e-mail the school before 9am, and inform the Head teacher and/or the Designated Safeguarding Lead that a child at their school has been affected by a Domestic Violence incident. The school will be informed simply that there was an incident and the name of the child. Basic information will be given at that point. The staff in contact with those pupils will then be in an informed position to support them in a way that is right for that particular child or young person, either with silent or overt support.

The single most critical factor in how children cope with exposure to domestic violence is the presence of at least one loving and supportive adult in their life. Children without any support, who are isolated or lack nurturing adults in their lives, are more negatively affected by their exposure to domestic abuse.

When we receive an Encompass notification at St Thomas of Canterbury, we will:-

- Be supportive and understanding of the child's needs and possible behaviours.
- Share this information on a need to know basis e.g. the class teacher.
- Allow time for the child to talk about how they feel and what has happened.
- Develop a trusting relationship with the child and the parent.
- Go at the child's pace; follow their lead.
- Monitor their feelings of safety and security
- Support possible safety planning.
- Acknowledge what they have been through or what they are going through.
- Help them make sense of what has happened/ is happening.
- Monitor children at the start of the day; monitor attendance if required.
- Make referrals/signpost to support services for the child and/or parent.
- Help the child make sense of the way they are feeling and behaving – wishes and feelings work.
- Help the child to develop coping strategies.

13. Serious violence

All staff should be aware of indicators, which may signal that children are at risk from, or are involved with serious violent crime. These may include increased absence from school, a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or a significant change in wellbeing, or signs of assault or unexplained injuries. Unexplained gifts or new possessions could also indicate that children have been approached by, or are involved with, individuals associated with criminal networks or gangs.



All staff should be aware of the associated risks and understand the measures in place to manage these. Advice for schools and colleges is provided in the Home Office's Preventing youth violence and gang involvement and its Criminal exploitation of children and vulnerable adults: county lines guidance.

14. Sexual violence and sexual harassment between children in schools and colleges (KCSIE 2020 Pg 92)

Sexual violence and sexual harassment can occur between two children of any age and sex. It can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children.

Children who are victims of sexual violence and sexual harassment will likely find the experience stressful and distressing. This will, in all likelihood, adversely affect their educational attainment. Sexual violence and sexual harassment exist on a continuum and may overlap, they can occur online and offline (both physical and verbal) and are never acceptable. It is important that all victims are taken seriously and offered appropriate support. Staff should be aware that some groups are potentially more at risk. Evidence shows girls, children with SEND and LGBT children are at greater risk.

Staff should be aware of the importance of:

- making clear that sexual violence and sexual harassment is not acceptable, will never be tolerated and is not an inevitable part of growing up;
- not tolerating or dismissing sexual violence or sexual harassment as “banter”, “part of growing up”, “just having a laugh” or “boys being boys”; and
- challenging behaviours (potentially criminal in nature), such as grabbing bottoms, breasts and genitalia, flicking bras and lifting up skirts. Dismissing or tolerating such behaviours risks normalising them

15. Homelessness (KCSIE 2020 pg 86)

Being homeless or being at risk of becoming homeless presents a real risk to a child's welfare. The designated safeguarding lead (and any deputies) should be aware of contact details and referral routes in to the Local Housing Authority so they can raise/progress concerns at the earliest opportunity. Indicators that a family may be at risk of homelessness include household debt, rent arrears, domestic abuse and anti-social behaviour, as well as the family being asked to leave a property. Whilst referrals and or discussion with the Local Housing Authority should be progressed as appropriate, and in accordance with local procedures, this does not, and should not, replace a referral into children's social care where a child has been harmed or is at risk of harm.

16. Child criminal exploitation: county lines (KCSIE 2020 pg 83-5)

Criminal exploitation of children is a geographically widespread form of harm that is a typical feature of county lines criminal activity: drug networks or gangs groom and exploit children and young people to carry drugs and money from urban areas to suburban and rural areas, market and seaside towns. Key to identifying potential involvement in county lines are missing episodes, when the victim may have been trafficked for the purpose of transporting drugs and a referral to the National Referral Mechanism⁹⁸ should be considered. Like other forms of abuse and exploitation, county lines exploitation:



- can affect any child or young person (male or female) under the age of 18 years;
- can affect any vulnerable adult over the age of 18 years;
- can still be exploitation even if the activity appears consensual;
- can involve force and/or enticement-based methods of compliance and is often accompanied by violence or threats of violence;
- can be perpetrated by individuals or groups, males or females, and young people or adults; and
- is typified by some form of power imbalance in favour of those perpetrating the exploitation. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, cognitive ability, physical strength, status, and access to economic or other resources.

17. Child Sexual Exploitation (KCSIE 2020 pg 84)

Child sexual exploitation 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. Like all forms of child sex abuse, child sexual exploitation:

- can affect any child or young person (male or female) under the age of 18 years, including 16 and 17 year olds who can legally consent to have sex;
- can still be abuse even if the sexual activity appears consensual;
- can include both contact (penetrative and non-penetrative acts) and non-contact sexual activity;
- can take place in person or via technology, or a combination of both;
- can involve force and/or enticement-based methods of compliance and may, or may not, be accompanied by violence or threats of violence;
- may occur without the child or young person's immediate knowledge (e.g. through others copying videos or images they have created and posted on social media);
- can be perpetrated by individuals or groups, males or females, and children or adults. The abuse can be a one-off occurrence or a series of incidents over time, and range from opportunistic to complex organised abuse; and
- is typified by some form of power imbalance in favour of those perpetrating the abuse. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, sexual identity, cognitive ability, physical strength, status, and access to economic or other resources.

Some of the following signs may be indicators of child sexual exploitation:

- children who appear with unexplained gifts or new possessions;
- children who associate with other young people involved in exploitation;
- children who have older boyfriends or girlfriends;
- children who suffer from sexually transmitted infections or become pregnant;
- children who suffer from changes in emotional well-being;
- children who misuse drugs and alcohol;
- children who go missing for periods of time or regularly come home late; and
- children who regularly miss school or education or do not take part in education.



18. Children with special educational needs and disabilities (KCSIE 2019 pg 28)

Children and young people with special educational needs and disabilities can face additional safeguarding challenges because:

- there may be assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration;
- children with SEN and disabilities can be disproportionately impacted by things like bullying without outwardly showing any signs; and
- difficulties may arise in overcoming communication barriers.

At St Thomas of Canterbury we identify pupils who might need more support to be kept safe or to keep themselves safe by:

- Developing highly positive, partnership based relationships with parents and the teams around the family
- Developing high quality relationships with pupils to understand their personalities and needs
- Using the Sheffield Support Grid to identify and plan for any additional needs pupils may have

To address these additional challenges, schools and colleges should consider extra pastoral support for children with SEN and disabilities.

When working with children with disabilities, practitioners need to be aware that additional possible indicators of abuse and/or neglect may also include:

- A bruise in a site that might not be of concern on an ambulant child such as the shin, might be of concern on a non-mobile child
- Not getting enough help with feeding leading to malnourishment
- Poor toileting arrangements
- Lack of stimulation
- Unjustified and/or excessive use of restraint
- Rough handling, extreme behaviour modification e.g. deprivation of liquid medication, food or clothing, disabling wheelchair batteries
- Unwillingness to try to learn a child's means of communication
- Ill-fitting equipment e.g. callipers, sleep boards, inappropriate splinting;
- Misappropriation of a child's finances
- Invasive procedures

When the school is considering excluding, either fixed term or permanently, a vulnerable pupil and/or a pupil who is either subject to a S47 Child Protection plan or there is an existing child protection file, we will call a multi-agency risk-assessment meeting prior to making the decision to exclude. In the event of a one-off serious incident resulting in an immediate decision to exclude, the risk assessment *must* be completed prior to convening a meeting of the Governing body.

