

## Woodmancote School and Little Chestnuts Safeguarding and Child Protection Policy

Designated Member of Staff	G Tucker
Committee with responsibility	Safeguarding Committee
Date of Issue	September 2018
Frequency of Review	Annual
Next Review	On-Going

Issue Number	Issue Date	Summary of Changes
1	September 2016	New Policy
2	September 2017	Reviewed
3	September 2018	September 2018 (Reviewed in line with latest DfE guidance - 'Keeping Children Safe in Education' September 2018); Inclusion of updated Early Help information
4	February 2020	Reviewed by SB for LC content
5	May 2020	Covid 19 Annexe
6	8 <sup>th</sup> June 2020	Updated Covid 19 Annexe

This policy was adopted by the Governing Body in conjunction with the Headteacher (HT), staff, and Safeguarding Children's Board representatives. It will be reviewed on an annual basis by the HT and named governors for Safeguarding and Health and Safety, with direct reference being made to the GSCB Audit of statutory duties.

Further Guidance can be found at [www.gscb.org.uk](http://www.gscb.org.uk)

**Designated Safeguarding Lead:** Mr G Tucker

Signature: .....

**Governor responsible for Safeguarding:** Mrs C Spiller

Signature: .....

Further Guidance can be found at [www.gscb.org.uk](http://www.gscb.org.uk)  
[Gloucestershire Safeguarding Board Handbook](#)  
Children's Help Desk Tel: 01452 426 565

**If anyone thinks a child or young person is at immediate risk of significant harm or in an emergency always call 999. In the case of needing medical help fast dial 111.**

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## SECTION.1: INTRODUCTION

Everyone at Woodmancote School and Little Chestnuts fully recognise their responsibility, under section 175 of the Education Act 2002, to safeguard and promote the welfare of children; and to work together with other agencies to ensure there are adequate arrangements within our school to identify, assess and support those children who may be suffering harm.

This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004; the Education Act 2002 and in line with statutory guidance: 'Working together to safeguard children' (DfE 2018) and 'Keeping children safe in education' (DfE guidance September 2019). All staff are required to read and acknowledge that they have read and understood, Section 1 and part 5 of the document.

This policy also takes on board procedures and guidance set out by GSCB.

### 1.1 DEFINITION OF SAFEGUARDING

#### What is meant by 'Safeguarding'?

Safeguarding and promoting the welfare of children is defined 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'*

Keeping Children Safe in Education September 2018

#### What is meant by 'Child protection'?

*'Child protection refers to part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.'*

Working Together 2018 Appendix A Glossary

**Safeguarding is what we do for all children** and Child Protection is what we do for children who have been harmed or are at significant risk of being harmed.

### 1.2 SAFEGUARDING MISSION STATEMENT

**Safeguarding is the responsibility of EVERYONE at Woodmancote School and Little Chestnuts'**

**If at any point there is immediate risk of serious harm to a child a referral must be made to social care immediately or dial 999. Anybody can make a referral.**

#### Overview

**This Safeguarding Policy applies to all Governors, employees (including supply and peripatetic staff), volunteers and people using the school. They must all acknowledge that:**

- The child's welfare is of paramount importance and all children have the right to be protected from abuse and neglect.

- All employees and volunteers will receive safeguarding training appropriate to their designation. This is to ensure that they are aware of the signs and symptoms of abuse and neglect, how to identify children who may benefit from early help, and raise awareness of the wide range of safeguarding issues and how to help to respond and support the children in their care.
- Children who are being abused, neglected or at risk of harm will only tell people they trust and with whom they feel safe and that any member of staff needs to be able to respond appropriately to a child who discloses evidence of abuse or raises other concerns about their welfare.
- It is essential that a member of staff's own practice and behaviour puts children's welfare first and cannot be misconstrued in any way and does not contravene accepted good practice.
- All staff and volunteers must be made aware that they should report any concerns about safeguarding practice or any concerns about staff to the Head Teacher (or Chair of Governors if concern is regarding the Headteacher) or to the Local Authority LADO, Ofsted or NSPCC Whistleblowing help line or website. Staff should not assume someone is taking action and sharing information that might safeguard a child.

**There are three main elements to our school's safeguarding policy:**

- 1. PREVENTION (positive and safe school environment, careful and vigilant teaching, accessible pastoral care, support to pupils, good adult role models).**
- 2. PROTECTION (agreed procedures are followed, staff are trained and supported to respond appropriately and sensitively to safeguarding concerns).**
- 3. SUPPORT (to pupils, who may have been at risk of significant harm and the way staff respond to their concerns and any work that may be required).**

**Everyone at Woodmancote and Little Chestnuts recognise the fact that they do not operate in isolation. Safeguarding is the responsibility of all adults and especially those working or volunteering with children. The school aims to help protect the children in its care by working consistently and appropriately with all agencies to reduce risk and promote the welfare of children. All professionals work within the same child protection/safeguarding procedures.**

### **1.3 STAFF, VOLUNTEERS & GOVERNORS WORK TOGETHER IN PARTNERSHIP WITH PUPILS AND PARENTS TO:**

- **Maintain and continue to create an environment in which all children and young people feel safe, secure, valued and respected and where they can learn and fully develop.**
- **Establish and maintain an environment where children are encouraged to talk, and are listened to when they have a worry or concern. Ensure children know they can approach a trusted adult at Woodmancote or Little Chestnuts if they are worried.**
- **Ensure our children are equipped with the skills they need to keep themselves safe.**
- **Ensure all Woodmancote and Little Chestnuts staff members maintain a **culture of vigilance** and have an attitude of 'it could happen here' where safeguarding is concerned and that when issues arise about the welfare of a child, staff members always act in the interests of the child.**

- Establish and maintain an environment where school staff and volunteers are encouraged to share and are listened to when they have concerns about the safety and well-being of a child.
- Ensure that all staff know the procedures for reporting a concern or making a child protection referral and that staff are well equipped to spot signs of abuse or a child in need of early help for a variety of reasons.
- Ensure that all staff are prepared to identify children who may benefit from early help.
- Ensure that any children who have been abused will be supported in line with a child protection plan, where deemed necessary.
- Include opportunities in the curriculum for children to develop the skills they need to recognise and stay safe from abuse or from other areas of risk as part of a broad and balanced curriculum.
- Contribute to the Spiritual, Moral, Social and Cultural (SMSC) development of children as well as other key aspects of a young person's well-being (being healthy, staying safe, enjoying and achieving, making a positive contribution and achieving economic well-being).
- Ensure that we have suitable staff by adhering stringently to safer recruitment processes and ensuring any unsuitable behaviour is reported and managed quickly using the Allegations Management procedures.

#### 1.4 AIMS

##### The aims of this policy are:

- To raise the awareness of **all school stakeholders** of the importance of child protection and safeguarding pupils and of their responsibilities for identifying and reporting actual or suspected abuse, neglect or concerns about a child's welfare
- To ensure pupils and parents are aware that the school takes the safeguarding agenda seriously and will follow the appropriate procedures for identifying and reporting abuse, neglect or concerns about a child's welfare and for dealing with allegations against staff
- To provide a systematic means of monitoring children known or thought to be at risk of harm, and ensure we, the school, contribute to assessments of need and support packages for those children
- To develop a structured procedure within the school, which will be followed by all members of the school community in cases of suspected abuse, and is based upon good levels of communication
- To promote effective liaison with other agencies in order to work together for the protection of all pupils
- To ensure that all staff working within our school who have substantial access to children have been checked as to their suitability, including verification of their identity, qualifications, and a satisfactory DBS check, a prohibition check where relevant (according to guidance) , and a central record is kept for audit.
- To support pupils' development in ways which will foster security, confidence and independence
- To integrate a safeguarding curriculum within the existing curriculum allowing for continuity and progress through all key stages
- To take account of and inform policy in related areas such as discipline, bullying, staff and pupil behaviour policies and E-Safety

## SECTION.2: STATUTORY FRAMEWORK

In order to safeguard and promote the welfare of children, we will act in accordance with the following legislation and guidance:

- The Children Act 1989
- The Children Act 2004
- Education Act 2002 (section 175)
- The Education (Pupil Information) (England) Regulations 2005
- Gloucestershire Safeguarding Children Board (Inter-agency Child Protection and Safeguarding Children Procedures) ([www.gscb.org.uk](http://www.gscb.org.uk))
- Keeping Children Safe in Education: statutory guidance for schools and colleges (DFE guidance September 2019)
- Working Together to Safeguard Children (DfE 2018)
- What to do if you are worried a child is being abused (2015 advice for practitioners).

Working Together to Safeguard Children (DfE 2018) requires all schools to follow the procedures for protecting children from abuse which are established by the GSCB. Schools are also expected to ensure that they have appropriate procedures in place for responding to situations in which they believe that a child has been abused or are at risk of abuse - these procedures should also cover circumstances in which a member of staff is accused of, or suspected of, abuse.

