



# **LR SAFEGUARDING PROCEDURES**

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# Schools Safeguarding Policy

POLICY AUTHOR	LAURUS RYECROFT
RATIFIED BY THE GOVERNING BODY	(ADD DATE)
SIGNED:	CHAIR OF GOVERNORS & SAFEGUARDING GOVERNOR
TO BE REVIEWED:	OCTOBER 2022

At Laurus Ryecroft the following members of the school community hold the following positions

Designated Safeguarding Lead	Deputy Designated Safeguarding Lead	Safeguarding Governor
Mr Reece Carling	Miss Lashana Pryce	Sarah Marsden

Concerns or allegations about a member of staff or volunteer should be shared with:

The Head of School / Principal	Deputy Head / Principal (in the absence of the Head of School)	Chair of Governors (in the event of an allegation against the Head of School)
Mr Martin Vevers	Mr Reece Carling	Adrian Jarvis

## OUTLINE

Safeguarding and promoting the welfare of children and young people is everyone's responsibility. Everyone who comes into contact with children, their families and carers has a role to play in safeguarding them and promoting their welfare. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.

No single professional can have a full picture of a child's needs and circumstances. If children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information, taking prompt and restorative action. In line with this understanding, any adult working or volunteering in the school community has a responsibility to recognise when a child or young person may be in need or be vulnerable in some way, and to respond to this recognition in a timely and appropriate way.

### SAFEGUARDING DEFINITION:

Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as: protecting children from maltreatment; preventing impairment of children's 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. (*"Working Together to Safeguarding Children" 2018*)

### CHILD PROTECTION DEFINITION:

Child Protection is a part of the safeguarding agenda. It refers to the action that is required to be undertaken to protect children who are suffering, or are likely to suffer, significant harm.

THIS POLICY ENCOMPASSES CHILD PROTECTION.

### RATIONALE:

At Laurus Ryecroft we recognise the responsibility we have under Section 175/157 of the Education and Inspections Act 2002, to have arrangements for safeguarding and promoting the welfare of children. The Governing Body approve the S175/157 return to the LA on a yearly basis. This policy demonstrates the school's commitment and compliance with safeguarding legislation.

Staff and volunteers working in our school have a crucial role to play in noticing indicators of possible abuse or neglect and referring them to the correct persons or services for support and intervention. Everyone working or volunteering at this school is trained to recognise

signs of concern and in line with this policy, must report concerns following school and local authority procedures.

Staff are updated on safeguarding issues frequently across the year via year team meetings by the Safeguarding team. These updates include learning from serious case reviews and local learning reviews on how to improve practice to prevent children from harm.

In our school we believe that the welfare of every child is paramount and we take safeguarding very seriously. Therefore, should staff have any concerns they feel are of a safeguarding nature, they are expected to report, record and take the necessary steps to ensure that the child is safe and protected and that key staff in school are aware promptly of any such concerns. We are aware that this can lead to challenge from parents/carers, but at all times we collectively work to ensure that the child is at the heart of all our decisions and that we act in their best interests.

As part of our commitment to and compliance with safeguarding legislation and guidance; we also refer to:

- [Working Together to Safeguard Children 2018](#)
- [What to do if you are worried a child is being abused 2015](#)
- Keeping Children Safe In Education 2021
- [Guidance for safer working practice for staff working in education settings \(May 2019\)](#)
- [Greater Manchester Safeguarding Policies and Procedures](#)
- [Preventing and tackling bullying advice](#)
- [Sexual-violence-and-sexual-harassment-between-children-in-schools-and-colleges](#)
- [Mental Health and behaviour in schools \(November 2018\)](#)
- [Designated Teacher for Looked After and Previously Looked After Children \(February 2018\)](#)
- School online safety policy
- Staff Code of Conduct
- Staff use of mobile phones and Social Media Policy

### Information sharing and confidentiality

We take data handling and information sharing seriously. School staff have received appropriate training in relation to information sharing and confidentiality. We have a trained Data Protection Officer (DPO) as required by the General Data Protection Regulations (GDPR) to ensure that our school is compliant with confidentiality and information sharing requirements. Our DPO is Mrs Paula Murphy.

Sharing information enables practitioners and agencies to identify and provide appropriate services that safeguard and promote the welfare of children.

Where we share information in relation to safeguarding or a child protection matter we follow local and national guidance, we pay particular regard to [Information sharing advice for practitioners in safeguarding services](#) and [Data Protection Toolkit for Schools](#)

#### PURPOSE:

The purpose of the policy is to ensure that the welfare of children is understood and promoted at all times. In this school we understand that the welfare of the child is paramount.

We strive to ensure that all children regardless of their age, gender, ability, culture, race, language, religion or sexual identity are protected from harm in all its forms. All staff and volunteers have an equal responsibility to act on concerns, suspicions or disclosures that lead them to suspect or understand a child may be at risk of harm. As part of our duty of care we also work to ensure that pupils and staff involved in safeguarding and child protection issues receive appropriate support.

All staff, volunteers and sessional workers are required to adhere to our Code of Conduct (including the use of ICT and social media). All staff and volunteers understand what to do if there are concerns or allegations about any adult working or volunteering in our school during or outside of the normal school day.

**The procedures contained in this policy apply to all staff, volunteers, sessional workers, students, agency staff or anyone working** on behalf of Laurus Ryecroft. We expect that this policy takes primacy over other agency policies when work is being delivered on this site and/or on our behalf, as we maintain a duty of care to all in our school community. Any expected exception to this must be named and negotiated ahead of work being undertaken. Colleagues from partner agencies who are based in our school adhere to school policies with regard to reporting concerns, safer working practice and the use of ICT.

#### LANGUAGE:

Safeguarding and promoting the welfare of children refers to the process of protecting children from maltreatment, preventing the impairment of children's health or development, ensuring that children are growing up in circumstances consistent with the provision of safe and effective care and taking action to enable all children to have the best life chances.

Early Help refers to mechanisms providing support as soon as a problem emerges at any point in a child's life, from the foundation years through to the teenage years.

Child Protection refers to the activity undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

Staff refers to all those working for or on behalf of the School in either a paid or voluntary capacity and will be used from this point on in this document.

Child refers to all young people who have not yet reached the age of 18.

Parent refers to birth parents and other adults who are in a parenting role including: step-parents, foster parents, carers, special guardians and adoptive parents.

## CONTENTS

This policy has been divided into four key areas:

Prevention  
Procedures and Record Keeping  
Support  
Safer Recruitment

Additional materials are referenced or provided in the Appendices.

Detailed procedural guidance and additional references are available to all staff and governors here- [Greater Manchester Safeguarding Procedures](#).

## PREVENTION

We will establish and maintain an ethos where:

Children feel safe and secure in an environment which allows them to learn, and develop on a journey to achieving their full potential. We will educate and support our children in an inclusive, supportive non-judgemental environment.

Children understand that there are adults in the school whom they can talk to if worried, scared or facing difficulty. We will work hard to be a restorative staff team who actively listen and respond.

Staff development and awareness in respect of safeguarding is given the highest priority across the school to ensure we all fully understand and implement the national and local agenda. All our staff and volunteers are required to read Keeping Children safe in Education (KCSiE) Part 1 and annex A. All staff are required to undertake annual safeguarding training and update training in line with KCSiE 2021.

Staff development ensures that all members of the school community are alert to how mental health problems can underpin behaviour issues and recognise that under the Equality Act 2010, some mental health issues will meet the definition of disability. School processes ensure that pupils experiencing mental health problems are well supported effectively, working with external support where needed.

We deliver a broad, balanced and age appropriate PSHE (Personal, Social, Health & Economic) Education Programme, where children and young people acquire the knowledge,



understanding and skills they need to manage their lives, now and in the future. It will support them to manage and assess risk effectively and develop the skills to recognise healthy and unhealthy relationships (both online and in the physical world); and where to find sources of support.