19. Online Safety (KCSIE 2020 pg102)

Jo Robinson has lead responsibility for online safety.

- St Thomas of Canterbury School recognises that all members of the community have important roles and responsibilities to play with regards to online safety.



The use of technology has become a significant component of many safeguarding issues. Child sexual exploitation; radicalisation; sexual predation: technology often provides the platform that facilitates harm. An effective approach to online safety empowers a school or college to protect and educate the whole school or college community in their use of technology and establishes mechanisms to identify, intervene in, and escalate any incident where appropriate.

The breadth of issues classified within online safety is considerable, but can be categorised into three areas of risk:

- **content:** being exposed to illegal, inappropriate or harmful material; for example pornography, fake news, racist or radical and extremist views;
- **contact:** being subjected to harmful online interaction with other users; for example commercial advertising as well as adults posing as children or young adults; and
- **conduct:** personal online behaviour that increases the likelihood of, or causes, harm; for example making, sending and receiving explicit images (Sexting), or online bullying.
- “When children use the school’s network to access the internet, they are protected from inappropriate content by our filtering and monitoring systems. However, many pupils are able to access the internet using their own data plan. To minimise inappropriate use, as a school we...”
- When accessing online learning out of school, teachers will ensure that appropriate online safety content has been taught throughout the school year, and will staff will also adhere to the guidance set out in ‘Guidance for Safer Working Practices. DfE (April 2020)
- The school will seek to provide guidance and protocols for pupils and parents/carers in relation to the school’s remote learning offer

The leadership and management team will:

- Ensure that online safety is viewed as a safeguarding issue and that practice is in line with national and local recommendations and requirements.
- Ensure there are appropriate and up-to-date policies regarding online safety; including a staff code of conduct/behaviour policy and/or acceptable use policy, which covers acceptable use of technology. (Amend as appropriate)
- Ensure that suitable and appropriate filtering and monitoring systems are in place and work with technical staff to monitor the safety and security of our systems and networks.
- Ensure that online safety is embedded within a progressive curriculum, which enables all learners to develop an age-appropriate understanding of online safety.
- Support the DSL and any deputies by ensuring they have sufficient time and resources to fulfil their online safety responsibilities.
- Ensure there are robust reporting channels for the community to access regarding online safety concerns, including internal, local and national support.
- Ensure that appropriate risk assessments are undertaken regarding the safe use of technology.
- Audit and evaluate online safety practice to identify strengths and areas for improvement.



19. Mental Health and Safeguarding

All staff at St Thomas of Canterbury School are aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation.

School staff are not expected or trained to diagnose mental health conditions or issues, but may notice behaviours that may be of concern.

Where staff have a mental health concern about a child that may also be a safeguarding concern, they should raise the issue by informing the designated safeguarding lead or a deputy. This may also involve discussing with the child's class teacher the concerns. All concerns, observations and actions will be placed on the CPOMS recording system.

Filters and monitoring

Education broadband connectivity is provided through Schools broadband.

- We use Smoothwall which blocks sites which can be categorised as: pornography, racial hatred, extremism, gaming and sites of an illegal nature.
- The filtering system blocks all sites on the Internet Watch Foundation (IWF) list.
- If learners discover unsuitable sites, they will be required to:
 - turn off monitor/screen and report the concern immediate to a member of staff.
 - The member of staff will report the concern (including the URL of the site if possible) to the DSL (or deputy) and/or technical staff.
 - The breach will be recorded and escalated as appropriate.
 - Parents/carers will be informed of filtering breaches involving their child.
- Any material believed to be illegal will be reported immediately to the appropriate agencies.
- Technology in this area evolves and changes rapidly. The Governing Body will review this policy at least annually.
 - The policy will also be revised following any national or local policy requirements, any child protection concerns or any changes to the technical infrastructure
- We will regularly monitor internet use and evaluate online safety mechanisms to ensure that this policy is consistently applied.
- To ensure they have oversight of online safety, the Head of School will be informed of online safety concerns, as appropriate.
- The named governor for safeguarding will report on a regular basis to the governing body on online safety practice and incidents, including outcomes.
- Any issues identified via monitoring will be incorporated into our action planning.
- The governing body of St Thomas of Canterbury School will do all that they reasonably can to limit children's exposure to the above risks from the school's IT system. As part of this process, the governing body will ensure the school has appropriate filters and monitoring systems in place.
- Whilst considering their responsibility to safeguard and promote the welfare of children, and provide them with a safe environment in which to learn, the governing body will consider the age range of the pupils, the number of pupils, how often they access the IT system and the proportionality of costs vs risks.
- The governing body will also have regard to the following:

Whilst it is essential that governing bodies and proprietors ensure that appropriate filters and monitoring systems are in place, they should be careful that "over blocking" does not lead to unreasonable restrictions as to what children can be taught with regard to online teaching and safeguarding. (KCSIE 2019 pg94)



19b: Children Missing Education (CME)

Knowing where children are during school hours is an extremely important aspect of Safeguarding. Missing school can be an indicator of abuse and neglect and may also raise concerns about others safeguarding issues, including the criminal exploitation of children.

We monitor attendance carefully and address poor or irregular attendance without delay.

We will always follow up with parents/carers when pupils are not at school. This means we need to have a least two up to date contacts numbers for parents/carers. Parents should remember to update the school as soon as possible if the numbers change.

In response to the guidance in Keeping Children Safe in Education (2020) the school has:

1. Staff who understand what to do when children do not attend regularly
2. Appropriate policies, procedures and responses for pupils who go missing from education (especially on repeat occasions).
3. Staff who know the signs and triggers for travelling to conflict zones, FGM and forced marriage.
4. Procedures to inform the local authority when we plan to take pupils off-roll when they:
 - a. leave school to be home educated
 - b. move away from the school's location
 - c. remain medically unfit beyond compulsory school age
 - d. are in custody for four months or more (and will not return to school afterwards); or
 - e. are permanently excluded

We will ensure that pupils who are expected to attend the school, but fail to take up the place will be referred to the local authority.

When a pupil leaves the school, we will record the name of the pupil's new school and their expected start date.

20. Safer Recruitment, selection and pre-employment vetting (KCSIE 2020- pg33)

- The school pays full regard and commitment to following the safer recruitment, selection and pre-employment vetting procedures as outlined part three of Keeping Children Safe in Education (2020).
- The school will maintain a single central record which demonstrates the relevant vetting checks required including: a barred list check, DBS check at the correct level, identity, qualifications, prohibition order and right to work in the UK. As an academy, our Chair of Governors will acquire his DBS through the Secretary of State for England.
- All recruitment materials will include reference to the school's commitment to safeguarding and promoting the wellbeing of pupils.
- The school will ensure that all recruitment panels include at least one person that has undertaken safer recruitment training as recommended by the Local Authority/Sheffield SSCB.
- The school will ensure that where relevant, individuals are not disqualified under the Childcare (Disqualification) Regulations 2009.



- The school will ensure that appropriate DBS risk assessments will be undertaken as required. Advice and support for carrying out risk assessments can be accessed through the schools HR Advisor/Provider/Contact.

The following link provides further useful guidance for organisations:

<https://safeguarding.pro/wp-content/uploads/2021/01/Changes-to-the-Criminal-Records-System-November-2020.pdf>

Supply teachers (KCSIE 2020 p57)

In some circumstances, schools will have to consider an allegation against an individual not directly employed by them, where its disciplinary procedures do not fully apply, for example, supply teachers provided by an employment agency or business.

