



Brookburn Primary School

Safeguarding and Child Protection Policy

Aims

At Brookburn Primary School, the safeguarding of children is of prime importance and is the first consideration when making decisions regarding children's welfare. We believe that all adults have a responsibility to keep the children at our school safe. The following policy outlines systems, procedures and training that will ensure staff at Brookburn is consistent and rigorous when ensuring the safety and well-being of all children. The school is committed to safeguarding and encourages all staff and pupils to operate a culture of vigilance at all times.

1. Introduction

- 1.1 This policy has been developed to ensure that all adults in Brookburn Primary School are working together to safeguard and promote the welfare of children and young people. This policy was been reviewed by the the headteacher and DSLs in September 2018 in light of the changes in legislation added to 'Keeping Children Safe in Education' and 'Working Together to Safeguard Children' 2018. It will be ratified by the Academy Council and Standards Trust board of LINK Learning Trust (the Multi Academy Trust that Brookburn is a partner school of) in November 2018.
- 1.2 This policy describes the management systems and arrangements in place to create and maintain a safe learning environment for all our children, young people and staff. It identifies actions that should be taken to redress any concerns about child safety and welfare including protecting pupils and staff from extremist views, vocal or active, which are opposed to fundamental British values. All opinions or behaviours which are contrary to these fundamental values and the ethos of the school will be vigorously challenged.
- 1.3 The Headteacher or, in their absence, the authorised member of senior staff Janette Jones, has the ultimate responsibility for safeguarding and promoting the welfare of children and young people.
- 1.4 Safeguarding and promoting the welfare of children and young people goes beyond implementing basic child protection procedures. It is an integral part of all activities, functions, culture and ethos of Brookburn Primary School. This policy complements and supports other relevant school and Local Authority policies (listed in Appendix A).

Brookburn Community Primary School: Safeguarding and Child Protection Policy

Reviewed by headteacher and DSLs:

Sept 2018

Due to be Ratified: Nov 2018

1.5 Under the Education Act 2002 schools have a duty to safeguard and promote the welfare of their pupils and, in accordance with guidance set out in 'Working Together to Safeguard Children', September 2018 and 'Keeping Children Safe in Education 2018', school will work in partnership with other organisations where appropriate, to identify any concerns about child welfare and take action to address them.

2. ETHOS

2.1 Brookburn Primary School aims to create and maintain a safe learning environment where all children and adults feel safe, secure and valued and know they will be listened to and taken seriously. Our school is committed to the principles outlined in 'Working Together to Safeguard Children 2018' and implements policies, practices and procedures which promote safeguarding and the emotional and physical well being of children, young people and staff.

2.2 The school is committed to supporting the delivery of effective early help through multi-agency working, a consistent application of the thresholds and the use of a single agency assessment. The Manchester Common Assessment Framework (CAF) is embedded into everyday practice and procedures when responding to children's needs and signposts children and families to appropriate preventative services. The children have access to appropriate curriculum opportunities, including emotional health and well being, to support the development of the skills needed to help them stay safe and healthy, develop their self-esteem and understand the responsibilities of adult life, particularly in regard to child care and parenting skills.

2.3 Access to cross-curricular activities will provide opportunities to develop self-esteem and self motivation and to help pupils respect the rights of others, particularly those groups who may be considered a minority.

2.4 Brookburn Primary School will exercise diligence and prevent any organisation or speaker from using the schools facilities to disseminate extremist views or radicalise pupils and staff.

3. THE CURRICULUM

3.1 All children have access to an appropriate curriculum which is broad and balanced and differentiated to meet their needs. This enables them to learn to develop the necessary skills to build self-esteem, respect others, defend those in need, resolve conflict without resorting to violence, question and challenge and to make informed choices in later life.

3.2 Children and young people are encouraged to express and discuss their ideas, thoughts and feelings through a variety of activities and have access to a range of cultural opportunities which promote the fundamental British values of tolerance, respect, understanding and empathy for others. There is access to a range of extra curricular activities, information and materials from a diversity of sources which not only promotes these values but supports the social, spiritual, moral well-being and physical and mental health of the pupils.

3.3 Personal Health and Social Education, Citizenship and Religious Knowledge lessons will provide opportunities for children and young people to discuss and debate a range of subjects including

Brookburn Community Primary School: Safeguarding and Child Protection Policy

Reviewed by headteacher and DSLs:

Sept 2018

Due to be Ratified: Nov 2018

lifestyles, forced marriage, family patterns, religious beliefs and practices and human rights issues.