Children are supported in recognising risks in various forms including on the internet. They understand what kind of physical and virtual contact is acceptable. They are able to recognise inappropriate pressure from others, including that which threatens their personal safety and well-being and give them strategies to counter this.

Staff feel empowered to share safeguarding concerns in a swift and timely way bringing them to the attention of the Designated Safeguarding Lead (DSL) and/ or the Head of School. Accepting that safeguarding is the responsibility of all in our community, staff feel able to ask safeguarding questions and receive appropriate feedback following up on concerns as part of this shared responsibility to children. All staff know how to report concerns via CPOMS.

Emerging issues and themes are proactively addressed and fed back to the Local Authority (LA) and Tameside Safeguarding Children Partnership (TSCP), via the Senior Advisor for Safeguarding in Education (SASE) to ensure a multi-agency awareness and that strategies are developed.

There is a clear approach to substance misuse (drugs and alcohol). Any issues of drugs and substance misuse are recorded and there are strategies to educate children appropriately delivered throughout the school and curriculum.

We use the mechanisms and services available to understand the range of issues which may make a child vulnerable and ensure children and young people receive the most appropriate support or referral and access to other provision; actively supporting multi agency planning for those children and, in doing so, providing information about the 'voice of the child' and the child's personal experiences and perspectives as evidenced by observations or information provided.

Our school's arrangements for consulting with, listening and responding to pupils are that we make sure that our children know that members of staff are always prepared to listen to them. Children are made aware that they can report any concerns verbally to any member of staff, and we will act upon this.

Our school's arrangements for consulting with, listening and responding to parents/carers are that we keep channels of communication at all times. Non-teaching Heads of Year and senior staff with much reduced teaching timetables are always available to listen and respond to parents/carers, either in person at the school, or by telephone or email.

There is a commitment to the continuous development of staff with regard to safeguarding training:

- All staff access training annually with regular updates across the academic year
- We undertake 'Signs of Safety' training and all new staff, as part of their induction, access safeguarding training within the first term of their employment/placement
- The Designated Lead and/or deputy attends the Tameside DSL safeguarding training on bi-annual basis
- The Designated Safeguarding Lead, and/or Deputy attend the Designated Safeguarding Lead Network Meetings held each term, coordinated by the LADO, thereby enabling them to keep up to date with safeguarding practices and be aware of any concerns/themes emerging locally

## DEFINITIONS

Staff are trained and supported to understand and recognise indicators of the types of abuse that some children experience and work to the following definitions:

All school staff are aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases multiple issues may overlap with one another.

**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 (e.g. via the internet). They may be abused by an adult or adults or another child or children. Abuse will never be tolerated or passed off as "banter", "just having a laugh" or "part of growing up".

**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);

ensure access to appropriate medical care or treatment.

- include neglect of, or unresponsiveness to, a child's basic emotional needs.

**Complex safeguarding:** is used to describe criminal activity (often organised) or behaviour associated to criminality, involving often vulnerable children where there is exploitation and/or a clear or implied safeguarding concern.

In Tameside, domestic abuse has been included within this definition, in acknowledgement of the similarities between the process of grooming and controlling victims of domestic abuse. Tameside Safeguarding Children Board have agreed that the following areas are encompassed within complex safeguarding:

- Domestic Abuse including honour-based violence and forced marriage
- Child Sexual Exploitation (CSE)
- Serious Organised Crime – including Child Criminal Exploitation (CCE)
- Modern slavery and Trafficking
- Female Genital Mutilation
- Radicalisation and Extremism

**Child Sexual Exploitation (CSE):** is a form of child sexual abuse, it involves exploitative situations, contexts and relationships where young people receive something (for example food, accommodation, drugs, alcohol, gifts or money) as part of a grooming process. Ultimately, this results in them engaging in sexual activities. Sexual exploitation can take many forms ranging from the seemingly 'consensual' relationship where sex is exchanged for affection or gifts, to serious organised crime by gangs and groups.

All staff are alert to possible indicators and will raise concerns as appropriate. They are aware of the pan Greater Manchester CSE policy and procedures and of the school screening tool (SERAT) including where to find it, how to complete it and what happens next.

We take a proactive approach to preventative work by working with Tameside CSE team as advised by MASSH.

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 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 occur through the use of technology (Child Sexual Exploitation, DfE, Feb 2017).

**Children and young people who harm others (also referred to as peer-on peer abuse):**

We understand that safeguarding issues can manifest themselves via peer on peer abuse.

This may include:

- Bullying (including cyber bullying) and prejudice-based behaviours
- Gender based violence/sexual assaults
- Taking, collecting and sharing of naked or semi-naked images and upskirting
- Physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm
- Initiating/hazing type violence and rituals

Staff are clear on our procedures with regards to peer on peer abuse and such matters are always taken seriously. We regularly address this issue via PHSE lessons regarding healthy relationships, School Nurse Team input and year group assemblies.

### Sexual violence and sexual harassment

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 a group of children.

Children who are victims of sexual violence and sexual harassment will likely find the experience stressful and distressing, and it may adversely affect their educational attainment. Sexual violence and sexual harassment exist on a continuum and may overlap, they can occur online and offline (both physically and verbally) **and are never**

**acceptable.** It is important that **all** victims are taken seriously and offered appropriate support.

We understand that reports of sexual violence and harassment are extremely complex to manage. We take a zero tolerance stance and will not accept such behaviour. It is essential that victims are protected, offered appropriate support and every effort is made to ensure their education is not disrupted. It is also important that other children, adult students and school and college staff are supported and protected as appropriate. We take reports of sexual harassment and sexual violence seriously and will always act to address reports and concerns we do this by:

- Zero tolerance and not dismissing sexual violence or sexual harassment as “banter”, “part of growing up”, “just having a laugh” or “young people being young people”
- Challenging behaviour (potentially criminal in nature), such as grabbing bottoms, breasts and genitalia and flicking bras and lifting skirts. Dismissing or tolerating such behaviours risks normalising them and understanding that all the above can be driven by wider social factors beyond the school and college, such as everyday sexist stereotypes and everyday sexist language. Ensuring we have a whole school/college approach (especially preventative education)
- We adhere to Government guidance as described in their sexual violence and harassment advise below:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/719902/Sexual\\_violence\\_and\\_sexual\\_harassment\\_between\\_children\\_in\\_schools\\_and\\_colleges.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/719902/Sexual_violence_and_sexual_harassment_between_children_in_schools_and_colleges.pdf)

We will always make referrals as appropriate and ensure staff are trained and informed of our approaches to this matter.

### Contextual Safeguarding

Safeguarding incidents and/or behaviours can be associated with factors outside the school or college and/or can occur between children outside the school. All staff, but especially the designated safeguarding lead (or deputy) 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 and colleges 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.

At Laurus Ryecroft we operate a Team Around the School model. We seek consent from Parents prior to discussion at the TAS meetings. We will share information and signpost the family to the most appropriate agency or service.

## ROLES AND RESPONSIBILITIES

The school will ensure that every member of staff and person working on behalf of the School:

- Knows the name and of the DSL and any deputies, understands their role and responsibilities, and how to contact them.
- Has read and understood Part 1 and Annexe A of Keeping Children Safe in Education (2021)
- Understands they have an individual responsibility to refer safeguarding and child protection concerns.
- Will receive training at the point of induction so that they know:
  - their personal responsibility / code of conduct / teaching standards
  - TSCP child protection procedures and how to access them
  - the need to be vigilant in identifying cases of abuse at the earliest opportunity
  - how to support and respond to a child who discloses abuse/ significant harm
  - their duty concerning unsafe practices of a colleague
  - the DSL will disclose any information about a pupil to other members of staff **only** on a need to know basis
  - the school will undertake appropriate discussion with parents prior to involvement with other agencies wherever this is appropriate
  - the school will ensure that parents have an understanding of their obligations re: Child Protection by intervention as and when appropriate
  - to develop effective links with relevant agencies in relation to safeguarding (child protection)
  - to ensure that, where there are unmet needs, an assessment of early help is initiated
  - to send appropriate representatives to case conferences, core groups and child protection review meetings

Where a member of staff is concerned that a child is in immediate danger or is at risk of harm they should report this to the Designated Safeguarding Lead, or their Deputy, without delay. A written record will be made of these concerns as immediately following the disclosure/concern being raised on CPOMS.