- Schools should ensure allegations are dealt with properly.
- In no circumstances should a school decide to cease to use a supply teacher due to safeguarding concerns, without finding out the facts and liaising with the Designated Officer to determine a suitable outcome.
- Governing bodies and proprietors should discuss with the agency whether it is appropriate to suspend the supply teacher, or to redeploy them to another part of the school, whilst they carry out their investigation.
- Agencies should be fully involved and co-operate in any enquiries from the Designated Officer, police and/or children's social services.
- The school will usually take the lead
- Supply teachers are under the supervision, direction and control of the governing body or proprietor when working in the school. They should be advised to contact their trade union representative if they have one, or a colleague for support if an allegation is made.
- The allegations management meeting which is often arranged by the Designated Officer should address issues such as information sharing, to ensure that any previous concerns or allegations known to the agency are taken into account by the school during the investigation.
- When using an agency, schools should inform the agency of its process of managing allegations. This should include inviting the agency's human resource manager or equivalent to meetings and keeping them up to date with information about its policies.

21. Procedures in the event of an allegation against a member of staff or person in school (KCSIE 2020 pg 56)

At St Thomas of Canterbury School, the following procedures will be followed in any case in which it is alleged that a member of staff, governor, visiting professional or volunteer has:-

- a. behaved in a way that has harmed a child or may have harmed a child
- b. possibly committed a criminal offence against or related to a child
- c. Behaved in a way that indicates s/he is unsuitable to work with children.



Inappropriate behaviour by staff/volunteers could take the following forms:

- Physical includes, for example, intentional use of force as a punishment, slapping, use of objects to hit with, throwing objects or rough physical handling.
- Emotional includes, for example, intimidation, belittling, scapegoating, sarcasm, lack of respect for children's rights, and attitudes which discriminate on the grounds of race, gender, disability or sexuality.
- Sexual includes, for example, sexualised behaviour towards pupils, sexual harassment, sexual assault and rape.
- Neglect: may include failing to act to protect a child or children, failing to seek medical attention or failure to carry out appropriate/proper risk assessment etc.

A safeguarding complaint that meets the above criteria must be reported to the Head teacher immediately. If the complaint involves the head teacher then the next most senior member of staff must be informed and the Chair of Governors. The head teacher should carry out an urgent initial consideration in order to establish whether there is substance to the allegation. The Head teacher **should not** carry out the investigation itself or interview pupils. As part of this initial consideration, the Head teacher should consult with their schools HR Advisor/provider/contact who will then contact the Local Authority Designated Officer (LADO), **within one working day**.

A multi-agency strategy meeting may be arranged to look at the complaint in its widest context, the Head teacher /a senior member of school staff / Chair of Governors (where appropriate) must attend this meeting, which will be arranged by the LADO. All issues must be recorded and the outcome reached must be noted to ensure closure.

As from 2nd May 2019

- There will be a rota between the Child Protection Coordinator's and Steve Hill, Service Manager;
- Whoever is covering the role will be available on [0114 2734850](tel:01142734850).
- To make a referral to the LADO please complete the [LADO request form 2018](#) and email it from **your secure email** to lado@sheffield.gcsx.gov.uk

NB: If you have concerns about the behaviour of someone who works with a **vulnerable adult**, you should ring [0114 2736870](tel:01142736870) or visit [Adult Safeguarding](#) at the Sheffield City Council website.

22. Procedures for dealing with poor attendance or children that are regularly missing face to face or remote education

Unless authorised by the school, absence will be classed as unauthorised. A letter or explanation from the parents does not of itself authorise an absence: only the school's acceptance of the explanation offered authorises the absence. Parents should ensure that the school has at least two emergency contacts for their child.

- If no contact has been made by a parent/carer the school will the school will arrange a home visit, if no contact is made via the home visit **the school will continue to try and contact via phone during the day and may also seek further advice from the Sheffield Safeguarding Hub**
- If there are any doubts about the legitimacy of any notes or reasons given for absence this should be reported immediately to the Head teacher/Head of School who will contact home



and in some cases may seek further advice and guidance from the Attendance and Inclusion Officer.

- Where a pupil is frequently late, the school Learning Mentor will contact parents to organise an 'Attendance Improvement Plan'.
- The school action plan to improve attendance will be every month (4 weeks)
- The school will identify and monitor pupils whose attendance gives cause for concern. This being less than the school attendance target and where a reasonable explanation is not present. A tiered system will operate for any child whose attendance is a concern. Parents may then be invited in for a meeting with the Learning Mentor and, if in year 6, a member of the transitional secondary school pastoral care team.
- **This approach can be found in Appendix 5; Maximising Attendance Strategy**
- Referrals may be made to Multi Agency Support Team (MAST) Early Help for additional support where support needs are identified.
- Appropriate strategies will be employed in order to address the attendance of individuals.
- Where attendance improves to an acceptable level the pupil will be removed from the concerns list.

Private fostering – Part 9 of the Children Act 1989

A private fostering arrangement is one that is made privately (without the involvement of a local authority) for the care of a child under the age of 16 years (under 18, if disabled) by someone other than a parent or close relative, in their own home, with the intention that it should last for 28 days or more.

A close family relative is defined as a 'grandparent, brother, sister, uncle or aunt' and includes half-siblings and step-parents; it does not include great-aunts or uncles, great grandparents or cousins.

Parents and private foster carers both have a legal duty to inform the relevant local authority at least six weeks before the arrangement is due to start; not to do so is a criminal offence.

Whilst most privately fostered children are appropriately supported and looked after, they are a potentially vulnerable group who should be monitored by the local authority, particularly when the child has come from another country. In some cases privately fostered children are affected by abuse and neglect, or be involved in trafficking, child sexual exploitation or modern-day slavery.

Schools have a mandatory duty to report to the local authority where they are aware or suspect that a child is subject to a private fostering arrangement. Although schools have a duty to inform the local authority, there is no duty for anyone, including the private foster carer or social workers to inform the school. However, it should be clear to the school who has parental responsibility.

School staff should notify the designated safeguarding lead when they become aware of private fostering arrangements. The designated safeguarding lead will speak to the family of the child involved to check that they are aware of their duty to inform the LA. The school itself has a duty to inform the local authority of the private fostering arrangements.

On admission to the school, we will take steps to verify the relationship of the adults to the child who is being registered.



Children in entertainment

We follow the government regulations and guidelines to safeguard the welfare of our children and young people whilst they are performing.

More information can be obtained from www.sheffield.gov.uk and searching Performance Licenses.

Appendix One

Definitions and indicators of abuse and further sources of support for staff

Reference: *What School and College Staff Should Look Out For' KCSIE 2020 pg 7-12)*

Appendix 1

Signs and Symptoms of Abuse and Neglect

(Keeping Children Safe in Education (September 2020) Paragraphs 19 – 26)

Abuse: a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. They may be abused by an adult or adults or another child or children.

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

Emotional abuse: the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

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

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

Appendix 2

Legislation related to safeguarding in schools and further documents to support staff to foster a culture of safeguarding

Further Sources of Support and Guidance for Staff

All staff must have read and be aware of the following policies and guidance:

Statutory:

- Keeping Children Safe in Education (2020) [Part One]; and school leaders and staff that work directly with children should also read Annex A
- Staff Code of Conduct
- Safeguarding and Child Protection Policy
- School's Behaviour Policy
- School Policy for Children Missing Education

Non-Statutory

'What to do if you're worried a child is being abused' is also an excellent document for staff to be familiar with.

Dealing with a disclosure of abuse and flowchart for reporting concerns

When a child tells me about abuse s/he has suffered, what must I remember?