3.4 Brookburn Primary School takes account of the latest advice and guidance provided to help address specific vulnerabilities and forms of exploitation eg CSE, Sexual Violence and harassment, Radicalisation and Extremism, Forced Marriage as outlined in 'Keeping Children Safe in Education 2018'. Support from a variety of organisations such as fgmhelp@nspcc.org.uk will be looked for.

3.5 All pupils will know that there are adults in the school whom they can approach in confidence if they are in difficulty or feeling worried and that their concerns will be taken seriously and treated with respect.

4. ATTENDANCE & EXCLUSIONS

4.1 Brookburn Primary School views attendance as a safeguarding issue and in accordance with the school's Attendance Policy, absences are rigorously pursued and recorded. The school, in partnership with the appropriate agencies, takes action to pursue and address all unauthorised absences in order to safeguard the welfare of children and young people in its care.

4.2 The Attendance Policy identifies how individual cases are managed and how we work proactively with parents/carers to ensure that they understand why attendance is important. In certain cases this may form part of a Manchester Common Assessment Framework (MCAF) or a Parenting Contract.

4.3 We implement the statutory requirements in terms of monitoring and reporting children missing education (CME) and off-rolling and understand how important this practice is in safeguarding children and young people.

4.4 The school will only place young people in alternative educational provision which is a registered provider and has been quality assured. Young people who require access to alternative provision will have a personalised learning plan designed to meet their needs. Their attendance will be monitored by Brookburn Primary School.

4.5 The designated person will be informed when a fixed term or permanent exclusion is being discussed and any safeguarding issues will be considered. Where it is felt that a child or young person is likely to be permanently excluded, a multi-agency assessment will be instigated to ensure that there is improved understanding of the needs of the young person and their family and that the key agencies are involved.

5. KEEPING RECORDS

5.1 Brookburn Primary School will keep and maintain up to date information on children on the school roll including where and with whom the child is living, attainment, attendance, referrals to and support from other agencies. The school record will also include a chronology of any other significant event in a child's life. All safeguarding incidents are recorded on CPOMS.

6 ROLES AND RESPONSIBILITIES

6.1 The Headteacher of Brookburn Primary School will ensure that:

- The policies and procedures adopted by LINK Learning Trust and Brookburn Academy Council to safeguard and promote the welfare of pupils are fully implemented and followed by all staff including volunteers.
- Safe recruitment and selection of staff and volunteers is practiced.
- A Designated Senior Member of staff for safeguarding and child protection is identified and receives appropriate on-going training, support and supervision.
- Sufficient time and resources are made available to enable the designated member of staff to discharge their responsibilities, including attending inter-agency meetings, contributing to the assessment of children and young people, supporting colleagues and delivering training as appropriate.
- All staff and volunteers receive an induction where policies are shared, and in addition, appropriate training which is regularly updated every 3 years. (Appendix D)
- All temporary staff and volunteers are made aware of the school's safeguarding policy and arrangements.
- All staff and volunteers feel safe about raising concerns about poor or unsafe practice in regard to the safeguarding and welfare of the children and young people and such concerns will be addressed sensitively and effectively.
- Parents/carers are aware of and have an understanding of the school's responsibilities to promote the safety and welfare of its pupils by making its obligations clear in the school/setting prospectus.
- Ensure that the Safeguarding and Child Protection policy is available on the school's website.
- Ensure that the school co-operates with appropriate agencies and risk based approaches to ensure young people are safeguarded against any potential grooming activities which may attempt to draw them into harmful activities eg CSE, Sexual violence and harassment and radicalization and extremism.

6.2 The Academy Council and LINK Learning Trust of the school will ensure that:

- A member of the Academy Council and LINK Learning Trust is identified as the designated governor for Safeguarding and Child Protection and receives appropriate training. The identified trustee and councillor will provide the Academy Council and Trust Board with appropriate information about safeguarding and will liaise with the designated member of staff. The designated trustee and councillor will ensure the school fulfils its duties as set out in the Governors Handbook, DfE, 2018, and LINK Learning Trust scheme of delegation and code of conduct.
- A senior member of the school's leadership team is designated to take lead responsibility for safeguarding and child protection within the school.
- The school's safeguarding and child protection policy is reviewed annually and updated and the school complies with local safeguarding procedures.
- The school operates safe recruitment and selection practices including appropriate use of references and DBS checks on new staff, volunteers and regular visitors and maintains a comprehensive Single Central Record of checks.