Where staff have conversations with a child who discloses abuse they follow the basic principles:

- listen and remain calm
- never ask a child if they are being abused
- make a record of discussion to include time, place, persons present and what was said (child language – do not substitute words)
- advise you will have to pass the information on
- never take photographs of any injury
- never record a child

- never undress a child to physically examine them
- allow time and provide a quiet space for support
- at no time promise confidentiality to a child or adult.
- Details of conversations with professionals, family members and other relevant parties will be made and recorded on CPOMS

We will notify any Lead Social Worker if:

- a pupil subject to a Child Protection Plan (CPP) or TAC Plan is excluded (fixed term or permanent)
- there is an unexplained absence of a pupil on a CPP of more than 2 days or 1 day following a weekend, or as agreed as part of a CPP
- if a child is missing and there is a need to follow Tameside's policy and any statutory guidance on Children Missing Education (CME)
- additional concerns arise

We will notify the social worker and Virtual School Head in the appropriate Local Authority if:

- a pupil who is in the care of any Local Authority is at risk of/at the point of being excluded (fixed term or permanent)
- there is an unexplained absence of a pupil who is in the care of any Local Authority of more than 2 days or 1 day following a weekend, or as agreed as part of their care plan and/or personal education plan (PEP)
- if a young person in Local Authority Care is missing and there is a need to follow Tameside's policy and any statutory guidance on Children Missing Education (CME)
- additional concerns arise

We understand that parents often hold key information about incidents, allegations or concerns therefore, **in the majority of situations; the Designated Safeguarding Lead or key staff member of school staff will speak to the parents and gain their consent** to discuss any matters with other relevant agencies. There will be very few instances where, to speak to the parents, could further endanger the child. In those situations, they would still consult/refer, but would have clearly recorded reasons as to why they had not gained parental consent.

### The use of 'reasonable force'

There are circumstances when it is appropriate for staff in schools to use reasonable force to safeguard children. The term 'reasonable force' covers the broad range of actions used by staff that involve a degree of physical contact to control or restrain children. This can range from guiding a child to safety by the arm, to more extreme circumstances such as breaking up a fight or where a young person needs to be restrained to prevent violence or injury. 'Reasonable' in these circumstances means 'using no more force than is needed'. See Reasonable Force Policy.

### Harmful Sexual Behaviours

“Harmful sexual behaviour (HSB) is developmentally inappropriate sexual behaviour which is displayed by children and young people and which may be harmful or abusive. It can be displayed towards younger children, peers, older children or adults. It is harmful to the children and young people who display it, as well as those it is directed towards” (NSPCC 2016)

HSB includes (but is not limited to):

- Sexist jokes and comments
- Physical and sexual abuse
- Sexual harassment and violence
- Gender based violence
- Emotional harm
- On and offline bullying
- Teenage relationship abuse
- CSE (Child Sexual Exploitation)

See full Harmful Sexual Behaviours policy on the Trust website

### Students who harm others (peer- on- peer abuse)

We believe that all students have the right to be taught in a safe environment to enable them to optimise their learning and achievement. We expect all students to have respect for themselves and others and work to ensure everyone in our community feels safe, valued and supported. The school promotes the values of honesty, acceptance, inclusion and fairness within a caring, restorative and nurturing environment. We have included Relationship and Sex Education and Health Education in the school timetable, in line with DFE guidance and the national curriculum.

Students at our school have a variety of needs, some being very complex. We aim to provide a high level of pastoral care and support for all students and encourage appropriate and cooperative behaviour. Underpinned by this support, students are expected to take responsibility for their own behaviour with appropriate strategies offered to enable this.

We understand that safeguarding issues can manifest themselves via peer on peer abuse. This includes:

- bullying (including cyber bullying),
- gender based violence/sexual assaults
- sexting.
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;
- initiating/hazing type violence and rituals



Staff are clear on our procedures with regards to peer on peer abuse and such matters are always taken seriously. In our school we promote a strong anti-bullying culture.

Where sexual violence or sexual harassment between children is alleged then the school follows the guidance issued by the DfE in 2018. Sexual violence and sexual harassment between children guidance. Our staff have access to additional information, advice and training to support them in this area of work. In our school we believe that all students have the right to be safe from sexual violence and sexual harassment. When referring to sexual violence we are referring to sexual offences under the sexual offence act 2003. With respect to sexual harassment we mean “unwanted conduct of a sexual nature” that can occur online and offline. Allegations of this nature that are reported to us are dealt with as per our Safeguarding Procedures.

### SAFER USE OF THE INTERNET AND DIGITAL TECHNOLOGY (including Early Years provision)

Laurus Ryecroft recognises that in a modern learning environment, use of the internet, multi-media devices and digital imaging facilities are part of everyday requirements. However, a child/young person’s safety will remain the priority of the school.

All staff are aware that any items that have capability for use of the internet or the creation of digital images (including mobile phones) must be used by children/young people under appropriate supervision and in accordance with the schools Acceptable Use Policy. If any such item that belongs to a member of staff is brought onto the school site, it is the responsibility of that staff member to ensure that these items contain nothing of an inappropriate nature and that they are used in line with school policy – see Acceptable Use Policy.

If there is any suspicion that any multi-media device or computer contains any images or content of an inappropriate nature it will be locked, secured and, the Head of School or DSL will be informed immediately. Further guidance from Sexting in School and the police may be considered.

#### Use of mobile phones

Mobile phones have a place in settings, especially on outings when they are often the only means of contact available to settings and can be helpful in ensuring children are kept safe.

We will:

- Only use mobile phones appropriately, and ensure staff have a clear understanding of what constitutes misuse and know how to minimise the risk.
- Ensure the use of a mobile phone does not detract from the quality of supervision and care of children.
- Ensure all mobile phone use is open to scrutiny.

- Ensure staff are vigilant and alert to any potential warning signs of the misuse of mobile phones.
- Ensure staff are responsible for their own behaviour regarding the use of mobile phones and understand how to avoid putting themselves into compromising situations, which could be misinterpreted and lead to potential allegations.
- Ensure the use of mobile phones on outings is included as part of the risk assessment, for example, how to keep personal numbers that may be stored on the phone safe and confidential.
- Adhere to the school policy on the recording of images and the use of equipment – E-safety Policy and Acceptable Use Policy are available on the school website.

### Work mobile phones

To protect children we will ensure that the work mobile:

- Is only used by allocated people
- Is protected with a password/ PIN and clearly labelled
- Is stored securely when not in use
- Is not used in areas such as toilets, changing rooms, nappy changing areas and sleep areas
- If used for taking photographs, the images are deleted regularly and are taken in line with prior written parent/carer permission

### Personal mobile phones

To protect children we will ensure that personal mobiles:

- Will not be used in sight of or around students and will be switched off whilst staff are on duty
- Are not used to take pictures of the children attending the setting or that images are not shared
- Will not be used to take photographs, video or audio recordings in our setting
- Are not used to contact parents or children –exception will only be by agreement with the SLT

Visitors are not permitted to use mobile phones or other camera/ internet enabled devices without the express permission of the Head of School. Signs are clearly displayed informing visitors of this.