- Stay calm
- Do not transmit shock, anger or embarrassment.
- Reassure the child. Tell her/him you are pleased that s/he is speaking to you.
- Never enter into a pact of secrecy with the child. Assure her/him that you will try to help but let the child know that you will have to tell other people in order to do this. State who this will be and why.
- Tell her/him that you believe them. Children very rarely lie about abuse; but s/he may have tried to tell others and not been heard or believed.
- Tell the child that it is not her/his fault.
- Encourage the child to talk but do not ask "leading questions" or press for information.
- Listen and remember.
- Check that you have understood correctly what the child is trying to tell you.
- Praise the child for telling you. Communicate that s/he has a right to be safe and protected.
- Do not tell the child that what s/he experienced is dirty, naughty or bad.
- It is inappropriate to make any comments about the alleged offender.
- Be aware that the child may retract what s/he has told you. It is essential to record all you have heard.
- At the end of the conversation, tell the child again who you are going to tell and why that person or those people need to know.
- As soon as you can afterwards, make a detailed record of the conversation using the child's own language. Include any questions you may have asked. Do not add any opinions or interpretations.

NB It is not education staff's role to seek disclosures. Their role is to observe that something may be wrong, ask about it, listen, be available and try to make time to talk.

Immediately afterwards

You must not deal with this yourself. Clear indications or disclosure of abuse must be reported to **Children's Social Care** without delay, by the Head of School / designated safeguarding lead/staff using the correct procedures as stated in the guidelines.

Appendix Three

The Amber Project: Sheffield Child Exploitation Service

The Sheffield Child Exploitation Service is called the Amber Project, a co-located, multi-agency partnership involving:

- Children, Young People & Families Service – Social Workers and Intervention Workers.
- South Yorkshire Police – Child Sexual Exploitation Team and Missing Persons Officers.
- Sheffield Futures – Specialist Youth Workers, Management and Administration.

Child exploitation is about children who are being used for someone else's advantage, gratification or profit which results in harm of the child. This incorporates both sexual and criminal exploitation. The commonality is that these activities involve manipulation, misuse, abuse, victimization and ill-treatment. All of which are detrimental to the child's physical and mental health and well-being, their education, and their social-emotional development.

Further information:

- [Child Sexual Exploitation](#)
- [Child Criminal Exploitation](#)
- [Sheffield Child Exploitation Screening Tool](#)

The Child Exploitation Screening Tool (see link above):

This tool does not replace existing multi-agency safeguarding arrangements that are in place in Sheffield. If you have safeguarding and child protection concerns about a child's welfare then you should contact the [Sheffield Safeguarding Hub](#) to discuss.

Purpose of this screening tool

This is a screening tool that you can use to help you decide whether a child or young person may be at risk of child exploitation (CE). It is designed to be used by all professionals working with children and parents or carers. A child is defined as a person who is under 18 years of age.

This tool is intended to assist in your decision making; helping you make an initial judgement regarding the risk of child exploitation; it is **neither** a specialist assessment or referral form. The tool aims to help practitioners focus on the specific child exploitation (CE) evidence, indicators, existing safety and vulnerabilities, and determine whether

further investigations are needed by Children's Social Care or suitable for referral to another prevention and early intervention service.

When you are considering making a referral to the Sheffield Safeguarding Hub or sharing your concerns with the child's allocated social worker, this screening tool should form the basis of those discussions and your professional analysis.

Practitioners need to exercise their own professional judgement when completing this tool because factors such as the child's age, any additional vulnerabilities, their history etc. may mean that they are more vulnerable to CE. Professional judgement also includes capturing concerns about which you have evidence as well as concerns based 'gut feeling'. It is important that you differentiate between the two and provide explanation and rationale. It is important to include the child's strengths and existing safety so that this can be considered as part of the child's ongoing safety

Your observations of behaviours and any significant changes will be important as children will often deny or be unaware that they are being exploited.

Child Exploitation Training

Sheffield Futures have produced a [training pathway](#) for parents, carers, practitioners from all sectors, faith groups and workers in the night-time economy. They also offer [Free Introduction to Child Sexual Exploitation training](#) to any practitioner working in Sheffield.

E-learning For All Staff

- [Keep Them Safe – child Exploitation Awareness](#)
- [In your Hands – Safeguarding Child Victims of Trafficking](#)

Guidance and Fact Sheets

- [Sexual Exploitation](#)
- [Trafficking](#)
- [Guidance: Use of appropriate language](#)

Sheffield Children Safeguarding Partnership (SCSP) Policy and Protocols:

- [Trafficking](#)
- [Sexual Exploitation](#)

Resources:

A3 Posters that you can print and display in offices;

- [Cuckooing](#)
- [He phones me](#)
- [County Lines](#)

Useful websites:

- www.SheffieldFutures.org.uk
- www.themix.org.uk/

- www.childrenssociety.org.uk/sites/default/files/children_at_risk.pdf
- www.csepoliceandprevention.org.uk/sites/default/files/Guidance%20Cap%20Intel%20Toolkit.pdf

Appendix 4

Individual school procedures for St Thomas of Canterbury School, A Catholic Voluntary Academy

- Child Protection records will be stored securely via CPOMS system. Individual files including Operation Encompass notifications will be kept for each child; school will not keep family files. Original files will be kept for at least the period during which the child is attending the school, and beyond that in line with current data legislation
- All teaching and support staff have a CPOMS log-in – access rights are assigned to each user with only members of the schools safeguarding team (ie DLS & DDSLs) having full access rights
- A separate CP file must be created regardless of whether formal CP procedures have been initiated. For some children this single record will be the only concern held for them over their time in the establishment. For others, further information may well be accumulated from a variety of sources over time
- Each child protection file should contain a chronological summary of significant events and the actions and involvement of the school- this is automatically done on CPOMS system
- Vehicles for informing parents/carers about our safeguarding policy are: School prospectus, website, newsletter, and new families' induction/home visits.

Useful Contact Numbers

Safeguarding Children Advisors, Education:

Flora Bandele

Flora.Bandele@sheffield.gov.uk

Tel.: 0114 2053714

Mobile: 07734743258

Bea Kay

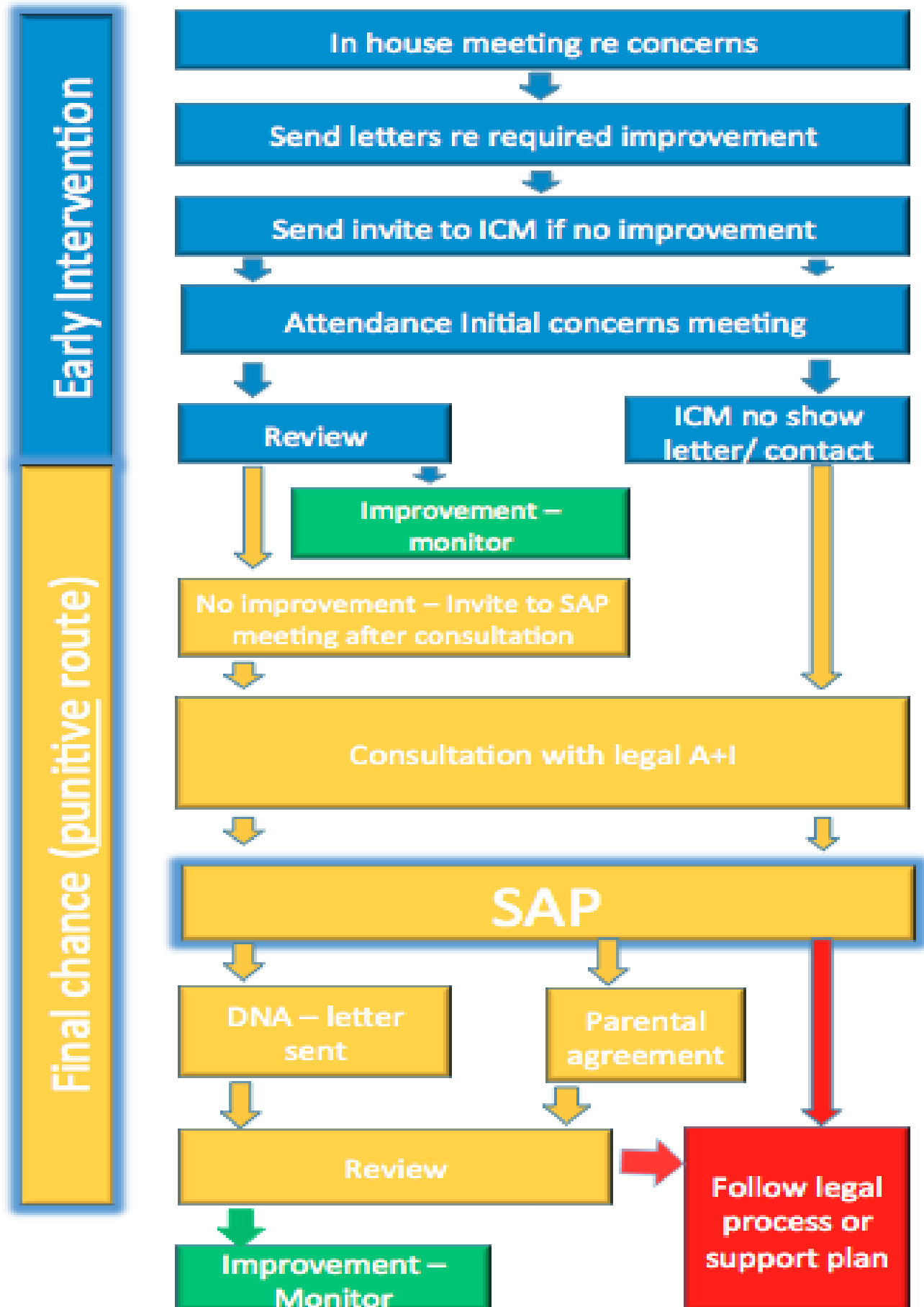
Bea.Kay@sheffield.gov.uk

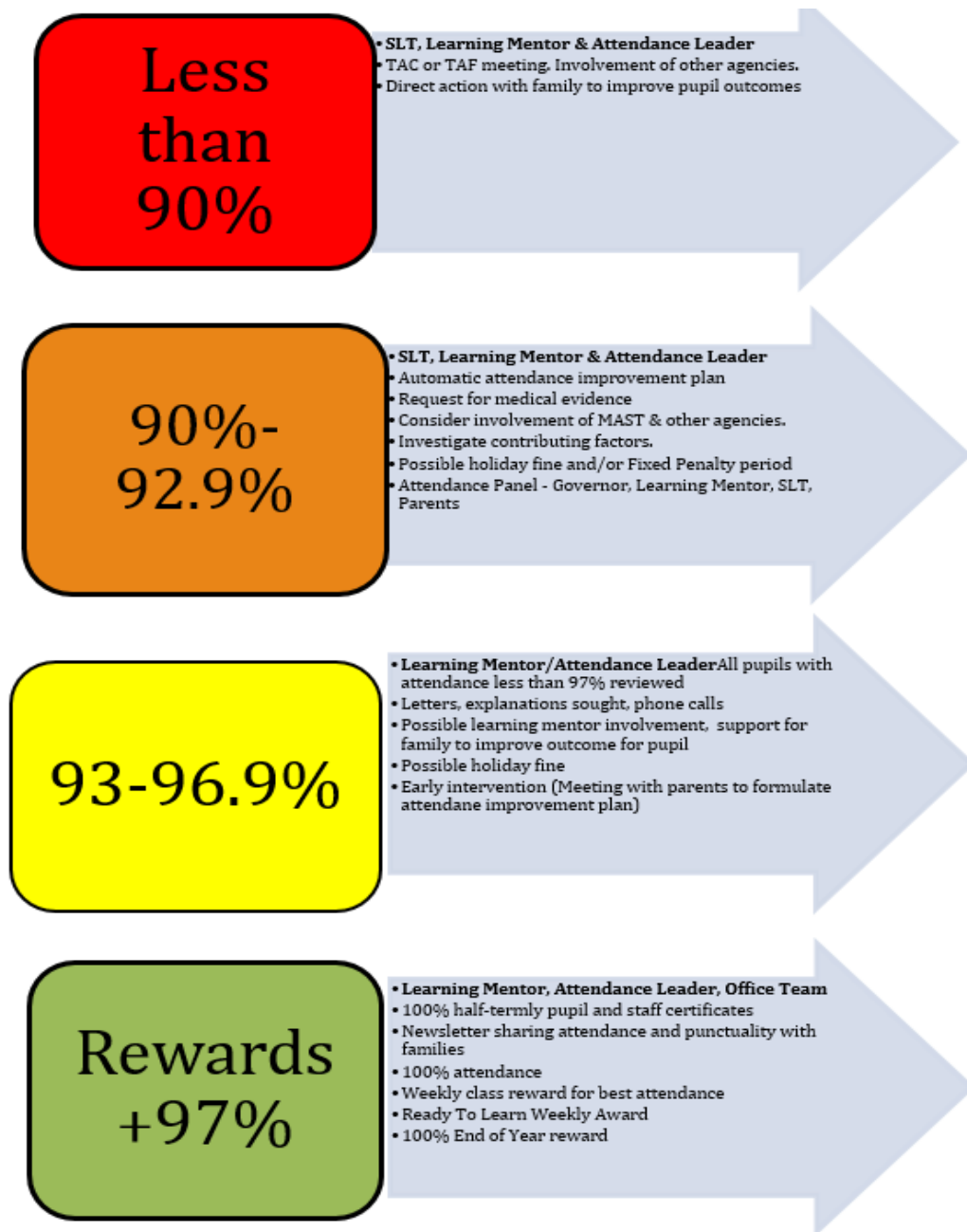
Tel.: 0114 2735655

Mobile: 07772348514

Appendix 5: Maximising Attendance Strategy

School Attendance Panel Process





Appendix 6: Safeguarding Policy Addendum June 2020

Child protection and safeguarding: COVID-19 addendum

St Thomas of Canterbury School



Approved by:	TBC	Date: June 2020
Last reviewed on:	5 th June 2020	
Next review due by:	1 st July 2020	

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Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Liam Colclough	l.colclough@st-tc.co.uk
Deputy DSL	Anne Wileman	a.wileman@st-tc.co.uk
Designated member of senior leadership team if DSL (and deputy) can't be on site	Changes daily based upon childcare rota- all staff have access to the rota on a daily basis	
Head of School	Liam Colclough	l.colclough@st-tc.co.uk
Executive Headteacher	Andrew Truby	a.truby@st-tc.co.uk
Local authority designated officer (LADO)	Steve Hill	
Chair of governors	Judith Wilde	j.wilde@st-tc.co.uk
Safeguarding Link Governor	Emma Chatten	e.chatten@st-tc.co.uk

1. Scope and definitions

This addendum applies during the period of school closure due to COVID-19, and reflects updated advice from our 3 local safeguarding partners Sheffield /safeguarding Children's Board, Learn Sheffield, and the Department for Education.

It sets out changes to our normal child protection policy in light of the Department for Education's guidance [Coronavirus: safeguarding in schools, colleges and other providers](#), and should be read in conjunction with that policy.

Unless covered here, our normal child protection policy continues to apply.

The Department for Education's (DfE's) definition of 'vulnerable children' includes those who:

- Have a social worker, including children:
 - With a child protection plan
 - Assessed as being in need
 - Looked after by the local authority
- Have an education, health and care (EHC) plan

2. Core safeguarding principles

We will still have regard to the statutory safeguarding guidance, [Keeping Children Safe in Education](#).

Although we are operating in a different way to normal, we are still following these important safeguarding principles:

- The best interests of children must come first
- If anyone has a safeguarding concern about any child, they should continue to act on it immediately
- A designated safeguarding lead (DSL) or deputy should be available at all times (see section 4 for details of our arrangements)
- It's essential that unsuitable people don't enter the school workforce or gain access to children
- Children should continue to be protected when they are online

3. Reporting concerns

All staff and volunteers must continue to act on any concerns they have about a child immediately. It is still vitally important to do this.