- The school follows Manchester LA procedures for dealing with allegations of abuse against members of staff and volunteers and these are in line with 'Keeping Children Safe in Education 2018' www.manchesterscb.org.uk
- All staff, including temporary staff, and volunteers who have regular contact with children and young people receive appropriate training and information about the school's safeguarding processes as part of induction and refresher training every 3 years.
- Ensure that the school co-operates with appropriate agencies and risk based approaches to ensure young people are safeguarded against any potential grooming activities which may attempt to draw them into harmful activities eg CSE, Sexual violence and harassment and radicalization and extremism.

6.3 The Designated Senior Leaders of Staff for Safeguarding and Child Protection are Schelene Ferris and Emily Henderson and have a specific responsibility for championing the importance of safeguarding and promoting the welfare of children and young people registered in the school. The school also has a DSL for their before and after school club – Dolphins- Natalie Mason. The Designated Person will:

- Act as the first point of contact with regards to all safeguarding matters.
- Attend up-dated training every two years. (includes web based and face-to-face training - see Appendix D)
- Provide relevant information to the LA on how the school carries out its safeguarding duties.
- Provide support and training for staff and volunteers and make sure the school receive Manchester Safeguarding Children Board approved refresher training every three years.
- Ensure that the schools actions are in line with the MCSB Safeguarding Inter-Agency Procedures. www.manchesterscb.org.uk
- Support staff to make effective referrals to the Children and Families Services and any other agencies where there are concerns about the welfare of a child.
- Keep copies of all referrals to Children and Families Services and any other agencies related to safeguarding children in a locked cabinet in the main school office and ensure CPOMS is regularly updated with reports of incidents..
- Ensure that all staff and volunteers receive information on safeguarding policies and procedures from the point of induction.
- Ensure that any staff with specific responsibility for safeguarding children receive the appropriate training to undertake this role.
- Manage and keep secure the school's safeguarding records on CPOMS.
- Ensure that all staff and volunteers understand and are aware of the school's reporting and recording procedures and are clear about what to do if they have a concern about a child.
- Liaise with the Headteacher about any safeguarding issues.
- Ensure that the Safeguarding and Child Protection Policy is regularly reviewed and up-dated.
- Keep up to date with changes in local policy and procedures and are aware of any guidance issued by the DfE concerning Safeguarding.
- Send a pupil's child protection or safeguarding file separately from the main file to a new establishment if a pupil leaves the school, ensuring secure transit, GDPR compliance and confirmation of receipt. Keep a copy of the file whilst the child or its siblings attends Brookburn school.

7. SAFE RECRUITMENT AND SELECTION OF STAFF

7.1 The school's recruitment and selection policies and processes adhere to the DfE guidance 'Keeping Children Safe in Education 2018'. For most appointments an enhanced DBS certificate which includes barred information will be required.

7.2 The headteacher and governing body will ensure that all staff and volunteers in supplementary schools using the mainstream school site will have been vetted and checked (will not apply for all schools and settings).

8. WORKING WITH OTHER AGENCIES

8.1 Brookburn Primary School has developed effective links with other relevant agencies, for example, the Local Authority, Children's Social Care, Channel, GMP, NHS and the MSCB and co-operates as required with any enquiries regarding child protection issues. The school will notify the District Team if:

- A child subject to a child protection plan is about to be permanently excluded.
- There is an unexplained absence of a pupil who is subject to a child protection of more than two days from school.
- It has been agreed, as part of any child protection plan or core group plan.

9. CONFIDENTIALITY AND INFORMATION SHARING

9.1 Staff ensure that confidentiality protocols are followed and information is shared appropriately. The Headteacher or Designated Member of Staff discloses any information about a pupil to other members of staff on a need to know basis only and via CPOMS.

9.2 All staff and volunteers must understand that they have a professional responsibility to share information with other agencies in order to safeguard children. All staff and volunteers must be clear with children that they cannot promise to keep secrets.