In line with Keeping Children Safe in Education 2021, we have a clear policy on the use of mobile technology in the school.

Clear instructions and guidance is given to all students on the use of mobile technology – Mobile Technology Policy.

## Cameras: Photography and Images

Most people who take or view photographs or videos of children do so for entirely innocent, understandable and acceptable reasons. However, due to cases of abuse to children through taking or using images, we must ensure that we have safeguards in place.

To protect children we will:

- Obtain parents' and carers' consent for photographs to be taken used for or published (for example, on our website or displays)
- Ensure the school's designated camera is only used in the school and any images taken will not be emailed as it may not be secure. (In some instances, it may be required to seek parental permission to email images, but the potential risks must be made clear to parents)
- Ensure that children are appropriately dressed, and only use the child's first name with an image
- Ensure that personal cameras are not used to take photographs, video or audio recordings in our school without prior explicit consent from the school
- Ensure that all images are stored securely and password protected. Where images are stored the setting will register with the Information Commissioners Office (ICO), in accordance with data protection laws
- Ensure where professional photographers are used DBSs, references and parental consent will be obtained prior to photographs being taken
- Ensure 'acceptable use' rules regarding the use of cameras and camera enabled devices by children are embedded in practice
- Ensure the use of cameras is closely monitored and open to scrutiny

## The sharing of nude or semi-nude pictures (SOMETIMES KNOWN AS SEXTING)

In the latest advice for schools and colleges (UKCIS, 2020), this is defined as the sending or posting of nude or semi-nude images, videos or live streams online by young people under the age of 18. This could be via social media, gaming platforms, chat apps or forums. It could also involve sharing between devices via services like Apple's AirDrop which works offline. Alternative terms used by children and young people may include 'pics' or similar.

The motivations for taking and sharing nude and semi-nude images, videos and live streams are not always sexually or criminally motivated.

Where staff members or others working in our setting become aware of the sharing of any such imagery the following steps should be taken.

### **What to do if an incident comes to your attention**

**Report it to your Designated Safeguarding Lead (DSL) or equivalent immediately. Your setting's child protection policy should outline codes of practice to be followed.**

**Never** view, copy, print, share, store or save the imagery yourself, or ask a child to share or download – **this is illegal**.

If you have already viewed the imagery by accident (e.g. if a young person has showed it to you before you could ask them not to), report this to the DSL (or equivalent) and seek support.

**Do not** delete the imagery or ask the young person to delete it.

**Do not** ask the child/children or young person(s) who are involved in the incident to disclose information regarding the imagery. This is the responsibility of the DSL (or equivalent).

**Do not** share information about the incident with other members of staff, the young person(s) it involves or their, or other, parents and/or carers.

**Do not** say or do anything to blame or shame any young people involved.

**Do** explain to them that you need to report it and reassure them that they will receive support and help from the DSL (or equivalent).

Further advice can be found here:

[sharing-nudes-and-semi-nudes-advice-for-education-settings-working-with-children-and-young-people/sharing-nudes-and-semi-nudes-advice-for-education-settings-working-with-children-and-young-people](#)

## CYBER-BULLYING

Cyber bullying is defined and covered in our Anti-Bullying Policy.

## ONLINE & GAMING SAFETY

The internet and internet gaming are enjoyed by many people and are often activities families can enjoy together. However, use of the internet and online games isn't without risk.

As part of our approach to online safety we will support pupils and their families in understanding the potential risks of online activity and how best to avoid them. We will work with parents and carers to support them in the following:

- teaching e-safety in the curriculum
- offering parental information
- raising awareness of online grooming
- teaching our children how to report abuse or concerns

Parental advice is available here – [https://www.thinkuknow.co.uk/11\\_13/Need-advice/Gaming/](https://www.thinkuknow.co.uk/11_13/Need-advice/Gaming/)

In school we ensure that we have suitable filtering and monitoring systems in place, as described in *Keeping Children Safe in Education 2021*.

## Mental health and wellbeing

Our staff are reminded 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. They are also aware of how children's lived experiences, can impact on their mental health and wellbeing, behaviour and education. Where staff are concerned that a child or young person may be experiencing issues or displaying behaviour that causes concern, they will report this to the DSL in accordance with our safeguarding procedures.

## PROCEDURES AND RECORD-KEEPING

Laurus Ryecroft will follow [Greater Manchester Safeguarding Procedures](#) in detail and adhere to any local guidance and policies from SSCB as required.

Safeguarding Records are held electronically and hard copies of records or reports relating to Safeguarding and Child Protection concerns are kept in a separate, confidential file, securely stored away from the main pupil file. Authorisation to access these records is controlled by the Head of School and Designated Safeguarding Lead.

The school ensures that safeguarding information, including Child Protection information, is stored and handled in line with the principles of the Data Protection Act 2018 and General Data Protection Regulation (GDPR) ensuring that information is:

- Used fairly and lawfully
- For limited, specifically stated purposes
- Used in a way that is adequate, relevant and not excessive
- Accurate
- Kept for no longer than necessary
- Handled according to people's data protection rights
- Kept safe and secure

Any concerns about a child will be recorded in writing as soon as possible via CPOMS. **The inability to record a concern should not delay the sharing of urgent information to the DSL (police or social care if required) verbally. Written records should then be made as soon as possible.**

All records will provide a factual, evidence-based account using the child's words. Timely, accurate recording of every episode/incident/concern/activity/actions will be made **including telephone calls to other professionals**. Records will be signed, dated and where appropriate, witnessed. Support and advice will be sought from Children's Social Care (via the MASSH), Senior Advisor for Safeguarding in Education (SASE) or the Local Area Designated Officer (LADO), whenever necessary.

There is always a DSL on hand who has the necessary seniority and skills, has undertaken appropriate safeguarding training, and is given the time to carry out this important role.

This safeguarding policy is updated annually or in line with any new DfE guidance (as required).

In the case of child protection referral the DSL will contact MASSH immediately (alongside any other emergency or support services that may be required).

In the case of poorly explained serious injuries / injuries causing concern or where behaviour or concerns arouse suspicion or if in any doubt, the Designated Safeguarding Lead should contact the MASSH for advice.

The DSL will keep written (electronically or by hand), signed, timed and dated records detailing any disclosures and action taken as near to the time of disclosure as possible even when no investigation is undertaken; should the MASSH agree to initiate a referral verbally a Child Protection Referral Form will still be required within 24 hours.

Where an allegation of abuse is made against any member of staff/ volunteer it is shared directly with the Head of School, deputy or designated safeguarding person, the Head of School will speak with the Local Authority Designated Officer (LADO) at the Safeguarding Children Unit to discuss the next steps.

If the allegation is against the Head of School, the Chair of Governors should be contacted immediately and s/he seek advice from the LADO. If the allegation is against both Head of School and Chair then the LADO should be contacted directly. No member of staff will conduct their own investigation or pass on information to the alleged perpetrator. Professionals can contact the LADO directly if they feel it is more appropriate to do so.

Our school has a whistleblowing procedure- Whistleblowing Policy. It is important to note that is part of a professional's duty to report safeguarding issues, without the expectation of anonymity. Safeguarding and whistleblowing should not be confused. "Safeguarding" refers to reporting concerns designed to protect children from harm and taking action to enable all children to have the best outcomes. In contrast "whistleblowing" describes the disclosure of concerns regarding a danger or illegality that has a public interest, usually because it threatens others or impacts on public funds.

All members of staff are aware of the school/college Whistleblowing procedure and are aware of their duty to report concerns about the conduct of a colleague that could place a child at risk.

School staff can also contact the NSPCC whistleblowing helpline if they do not feel able to raise concerns regarding child protection processes - 0800 028 0285.