Reporting concerns during school closure:

- Liam Colclough (DSL) and Anne Wileman (DDSL) remain the points of contact for safeguarding and child protection concerns.
- Concerns can be shared via CPOMS as per the normal operating procedures, or if a member of staff has immediate and significant concerns about a child or family, then can contact Liam Colclough/Anne Wileman on the emergency school contact number which is 07563877656
- Staff have permission to have their mobile phones available during their time in school in order that they can contact a member of SLT/DSL/DDSL at the earliest opportunity and in order to minimise travel and movement through school. Staff are reminded to keep these phones out of sight and reach of children, and only to use them in an emergency/when needing to contact the DSL/DDSL/SLT member

As a reminder, all staff should continue to work with and support children's social workers, where they have one, to help protect vulnerable children.

4. DSL (and deputy) arrangements

We aim to have a trained DSL or deputy DSL on site wherever possible. Details of all important contacts are listed in the 'Important contacts' section at the start of this addendum.

If our DSL (or deputy) can't be in school, they can be contacted remotely by:

l.colclough@st-tc.co.uk 07946001696

a.wileman@st-tc.co.uk - 07563877656

Process for reporting of safeguarding concerns during Critical Worker Provision

Each day, staff in this provision know that safeguarding concerns should be reported directly to the DSL/DDSL or SLT member on site, who can then escalate to the DSL/DDSL.

The senior leader will be responsible for liaising with the off-site DSL (or deputy) to make sure they (the senior leader) can:

- Identify the most vulnerable children in school
- Update and manage access to child protection files, where necessary
- Liaise with children's social workers where they need access to children in need and/or to carry out statutory assessments
- These concerns, RAG ratings and information will be recorded on the school's 'Vulnerable Child and EHCP tracker

DSL: Liam Colclough l.colclough@st-tc.co.uk

DDSL: Anne Wileman a.wileman@st-tc.co.uk

All concerns should be added to CPOMS by the reporting member of staff as per normal safeguarding procedure and policy.

We will keep all school staff and volunteers informed by daily briefing for staff who are part of the childcare provision and for all other staff, normal reporting guidelines will remain in place.

We will ensure that DSLs (and deputies), wherever their location, know who the most vulnerable children in our school are.

5. Working with other agencies

We will continue to work with children's social care, and with virtual school heads for looked-after and previously looked-after children.

We will continue to update this addendum where necessary, to reflect any updated guidance from:

- Our 3 local safeguarding partners
- The local authority about children with education, health and care (EHC) plans, the local authority designated officer and children's social care, reporting mechanisms, referral thresholds and children in need

6. Monitoring attendance

As most children will not be attending school during this period of school closure, we will not be completing our usual attendance registers or following our usual procedures to follow up on non-attendance.

The exception to this is where any child we expect to attend school during the closure doesn't attend, or stops attending. In these cases we will:

- Follow up on their absence with their parents or carers, by phoning through to Bethany Schofield who will contact any parents of children who are supposed to be on site for the childcare provision during the school closure

- Notify their social worker, where they have one

We are using the Department for Education's daily online attendance form to keep an accurate record of who is attending school.

We will make arrangements with parents and carers to make sure we have up-to-date emergency contact details, and additional contact details where possible. Anne Wileman (DDSL) will be in weekly contact with vulnerable families and as part of weekly phone calls will ensure that any changes to emergency contact details are reflected in the school records.

7. Peer-on-peer abuse

We will continue to follow the principles set out in part 5 of Keeping Children Safe in Education when managing reports and supporting victims of peer-on-peer abuse.

Staff should continue to act on any concerns they have immediately.

Once staff report any concerns, investigations will be carried out by a member of staff as designated by the DSL.

8. Concerns about a staff member or volunteer

We will continue to follow the principles set out in part 4 of Keeping Children Safe in Education.

Staff should continue to act on any concerns they have immediately.

Concerns should still be shared directly with the DSL and any concerns about the DSL or Head of School should be directed to the Chair of Governors.

We will continue to refer adults who have harmed or pose a risk of harm to a child or vulnerable adult to the Disclosure and Barring Service (DBS).

We will continue to refer potential cases of teacher misconduct to the Teaching Regulation Agency. We will do this using the email address

Misconduct.Teacher@education.gov.uk for the duration of the COVID-19 period, in line with government guidance.

9. Support for children who aren't 'vulnerable' but where we have concerns

We have the option to offer places in school to children who don't meet the Department for Education's definition of 'vulnerable', but who we have safeguarding concerns about. We will work with parents/carers to do this. The process for this is for the family to be contacted weekly by a member of the safeguarding team and to be asked if there is any further support the school can offer.

If these children will not be attending school, we will put a contact plan in place, as explained in section 10.1 below.

10. Safeguarding for children not attending school

10.1 Contact plans

We have contact plans for children with a social worker and children who we have safeguarding concerns about, for circumstances where:

- They won't be attending school (for example where the school, parent/carer and social worker, if relevant, have decided together that this wouldn't be in the child's best interests); or
- They would usually attend but have to self-isolate

These plans set out:

- How often the school will make contact
- Which staff member(s) will make contact

- How they will make contact
- Any further support needed for the child/family

We have agreed these plans with children's social care where relevant, and will review them on a weekly basis during a zoom meeting with the DSL and DDSL

If we can't make contact, we will contact the named external worker/agency working with the family and, if this is not appropriate/the situation is more urgent, will liaise directly with the Safeguarding Children's Board.

10.2 Safeguarding all children

Staff and volunteers are aware that this difficult time potentially puts all children at greater risk.

Staff and volunteers will continue to be alert to any signs of abuse, or effects on pupils' mental health that are also safeguarding concerns, and act on concerns immediately. In particular, children are likely to be spending more time online (see section 11 below).

11. Online safety

11.1 In school

We will continue to have appropriate filtering and monitoring systems in place in school.

If IT staff are unavailable, our contingency plan is for staff to contact these members of staff (in this order):

- DSL- Liam Colclough (l.colclough@st-tc.co.uk)
- Online Safety co-ordinator (Jo Robinson) (j.robinson@st-tc.co.uk)
- DDSL- Anne Wileman (a.wileman@st-tc.co.uk)

11.2 Outside school

Where staff are interacting with children online, they will continue to follow our existing staff behaviour policy/code of conduct/IT acceptable use policy.

Further information shared with staff about interacting and maintaining professional conduct online is done through a weekly staff briefing shared via e-mail which also includes a safeguarding section with key updates and areas of awareness.

Staff will continue to be alert to signs that a child may be at risk of harm online, and act on any concerns immediately, following our reporting procedures as set out in section 3 of this addendum.

We will make sure children know how to report any concerns they have back to our school, and signpost them to other sources of support too.

11.3 Working with parents and carers

We will make sure parents and carers:

- Are aware of the potential risks to children online and the importance of staying safe online
- Know what our school is asking children to do online, including what sites they will be using and who they will be interacting with from our school
- Are aware that they should only use reputable online companies or tutors if they wish to supplement the remote teaching and resources our school provides
- Know where else they can go for support to keep their children safe online

12. Mental health

Where possible, we will continue to offer our current support for pupil mental health for all pupils. Pupils and families who have been noted as concerns with regards mental health and wellbeing will be in receipt of weekly 'check in' phone calls from a member of the safeguarding team and if any members of staff become concerned with any other pupils or families, they will immediately alert the safeguarding team.

We will also signpost all pupils, parents and staff to other resources to support good mental health at this time.

When setting expectations for pupils learning remotely and not attending school, teachers will bear in mind the potential impact of the current situation on both children's and adults' mental health.