Furthermore, Keeping Children Safe in Education (DfE September 2019) places the following responsibilities on all schools:

- All staff members should be aware of systems which support safeguarding and these should be explained as part of induction.
- All staff must understand the role of the DSL (Designated Safeguarding Lead) and the DDSLs (Deputy Designated Safeguarding Leads).
- All staff must recognise the contribution that the school can make to inter-agency working by providing a co-ordinated offer of early help for children with additional needs
- Overall responsibility for safeguarding and child protection matters rest with the Designated Senior Person (referred to in 'Keeping Children Safe in Education (DFE, September 2018) as Designated Safeguarding Lead'). This responsibility cannot be delegated.
- Staff with the designated safeguarding lead responsibility should undergo updated child protection training at least annually.
- Schools should be aware of and follow the procedures established by the Gloucestershire Safeguarding Children Board (GSCB).
- All staff should be alert to signs of abuse and know to whom they should report any concerns or suspicions.
- All staff should be made aware that 'upskirting' is now a criminal offence. A definition has been included which describes upskirting as, "taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm"
- All staff should be aware of indicators, which may signal that children are at risk from, or are involved with serious violent crime.

- All concerns or discussions must be recorded by staff using the school's system. (CPOMs in the main school and safeguarding forms in Little Chestnuts). Staff must be able to distinguish between a **CONCERN**, **RISK OF HARM** or **IMMEDIATE DANGER**.
- Training for all staff must now be 'at least annually' (with regular updates as necessary).
- Schools should have procedures (of which all staff are aware) for handling suspected cases of abuse of pupils, including procedures to be followed if a member of staff is accused of abuse, or suspected of abuse.

**Keeping Children Safe in Education (DfE September 2019) also states:**

Governing bodies and proprietors should ensure there is an effective child protection policy in place together with:

- the school behaviour policy;
- the staff behaviour policy known at Woodmancote and Little Chestnuts as the Staff Code of Conduct;
- the safeguarding response to children who go missing from education;
- specific guidance about the role of the designated safeguarding lead (including the identity of the designated safeguarding lead and any deputies).

At Woodmancote and Little Chestnuts, both are provided to all staff, including those who are temporary, and volunteers on induction. The child protection policy induction pack includes all relevant documentation and guidance and is updated on an annual basis to reflect both regional and national changes.

### **SECTION.3: OUR COMMITMENT TO EQUALITY**

Everyone at Woodmancote and Little Chestnuts will make sure that all children and young people have the same protection regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity. This policy supports our commitment to anti-discriminatory practice, recognising the additional needs of children from minority ethnic groups and disabled children and the barriers they may face, especially around communication.

#### **3.1 SAFEGUARDING SPECIFIC VULNERABLE GROUPS**

Any child at Woodmancote or Little Chestnuts may benefit from early help (Please refer to early help section). However, every member of staff is expected to be particularly alert to the potential need for early help for any child who:

- **Is in care**
- **Has special educational needs and/or disabilities**
- **Is missing from education (CME)**
- **Is a young carer**
- **Is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups**
- **Is at risk of modern slavery, trafficking or exploitation**
- **Is at risk of being radicalised or exploited**

- Is in a family circumstance presenting challenges for the child, such as drug and alcohol misuse, adult mental health issues and domestic abuse
- Is misusing drugs or alcohol themselves
- Has returned home to their family from care
- Is privately fostered
- Is unsure of sexual orientation or has a member of the family transitioning
- Has a family member in prison

## SECTION.4: ROLES AND RESPONSIBILITIES

### 4.1 SCHOOL SAFEGUARDING RESPONSIBILITIES

#### The school will:

- **Abide by the Keeping Children Safe in Education September 2018 guidance**  
Everyone who comes into contact with children and their families has a role to play in safeguarding children. School staff are particularly important as they are in a position to identify concerns early and provide help for children, to prevent concerns from escalating. Schools and their staff form part of the wider safeguarding system for children. This system is described in statutory guidance Working Together to Safeguard Children 2018. Schools and colleges should work with social care, the police, health services and other services to promote the welfare of children and protect them from harm. (KCSIE'18 Part one).
- Give all staff a copy of Part 1 of KCSIE'18 and ensure that it is read and understood and knowledge of and access to all of KCSIE'18 and Part 5 'Child on Child sexual violence and sexual harassment.'
- Have a child protection/Safeguarding policy with procedures which are in accordance with government guidance and refer to locally agreed inter-agency procedures put in place by the Safeguarding Partners
- Appoint a lead Governor responsible for safeguarding practice within the school
- Ensure that any weaknesses in child protection are remedied immediately
- Appoint a Designated Safeguarding Lead who is a member of the Leadership Team and Deputies to provide adequate cover
- Ensure that the DSL (usually) leads on the Prevent agenda
- Have a named member of staff to support children who are Looked After Children (Designated teacher) who will work closely with the DSL where this post is held separately
- Require teachers, staff and volunteers to read and implement the appropriate procedures as outlined by the Safeguarding Partners
- Ensure that teachers, staff, peripatetic staff, contractors and volunteers have completed Disclosure and Barring Service checks as per the safer recruitment guidance and that contacts within extended services require safer recruitment and safeguarding compliance
- Undertake relevant safer recruitment and allegations management training
- Ensure any external contractors using or on school premises are signed up to Safeguarding Procedures and ensure they follow guidelines on the use of restraint and comply with the safeguarding requirements, i.e. after school clubs

- Ensure staff and volunteers comply with Safer Working practice for adults who work with children and young people in Education Settings
- Sign up to the Gloucestershire Safeguarding Children Board alerts
- Ensure that the relevant staff have undertaken appropriate training to contribute to multi-agency assessments of children
- Ensure management of allegations procedures are implemented
- Ensure staff work to the agreed Behaviour policy/code of conduct and safer working procedures
- Recognise that children with special educational needs may be especially vulnerable to abuse and expect staff to take extra care to ensure their needs are protected
- Have and use an Anti-Bullying Policy responding to any complaint of bullying or prejudice within the school. Have a member of staff as an Anti-Bullying Champion
- Have an e-safety policy in line with Safeguarding Partners requirements
- Have a member of staff as an E-Safety Champion
- Have a Whistle Blowing Policy where it is safe to discuss concerns
- Be aware of the needs of vulnerable groups, identify and action for all identified
- Make policies available to parents and pupils via the school website
- Provide education to children about safeguarding issues
- Ensure the child's wishes and feelings are taken into account in respect to individual matters as well as safeguarding generally
- Undertake an annual audit of safeguarding, using the GSCB Safeguarding Self Evaluation audit tool (or similar) which will be shared with the Governing body leading to appropriate actions to ensure that the school is meeting all the requirements in line with national guidance, legislation and Safeguarding Partner guidance
- Undertake a safeguarding report for the Governing Body at least annually and review the safeguarding policy at least annually
- Standing item on safeguarding at full governing body meetings
- Governors to have read and understood 'Keeping Children Safe in Education September 2018', 'Working Together to Safeguard Children' and undertaken relevant training

**The school has a responsibility to work with other agencies on all safeguarding issues (both current and possible in the future) which may include:**

- Child exploitation - child sexual exploitation (CSE); county lines & trafficking
- Children missing education (CME)
- Children missing from home or care
- Bullying including cyberbullying and prejudice based bullying
- Domestic abuse
- Children in the courts
- Children with family members in prison
- Drugs and alcohol misuse
- Health and well-being - fabricated or induced illness; medical conditions; mental health and behaviour
- Homelessness
- Faith abuse
- So called honour based violence - Female Genital Mutilation (FGM)

- Forced marriage
- Violence - gangs and youth violence; gender-based violence/violence against women and girls (VAWG); sexual violence and sexual harassment
- Missing children and adults
- Private fostering
- Radicalisation/extremism - Prevent & Hate
- Online - Sexting/grooming and other E safety issues
- Teenage relationship abuse

#### 4.2 DESIGNATED SAFEGUARDING LEAD (DSL)

**At Woodmancote and Little Chestnuts, the Designated Safeguarding Lead (DSL) is a senior member of staff from the school leadership team, designated to take lead responsibility for:**

- Safeguarding and child protection (Head leads on allegations against staff)
- Keeping secure Child Protection, Children in Need and other plans, write records and reports
- Safeguarding and Child Protection policy and procedures: lead in evaluation, review and revision, ensure available to staff and parents
- Inducting staff/staff training/ensure staff are aware of safeguarding policy and procedure
- Providing advice, information and support to other staff/adults in the school and with other pastoral staff to pupils on safeguarding issues
- Understanding (and participate in) early help assessments and process for early help
- Liaising with the Local Authority and Local Safeguarding Children Board
- Working in partnership with other agencies; referrals and support; information sharing
- Ensuring a culture of listening to children and taking account of their wishes and feelings
- Undertaking a safeguarding evaluation/audit, report to the Leadership Team and Governing Body.

The DSL, Deputy DSL or Additional DDSL will always be available for school stakeholders (both in person, telephone or through email) in the school to discuss any safeguarding concerns. To strengthen this, there are two deputies to provide safeguarding cover at all times e.g. the DSL may be on planned time away from the school for training etc. and the deputy off sick which could lead to unacceptable delay in protecting a child. In the absence of the DSL, all staff will be aware of which deputy DSL is available.

**Current DSL and DDSL responsibilities at Woodmancote and Little Chestnuts:**

**DSL (Designated Safeguarding Lead)** and designated teacher for CIC (Children in Care), CSE (Child Sexual Exploitation) and PREVENT duty is:

**Mr Gary Tucker (Headteacher)**  
Tel: 01242 674312

[head@Woodmancote.gloucs.sch.uk](mailto:head@Woodmancote.gloucs.sch.uk)

The overall responsibility for safeguarding and child protection rests with the DSL and this responsibility cannot be delegated (as per KCSIE September 2018).