Where school has a statutory duty to refer to the Disclosure and Barring Service (DBS) it will do so ensuring that the LADO and the Senior Advisor for Safeguarding in Education are aware.

All allegations and concerns raised by parents and carers are investigated fully, as per our Whistleblowing Policy.

### Children Missing out on Education and Missing from Education

Under section 175 of the Education Act 2002 we have a duty to investigate any unexplained absences.

At Laurus Ryecroft we follow Tameside's procedures for dealing with children that go missing from school. All staff are aware that children going missing, particularly repeatedly, are potentially vulnerable to harm including abuse and neglect, such as sexual abuse or exploitation and child criminal exploitation. It may indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of female genital mutilation or risk of forced marriage.

We also ensure that we are rigorous in our attendance procedures; these are outlined in our attendance policy. Where a child's destination is unknown when they have left our school we ensure we carry out all necessary checks and refer them as a child missing from education.

## SUPPORTING VULNERABLE PUPILS

### Vulnerable Students

If a student discloses that they have witnessed domestic violence or it is suspected that they may be living in a household, which is affected by family violence, this will be referred to the DSL. The school acknowledges the additional need for support and protection of children who are vulnerable by virtue of disability, homelessness, refugee/asylum seeker status, the effects of substance abuse, mental health and learning disability within the family, those who are young carers, mid-year admissions and students who are excluded from school or subject to a managed transfer. We acknowledge that children who are affected by abuse or neglect may demonstrate their needs and distress through their words, actions, behaviour, demeanour, schoolwork or other children. The school has a strong commitment to an anti-bullying policy and will consider all coercive acts and inappropriate child on child behaviour and sexual activity within a safeguarding context.

The school will endeavour to support vulnerable pupils through:

- Its ethos and culture which promotes a positive, supportive and secure environment; giving pupils a sense of being valued
- Its behaviour policy -aimed at supporting vulnerable pupils in school. All staff will agree a consistent approach, working to support children in developing positive behaviour
- Liaison with other appropriate agencies which support the pupil.
- Developing supportive relationships
- Recognition that children living in difficult home environments are vulnerable and are in need of support and protection
- Monitoring pupil welfare, keeping accurate records and notifying appropriate agencies when necessary
- Ensuring designated safeguarding staff and their team have the opportunity to attend face to face training and network updates. (For example child sexual exploitation, domestic violence, drugs / alcohol substance misuse, Female Genital Mutilation-FGM, etc.)
- Ensuring information is transferred safely and securely when a pupil with a child protection record moves to another school. Also notifying Key Workers or Social Workers where a child leaves the school (as appropriate)
- Operation Encompass for domestic violence incidents

### Children with special needs and disabilities

We ensure that staff have knowledge and understanding of the additional barriers which can exist when recognising abuse and neglect in children with special needs/disabilities.

These barriers **can** include:

- 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 being disproportionately impacted by things like bullying - without outwardly showing any signs; and
- communication barriers and difficulties in overcoming these barriers

We recognise that where children have suffered abuse and neglect, or other potentially traumatic adverse childhood experiences, this can have a lasting impact throughout childhood, adolescence and into adulthood. These children may be receiving statutory social care support and recognised as Children in Need, or currently or previously in local authority care as looked-after children.

We ensure that school staff are aware of how these children's experiences, and their high prevalence of special educational needs and mental health needs, can impact on their behaviour and education. We ensure that this responded to through an appropriately individualised graduated response which is reflected in the design and application of our school policies including our teaching and learning and behaviour policies.

We regularly review our training and practice to enable staff to respond to these specific needs.



## EARLY IDENTIFICATION RECOGNISING AND RESPONDING TO SAFEGUARDING NEEDS

The school acknowledges the findings of Serious Case Reviews, local learning reviews and audits. Findings are shared with all staff as part of a culture of improvement and learning. The DSL ensures s/he has information from the LADO in relation to learning reviews and ensures this information is passed on to staff to promote improvement in respect of safeguarding. As part of our ongoing culture of vigilance and development we will share learning and responses from any other relevant issues to ensure we are offering the safest environment for our pupils and staff.

All staff know how to pass on any concerns no matter how 'small or low level' they seem. In accordance with local and national guidance all staff receive regular training and updates to help them identify when a child is vulnerable. We ensure that the most appropriate referrals are made in a timely manner. We seek to work in a transparent way with our families and where appropriate will share our concerns directly with parents and indicate possible routes of support. We actively support multi agency approaches when supporting children and families. We do this based on an awareness that early help and intervention can prevent future escalation of any presenting issues. We aim to provide information from the child's point of view in the context of their lived experience as evidenced by observations or information provided. Where staff have concerns they will always alert the DSL.

In school we have staff that are trained and can support colleagues to identify and respond to:

- Neglect
- Drug/substance/alcohol misuse (both pupil and parent)
- Child sexual exploitation / trafficked children
- Children missing education
- Domestic abuse
- Peer relationship abuse
- Peer abuse
- Children at risk of radicalisation
- Risky behaviours
- Emotional wellbeing & mental health
- Sexual health needs
- Obesity/malnutrition
- Online grooming
- Inappropriate behaviour of staff towards children
- Bullying, including cyber and prejudice-based bullying. Breaches of the Equality Act 2010.
- Self-Harm
- Female Genital Mutilation
- Forced Marriage
- Young carers

- The potential additional needs of some learners such as- Looked After Children (LAC), children who have been previously LAC, those who have Special Educational Needs or Disabilities (SEND) and children whose families are seeking asylum.
- How an Education Health Care (EHC) plan links with other safeguarding processes

**The DSL is a member of the school senior leadership team.** In line with local and national guidance they receive regular training and updates to equip them with the skills and knowledge to deliver in this role. A DSL is always available to offer advice and support to school staff when school is open including before and after school activity or for trips and visits.

School staff contribute to assessments and actively support multi- agency planning for children. Staff have an understanding of the Tameside's Early Help Assessment (EHA) and Intervention model and make decisions based on a child's development needs, parenting capacity and family & environmental factors to support referrals.

We use the Tameside's [Levels of Need](#) document to inform our decision making.

In contributing to meetings, in addition to information about the child's academic functioning, the school provides information about the 'voice of the child' and the child's experiences of life as evidenced by observations or information provided through the multi-agency forum.

Our school operates a ***Team around the school model*** (TAS).

### **Designated Teacher for Looked After and Previously Looked After Children**

In line with statutory guidance the school also has a named Designated Teacher for Looked After and Previously Looked After Young People who undertakes the responsibilities within the school to promote the educational achievement of looked-after and previously looked-after children on the school's roll. The Designated Teacher works closely with parents, carers, social workers, Virtual School Heads and the school's DSL where any safeguarding concerns arise.

## **EXTREMISM AND RADICALISATION**

Laurus Ryecroft seek to protect children and young people from the influences of all violent extremism including, but not restricted to;

- Extremist Far Right / Neo Nazi / White Supremacist ideology
- Islamic extremist ideology
- Irish Nationalist and Loyalist paramilitary groups
- Extremist animal rights movements

The current threat from terrorism and extremist groups in the United Kingdom may include the exploitation of vulnerable people. Groups may seek to influence vulnerable children and involve them in terrorism or in activity in support of terrorism. The normalisation of extreme views may also make children and young people vulnerable to future manipulation and exploitation.

Laurus Ryecroft is clear that where there is concern in respect of exploitation of this kind it will be treated as safeguarding concern.

Prevention work and reductions of risks will include the SMSC, PSHE curriculum, SEND policy, assembly policy, integration of pupils by gender and SEN, the application of the anti-bullying policy and a commitment to building and maintaining an inclusive and fair school environment and community. We will apply an appropriate school letting policy. Whilst the education of children is the prime purpose of our school it is recognised that the school operates in the wider community. Its facilities are therefore only available to local groups when this does not conflict with either the interests of its pupils or the wellbeing and workload of its staff.