10 TRAINING FOR STAFF AND VOLUNTEERS (Appendix D)

10.1 All staff should be made aware of the school's safeguarding systems as part of their induction.

10.2 All staff should receive appropriate child protection training which includes the following:

- Basic information about the school's safeguarding policies and procedures, □ signs and symptoms of abuse (emotional and physical),
- indicators of vulnerability to radicalisation, extremism or FGM, Honour-based violence.
- Their statutory duty to report disclosures of FGM about a female under 18 to the police.
- Signs and symptoms of CSE, including the most recent statutory definition as detailed in February 2017.
- how to manage a disclosure from a child as well as when and how to record a concern about the welfare of a child.

10.3 In accordance with 'Keeping children safe in education 2015' all staff will receive training at induction. The Designated Person for Safeguarding will receive refresher training every two years. All staff will receive appropriate child protection training which is updated annually. (Appendix D)

10.4 All staff will be supported to recognise warning signs and symptoms in relation to specific safeguarding issues and will receive training or briefings on for example, Guns and Gangs, Forced Marriage, Honour based violence, Female Genital Mutilation, Domestic Abuse, Child Sexual Exploitation, Trafficking and Preventing Violent Extremism through the Wrap 3 programme (not all examples will be relevant to all schools or settings).

11 RECORDING AND REPORTING CONCERNS

11.1 All staff, volunteers and visitors have a responsibility to report any concerns about the welfare and safety of a child and all such concerns must be taken seriously (Appendix B). If a concern arises all staff, volunteers and visitors must:

- Speak to the Designated Person or the person who acts in their absence
- Agree with this person what action should be taken, by whom and when it will be reviewed
- Record the concern using the school's safeguarding recording system, CPOMs or written forms both the masters in the main file and electronically as detailed in Appendix E.

11.2 Where the concern involves abuse or misconduct by another adult in school, it must be reported only to the Headteacher and not to any other Designated Safeguarding Lead. In the absence of the Headteacher, then the Deputy Head, is the person to speak to. If the concern involves the Headteacher then it should be reported to the Chair of the Academy Council or via procedures set out in the school's Whistle blowing policy..

12 INFORMING PARENTS/CARERS

12.1 Our approach to working with parents/carers is one of transparency and honesty and our responsibility is to safeguard and promote the welfare of all the children in our care. We aim to do this in partnership with our parents/carers. In most cases parents and carers will be informed when concerns are raised about the safety and welfare of their child. Parents and carers should be given the opportunity to address any concerns raised.

12.2 Parents and carers will be informed if a referral is to be made to the Children's Social Care Service or any other agency.

12.3 Parents/carers will not be informed if it is believed that by doing so would put the child at risk. In such cases the Designated Person or Headteacher will seek advice from Children's Social Care.

13. DOMESTIC ABUSE

13.1 The school is aware that children and young people's development, as well as their social and emotional resilience, is affected by many factors including exposure to domestic abuse within the family situation and is a safeguarding issue.

Brookburn Community Primary School: Safeguarding and Child Protection Policy

Reviewed by headteacher and DSLs:

Sept 2018

Due to be Ratified: Nov 2018

13.2 Children and young people react to domestic abuse in similar ways to other types of abuse and trauma.

13.3. Information about Domestic Abuse and its effect upon children and young people will be incorporated into staff Safeguarding and Child Protection training and briefings and the school's Safeguarding and Child Protection's Policies and Procedures will be used to protect children and young people exposed to, and at risk from, domestic abuse.

13.4 Any child or young person thought to be at immediate risk will be reported without delay to the police service as a 999 emergency and the Manchester Children's Service contact Centre will be contacted as soon as possible.

14. FORCED MARRIAGE

14.1 Forced Marriage became a criminal offence in June 2014. It is a form of child, adult and domestic abuse and, in line with statutory guidance, is treated as such by this school. The school is sensitive to differing family patterns and lifestyles and child-rearing patterns that vary across different racial, ethnic and cultural groups. Child abuse cannot be condoned for religious or cultural reasons.

14.2 Information about Forced Marriage will be incorporated into staff Safeguarding and Child Protection training and briefings and the school's Safeguarding and Child Protection Policies will be used to protect a victim or potential victim of forced marriage.

14.3 If a case of forced marriage is suspected it will be viewed as a safeguarding concern, parents and carers will not be approached or involved about a referral to any other agencies.

15. FEMALE GENITAL MUTILATION

15.1 Female Genital Mutilation (FGM) is illegal in the United Kingdom and is a violation of human rights of girls and women. Information on FGM will be incorporated into staff Safeguarding and Child Protection training and briefings.