Deputy DSL is: Mrs Sarah Badham (Deputy Headteacher) [sbadham@Woodmancote.gloucs.sch.uk](mailto:sbadham@Woodmancote.gloucs.sch.uk)  
Tel: 01242 674312

Additional Deputy DSL is: Mr Rob Evans (Senior Teacher) [revans@Woodmancote.gloucs.sch.uk](mailto:revans@Woodmancote.gloucs.sch.uk)  
Tel: 01242 674312

#### 4.3 GOVERNANCE

Woodmancote and Little Chestnuts has a Nominated Safeguarding Governor who takes the lead responsibility for the Governing Body and works closely with the Designated Safeguarding Lead and Chair of Governors on safeguarding issues.

The responsibilities of the Governing body in relation to safeguarding are outlined in KCSIE'18 and Ofsted Inspecting safeguarding in early years, education and skills settings.

At Woodmancote and Little Chestnuts, the Governing Body plays a crucial role in that it must ensure that governors comply with their duties under legislation. They must also have regard to this guidance to ensure that the policies, procedures and training at our school are effective and comply with the law at all times.

**The nominated governor for safeguarding & child protection including CSE, Prevent Duty and Children in Care at Woodmancote and Little Chestnuts is: Mrs Clare Spiller**

**The responsibilities placed on the governing body include:**

- Prioritising the welfare of children and young people and creating a culture where staff are confident to challenge senior leaders over any safeguarding concerns
- Ensuring that an effective child protection policy is in place, together with a staff behaviour policy & code of conduct
- Making sure that children are taught about how to keep themselves safe
- Contributing to inter-agency working, which includes providing a coordinated offer of early help when additional needs of children are identified
- Ensuring that the school operates safer recruitment procedures by ensuring that there is at least one person on every recruitment panel that has completed Safer Recruitment training.
- Ensuring that the school has procedures for dealing with allegations of abuse against staff and volunteers and to make a referral to the DBS if a person in regulated activity has been dismissed or removed due to safeguarding concerns, or would have been had they not resigned.
- Ensuring that a senior leader has Designated Safeguarding Lead (DSL) responsibility.
- Ensuring that all other staff have Safeguarding training updated as appropriate (minimum of annual).
- Ensuring that any weaknesses in Child Protection are remedied immediately.
- Ensuring that a member of the Governing Body, usually the Chair, is nominated to liaise with the LA on Child Protection issues and in the event of an allegation of abuse made against the Headteacher.

- Ensuring that Child Protection policies and procedures are reviewed annually and that the Child Protection Policy is available on the school website or by other means.
- Ensuring that The Governing Body considers how children may be taught about safeguarding. This may be part of a broad and balanced curriculum covering relevant issues through personal social health and economic education (PSHE) and/or through sex and relationship education (SRE)
- Ensuring that an enhanced DBS check is in place for all Governors.
- Ensuring that the DSLs who are involved in recruitment and at least one member of the governing body will also complete safer recruitment training to be renewed every 5 years.
- Ensuring that all members of staff and volunteers are provided with child protection awareness information at induction, including in their arrival pack, the school safeguarding statement so that they know who to discuss a concern with.
- Ensuring that all members of staff are trained in e-safety and how to report concerns and receive regular updates through CPD or school based training.
- Ensuring that all other staff and governors, have child protection awareness training, updated by the DSL as appropriate, to maintain their understanding of the signs and indicators of abuse.
- Ensuring that all members of staff, volunteers, and governors know how to respond to a pupil who discloses abuse through delivery of the Safeguarding Induction pack.
- Ensuring that all parents/carers are made aware of the responsibilities of staff members with regard to child protection procedures through publication of the school's Child Protection Policy, on the school website.
- Ensuring that the school's lettings policy will seek to ensure the suitability of adults working with children on school sites at any time and that community users organising activities for children are aware of the school's child protection guidelines and procedures.
- Ensuring that the Governing Body will ensure that child protection type concerns or allegations against adults working in the school are referred to the Local Authority Designated Officer Nigel Hatten, who is supported by Tracy Brooks, the Allegations Management Co-Ordinator. Nigel can be contacted on 01452 426994 or [nigel.hatten@gloucestershire.gov.uk](mailto:nigel.hatten@gloucestershire.gov.uk) and Tracy can be contacted on 01452 426320 or [tracy.brooks@gloucestershire.gov.uk](mailto:tracy.brooks@gloucestershire.gov.uk).
- Ensuring that the school's procedures are regularly reviewed and up-dated.
- Ensuring that the name of the designated members of staff for Child Protection, the DSL Officer, will be clearly advertised in the school, with a statement explaining the school's role in referring and monitoring cases of suspected abuse.

#### **4.4 STAFF**

**All staff and volunteers play a vital role in ensuring that all children are safe at Woodmancote and Little Chestnuts. It is expected that all staff and volunteers understand and fulfil their responsibilities, and are fully committed to the following:**

##### **4.4.1 Staff Conduct (Please refer to Woodmancote and Little Chestnuts Staff Code of Conduct Policy)**

- Treating all children with respect
- Setting a good example by conducting ourselves appropriately
- Involving children in decision-making which affects them

- Encouraging positive and safe behaviour among children
- Being a good listener
- Being alert to changes in a child's behaviour
- Recognising that challenging behaviour may be an indicator of abuse
- Reading and understanding all of the school's safeguarding and guidance documents on wider safeguarding issues, for example bullying, physical contact, e-safety and information sharing
- Asking the child's permission before doing anything for them which is of a physical nature, such as assisting with dressing, physical support during PE, music or administering first aid
- Maintaining appropriate standards of conversation and interaction with and between children and avoiding the use of sexualised or derogatory language
- Maintaining professional standards and boundaries at all times on and off the school site
- Being aware that the personal and family circumstance and lifestyles of some children lead to an increased risk of neglect and or abuse
- Staff, volunteers & governors not being involved in any activity which is illegal and may pose a risk to children e.g. access to child pornography, extremist or radicalisation activities
- Staff and volunteers declaring any offences or involvement with the police relevant to their employment
- Understanding that where safeguarding or criminal issues occur in an employee's private life the impact of this on their suitability to work with children will be assessed with the support of the LADO/HR as appropriate.

#### **4.4.2 Staff training and induction (following both national and Safeguarding Partner guidance at all times)**

- All new staff, volunteers and Governors will receive Safeguarding induction to ensure understanding of the child protection/safeguarding policy
- The DSL and deputies will attend multi-agency (Level 3) safeguarding training at least once every two years, attend safeguarding forums and keep up to date with recommendations from serious case reviews, changes to national and Safeguarding Partner policy and guidance
- The whole school staff group will receive formal safeguarding training by a suitably qualified person at least every three years with regular and at least annual up-dates and notifications of any necessary changes, reminders being made available as required e.g. via email, e-bulletins, staff meetings

#### **4.4.3 Safer working practice**

- All staff & volunteers share the importance of safer working practices in that it ensures that pupils are safe
- All staff & volunteers are aware of the expectations of this guidance and that they are working within this, that relevant training is given and advice, guidance or sanctions applied where guidance is not followed
- All staff, volunteers and Governors are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions
- All staff & volunteers work in an open and transparent way

- All staff & volunteers discuss and/or take advice from school management over any incident which may give rise to concern
- All staff & volunteers record any incidents with the actions and decisions made
- All staff & volunteers apply the same professional standards regardless of gender, race, disability or sexuality
- All staff & volunteers are aware of confidentiality policy
- All staff & volunteers are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them
- All staff & volunteers adhere to the relevant e-safety policies related to the use of technology both within and outside of school

#### 4.4.4 Responding to signs of abuse or neglect

- Staff need to have an attitude of 'it could happen here' where safeguarding is concerned
- Through training, all staff need to be able to identify signs of abuse or neglect and be able to identify cases of children who may be in need of help or protection
- All staff should be vigilant, protective and discuss any concerns with the DSL who will refer to Social Care or other agencies where appropriate
- Ensure that the DSL/staff are using the [Levels of Intervention](#) guidance (GSCB Website) when making decisions about appropriate support or referral for a child
- Staff ensure that all concerns must be recorded in line with Safeguard Partner guidance
- When concerned about the welfare of a child, staff members should always act in the best interests of the child
- Staff should not assume someone is taking action and sharing information that might safeguard a child

#### 4.5 PUPILS

At Woodmancote and Little Chestnuts, it is crucial that all pupils are protected and helped to keep themselves safe. To this end:

- All pupils have the right to be protected from abuse and neglect
- All pupils should be confident that they are listened to at all times in relation to safeguarding concerns both relating to themselves or to other children and that these concerns will be acted upon
- All pupils in the school are aware of staff who they can talk to. The names of the DSL/SEN Co/pastoral care workers etc. are available throughout the school in the form of posters
- Pupils who are being abused, neglected or at risk of harm will be confident to tell people they trust and with whom they feel safe
- All pupils should be confident that they are protected and helped to keep themselves safe from bullying, homophobic behaviour, racism, sexism and other forms of discrimination
- All pupils are taught, at an age-appropriate level, key aspects of safeguarding through PSHE (Gloucestershire's PinK Curriculum) as a preventative measure e.g. child sexual exploitation at an age appropriate level, the importance of keeping safe through the NSPCC PANTS programme and on line resources such as Childline and ThinkUKnow to develop their understanding of e-safety. As a result of this training, children will be confident to keep themselves safe

- All children play their part in ensuring that behaviour is positive and consistent at all times

#### 4.6 PARENTS

The school shares a purpose with parents to educate, keep children safe from harm and have their children's welfare promoted.