13. Staff recruitment, training and induction

13.1 Recruiting new staff and volunteers

We continue to recognise the importance of robust safer recruitment procedures, so that adults and volunteers who work in our school are safe to work with children.

We will continue to follow our safer recruitment procedures, and part 3 of Keeping Children Safe in Education.

In urgent cases, when validating proof of identity documents to apply for a DBS check, we will initially accept verification of scanned documents via online video link, rather than being in physical possession of the original documents. This approach is in line with revised guidance from the DBS.

New staff must still present the original documents when they first attend work at our school.

We will continue to do our usual checks on new volunteers, and do risk assessments to decide whether volunteers who aren't in regulated activity should have an enhanced DBS check, in accordance with paragraphs 167-172 of Keeping Children Safe in Education.

13.2 Staff 'on loan' from other schools

We will assess the risks of staff 'on loan' working in our school, and seek assurance from the 'loaning' school that staff have had the appropriate checks. These will be carried out by the safeguarding team from the school in receipt of the staff.

We will also use the DBS Update Service, where these staff have signed up to it, to check for any new information.

13.3 Safeguarding induction and training

We will make sure staff and volunteers are aware of changes to our procedures and local arrangements.

New staff and volunteers will continue to receive:

- A safeguarding induction
- A copy of our children protection policy (and this addendum)
- Keeping Children Safe in Education part 1

We will decide on a case-by-case basis what level of safeguarding induction staff 'on loan' need. In most cases, this will be:

- A copy of our child protection policy and this addendum
- Confirmation of local processes
- Confirmation of DSL arrangements

13.4 Keeping records of who's on site

We will keep a record of which staff and volunteers are on site each day, and that appropriate checks have been carried out for them.

We will continue to keep our single central record up to date and this will also be reflected in the Emergency Childcare Provision Rota.

We will use the single central record to log:

- Everyone working or volunteering in our school each day, including staff 'on loan'
- Details of any risk assessments carried out on staff and volunteers on loan from elsewhere

14. Children attending other settings

Where children are temporarily required to attend another setting, we will make sure the receiving school is provided with any relevant welfare and child protection information.

Wherever possible, our DSL (or deputy) and/or special educational needs co-ordinator (SENCO) will share, as applicable:

- The reason(s) why the child is considered vulnerable and any arrangements in place to support them
- The child's EHC plan, child in need plan, child protection plan or personal education plan
- Details of the child's social worker
- Details of the virtual school head

Where the DSL, deputy or SENCO can't share this information, the senior leader(s) identified in section 4 will do this.

We will share this information before the child arrives as far as is possible, and otherwise as soon as possible afterwards.

15. Monitoring arrangements

This policy will be reviewed monthly by the Executive Headteacher, DSL, Chair of Governors and Safeguarding Link Governor. This will be done remotely.

16. Links with other policies

This policy links to the following policies and procedures:

- Safeguarding Policy
- Staff Handbook
- IT acceptable use policy
- Health and safety policy
- Online safety policy

Safeguarding concerns - flow chart for education settings

Someone raises concerns about a child or young person at your setting:

- Concerns passed on **verbally** to the DSL/D (in person or by phone) straight away
- Concerns **then** written down & given to the DSL/D to keep as a record in the safeguarding file

DSL/D should collect information by:

- Reviewing the child or young person's safeguarding file
- Contact involved practitioners to discuss

These checks are important but should not delay the referral of a child or young person under 18 years old who is suffering or likely to suffer significant harm

Is the child or young person **suffering or likely to suffer significant harm?**

YES...

Discuss with parents/carers?

- You do not need consent to refer to Children's Social Care but it is preferable
- You should inform parents/carers of your concerns & that you are making referral
- You do not need to discuss the referral with parents/carers if you think it will place a child, parent/carer or worker at further risk
- If you cannot contact parents/carers **DO NOT WAIT** to make a referral as this may increase the risk

- Talk immediately to the child's social worker if one is already involved
- If no allocated social worker, refer concerns immediately to **Sheffield Safeguarding Hub, tel. 2734855**
- Within 24 hours securely send a completed **Multi-Agency Confirmation Form (MACF)**

Not sure...

Consult **Thresholds of Need Guidance (SCC)** at:
www.safeguardingsheffieldchildren.org/sscb
 in the 'Information for Professionals' section

and/or:

Seek advice from **MAST, tel. 2037485**

and/or:

Discuss with a Social Worker for Prevention & Intervention (SWPI) at the **Safeguarding Children Advisory Service, tel. 2053535**

If EHG Meeting identifies more complex needs or no positive outcome at level 3, case will 'step up' to level 4

Early Help Assessment level 4:

- Family need multi-agency, intensive support
- Complete FCAF with parents/carers & involved practitioners
- Send FCAF securely to MAST for consideration at the **Multi Agency Complex Case Panel (MACCP)**

NO but need support...

- Discuss support needs with parents/carers
- Explain EHA (Early Help Assessment) process & seek agreement for parent/carer involvement

Early Help Assessment:

- Family needs support from an agency other than school (level 3)
- Complete EHA part 1
- Send to MAST for discussion at weekly EH Gateway Meeting to co-ordinate support

Annex 1

Temporary Policy Addendum:

COVID-19 school closure arrangements for Safeguarding and Child Protection at St Thomas of Canterbury School

This Policy addendum is effective from 8th March 2021

School Name: St Thomas of Canterbury School
Policy owner: St Thomas of Canterbury School
Date: 8th March 2021
Date shared with staff: 18th March 2021
Approved by the Trust Board: TBC

Context

On Monday 22nd February 2021, The Prime Minister announced the government's roadmap to cautiously ease lockdown restrictions in England. This included a direction that from 8 March 2021, all pupils should attend school.

St Thomas of Canterbury School will continue to have regard to the statutory safeguarding guidance keeping children safe in education (as amended, Jan 2021).¹

We will ensure that where we care for children on site, we have appropriate support in place for them.

We will take advice and work with the local safeguarding partners.

We will refer to the Government guidance for education and childcare settings on how to implement social distancing and continue to follow the advice from Public Health England on handwashing and other measures to limit the risk of spread of coronavirus.

This addendum of the St Thomas of Canterbury School Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

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Vulnerable children	3
Attendance monitoring	4
Reporting a concern	5
Safeguarding Training and induction	5
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Volunteers	6
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Supporting children not in school as they are following clinical or public health advice related to coronavirus (COVID-19)	7
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Elective Home Education (EHE)	8
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Support from the Multi-Academy Trust	9

1

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/954314/Keeping_children_safe_in_education_2020_-_Update_-_January_2021.pdf

Key contacts

Remain as per the School Safeguarding Policy.

Vulnerable children

Vulnerable children and young people include those who:

- are assessed as being in need under section 17 of the Children Act 1989², including children and young people who have a child in need plan, a child protection plan or who are a looked-after child;
- have an education, health and care (EHC) plan;
- have been identified as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who could therefore benefit from continued full-time attendance, this might include:
 - children and young people on the edge of receiving support from children's social care services or in the process of being referred to children's services
 - adopted children or children on a special guardianship order
 - those at risk of becoming NEET ('not in employment, education or training')
 - those living in temporary accommodation
 - those who are young carers
 - those who may have difficulty engaging with remote education at home (for example due to a lack of devices or quiet space to study)
 - care leavers
 - others at the provider and local authority's discretion including pupils and students who need to attend to receive support or manage risks to their mental health.

St Thomas of Canterbury School will continue to work with and support children's social workers to help protect vulnerable children. This includes working with and supporting children's social workers and the local authority virtual school head (VSH) for looked-after and previously looked-after children. The lead person for this will be: Nicola Hutchings

In circumstances where a parent is hesitant about or does not want to bring their child to an education setting, and their child is considered vulnerable, the social worker and St Thomas of Canterbury School will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting COVID19, St Thomas of Canterbury School or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

² <https://www.legislation.gov.uk/ukpga/1989/41/section/17>

St Thomas of Canterbury School will encourage all pupils to attend a school.