- 15.2 Any concerns that a young person may be at risk of FGM will be referred to the appropriate safeguarding agencies. It is a statutory duty to report disclosures of FGM about a female under 18 to the police.

16. PREVENTING RADICALISATION and VIOLENT EXTREMISM

16.1 Brookburn Primary School values the fundamental rights of freedom of speech, expression of beliefs and ideology and tolerance of others which are the core values of our democratic society. However, all rights come with responsibilities and free speech or beliefs designed to manipulate the vulnerable or which advocate harm or hatred towards others will not be tolerated. Brookburn Primary School seeks to protect its students and staff from all messages and forms of violent extremism and ideologies including those linked to, but not restricted, to the following: Far Right/Neo Nazi, White Supremacist ideology, Islamist ideology, Irish Nationalist and Loyalist paramilitary groups and extremist Animal Rights groups.

Brookburn Community Primary School: Safeguarding and Child Protection Policy

Reviewed by headteacher and DSLs:

Sept 2018

Due to be Ratified: Nov 2018

16.2 Brookburn Primary School is clear that exploitation and radicalisation will be viewed as a safeguarding concern and will be referred to the appropriate safeguarding agencies.

17. E-SAFETY

17.1 Brookburn Primary School has an E-safety Policy which recognises that E-safety is a safeguarding issue not an ICT issue. The purpose of internet use in school is to help raise educational standards, promote pupil achievement, and support the professional work of staff as well as enhance the school's management information and business administration.

17.2 The internet is an essential element in 21st century life for education, business and social interaction and (insert name of school) has a duty to provide children and young people with quality access as part of their learning experience.

17.3 It is the duty of Brookburn Primary School to ensure that every child and young person in its care is safe and this applies equally to the 'virtual' or digital world.

17.4. Brookburn Primary School will ensure that appropriate filtering methods are in place to ensure that pupils are safe from all types of inappropriate and unacceptable materials, including terrorist and extremist material.

18.CHILD PROTECTION CONFERENCES AND CORE GROUP MEETINGS

18.1 Members of staff are likely to be asked to attend a child protection conference or other relevant core group meetings about an individual pupil and will need to have as much relevant updated information about the child as possible. A child protection conference will be held if it is considered that the child/children are suffering or at risk of significant harm.

18. 2 All reports for a child protection conference should be prepared in advance of the meeting and will include information about the child's physical, emotional, intellectual development and well being as well as relevant family related issues. This information will be shared with the parents/carers.

19 MANAGING ALLEGATIONS AND CONCERNS AGAINST STAFF AND VOLUNTEERS

19.1 The school follows the government guidance Keeping children safe in education – Sept 2018 when dealing with allegations made against staff and volunteers.

19.2 All allegations made against a member of staff and volunteers, including contractors or security staff working on site, will be dealt with quickly and fairly and in a way that provides effective protection for the child while at the same time providing support for the person against whom the allegation is made.

19.3 Where the concern involves abuse or misconduct by another adult in school, it must be reported only to the Headteacher and not to any other Designated Safeguarding Lead. In the absence of the Headteacher, then the Deputy Head, is the person to speak to. If the concern involves the Headteacher then it should be reported to the Chair of the Academy Council or via procedures set out in the school's Whistle blowing policy..

Brookburn Community Primary School: Safeguarding and Child Protection Policy

Reviewed by headteacher and DSLs:

Sept 2018

Due to be Ratified: Nov 2018

20 COMPLAINTS OR CONCERNS BY PUPILS, STAFF OR VOLUNTEERS

20.1 Any concern or expression of disquiet made by a child will be listened to seriously and acted upon as quickly as possible to safeguard his or her welfare.

20.2 We will make sure that the child or adult who has expressed the concern or made the complaint will be informed not only about the action to be taken but also where possible about the length of time required to resolve the complaint. We will endeavour to keep the child or adult informed about the progress of the complaint/expression of concern.

21 SERIOUS CASE REVIEWS

21.1 The Manchester Safeguarding Children Board will always undertake a serious case review when a child or young person dies (including death by suicide) and abuse or neglect is known or suspected to be a factor in their death. The purpose of the serious case review is to:

21.2 Find out if there are any lessons to be learnt from the case about how local professionals and agencies work together to safeguard and promote the welfare of children and young people.