- Everyone at Woodmancote and Little Chestnuts is committed to working with parents positively, openly and honestly
- We ensure that all parents are treated with respect, dignity and courtesy
- We respect parents' rights to privacy and confidentiality and will not share sensitive information until we have permission or it is necessary to do so to protect a child
- We will share with parents any concerns we may have about their child unless to do so may place a child at risk of harm
- We encourage parents to disclose any concerns they may have
- We make parents aware of our Safeguarding and Child Protection Policies and parents are aware that these are on the school website
- There is a commitment to work in partnership with parents or carers and in most situations it may be appropriate to discuss initial concerns with them. It should be recognised that there are circumstances however, where it would be inappropriate to discuss concerns with parents or carers and may in fact put the child at greater risk. This may include identification of sexual abuse, physical abuse cases where a parent may be responsible for the abuse and parents who may not be able to respond reasonably to the situation.

#### 4.7 OTHERS

- Visitors with a professional role, such as the school nurse, social worker, educational psychologist or members of the Police will have been vetted to work with children through their own organisation
- All other professionals will be required to bring their identity badges on all visits and to wear these. They will complete signing in/out forms and wear a school I.D. badge if required to do so
- Agency, third-party staff and contractors, will understand that the guidance in KCSIE will be followed at all times

### SECTION 5: PREVENTION

We recognise that the school plays a significant part in the prevention of harm to our children by providing children with good lines of communication with trusted adults and an ethos of protection. All staff and governors also recognise that because of the day to day contact with children, they are well placed to observe the outward signs of abuse or other issues impacting a child (e.g. self-harm, low self-esteem, low-mood).

The school community will therefore:

- Ensure that all children know there is an adult whom they can approach if they are worried or in difficulty.
- Work to establish and maintain an ethos where children feel secure and are encouraged to talk and are always listened to.
- Include regular consultation with children e.g. through the school council, pupil questionnaires and involvement in anti-bullying week and other such events.
- Include opportunities across the curriculum, (SMSC/PSCHE/SRE), which equip pupils with the skills they need to stay safe from harm and know whom they should turn to for help (e.g. telephone helplines). In particular this will include anti-bullying work (including homophobic and transphobic bullying) and e-safety.
- Include opportunities in the curriculum to prepare for transitions. Transitions can be a time of great anxiety so considering additional emotional support young people may need is important (offer of early help) to keep children safe.
- Encouraging self-esteem and assertiveness through the curriculum whilst not condoning aggression or bullying.
- Liaising and working with all other services and agencies involved in safeguarding or supporting children where appropriate.
- Seeking early help for young people when concerns become apparent or notifying social care (via the Children's Helpdesk) as soon as there is a significant concern.

## **SECTION.6: OUR OFFER OF EARLY HELP (Please refer to Appendix 2 for further details)**

Everyone needs help at some time in their lives and therefore an ethos of early help is important for any school. We believe that early interventions for children or their families are more effective in promoting the welfare of children than reacting later. It means providing support as soon as a problem emerges.

At Woodmancote and Little Chestnuts, we recognise that any child may benefit from early help, but insist that staff should be particularly alert to the potential need for early help for a child who:

- is disabled and has specific additional needs
- has special educational needs (whether or not they have a statutory Education, Health and Care Plan)
- is a young carer
- is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups
- is frequently missing/goes missing from care or from home
- is at risk of modern slavery, trafficking or exploitation
- is at risk of being radicalised or exploited
- is in a family circumstance presenting challenges for the child, such as drug and alcohol misuse, adult mental health issues and domestic abuse
- is misusing drugs or alcohol themselves
- has returned home to their family from care
- is a privately fostered child
- has a family member in prison

Schools such as ours are best placed to provide up-to-date guidance support and intervention on specific safeguarding issues when and if they arise. We will refer to appropriate agencies when help is required to support children, young people or families or to prevent harm. Families themselves should also feel empowered to make contact with the relevant professionals or agencies should they need help and support.

Our aim at Woodmancote and Little Chestnuts is to help pupils and families as early as possible when issues arise: 'offering the right help at the right time to stop any issues getting worse'. Early help is an approach not necessarily an action. It includes prevention education as well as intervention where necessary or appropriate. In some cases immediate urgent action might be necessary if a child or young person is at risk of immediate harm.

**All staff at Woodmancote and Little Chestnuts are aware of the offer of early help. At all times all staff are asked to consider if there is any Offer of Early Help that we can make in order to help a child thrive. Parents will also benefit from having the Offer of Early Help information so that they can make decisions about where to go for professional help or support or where to ask questions when any need arises for their family. This applies not only to the children in our care at Woodmancote and Little Chestnuts but extends to families who may have concerns about older siblings.**

It should be noted that our early help support will be kept under constant review and consideration will be given to referral to Children's Social Care if the child's situation does not appear to be improving. In order to do this, the school will work with other local agencies to identify children and families who would benefit from early help.

To this end, school staff with designated responsibility for providing early help will:

- Undertake an assessment of the need for early help
- Make use of the graduated pathway for early help and service provided by the relevant Early Help Partnership (Tewkesbury [tewkesburyearlyhelp@gloucestershire.gov.uk](mailto:tewkesburyearlyhelp@gloucestershire.gov.uk) 01452 328250)
- Provide early help services e.g. School Nurse, Pastoral support teachers, SENCO, Family Outreach Worker etc...
- Refer to appropriate services e.g. CYPS
- Ensure that pupils have a choice of staff available to them to listen to their concerns or needs, for example, emotional health needs

All staff will be supported in the following ways:

- Access to relevant training with a focus on how early help can support pupils
- Access to an up-to-date register of early help
- Access to GSCB website - [Levels of Intervention](#)
- Support from senior members of staff with specific training in emotional health and well-being

**Early Help, Woodmancote School and Little Chestnuts.**

**Early Help is about children, young people and families getting the right help at the right time, before issues get worse.**

The purpose of "Early Help" is to prevent issues and problems becoming serious and harmful to the child, young person, family and community. When children and families need this extra support, they often need it quickly. Provision of early help support can be at all stages of a child's life; pre-birth, during pregnancy, childhood or adolescence.

Here at Woodmancote School and Little Chestnuts, we recognise the importance of Early Help and as a result, we have a dedicated NEST (Nurturing & Emotional Support Team) consisting of a range of staff members with over 60 years of educational experience between them, each offering different expertise to provide help, support and guidance within school and out. The team consists of:

Mr Gary Tucker - Head Teacher

Mrs Leanne McNamee - Lead NEST Practitioner and Play Therapist

Mrs Alex Phoenix - SENCO

Mrs Emma Lee - Medical

As a team, we meet regularly to discuss any NEST referrals made to us, regarding children or families, with any concerns which could be affecting the mental health and well-being of a child/children or family members.

Support for pupils includes:

- Providing a school culture where pupils are listened to, time to talk is valued and pupils are encouraged to speak of worries and concerns they may be experiencing.
- Promoting self-esteem, self-confidence and respect.
- Promoting positive coping strategies and resilience to face challenges presented to them.
- Promoting positive behaviour and positive attitudes towards learning and each other.
- NEST team supporting staff in developing class based strategies and ideas for tackling problems/concerns.
- Offering 1-1 or group intervention support through bespoke and planned packages.
- Team Around the Child (TAC) meetings - A multi-agency approach to creating a shared and agreed action plan with the aims of addressing any child issues or concerns.

Support for families include:

- Offering time to come in and chat and share concerns or worries that may be being experienced.
- Providing information and signposting to other local services.
- Liaising with external services to gain access and advice on key issues.
- Advice and support for promoting positive behaviour and mental health at home.
- Offering help in completing forms e.g. foodbank vouchers, attendance, online school forms for free milk/free school meals etc.
- A venue for social groups to come together, talk and support each other.
- Team Around the Family (TAF) meetings - A multi-agency approach to creating a shared and agreed action plan with the aims of addressing any family issues or concerns.

If you have any mental health and well-being concerns regarding your child/children or family please do not hesitate to contact us. This can be done by:

- Speaking to the class teacher.
- Asking for a NEST referral to be made on your behalf via the class teacher.
- Contacting a member of the NEST team directly via email or telephone.

We value that promoting positive mental health and well-being in our children, families and staff is of paramount importance if wanting those within our care to have healthy, successful and happy days within our school environment. Promoting positive mental health strategies through curriculum and learning is paramount but also knowing that support is available through our NEST team is crucial for those needing to access Early Help, hopefully from preventing problems from growing bigger.

**If anyone thinks a child or young person is at immediate risk of significant harm they should always call 999. Anyone can do this. In the case of needing medical help fast dial 111.**

## **SECTION.7: CONFIDENTIALITY**

We recognise that all matters relating to child protection are confidential.

- The Headteacher or DSLs will disclose any information about a child to other members of staff on a need to know basis only.
- The Headteacher or DSLs will disclose any information about a situation pertaining to safeguarding or child protection (anonymised) to the named safeguarding governor or Chair of Governors when appropriate.
- All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.
- All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or wellbeing.
- We will always undertake to share our intention to refer a child to Social Care with their parents /carers unless to do so could put the child at greater risk of harm, or impede a criminal investigation. If in doubt, we will consult with Gloucestershire Safeguarding Children Board (GSCB) on this point.