Attendance monitoring

We expect all pupils to attend school.

Parents or carers are expected to contact the school on the first day of the illness and inform us of the reason for absence so that the correct attendance codes can be used in every case of absence. We expect parents or carers to make contact to make us aware of the status of any COVID-19 tests that have become necessary and to update the school on the welfare of the pupil.

From 8th March 2021, we will record attendance in accordance with the Education (Pupil Registration) (England) Regulations 2006 (as amended)³ for all pupils.

A small number of pupils will still be unable to attend in line with public health advice to self-isolate because they:

- have symptoms or have had a positive test result
- live with someone who has symptoms or has tested positive and are a household contact
- are a close contact of someone who has coronavirus (COVID-19)

The advice for pupils who have been confirmed as clinically extremely vulnerable is to shield and stay at home as much as possible until further notice. They are advised not to attend school while shielding advice applies nationally.

For children self-isolating or quarantining or shielding – we will use code X.

In compliance with the Remote Education, Temporary Continuity Direction⁴ will provide remote education to pupils who are unable to attend school because they are complying with government guidance or legislation around coronavirus (COVID-19).

Also, we will offer pastoral support to pupils who are:

- self-isolating
- shielding
- vulnerable (and off-school)

The Department for Education expects schools to grant applications for leave in exceptional circumstances. This should be recorded as code C (leave of absence authorised by the school) unless another authorised absence code is more applicable.

³ <https://www.legislation.gov.uk/ukxi/2006/1751/contents/made>

⁴ https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/923539/Remote_Education_Temporary_Continuity_Direction_-_Explanatory_Note.pdf

Where pupils are not able to attend school, as they are following clinical or public health advice related to coronavirus (COVID-19), the absence will not be penalised.

Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding Policy, this includes making a report via CPOMS, which can be done remotely.

Staff are reminded of the need to report any concern immediately and without delay.

Where staff are concerned about an adult working with children in the school, they should use a yellow form to report the concern to the headteacher.

Safeguarding Training and induction

All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2020). The DSL will communicate with staff any new local arrangements, so they know what to do if they are worried about a child.

Where new staff are recruited, or new volunteers enter St Thomas of Canterbury School, they will continue to be provided with a safeguarding induction.

For movement within the Trust, schools should seek assurance from the Multi-Academy Trust (MAT) HR Manager that the member of staff has received appropriate safeguarding training.

Upon arrival, they will be given a copy of the receiving setting's child protection policy, confirmation of local processes and confirmation of DSL arrangements.

Safer recruitment/volunteers and movement of staff

When recruiting new staff St Thomas of Canterbury School will continue to follow the relevant safer recruitment processes for their setting, including, as appropriate, relevant sections in part 3 of Keeping Children Safe in Education (2020) (as amended, Jan 2021).

Where St Thomas of Canterbury School are utilising volunteers for the purpose of testing, we will continue to follow the checking and risk assessment process as set out in paragraphs 167 to 172 of KCSIE.

Under no circumstances will a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.⁵

Volunteers

St Thomas of Canterbury School will use volunteers to assist in handing out and securing COVID-19 test kits to students and staff members. Other duties may be required such as building test kits, cleaning down areas and directing people.

Under no circumstances will a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

Volunteers who, on an unsupervised basis provide personal care on a one-off basis in St Thomas of Canterbury School will be in regulated activity. This means that if a volunteer is administering a COVID-19 test whilst un-supervised, they will be in regulated activity and therefore require an Enhanced DBS with Barred List check.

Existing volunteers in regulated activity do not have to be re-checked if they have already had a DBS check (which includes barred list information).

Supervision must be:

- by a person who is in regulated activity.
- regular and day to day; and
- reasonable in all the circumstances to ensure the protection of children.

In appointing volunteers, the school will continue to follow safer recruitment processes.

Children and online safety away from school and college

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the Child Protection Policy and where appropriate referrals should still be made to children's social care and as required, the police.

Online teaching should follow the same principles as set out in the MAT code of conduct.

St Thomas of Canterbury School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

⁵ Paragraph 183. Keeping Children Safe in Education (2020) (as amended, Jan 2021)
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/954314/Keeping_children_safe_in_education_2020_-_Update_-_January_2021.pdf

Below are some things to consider if there are virtual lessons, especially where webcams are involved:

- No 1:1s, groups only
- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred.
- The live class should be recorded so that if any issues were to arise, the video can be reviewed.
- Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms specified by senior managers and approved by our IT network manager / provider to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held.

Supporting children not in school as they are following clinical or public health advice related to coronavirus (COVID-19)

St Thomas of Canterbury School is committed to ensuring the safety and wellbeing of all its Children and Young people.

Where the DSL has identified a child to be on the edge of social care support, or who would normally receive pastoral-type support in school, they should ensure that a robust communication plan is in place for that child or young person.

Details of this plan must be recorded on CPOMS, as should a record of contact have made.

The communication plans can include remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded.

St Thomas of Canterbury School and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan.

This plan must be reviewed regularly and where concerns arise, the DSL will consider any referrals as appropriate.

St Thomas of Canterbury recognises that school is a protective factor for children and young people, and the current circumstances, can affect the mental health of pupils and their parents/carers.

Teachers at St Thomas of Canterbury need to be aware of this in setting expectations of pupils' work where they are at home.

Supporting children in school

St Thomas of Canterbury School is committed to ensuring the safety and wellbeing of all its students.

St Thomas of Canterbury School will continue to be a safe space for all children to attend and flourish.

St Thomas of Canterbury School will refer to the Government guidance for education and childcare settings on how to implement social distancing⁶ and continue to follow the advice from Public Health England on handwashing and other measures to limit the risk of spread of COVID-19.

St Thomas of Canterbury will ensure that where we care for children of critical workers and vulnerable children on site, we ensure appropriate support is in place for them. This will be bespoke to each child and recorded on CPOMS.

St Thomas of Canterbury will ensure that appropriate support is offered to all students with respect to their mental health.

Elective Home Education (EHE)

St Thomas of Canterbury will encourage parents to send their children to school, particularly those who are vulnerable.

Where an application is made, St Thomas of Canterbury will consider whether a parent's decision to educate at home gives greater cause for concern compared to remaining in school.

Where we feel that there is additional cause for concern the designated safeguarding lead will then consider making a referral to the local authority in line with existing procedures. This will happen as soon as St Thomas of Canterbury becomes aware of a parent's intention, or decision, to home educate.

St Thomas of Canterbury School will work with local authorities and, where possible, coordinate meetings with parents to seek to ensure EHE is being provided in the best interests of the child.

If a parent wants to admit their child to St Thomas of Canterbury School we will follow our normal processes for in-year admissions applications.

⁶https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf

Contingency planning

St Thomas of Canterbury will ensure that for individuals or groups of self-isolating pupils and pupils who are shielding, we follow government guidance related to coronavirus (COVID-19), remote education plans.

St Thomas of Canterbury will continue to operate as normally as possible. In the event that restrictions in schools are needed to help contain the spread of the virus, we will refer to the contingency framework⁷, which has been updated and outlines how schools should operate in the event of any restrictions.

Support from the Multi-Academy Trust

The Multi-Academy Trust (MAT) Safeguarding Directorate will provide support and guidance as appropriate to enable the DSL to carry out their role effectively.

This includes, remotely accessing Child Protection files for the purpose of quality assurance, support, guidance and direction.

The Director of Safeguarding will ensure that as children return try to give designated safeguarding leads and their deputies more time to:

- support staff and pupils with new safeguarding and welfare concerns
- handle referrals to children's social care and other agencies where appropriate

⁷ <https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings/contingency-framework-education-and-childcare-settings-excluding-universities>