## OTHER SPECIFIC SAFEGUARDING ISSUES

**Domestic abuse/violence:** In our school we believe that all our pupils have the right to be safe at school and also in their own homes. We are aware that some children may be living in situations where they are directly or indirectly affected by incidents of domestic abuse or violence. Where we are concerned that domestic abuse or violence is present in the home we will follow our safeguarding and domestic abuse processes. If school is made aware of any domestic violence issues, we would signpost to the appropriate agency. The school is part of Operation Encompass, where we receive information from the police informing us of domestic abuse incidents relating to the circumstances of children and young people on our roll. Based on the information received, our trained staff will make informed decisions on how best to support children and their families.

**Honour Based Violence (HBV) including Forced Marriage (FM):** Our staff have been trained to understand honour based violence and forced marriage; they are alert to possible indicators. They are aware that forced marriage is an entirely separate issue from arranged marriage; that it is a human rights abuse and falls within the Crown Prosecution Service definition of domestic violence and that HBV and FM can affect both young men and women.

As a school we would never attempt to intervene directly; where this is suspected, nor would we speak to parents before sharing our concerns with appropriate agencies.

**Female Genital Mutilation (FGM):** All Members of our school community are alert to the possibility of a girl being at risk of FGM, or already having suffered FGM. They have been made aware of potential indicators that a child or young person may be at risk of FGM and will act accordingly on any concerns or disclosures. We will also follow national guidance on mandatory reporting requirements.

**Breast Ironing:** Key staff have been made aware of an act of abuse performed on young girls (from around the age of 9 years old) in which their breasts are ironed, massaged and/or pounded, burned with heated objects or covered with an elastic belt to prevent or delay the

development of their breasts. Where such abuse is suspected or disclosed staff will follow safeguarding and child protection systems.

**The criminal exploitation of children:** The 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.

**Human trafficking** is defined by the United Nations, in respect of children, as "the recruitment, transport, transfer, harbouring or receipt of a person by such means as threat or use of force or other forms of coercion, of abduction, of fraud or deception for the purpose of exploitation." **Any** child transported for exploitative reasons is considered to be a trafficking victim.

As a school we are alert to the possible indicators both for our children and their families. Any concerns will be reported using our safeguarding and child protection processes. In addition to Greater Manchester guidance we also refer to [Criminal exploitation of children and vulnerable adults: County Lines](#).

## SERIOUS YOUTH VIOLENCE

Serious Youth violence (including knife crime) has a huge impact on children and the communities in which they live. It is a societal problem and it cannot be tackled by schools or single agencies alone.

In our school we will seek to support, help and protect children on the school site, and to teach our children/young people about the dangers of weapons/knives and other related dangers. We understand that violence and knife crime do not exist in a vacuum and children who are victims or perpetrators may also be experiencing multiple vulnerabilities. If we become aware that a child or young person is vulnerable, we will use the most appropriate interventions and pathways to address these needs, such as completing an Early Help Assessment, Child protection referral or support from a Tameside Youth Offending Service.

**Domestic abuse/violence:** In our school we believe that all our pupils have the right to be safe at school and also in their own homes. We are aware that some children may be living in situations where they are directly or indirectly affected by incidents of domestic abuse or violence. Where we are concerned that domestic abuse or violence is present in the home we will follow our safeguarding and domestic abuse processes. If school is made aware of any domestic violence issues, we would signpost to the appropriate agency.

The school is part of Operation Encompass.

### Exceptional Circumstances (closures, partial closures, home learning)

At Laurus Ryecroft if we find that there is a need to close or partially close the school and offer home learning we will ensure that any communication, information sharing, and the use of online learning platforms is in line with privacy and data protection requirements. All communication with pupils, parents and carers will take place using school communication systems; for example, school email accounts, phone systems and agreed platforms e.g. **Microsoft Teams and Sharepoint. Should exception be required this will be with permission of the Headteacher.**

There is an expectation that staff and pupils will engage with home learning by adhering to the principles described in our existing staff code of conduct, pupil behaviour policy and online acceptable behavior policies. Where we have issued additional guidance in relation to online working, this will be circulated via school systems and staff will be advised accordingly. Staff and pupils will be advised how to share concerns as part of any alternative arrangements.

In making our arrangements we will be consider [Safeguarding and remote education during coronavirus \(COVID-19\)](#)

### SITE SAFETY

We take the safety of staff and pupils seriously and have in place a range of measures to protect and promote the wellbeing of all on site. This includes controlled access to our premises such as; undertaking appropriate checks, signing visitors in and out and issuing guidance on acceptable conduct on site.

As part of our response to the Covid-19 pandemic we may need to introduce additional steps and measures in response to local and national guidance. Where this occurs, we will aim to communicate changes via our usual notification routes.

### SAFER RECRUITMENT AND SAFER WORKING PRACTICE

The school pays full regard to DfE guidance 'Keeping Children Safe in Education' 2021 and with reference to the 'Position of Trust' offence (Sexual Offences Act 2003). We ensure that all appropriate measures are applied in relation to everyone who works in the school who is likely to be perceived by the children as a safe and trustworthy adult.

We do this by:

Enhanced Criminal Records Bureau Check	Barred List Check (if working regulated activity before DBS certificate is available)
Two professional references	Establish confirmation of physical and mental fitness for the role
Identity confirmation	Confirmation of right to work in the UK
Qualification check	Confirmation of professional registration (if appropriate)
Staff suitability declaration (if appropriate)	Prohibition from teaching check (only if employed as a teacher)
Overseas police checks (if appropriate) follow the right government guidance following the UK's exit from the European Union <a href="#">Government website</a>	Section 128 direction check
Childcare Disqualification Regulations check (schools and colleges providing childcare, reception classes of in wraparound care for children up to the age of 8 – only)	Prohibition from teaching check (colleges only - if employed as a teacher)

Operating safer recruitment practices including appropriate Disclosure and Barring Service (DBS) and reference checks, verifying identity, academic and vocational qualifications, obtaining professional references, checking previous employment history and ensuring the person has the right to work in the UK. Our practices also include undertaking interviews and checking if individuals are barred or prohibited from working with children in accordance with DBS and Department for Education (DfE) guidance. In line with statutory guidance we maintain a single central record to evidence checks completed for staff and volunteers working in the school community. This document is reviewed termly by a member of the SLT and termly by a member of the Governing Body.

A member of the senior leadership team will take responsibility for ensuring that all relevant checks are carried out and documented on the single central record. Supporting evidence for recruitment checks is included in the staff member's personnel file. References will always be sought before confirming a person's appointment, these will be written and about previous employment, this will check that information is not contradictory or incomplete. At least one reference will be from the candidate's current employer. When a candidate is not currently employed, verification of their most recent period of employment and reasons for leaving will be obtained from the organisation where they were employed.

Many of our senior leaders and governors have completed safer recruitment training. At least one member of every interview panel for a position in the school (paid or voluntary) will have completed safer recruitment training. This training is refreshed when appropriate.

Where children are involved in the recruitment process e.g. to conduct an interview, they are briefed for this role and the need to treat information confidentially.

All contracts with supply agencies are specific about what checks, and evidence is needed to be completed before any individual commences work at the school, and that they will be expected to present identification upon arrival.

Every volunteer and member of staff (including supply staff and those contracted to deliver sports or other activities such as counselling) has a 'safeguarding induction' and we ensure that staff and volunteers adhere to a published code of conduct and other relevant professional standards at all times. This extends to before and after school activities. Staff and visitors are aware of the requirements in respect of phone usage, camera enabled devices, social media and on-line conduct. Other professionals and visitors to our school are made aware of the requirement and expectations we have in respect of safeguarding our children including the use of mobile and camera enabled devices.