## **SECTION.8: SUPPORT**

### **8.1 SUPPORTING THE CHILD**

#### **8.1.1 The child's wishes**

Where there is a safeguarding concern, those involved should ensure the child's wishes and feelings are taken into account when determining what action to take and what services to provide. Systems are in place for children to express their views. Ultimately, all systems and processes should operate with the best interests of the child at their heart.

We recognise that a child who is abused or witnesses violence may feel helpless and humiliated, may blame themselves, and find it difficult to develop and maintain a sense of self-worth.

We recognise that the school may provide the only stability in the lives of children who have been abused or who are at risk of harm.

We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.

Our school will therefore support all children by:

- Encouraging self-esteem and self-assertiveness, through the curriculum as well as our relationships, whilst not condoning aggression or bullying.
- Promoting a caring, safe and positive environment within the school.
- Liaising and working together with all other support services and those agencies involved in the safeguarding of children and offering Early Help.
- Notifying Social Care as soon as there is a significant concern.

Providing continuing support to a child about whom there have been concerns who leaves the school by ensuring that appropriate information is copied under confidential cover to the child's new setting and ensuring the school medical records are forwarded as a matter of priority.

### **8.1.2 Pupils with Child Protection Plans**

Pupils who are the subject of a Child Protection Conference will have either an agreed multi-disciplinary action plan or child protection plan. The Designated Safeguarding Lead will attend planning meetings and core group meetings specified in the plan and contribute to assessments and plans.

The School recognises that pupils who are the subjects of abuse, neglect or who live in situations of domestic violence may exhibit distressed or challenging behaviour and may not be reaching their full academic potential. The school will ensure that appropriate support mechanisms are put in place to support pupils in school.

## **8.2 SUPPORTING STAFF**

We recognise that staff working in the school who have become involved with a child who has suffered harm, or appears to be likely to suffer harm may find the situation stressful and upsetting.

We will support such staff by providing an opportunity to talk through their anxieties with the DSLs and to seek further support as appropriate.

## **SECTION.9: STAFF TRAINING**

The Governing body at Woodmancote Primary and Little Chestnuts will ensure that all staff members undergo safeguarding and child protection training at induction. The training will be regularly updated. In addition, all staff members will receive regular safeguarding and child protection updates (for

example, via email, e-bulletins, staff meetings) as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively.

Our Governing body recognises the expertise staff build up by undertaking safeguarding training and managing safeguarding concerns on a daily basis. Opportunity will therefore be provided for staff to contribute to and shape safeguarding arrangements and the child protection policy.

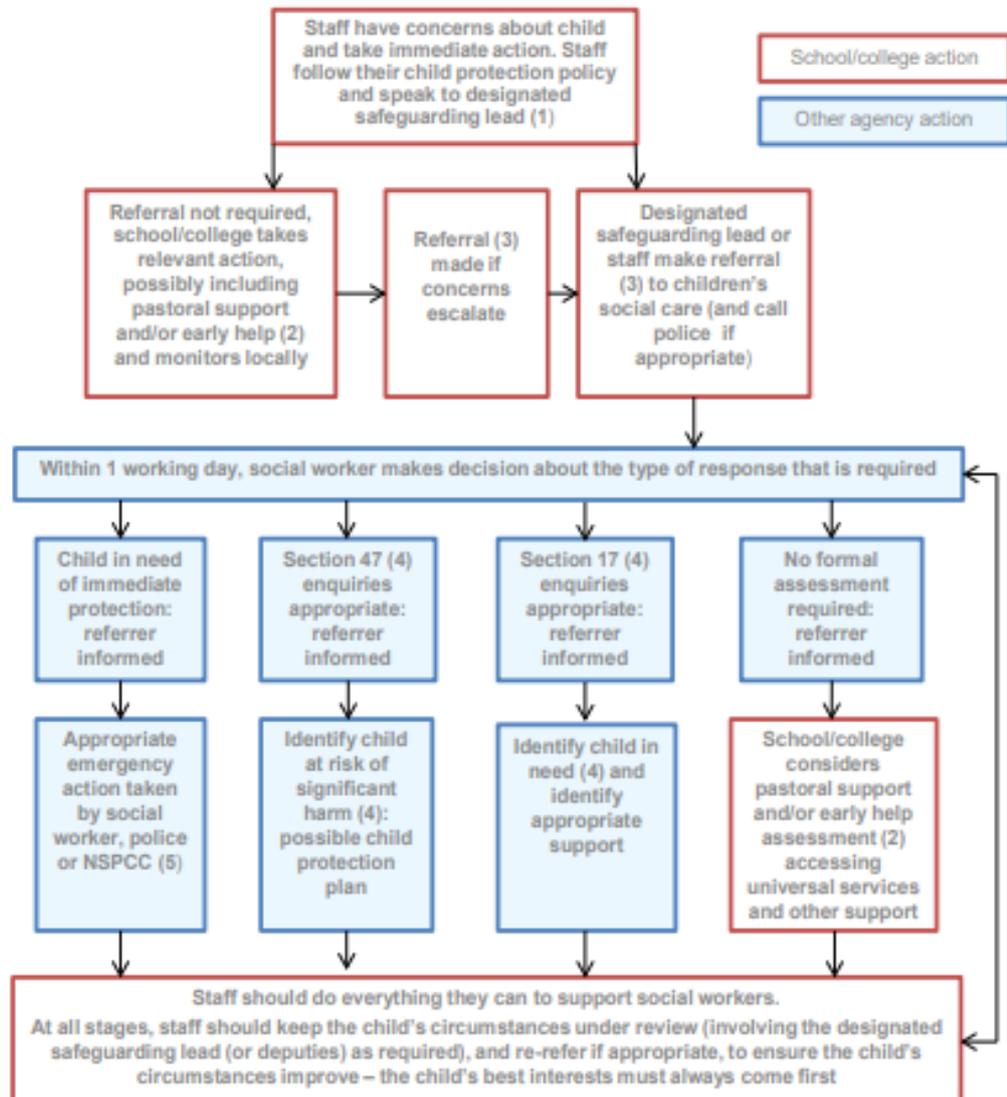
Governors will also ensure that as part of the requirement for staff to undergo regularly updated safeguarding training and the requirement to ensure children are taught about safeguarding, including online, that online safety training for staff is integrated, aligned and considered as part of the overarching safeguarding approach.

Governors will ensure that the DSL, DDSL and additional DSL receive the relevant training to enable them to carry out their roles effectively (Please refer to DSL Job Description).

## **SECTION.10: THE CHILD PROTECTION REFERRAL PROCESS**

**10.1 THE GSCB (GLOUCESTERSHIRE SAFEGUARDING CHILDREN'S BOARD) WEBSITE** sets out all of the child protection referral processes and also all of the relevant forms. This is a live website and is regularly updated so should not be printed ([www.gscb.org.uk](http://www.gscb.org.uk)).

KCSiE'19 also provides clear guidance (see flow-chart below)



(1) In cases which also involve a concern or an allegation of abuse against a staff member, see Part Four of this guidance.

(2) Early help means providing support as soon as a problem emerges at any point in a child's life. Where a child would benefit from co-ordinated early help, an early help inter-agency assessment should be arranged. Chapter one of [Working Together to Safeguard Children](#) provides detailed guidance on the early help process.

(3) Referrals should follow the process set out in the local threshold document and local protocol for assessment. Chapter one of [Working Together to Safeguard Children](#).

(4) Under the Children Act 1989, local authorities are required to provide services for children in need for the purposes of safeguarding and promoting their welfare. Children in need may be assessed under section 17 of the Children Act 1989. Under section 47 of the Children Act 1989, where a local authority has reasonable cause to suspect that a child is suffering or likely to suffer significant harm, it has a duty to make enquiries to decide whether to take action to safeguard or promote the child's welfare. Full details are in Chapter One of [Working Together to Safeguard Children](#).

(5) This could include applying for an Emergency Protection Order (EPO).

## 10.2 RESPONDING TO DISCLOSURES - GUIDANCE FOR STAFF

The guidelines set out in Appendix. 1 should be followed in the event of a child making a disclosure.

### 10.3 UNDERSTANDING THE PROCESS

1. A member of staff should raise any concern immediately with a member of the leadership team or one of the DSLs or DDSLs.
2. The DSL/DDSL may discuss concerns in principle with a social worker or social work manager and receive advice about whether a referral is appropriate to the children's helpdesk or social care or whether there are alternative ways of addressing their concerns. The DSL/DDSL should refer to the [levels of intervention](#) guidance on the GSCB website and also the Levels of intervention (See Appendix.3) windscreen also on the website.

For some concerns an offer of 'early help' might be made to the family or young person to assist in making sure the issue or concern doesn't grow any greater.

- 3a) If Staff need to make a referral, this is done via the Front Door for Children's services by completing a MARF on a portal called Liquid Logic. When a child is at immediate risk of significant harm, staff should continue to contact the Front Door on 01452 426565 (Option 1) and/or ring 999.
- 3b) In the case of FGM (Female Genital Mutilation) staff must personally call the police with any disclosure that FGM has been carried out (in addition to liaising with the DSL).
4. The DSL or DDSL should then discuss concerns with parents/carers of the child and explain what steps they will take next (if this does not put the child at further risk or affect a police investigation).

