



Safeguarding and Child Protection Policy Appendix

<i>Review date</i>	September 2026
<i>Reviewed by</i>	Mrs E. Goy
<i>Next review date</i>	August 2027

• EMPOWERING CHILDREN AND SCHOOLS •



Designated Safeguarding Lead (DSL)	Mrs Emma Goy
Deputy Designated Safeguarding Lead (DDSL)	Mrs Sharon Wilson Mrs Catherine Attard
Designated Teacher	Mrs Catherine Attard

Confidentiality

Staff are trained and understand that information required to ensure the safety of children should be shared with the DSL. The DSL will determine which further parties need the information. Data is stored securely on the school safeguarding system, CPOMS.

Recognising abuse and taking action

Staff and volunteers are trained to recognise signs of abuse. Training takes place annually for all staff as well as weekly training updates. Annual training consists of online training through the national college, face-to face with DSL and reading KCSIE part 1. Volunteers are trained on an annual basis. Statutory documents are stored on the intranet for use by staff.

All staff know to report concerns to the DSL. This is done verbally to ensure a timely response. Staff will log any concerns on CPOMS, our safeguarding system. Volunteers will be asked to write down details of a concern after reporting, and this is uploaded to the online system.

The DSL will work with school staff and families in the first instance if early help is required at tier 2 and referrals for support can be made including liaising with the local authority early help/family team.

If a child is suffering or likely to suffer harm, or in immediate danger

The DSL will make referrals to social care, the police, supporting families/family help and other agencies as necessary. Referrals to social care and family help are made via the city [online portal](#). Cases of physical harm are dual reported by the DSL to police and social care. The DSL will ensure parents/carers are informed where this is not thought to pose additional risk to the child. The DSL will ensure that these referrals are followed up.

In cases of immediate danger referrals would be made via telephone call and written to [CSPOC](#) and police as needed.

Cases of suspected FGM should be reported to the DSL as with any other concern.

Should a **teacher** be informed or see signs to make them believe FGM to have been carried out then as well as speaking to the DSL they will report this to the police personally.

Early help (family help) assessments

The DSL or assigned deputy will lead on inter-agency approach

Child-on-child abuse

Incidents are reported to the DSL and recorded on CPOMS. Referrals made as needed and school behaviour policy applied. Both victim and alleged perpetrator are supported pastorally.

Sharing of nudes and semi-nudes ('sexting')

The DSL may take the decision to report to the police.

Reporting systems for our pupils

Children and pupils are taught that they can speak to adults about their concerns. Where we are aware of challenging situations or difficulties pupils will have regular contact with an adult who will check-in with them. Due to the age of our pupils, verbal communication is the appropriate method for most. Within class children are encouraged to speak with their adults. Older children may also choose to access learning mentor support more independently. Weekly PSHE lessons teach children about safe people to ask for help.

Online safety and the use of mobile technology

Children are not permitted to have mobile phones with them in school. Older children who may bring a phone for exceptional circumstances such as travel must hand it to the class teacher for storing. Mobile phones are not to be used on the school site, including the playground at the end of the day. If a child is found to have a mobile phone their parent will be asked to collect the phone from the school office. If rules are not followed the school may say that a phone cannot be brought in at all.

AI

Parties involved will be educated and supported as appropriate.

Origins of the AI produced material will be located and if needed school systems and process addressed. Parents and carers will be involved in the process. There is a possibility for referral to social care or police.

Pupils with SEND and other vulnerabilities

We recognise that pupils with SEND can be more vulnerable. They may find it more difficult to share their concerns and could be more vulnerable to abuse from peers. We work together as an inclusion team to protect these pupils. The DSL and SENCO work together alongside support staff and the pastoral team to ensure children get the correct support.

Looked-after and previously looked-after children

Children who have been or are currently in care can also be more vulnerable – the SENCO is the designated teacher and works with social workers and families.

Pupils who are lesbian, gay or bisexual

Pastoral support would be offered to children via our learning mentor, counsellor or appropriate referral.

Allegations against a member of staff

The DSL (Headteacher) leads training and an open culture amongst staff. Staff are trained (and posters around the school reiterate) that staff should refer any concerns including low-level concerns to the headteacher. In the case of concerns about the headteacher they should refer to CEO/Trust DSL Mr Stickley.

Non-collection of children

If children are not collected from school, the school office will attempt to contact parents and other named contacts. Following this they will go to the after-school club (which incurs a fee) and attempts will continue to reach all contacts. Incidents will be logged on our safeguarding system and if this is repeated a referral will be made to social care.

If contact is not made, the school will contact social care.

Missing pupils

If a pupil is missing parents/carers will be contacted and incidents recorded. DSL will be informed. Referrals will be made to social care/police if necessary.

Record Keeping

All Child Protection Records are stored on CPOMS, our online Safeguarding recording platform. These records are transferred when a child moves to another setting. If the new setting uses CPOMS then files are electronically moved. When this is not possible, files are printed and hand delivered or sent by recorded delivery if there is a long distance to the new setting. We request safeguarding information from children's previous settings whether that be nursery or when transferring from another school.

Other adults working with children in our school

Sports coaches, music teachers etc will all undertake safeguarding training within school or provide proof of current training from their own professional body/employer. They will provide evidence of DBS.

All adults working with our children will be aware of the named DSL and how to contact them with a concern.