We ensure that:

- Any disciplinary proceedings against staff related to Child Protection matters are concluded in full in accordance with Government guidance "Keeping Children Safe in Education 2021 " Tameside LA, the LADO and HR Policy, procedures and guidance
- All staff and other adults on site are aware of the need for maintaining appropriate and professional boundaries in their relationship with pupils and parents, following the Code of Conduct
- Adequate risk assessments are in place including for extended school/ wrap around provision, volunteers, work placements and holiday activities (directly related to school)
- Staff are clear how to raise a concern, where to find 'whistleblowing policies' and are confident to report concerns of misconduct
- All staff are required to disclose any convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children (whether received before or during their employment at the setting)
- Supply teachers are informed of expectations regarding behaviour and behaviour management. Any concerns relating to supply teachers or others will be passed to the LADO and or others as required. Whilst the placing Teaching Agency is responsible for the investigation, the referring school will be expected to assist with this process. More detailed information can be found by visiting [Greater Manchester Safeguarding Procedures-allegations management](#)

## Staff learning and development

Learning about safeguarding is given an essential part of staff development at Laurus Ryecroft. We are committed to building knowledge and expertise and to ensuring strong

internal capacity through performance management and continuous personal development. The senior leadership team ensure that all staff regularly undertake a comprehensive range of learning to promote safe practice in classrooms, around the school and off site.

All new staff to the school has a comprehensive induction, this includes reading and understanding:

- Information sharing: advice for practitioners who are providing safeguarding services
- Part one and Annex A of 'Keeping children safe in Education 2021'
- School Behaviour Policy
- School Policy for Children Missing from Education
- Staff Code of Conduct
- This Safeguarding & Child Protection Policy
- 'What to do if you're worried a child is being abused' guidance

Designated staff are trained in specialist areas of work, such as:

- Designated Safeguarding Lead
- Mental Health Champion
- Designated Teacher for Looked After Children

A variety of learning materials on safeguarding are made available in school to ensure staff continually develop their understanding and practice around safeguarding, these include:

- Annual update training
- Online learning
- The sharing of materials detailing referral processes and key topics
- Staff handbook
- Staff induction pack
- Standing agenda item staff meetings
- In-house training

All learning and training are documented which also helps us map learning needs across the staff team for further development. A checklist is used as part of the induction process.

Safeguarding is always re-visited at least on an annual basis in whole staff training sessions, to ensure they are as confident and competent in carrying out their safeguarding responsibilities as they possibly can be.

As and when required, other external agencies may be consulted to assist with staff learning and development.



## GOVERNING BODY DUTIES & RESPONSIBILITIES

The Governing Body fully recognises its responsibilities with regard to safeguarding and promoting the welfare of children in accordance with Government guidance and pays particular regard to Keeping Children Safe in Education (2021).

The Governing Body have agreed processes which allow them to monitor and ensure that the school:

- Have robust safeguarding procedures in place - this includes online safety and acceptable use policies.
- Operates safer recruitment procedures and appropriate checks are carried out on newly appointed staff and other adults working on the school site
- Have procedures for dealing with allegations of abuse against any member of staff or adult on site
- Has appointed a member of the Leadership Team who is designated to take lead responsibility for dealing with safeguarding and Child Protection issues
- Will take steps to remedy any deficiencies or weaknesses with regard to safeguarding arrangements
- Is supported by the Governing Body nominating a member responsible for liaising with the LA and/or partner agencies in the event of allegations of abuse against the Head of School; this is the Chair
- Carries out an annual review of the safeguarding policy and procedures
- Carries out an annual safeguarding Audit in consultation with the Governing body, sharing this with the Tameside Safeguarding Children's Partnership on request

## OTHER RELATED POLICIES

The school takes safeguarding seriously and understands this policy is over- arching. The school also maintains other linked policies in line with the legislative requirements; together these make up the suite of policies to safeguard and promote the welfare of children in this school.

- Acceptable/Reasonable Use regarding ICT Policy
- Anti-bullying Policy
- Attendance Policy
- Behaviour Policy
- SEND Policy
- Teaching and Learning Policy
- Equality Policy
- Data Protection
- Single Equality Scheme
- Control and Restraint
- Health and Safety
- Record Retention Guidelines for Schools (SMBC)

- Managing Medical Conditions
- Visits and Journeys
- Security Statement
- Staff code of conduct/Safer Working Practice guidance for staff
- Keeping Children Safe in Education (2021)
- Whistle Blowing Policy
- Staff Behaviour Policy

## APPENDICES

### The staff and volunteers in our school are committed to safeguarding all our children

We work to:

- provide a safe environment for our children
- support children and families using early intervention strategies
- notice and take appropriate action to help any of our children who are either at risk of, or are suffering from, significant harm

<p><b>Our Designated Safeguarding Lead is:</b></p> <p><b>Mr Reece Carling</b></p>	<p><b>Our Deputy Designated Safeguarding Lead is:</b></p> <p><b>Miss Lashana Pryce</b></p>
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If you have any concerns about the welfare of any of our children you can report them to the above named persons.

Staff and volunteers must record their concerns on a note of concern form and include a physical injury/body map where appropriate

These should be passed in a sealed envelope to the Designated Safeguarding Lead immediately

Further Advice and guidance can also be sought from

The Safeguarding Unit 0161 3410101 / 0161 342 2222

## USEFUL LINKS, FURTHER ADVICE AND GUIDANCE

### Local Guidance

- [Greater Manchester Safeguarding Procedures](#)
- [It'snotokay.co.uk- GM CSE resources-for-professionals](#)
- [Safeguarding children with disabilities](#)
- [Sexually harmful behaviour displayed by children and young people](#)
- [Safeguarding children and young people vulnerable to violent extremism](#)
- [Greater Manchester project Phoenix](#)
- [Tameside Esafety guidance](#)
- [Tameside domestic violence guidance](#)
- [Private foster in Tameside](#)
- [Tameside guidance for sexual exploitation](#)
- [Tameside guidance for parents and carers](#)
- [Tameside guidance on bullying](#)
- [Tameside safeguarding arrangements](#)
- [Tameside early help strategy](#)

### National Guidance & Resource

- [Keeping Children Safe in Education 2021](#)
- [Early-years-foundation-stage-framework](#)
- [Working Together to Safeguard Children-2018](#)
- [What-to-do-if-you're-worried-a-child-is-being-abused](#)
- [Brook sexual-behaviours-traffic-light-tool](#)
- [Sexualviolence and sexual harassment between children in schools and colleges.pdf](#)
- [Teachers-standards](#)
- [Responding to sexting incidents](#)
- [Sexting In Schools Jan17.pdf](#)
- [Prevent-duty-guidance](#)
- [Educate Against Hate](#)
- [Safeguarding-children-who-may-have-been-trafficked-practice-guidance](#)
- [Multi-agency statutory guidance on FGM](#)
- [DSL for looked after children](#)
- [Sexual harassment](#)

## Operation Encompass

### What to do if you are concerned that a child/young person is being abused (flowchart for Education)

#### INFORMATION YOU MAY BE ASKED TO PROVIDE

When you make a referral to Social Care (Children's Services) or to the police, you should provide as much of the following information as possible:

- **Child's name, date of birth, address, telephone number and ethnic origin;**
- **Family details** - who lives in the home - and any other significant adults;
- What is causing concern and the **evidence** that you have gathered to support your concerns;
- Any **additional needs** the child and/or family may have including language, disability and communication;
- Clarification of discussion with any family members if a discussion has been appropriate;
- Clarification of any ongoing assistance that you are giving to the family;
- Your name, workplace and contact telephone number.

All Child Protection referral phone calls made to the Multi-Agency Safeguarding & Support Hub (MASSH) to secure a response from Social Care must be supported with written documentation.