- **Child in need of services:** services are required when there are health or development concerns. These are determined through a core assessment and are appropriate when the child is judged not to be at risk of significant harm or any previous concerns have been resolved.
- **Child in need of Protection:** A Section 47 enquiry is required when it is judged there is suspected actual harm or likely significant harm to the child - the case is then passed onto the Children and Families Team. A core assessment is carried out and it may be decided that a Child Protection Conference is required, which should then be held within 15 working days.

### 10.4 RESPONDING TO SIGNS OF ABUSE OR NEGLECT

- Through training, all staff need to be able to identify signs of abuse or neglect and be able to identify cases of children who may be in need of help or protection
- They should be vigilant, protective and discuss any concerns with the DSL who will refer to Social Care or other agencies where appropriate
- DSL / staff will use the GSCB Levels of Intervention guidance when making decisions about appropriate support or referral for a child
- All concerns must be recorded in line with GSCB guidance
- Staff need to have an attitude of 'it could happen here' where safeguarding is concerned
- When concerned about the welfare of a child, staff members should always act in the best interests of the child.

## 10.5 FOLLOWING UP REFERRALS

- The agency to which the referral was made e.g. Social Care, should inform the referrer of their action. Where this does not happen promptly the referrer should re contact the agency to which it made the referral to be assured that action is being taken or that alternative support is being recommended
- If after a referral the child's situation does not appear to be improving, the DSL should press for re-consideration
- It is essential that the school remains actively involved in support and plans even where another agency is taking the lead whether at early help, child in need or child protection level
- Where there is a difference of opinion with another agency and this cannot be resolved the [GSCB Escalation](#) guidance should be used.

### Useful guidance:

1. Social Care referrals: the Front Door - telephone 01452 426565 (Option 1)
2. The Gloucestershire Central Referral Unit: [cru@gloucestershire.pnn.police.uk](mailto:cru@gloucestershire.pnn.police.uk) or 01452 753458

## SECTION.11: ALLEGATION MANAGEMENT

### 11.1 ALLEGATIONS OF ABUSE MADE AGAINST OTHER CHILDREN 'PEER ON PEER ABUSE'

Staff should recognise that children are capable of abusing their peers. Our child protection policy includes procedures to minimise the risk of peer on peer abuse and sets out how allegations of peer on peer abuse will be investigated and dealt with. More detailed guidance can be found in the 'Early Help' section found in Appendix.3

**This form of abuse should never be tolerated or passed off as "banter" or "part of growing up".**

Whilst by no means an exhaustive list, Peer on Peer abuse can manifest itself in many ways:

- Physical abuse (biting, hitting, kicking, hair pulling etc...)
- Sexually harmful behaviour/sexual abuse (e.g. inappropriate sexual language, touching, sexual assault etc..)
- Bullying (physical, name calling, homophobic etc...)
- Cyber-bullying (use of mobile phones, instant messaging, email, chat, social media)
- Sexting
- Initiation/Hazing (a form of initiation ceremony which is used to induct newcomers into an organisation)
- Prejudice Behaviour (prejudice-related bullying linked to disabilities and SEN, ethnic, cultural and religious, gender, home life and sexual identity)
- Teenage relationship abuse

## 11.2 EXPECTED ACTION TAKEN FROM ALL STAFF

Although the type of abuse may have a varying effect on the victim and initiator of the harm, these simple steps can help clarify the situation and establish the facts before deciding the consequences for those involved in perpetrating harm.

It is important to deal with a situation of peer abuse **immediately and sensitively**. It is necessary to gather the information as soon as possible to get the true facts around what has occurred to avoid a situation where child(ren) may have forgotten. It is equally important to deal with it sensitively and think about the language used and the impact of that language on both the children and the parents when they become involved. For example; do not use the word perpetrator, this can quickly create a 'blame' culture and leave a child labelled.

In all cases of peer on peer abuse it is necessary that all staff are trained in dealing with such incidents, talking to young people and instigating immediate support in a calm and consistent manner. Staff should not be prejudiced, judgemental, dismissive or irresponsible in dealing with such sensitive matters.

## 11.3 GATHER THE FACTS

Speak to all the young people involved separately, gain a statement of facts from them and use consistent language and open questions for each account. The easiest way to do this is not to have a line of questioning but to ask the young people to tell you what happened. Only interrupt the young person from this to gain clarity with open questions, 'where, when, why, who'. (What happened? Who saw the incident? What was seen? What was heard? Did anyone try to stop it?)

If from the information that you gather you believe any young person to be at risk of significant harm you must make a safeguarding referral to social care immediately (where a crime has been committed the police should be involved also). If this is the case, once social care has been contacted and made a decision on what will happen next, you will be informed on your next steps.

For Peer on Peer abuse, and where it is deemed that a child is not at risk of serious harm, the child protection procedures should be followed and a referral made to the Front Door (Tel: 01452 426565) Option 1. The response given will vary according to the age of the young person and the particular characteristics of the situation.

## 11.4 POINTS TO CONSIDER

### **What is the age of the children involved?**

How old are the young people involved in the incident and is there any age difference between those involved? (In relation to sexual exploration, children under the age of 5, in particular 1-4 year olds who are learning toileting skills may show a particular interest in exploration at around this stage. This, however should not be overlooked if other issues arise (see following)

### **Where did the incident or incidents take place?**

Was the incident in an open, visible place to others? If so, was it observed? If not, is more supervision required within this particular area?

### **What was the explanation by all children involved of what occurred?**

Can each of the young people give the same explanation of the incident and also what is the effect on the young people involved? Is the incident seen to be bullying, for example, in which case regular and repetitive? Is the version of one young person different from another and why?

### **What is each of the children's own understanding of what occurred?**

Do the young people know/understand what they are doing? E.g. do they have knowledge of body parts, of privacy and that it is inappropriate to touch? Is the young person's explanation in relation to something they may have heard or been learning about that has prompted the behaviour? Is the behaviour deliberate and contrived? Does the young person have understanding of the impact of their behaviour on the other person?

In dealing with an incident of this nature the answers are not always clear cut. If you are concerned or unsure as to whether or not there is any risk involved, please seek advice from Children's Helpdesk.

### **Repetition**

Has the behaviour been repeated to an individual on more than one occasion? In the same way it must be considered has the behaviour persisted to an individual after the issue has already been discussed or dealt with and appropriately resolved?

### **Next Steps**

Once the outcome of the incident(s) has been established it is necessary to ensure future incidents of abuse do not occur again and consider the support and intervention required for those involved.

### **For the young person who has been harmed**

What support they require depends on the individual young person. It may be that they wish to seek counselling or one to one support via a trusted adult in school. It may also be that they feel able to deal with the incident(s) on their own or with support of family and friends. In which case it is necessary that this young person continues to be monitored and offered support should they require it in the future. If the incidents are of a bullying nature, the young person may need support in improving peer groups/relationships with other young people or some restorative justice work with all those involved may be required.

Other interventions that could be considered may target a whole class or year group for example a speaker on cyber bullying, relationship abuse etc. It may be that through the continued curriculum of PSHE and SMSC that certain issues can be discussed and debated more frequently.

If the young person feels particularly vulnerable it may be that a risk assessment can be put in place for them whilst in school so that they have someone named that they can talk to, support strategies for managing future issues and identified services to offer additional support.

### **For the young person who has displayed harmful behaviour**

In this circumstance it is important to find out why the young person has behaved in such a way. It may be that the young person is experiencing their own difficulties and may even have been harmed themselves in a similar way. In such cases, support such as one to one mentoring or counselling may also be necessary. Particular support from identified services may be necessary through an early help referral and the young person may require additional support from family members.

Once the support required to meet the individual needs of the young person has been met, it is important that the young person receives a consequence for their behaviour. This may be in the form of restorative justice e.g. making amends with the young person they have targeted if this has been some form of bullying. In the cases of sexually harmful behaviour it may be a requirement for the young person to engage in one to one work with a particular service or agency (if a crime has been committed this may be through the police or youth offending service). If there is any form of criminal investigation ongoing it may be that this young person cannot be educated on site until the investigation has concluded. In which case, the young person will need to be provided with appropriate support and education whilst off site.

Even following the conclusion of any investigation the behaviour that the young person has displayed may continue to pose a risk to others in which case an individual risk assessment may be required. This should be completed via a multi-agency response to ensure that the needs of the young person and the risks towards others are measured by all of those agencies involved including the young person and their parents. This may mean additional supervision of the young person or protective strategies if the young person feels at risk of engaging in further inappropriate or harmful behaviour.

The school may also choose a punishment as a consequence, such as exclusion or internal exclusion/inclusion/seclusion for a period of time to allow the young person to reflect on their behaviour.

### **After care**

It is important that following the incident the young people involved continue to feel supported and receive help even if they have stated that they are managing the incident. Sometimes the feelings of remorse, regret or unhappiness may occur at a much later stage than the incident. It is important to ensure that the young people do not engage in any further harmful behaviour either towards someone else or to themselves as a way of coping (e.g. self-harm). In which case, regular reviews with the young people following the incident(s) are imperative.

## **11.5 PREVENTATIVE STRATEGIES**

At Woodmancote and Little Chestnuts we believe that it is important to develop appropriate strategies in order to prevent the issue of peer-on-peer abuse rather than manage the issues in a reactive way.

Firstly, and most importantly is the recognition that peer on peer abuse can and will occur on any site even with the most stringent of policies and support mechanisms. In which case it is important to

continue to recognise and manage such risks and learn how to improve and move forward with strategies in supporting young people to talk about any issues and through sharing information with all staff.