21.3 Identify what those lessons are, how they will be acted on and what is expected to change as a result of the serious case review.

21.4 Improve inter-agency working to better safeguard and promote the welfare of children and young people.

21.5 If required Brookburn Primary School will provide an individual management report for a serious case review and will cooperate fully with implementing outcomes of the review including reviewing policy, practice and procedures as required.

22 VISITORS

22.1 All visitors, including visiting speakers, are subject to the school's safeguarding protocols while on site and will be supervised at all times.

23 BOOKINGS

23.1 Brookburn Primary School operates a responsible booking protocol and will carry out appropriate checks and will exercise due diligence to prevent an organisation or speaker from using the school's facilities to disseminate extremist views or radicalize pupils or staff.

This policy has been reviewed by the headteacher and DSLs September 2018 and will be ratified by Brookburn Academy Council at its meeting on **November 2018**.

Further Information on Safeguarding and Safeguarding Policies can be found on the
MSCB Website at www.manchesterscb.org.uk

School Policies:

- Health and Safety,
- Physical Interventions/Restraint,
- Work Experience and Extended work placements,
- Sex and Relationships Education,
- Single Equality Statement,
- ICT and Access to the Internet,
- Extended Schools Activities,
- Behaviour Management including fixed and short term exclusions,
- Trips and Visits,
- Special Educational Needs,
- Pupil Premium,
- Anti-bullying,
- Administration of Medicines.

We follow Manchester procedures for:

- Managing Allegations and Concerns Against Staff and Volunteers
- Forced Marriage
- Domestic Abuse
- Missing from Home and Care
- Private Fostering
- Child Sexual Exploitation
- Guns and Gangs
- E-Safety Policy
- Safe Staffing and Recruitment
- FGM (Female Genital Mutilation)
- All other cases where we have no school-specific policy

APPENDIX B

The following definitions are from Working Together to Safeguard Children (2013)

Significant Harm

The threshold that justifies compulsory intervention in family life and gives Local Authorities a duty to make enquiries to decide whether they should take action to safeguard or promote the welfare of a child who is suffering or likely to suffer significant harm.

Physical Abuse

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

Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the 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, causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening.

The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. The activities may include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

Neglect may occur during pregnancy as a result of maternal substance abuse for example. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food and clothing, 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 caretakers). □ Ensure access to appropriate medical care or treatment.
- It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

APPENDIX C

A 'Good' Safeguarding School

The leadership, staff and governing body are committed to a safe school which promotes the well-being and welfare of all its pupils, staff and visitors and the following is embedded into its vision, culture and practices:

ETHOS AND ENVIRONMENT

- The school is a place where ‘every child matters’.
- Tolerance, understanding and respect for others are core values of the school.
- The environment is welcoming and pleasant and all pupils, staff and visitors are greeted appropriately.
- The school/setting has pleasant and welcoming dining areas and encourages healthy eating.
- Achievements and progress are regularly celebrated and pupils have high expectations of themselves and others and understand that long-term goals are worth working for.
- Pupils feel valued and are open and confident in their relationships with staff and one another.
- Pupil’s work is displayed and changed regularly.

PRACTICES AND PROCEDURES

- The school has a ‘Safeguarding Policy’ which all staff understand and practices are fully implemented.
- Behaviour Management and Anti-bullying Policies are in place and are clearly understood and followed by all.
- The MCAF and Early Help processes are embedded into the school’s practices and procedures and multi-agency information is accurate and up-to-date.
- MCAF targets are identified in the School Improvement Plan and effective school selfevaluation procedures are in place.
- Appropriate Policies and Procedures are in place, understood and implemented by all staff.
- The school/setting takes account of the DDA and has made appropriate adjustments for staff and pupils.
- All staff involved in safeguarding liaise regularly to ensure continuity in the support they provide.
- The school/setting has an identified person who administers medicines.
- DBS checks are in place and regularly up-dated.
- Appropriate Risk Assessment procedures are in place and up-dated.

PUPIL TRACKING

- The progress and attendance of pupils in EOTAS is as carefully tracked and monitored as for other pupils.
- Pupil tracking systems are in place and used effectively to monitor and track progress and intervene as required.
- Vulnerable groups are identified and tracked for progress, attainments and attendance.
- Effective transition for pupils takes place at all stages.