**Remember- Anyone in school can make a child protection referral**

#### INFORMATION & TELEPHONE NUMBERS FOR CONSULTATION AND REFERRAL

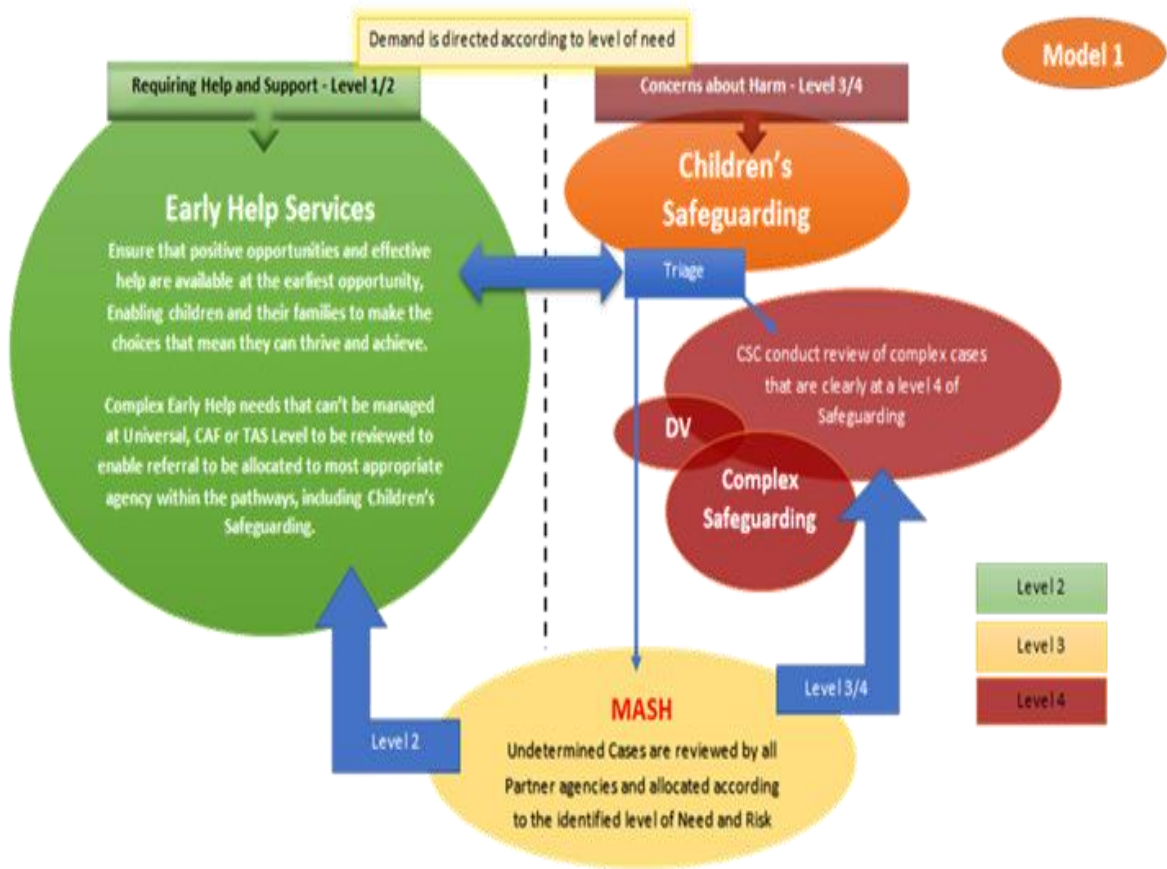
##### Children's Hub

- Online Safeguarding concerns can be reported to the Children's Hub using the Online Electronic Referral form
- Monday to Friday during office hours - 0161 342 4101
- Monday to Friday outside office hours and weekends and public holidays – 0161 342 2222
- GM Procedures Manual
- Greater Manchester Police tel:101 (non- emergency) 999 emergency

##### Advice is available from:

- Child's Social Worker (if already involved)
- School Age Plus worker
- Team Around the School meeting
- LADO – 0161 432 4398
- The Multi –agency Safeguarding and Support Hub (MASSH)  
tel. (0161) 0161 342 4101

## Tameside Safeguarding Children Partnership – Help or harm



**Possible indicators of abuse**

Indicators are provided as a guide, concerns and context should be discussed with the DSL

**Sexual**

- Genital discomfort, pain, itching, bruising, injuries
- Public /compulsive masturbation
- Eating disorders
- Sexually explicit behaviour or language not age
- Sexually Transmitted Infection
- Sexually explicit drawings
- Pregnancy

**Physical**

- Bruises, black eyes and broken bones
- Unexplained or untreated injuries
- Injuries to unusual body parts e.g. thighs, back, abdomen
- Bruising that resembles hand/finger marks
- Burns/scalds
- Human bites/cigarette burns
- Injuries that the child cannot explain or explains unconvincingly
- Injuries in babies and non mobile children

**Behaviour**

- Change in general behaviour
  - Low self-esteem
- Extremely passive/aggressive
  - Sleeping difficulties
  - Eating disorder
  - Lethargy/tiredness
  - Fear of certain adults
- Poor social relationships
- Bullying/anti-social behaviours
- School attendance difficulties
  - Disclosure
  - Self-harm

**Neglect**

- Inappropriately dressed
- Malnourished/always hungry
- Untreated medical problems e.g. dental decay, head lice etc.
- Lethargy, tiredness or aggressive tendencies
- Lack of basic needs being met- food, shelter warmth etc.

**Emotional**

- Physical, mental & emotional development lags
- Talks of excessive punishment
- Fear of parents being contacted
- Sudden speech disorders
- Running away
- Self-deprecation, low self esteem

**Online Abuse**

**Contextual Safeguarding**

## The LADO

### [Greater Manchester procedures online- Allegation management](#)

The process of managing allegations starts where information comes to the attention of a manager which suggests that an adult working with children may have:

- Behaved in a way that has harmed a child, or may have harmed a child;
- Possibly committed a criminal offence against or related to a child; or
- Behaved towards a child or children in a way that indicates he/she may pose a risk of harm to children.

Concerns or allegations about the behaviour of an adult may be brought to the attention of a manager in a variety of ways. For example:

- An allegation made directly by a child or parent;
- An allegation made by a colleague or member of staff;
- Information from police or local authority social care team;
- Information from a third party or the general public;
- Information disclosed anonymously or online; or
- Concerns generated through an employment relationship.

The procedures allow for consideration of the adult's behaviour at the earliest opportunity when a concern or allegation arises and is brought to the manager/employer's attention.

### **When to contact the Local Authority Designated Officer (LADO)**

It is important to ensure that even apparently less serious allegations are seen to be followed up, and that they are examined objectively by someone independent of the organisation concerned.

Discussion should always take place between the employer and the LADO when the concern or allegation meets the criteria.

Some examples of this may be where an individual has:

- Contravened or has continued to contravene any safe practice guidance given by his/her organisation or regulatory body;
- Exploited or abused a position of power;
- Acted in an irresponsible manner which any reasonable person would find alarming or questionable given the nature of work undertaken;



- Demonstrated a failure to understand or appreciate how his or her own actions or those of others could adversely impact upon the safety and well-being of a child;
- Demonstrated an inability to make sound professional judgements which safeguard the welfare of children;
- Failed to follow adequately policy or procedures relating to safeguarding and promoting the welfare of children;
- Failed to understand or recognise the need for clear personal and professional boundaries in his or her work;
- Behaved in a way in her or her personal life which could put children at risk of harm;
- Become the subject of criminal proceedings not relating to a child;
- Become subject to enquiries under local child protection procedures and/or child subject to [Child Protection Plan](#);
- Behaved in a way which seriously undermines the trust and confidence placed in him or her by the employer.

Colleagues with concerns can contact the LADO on 0161 342 4398