This can be supported by ensuring that we have an open environment where young people feel safe to share information about anything that is upsetting or worrying them. This will be strengthened through a strong and positive PHSE/SMSC curriculum that tackles such issues as prejudiced behaviour and gives children an open forum to talk things through rather than seek one on one opportunities to be harmful to one another.

To enable such an open and honest environment it is necessary to ensure that the whole workforce feels confident and enabled to talk about issues and challenge perceptions of young people, including use of inappropriate language and behaviour towards one another. In order to create such an environment, leaders recognise the importance of whole staff training and CPD around abusive behaviours and talking to young people in a way that continues to create an open and honest environment without prejudice. It is incredibly important that staff do not dismiss issues as 'banter' or 'growing up' or compare them to their own experiences of childhood. It is necessary that staff consider each issue and each individual in their own right before taking action. If staff minimise the concerns raised it may result in a young person seeking no further help or advice.

It is important that signposting is available to young people in the event that they don't feel confident raising an issue to staff or a peer. ChildLine posters are displayed around school and the school makes use of the NSPCC for pupil workshops.

Finally, it is important that pupils have a voice in our school. By doing this, we feel that a positive ethos in school will be created and a culture where all children understand the boundaries of behaviour before it becomes abusive.

## **11.6 ALLEGATIONS AGAINST STAFF**

All school staff should take care not to place themselves in a vulnerable position with a child. All Staff should be aware of the school's *Guidance on Behaviour Issues*, *Staff Code of Conduct* and the school's own *Behaviour Policy*. *Guidance about conduct and safe practice*, including safe use of mobile phones by staff and volunteers will be given at induction and is made clear in the staff code of conduct.

### **11.6.1 Allegation Management Thresholds**

The guidance should be used in respect of all cases in which it is alleged that a teacher or member of staff (including volunteers) at Woodmancote and Little Chestnuts that provides education has:

- 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 or she may pose a risk of harm to children.

We understand that a pupil may make an allegation against a member of staff. The procedures for dealing with allegations need to be applied with common sense and judgement. Many cases may well

either not meet the criteria set out above, or may do so without warranting consideration of either a police investigation or enquiries by local authority children's social care services. In these cases, local arrangements will be followed to resolve cases without delay.

Some rare allegations will be so serious they require immediate intervention by children's social care services and/or police. The designated officer(s) should be informed of all allegations that come to the school's attention and appear to meet the criteria so they can consult police and children's social care services as appropriate.

In accordance to national guidance, the following definitions are used when determining the outcome of allegation investigations:

- **Substantiated:** there is sufficient evidence to prove the allegation;
- **Malicious:** there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive;
- **False:** there is sufficient evidence to disprove the allegation;
- **Unsubstantiated:** there is insufficient evidence to either prove or disprove the allegation. The term, therefore, does not imply guilt or innocence;
- **Unfounded:** to reflect cases where there is no evidence or proper basis which supports the allegation being made.

#### **11.6.2 What to do if an allegation is made?**

If such an allegation is made, or information is received which suggests that a person may be unsuitable to work with children, the member of staff receiving the allegation or aware of the information, will immediately inform the Headteacher, who will then refer to the appropriate Local Authority Designated Officer (LADO).

#### **Gloucestershire Local Authority Designated Officer (LADO): Nigel Hatton**

If the allegation made to a member of staff concerns the Headteacher, the person receiving the allegation will immediately inform the Chair of Governors who will then report this to the LADO without notifying the Headteacher first.

KCSiE 2019 and Gloucestershire GSCB procedures for managing allegations against teachers and other staff will be followed for both the investigation and support for the member of staff.

Suspension of the member of staff, excluding the Headteacher, against whom an allegation has been made, needs careful consideration, and the Headteacher will seek the advice of the LADO and relevant HR in making this decision.

In the event of an allegation against the Headteacher, the decision to suspend will be made by the Chair of Governors with advice as above.

We have a procedure for managing the suspension of a contract for a community user in the event of an allegation arising in that context.

It should be noted that a referral to the Disclosure and Barring Service (DBS) must be made if a person in regulated activity has been dismissed or removed due to safeguarding concerns, or would have been had they not resigned.

This is a legal duty and failure to refer when the criteria are met is a criminal offence

## **SECTION.12: WHISTLE-BLOWING**

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.

All staff should be aware of their duty to raise concerns, where they exist, about the management of child protection, which may include the attitude or actions of colleagues. If it becomes necessary to consult outside the school, they should speak in the first instance, to the LADO following the Whistleblowing Policy.

Whistle-blowing about the Headteacher should be made to the Chair of the Governing Body, whose contact details are readily available to staff in the school office.

If staff members have concerns about another staff member, then this should be referred to the Headteacher.

All staff and volunteers should feel able to raise concerns about poor or unsafe practice and potential failures in the school's safeguarding regime and know that such concerns will be taken seriously by the Leadership Team. Appropriate whistleblowing procedures are suitably reflected in the safeguarding induction pack and staff code of conduct policy to enable this to happen.

Where a staff member feels unable to raise an issue with the school or feels that their genuine concerns are not being addressed, other whistleblowing channels may be open to them:

The [NSPCC whistleblowing helpline](#) is available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call **0800 028 0285** - line is available from 8:00 AM to 8:00 PM, Monday to Friday and email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

## **SECTION.13: SAFEGUARDING AND OUR CURRICULUM**

### **13.1 SAFEGUARDING & EMOTIONAL HEALTH AND WELLBEING WITHIN THE CURRICULUM**

Through PSHE and other curriculum contexts such as Sex Relationships Education (SRE), children at Woodmancote and Little Chestnuts are encouraged to talk about their feelings to deal assertively with pressures that they may face. Every opportunity is taken to teach children about safeguarding such as child sexual exploitation, healthy relationships, hate, Domestic Abuse and bullying, and forced marriage. Children are listened to and provided with age-appropriate advice and guidance. They also know who they can turn to if they need help.

Key staff have undertaken Mental Health First Aid training and the school is aware of and makes full use of the outcomes from the on-line pupil survey.

The use of the 'Zippy and Apples' Curriculum supports the delivery of this aspect of the curriculum.

## 13.2 ONLINE SAFETY

As schools increasingly work online, it is essential that children are safeguarded from potentially harmful and inappropriate online material. The breadth of issues classified within online safety is considerable, but can be categorised into three areas of risk:

- **Content:** being exposed to illegal, inappropriate or harmful material
- **Contact:** being subjected to harmful online interaction with other users
- **Conduct:** personal online behaviour that increases the likelihood of, or causes, harm

### 13.2.1 Filters and Monitoring

At Woodmancote and Little Chestnuts, we ensure that appropriate filters and appropriate monitoring systems are in place. The governing body recognises that whilst it is essential that appropriate filters and monitoring systems are in place, they are careful that "over blocking" does not lead to unreasonable restrictions as to what children can be taught with regards to online teaching and safeguarding.

The school community also recognises that the use of technology has become a significant component of many safeguarding issues. Child sexual exploitation; radicalisation; sexual predation; technology often provides the platform that facilitates harm. We believe that an effective approach to online safety empowers our school to protect and educate the whole school community in their use of technology and establishes mechanisms to identify, intervene and deal appropriately with any incident where appropriate. This is achieved through specific websites being identified on the main school website and the use of professionals to lead e-safety events for parents. Whilst filtering and monitoring are an important part of the online safety picture for our school, it is only one part of a whole school approach to online safety. Further information can be found in the 'Acceptable Use of IT' policy.

### 13.2.1 Information and support

There is a wealth of information available to support schools and colleges to keep children safe online. The following is not exhaustive but should provide a useful starting point:

[NSPCC Sexting Advice](#)

[NSPCC Child Sexual Exploitation Advice](#)

[www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

[www.disrespectnobody.co.uk](http://www.disrespectnobody.co.uk)

[www.saferinternet.org.uk](http://www.saferinternet.org.uk)

[www.internetmatters.org](http://www.internetmatters.org)

[www.pshe-association.org.uk](http://www.pshe-association.org.uk)

[www.gov.uk/government/publications/the-use-of-social-media-for-online-radicalisation](http://www.gov.uk/government/publications/the-use-of-social-media-for-online-radicalisation)

## 13.3 OFF SITE VISITS

Off site visits will be the subject of a risk assessment. Safeguarding concerns or allegations will be responded to following the LSCB procedures as outlined within this policy. The member of staff in charge of the visit will report any safeguarding concerns to the Designated Safeguarding Lead and

Headteacher, who will pass the concern to Social Care if appropriate. In emergency the staff member in charge will contact the police and/or social care.

The child protection/safeguarding policy and procedures of an off-site provider e.g. water sport activity, will be checked and the DSL satisfied that they are appropriate, before using the facility.

### **13.4 TRANSPORT**

A risk assessment is in place for all transport movements. If transport is required for a school trip permission is obtained from parents. Staff/volunteers using their own cars to transport children have insurance that covers Business use and relevant checks are carried out to ensure that vehicles have current MOTs and drivers have current driving licences. Consideration is also given to the [use of booster/car seats to meet UK legislation](#).

### **SECTION.14: MULTI-AGENCY WORKING**

Everyone at Woodmancote and Little Chestnuts is committed to developing effective partnership working with relevant agencies in the best interest of children and young people. Effective multi-agency working and communication helps to safeguard young people.