STAFF TRAINING

- The Leadership and Management of the school is trained in Safeguarding and is effective.
- A Senior Designated Person for Safeguarding is nominated and receives regular training and has access to appropriate supervision.
- Staff receive regular up-dated training on a range of Safeguarding issues and identified staff receive higher level training as appropriate.

PUPIL ENGAGEMENT

- Pupil voice is valued and the School Council is afforded respect and is involved appropriately in decision making.
- Pupils are given responsibility in supporting other pupils and are involved in routine organizational tasks and activities.
- Pupils are encouraged to participate in a variety of clubs and activities.

THE CURRICULUM

- The PSHE programme is effectively implemented by all staff and pupils.
- The school promotes pupil's spiritual, moral, social and cultural development through the curriculum and access to a wide variety of teaching resources and cultural activities.
- The curriculum, organization of teaching and learning and ethos in settings and schools contributes to teaching children and young people about safety issues, including road safety, accident prevention, substance misuse, sexual harassment, self-harm, Internet safety, staying safe and building resilience.
- Staff expectations of pupil's behaviour, attendance and attainment are high.
- School has developed approaches to tackling all forms of bullying racist, homophobic, SEN and cyber-bullying via mobile phones, text, e-mails and the INTERNET. This includes tackling issues leading to grooming, child sexual exploitation and radicalisation.
- There are formal and informal opportunities to praise reward and celebrate pupils behaviour and achievements in lessons, tutor groups, assemblies, dinner time, break time, before and after school, trips etc.

WORKING WITH PARENTS/CARERS AND OUTSIDE AGENCIES

- There is effective communication between the school staff, outside agencies and parents/carers.
- Family intervention work is an integral part of the school's support for children and families.
- The school actively pursues all absence – they know which children are at risk of becoming/or are persistently absent – non-attendance is understood as a potential safeguarding issue.
- The school does not exclude pupils but tries to find alternative ways of supporting them. □ The school does not see pupils at risk of gang involvement or criminal activity as a 'crime and disorder issue' but as a 'children in need issue' and works closely with other partner agencies to support them.

INDICATORS OF VULNERABILITY TO RADICALISATION/ EXTREMISM

- Pupil is distanced from their cultural/religious heritage and experience.
- Pupil demonstrates discomfort about their place in society.
- Pupil may be experiencing family tensions at home.
- Low self esteem and sense of isolation.
- Pupil has distanced self from existing friendship groups and become involved with a different group of friends.
- Pupil may be searching for questions about their identity, faith and belonging.
- Pupil may have perceptions of injustice and rejects civic life.

- Pupil is accessing extremist websites and is in contact with extremist recruiters.
- Pupil justifies violence to solve societal issues.
- Significant changes in behaviour and/or appearance.
- Pupil uses extremist narratives and global ideology to explain personal disadvantage.

INDICATORS OF VULNERABILITY TO FGM

- Low level of integration into UK society.
- Mother or sister has undergone FGM.
- Parents/ cares request withdrawal 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.

INDICATORS OF VULNERABILITY TO CSE

- Going missing for a period of time
- Returning home late
- Disengagement from education
- Poor attendance (truancy / school exclusions)
- Appearing with unexplained gifts: clothes, jewellery, trainers etc.
- Association with others involved in sexual exploitation
- Frequently in the company of older people, particularly boyfriends or girlfriends.
- Mood swings, anger control issues, changes in emotional well –being.
- Drug and alcohol misuse (often a method of increasing compliance)
- Inappropriate sexualised behaviour especially around strangers
- Association with 'risky' adults
- Chronic tiredness
- Secretive behaviour
- Low-level crime e.g. shop lifting
- Self-harm
- Talking about different areas, especially at night

Appendix D

Training

Designated Safe Guarding Manager

Training will be every two years and will involve a full day, led by a lead professional or consultant. This is followed up by weekly email up-dates.

Staff in school

All staff will receive an annual up-date that will be a combination of face-to-face training and online resources such as Hays online or Manchester Children's Board.

Governors

All governors will receive an annual up-date that will be a combination of face-to-face training and on-line resources such as Hays online or Manchester Children's Board. In addition to this, One Education provide, via email, bite-sized updates as part of their Governor support service.

Volunteers and Trainee Teachers

All volunteers and trainee teachers will be given the Safe Guarding Policy as part of induction and will be asked to sign to say it has been received.

Key points will be highlighted, such as who the safe guarding officers are in school and what to do in a situation that causes concern.