#### **Children on Child Protection Plans**

We fully support children, and families, who have a child protection plan in place. Our school has good links with outside agencies involved with families and co-operate as required by them. The DSL, or appropriate member of staff, attends child protection conferences and core groups, when they occur. Woodmancote and Little Chestnuts will notify the relevant social worker if there is an unexplained absence of more than two days of a child who has a child protection plan.

Woodmancote and Little Chestnuts staff, working with Children in Care (CIC) (formerly known as Looked After), understand their responsibility for keeping CIC safe; the care arrangements for the child and the role of the Virtual School. There is a staff member designated to lead on CIC. Staff will make contact with the Virtual School to ensure we have all relevant information including the child's legal looked after status, contact arrangements and the social worker details. The Head of Gloucestershire's Virtual School is Jane Featherstone: [Jane.Featherstone@gloucestershire.gov.uk](mailto:Jane.Featherstone@gloucestershire.gov.uk)

### **SECTION.15: CHECKING THE IDENTITY OF ADULTS IN SCHOOL**

Woodmancote and Little Chestnuts requires that ALL VISITORS (without exception) comply with the following policy and procedures. Failure so to do may result in the visitor's escorted departure from the school site. This applies to:

- All external visitors entering the school site during the school day or for after school activities (including peripatetic tutors, sports coaches, and topic related visitors e.g. authors, journalists)
- All governors of the school
- All parents and volunteers
- Other Education related personnel (Social Care personnel, Inspectors)

- Building & Maintenance and all other Independent contractors visiting the school premises
- Independent contractors who may transport students on minibuses or in taxis

### **Protocols and Procedures for Visitors to the School**

All visitors to the school will be asked to bring formal identification with them at the time of their visit. They must follow the procedure below.

- Once on site, all visitors must report to reception first, including visitors to Little Chestnuts. No visitor is permitted to enter the school via any other entrance under any circumstances.
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification upon request.
- All visitors will sign the Visitors Record Book. This is kept in reception at all times making note of their name, organisation, who they are visiting and car registration.
- All visitors will be required to wear an identification lanyard - this must remain visible throughout their visit.
- Visitors on their first visit will be given a "Child Protection visitors guide". They must read this while they are waiting for an escort. This needs to be returned to reception at the end of their visit.
- Visitors will then be escorted to their point of contact OR their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site. The visitor must not be allowed to move about the site unaccompanied unless they are registered on the Approved Visitor List Identification where their DBS has been checked and logged.

### **Visitors Departure from School**

On departing the school, visitors **MUST** leave via reception and:

- Enter their departure time in the Visitors Record Book alongside their arrival entry
- Return the identification badge to reception
- A member of staff should escort the visitor to the reception. Unless they have a checked DBS

### **Unknown/Uninvited Visitors to the School**

Any visitor to the school site who is not wearing an identity badge must be challenged politely. An enquiry must be made to ascertain who they are and their business on the school site. They should then be escorted to reception to sign the visitors' book and be issued with an identity badge. The procedures under "Visitors to the School" above will then apply. In the event that the visitor refuses to comply, they will be asked to leave the site immediately and a member of the SLT must be informed. The SLT member will consider the situation and decide if it is necessary to inform the police. If an unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the school grounds, police assistance will be called for.

### **Governors and Volunteers**

All governors and parent helpers must comply with Criminal Records Bureau procedures, completing a DBS disclosure form (if not already held) via the School office. The School must check all governors and parent helpers DBS certification is current (i.e. less than 3 years old). Thereafter, procedures as above should apply. Please note that Governors should sign in and out using the Visitors Book and wear

their blue Governor identification lanyards. New governors will be made aware of this policy and familiar with its procedures as part of their induction. This is the responsibility of the Headteacher and Chair of Governors. New volunteers will be asked to comply with this policy by staff to whom they first report when coming into school for an activity.

All staff must enter through the main entrance and sign in using the book in the entrance on their arrival and departure. Blue identification lanyards must be worn by staff at all times.

### **Staff Development**

As part of their induction, new staff must understand the importance of the policy for external Visitors and asked to ensure compliance with its procedures at all times.

## **SECTION.16: RELATED POLICIES**

Safeguarding and child protection is at the core of all that we do at Woodmancote and Little Chestnuts and therefore relates to all policies. There are particularly important links between this child protection policy and the following policies:

Policies currently allocated to Safeguarding-December 2017
Acceptable Use
Anti-Bullying
Attendance
Behaviour
Children in Care
Code of Conduct
E-Safety
Equality
Intimate Care
Positive Handling
Preventing Radicalisation
Recruitment and Selection
Safeguarding and Child Protection
SEN
Supporting children with medical conditions

Policies currently allocated to Premises-December 2017 which have a Safeguarding element
Accessibility Policy, Audit and Plan
Anaphylaxis Awareness and Monitoring
Disability Discrimination Policy and Plan
Emergency Management and Response Plan
Emergency Asthma Inhaler Policy
Fire Risk Policy and Risk Assessments

Health and Safety Policy
Lone Working Policy
Lettings Policy
Off Sites Visits and Journeys
Security Policy
Travel Plan

## **SECTION.17: USE OF REASONABLE FORCE AND ANTI-BULLYING**

### **The Use of Physical Intervention**

We acknowledge that staff must only ever use physical intervention as a last resort, when a child is endangering him/herself or others, and that at all times it must be the minimal force necessary to prevent injury to another person.

Such events should be recorded and signed by a witness.

Staff who are likely to need to use physical intervention will be appropriately trained by Team Teach. We understand that physical intervention of a nature which causes injury or distress to a child may be considered under child protection or disciplinary procedures.

We recognise that touch is appropriate in the context of working with children, and all staff have been given 'Safe Practice' guidance to ensure they are clear about their professional boundaries.

### **Anti-Bullying**

Our school policy on anti-bullying is set out in a separate document and acknowledges that to allow or condone bullying may lead to consideration under child protection procedures. This includes all forms of bullying e.g. cyber, racist, homophobic and gender related. We keep a record of known bullying incidents. All staff are aware that children with SEND and / or differences/perceived differences are more susceptible to being bullied / victims of child abuse. We keep a record of bullying incidents.

### **Dealing with Racist Incidents**

Our policy on racist incidents is set out separately, and acknowledges that repeated racist incidents or a single serious incident may lead to consideration under child protection procedures. We keep a record of racist incidents on CPOMs.

## **SECTION.18: REPORTING**

All concerns, discussions and decisions made, and the reasons for those decisions, must be recorded on the school system, CPOMs or paper reporting forms in Little Chestnuts. If there is any doubt about what should be recorded, staff should discuss it with the DSL (or DDSL).

## **SECTION.19: INFORMATION SHARING**

At Woodmancote and Little Chestnuts, all staff recognise that information sharing is vital in identifying and tackling all forms of abuse and neglect. The school and staff will be proactive in sharing information as early as possible to help identify, assess and respond to risks or concerns about the safety and welfare of children, whether this is when problems are first emerging, or where a child is already known to local authority children's social care.

As part of this duty, the school is fully aware that the Data Protection Act 2018 and the GDPR place duties on organisations and individuals to process personal information fairly and lawfully and to keep the information they hold safe and secure.

**However, the school and staff also recognise that The Data Protection Act 2018 and GDPR do not prevent, or limit, the sharing of information for the purposes of keeping children safe. Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare and protect the safety of children.**

Relevant staff have received training to ensure that they have due regard to the data protection principles, which allow them to share personal information, as provided for in the Data Protection Act 2018, and the GDPR.

Staff should be confident of the processing conditions under the Data Protection Act 2018 and the GDPR which allow them to store and share information for safeguarding purposes, including information which is sensitive and personal, and should be treated as 'special category personal data'.

Staff who need to share 'special category personal data' are aware that the Data Protection Act 2018 contains 'safeguarding of children and individuals at risk' as a processing condition that allows practitioners to share information. This includes allowing practitioners to share information without consent, if it is not possible to gain consent, it cannot be reasonably expected that a practitioner gains consent, or if to gain consent would place a child at risk.

## **SECTION.20: MONITORING AND EVALUATION**

Our Safeguarding & Child Protection Policy and Procedures will be monitored and evaluated by the Headteacher/DSL and Safeguarding Governor on a termly basis to ensure that it is understood and being operated effectively in practice.

To support this monitoring, the following sources of information will be used:

- Designated Safeguarding Governor visits to the school
- Scrutiny of Single Central Record (SCR)
- Leadership Team 'drop ins' and discussions with children and staff
- Completion of the GSCB annual Section 175 audit
- Pupil surveys and questionnaires, including the Gloucestershire on-line pupil survey (OPS)
- Scrutiny of Attendance data

- Scrutiny of a range of risk assessments
- Scrutiny of GB minutes
- Logs of bullying/racist/behaviour incidents/referrals for LT and GB to monitor
- Review of parental concerns and parent questionnaires
- Review of training undertaken by all staff and volunteers
- Information and updates from GSCB DSL forums

## APPENDIX.1: RESPONDING TO DISCLOSURES – GUIDANCE FOR STAFF

If a child wishes to confide in you the following guidelines should be adhered to:

- **Be honest**
  - Do not make promises that you cannot keep.
  - Explain that you are likely to have to tell other people in order to stop what is happening.
- **Create a safe environment**
  - Stay calm.
  - Reassure the child and stress that he/she is not to blame.
  - Tell the child that you know how difficult it must have been to confide in you.
  - Listen to the child and tell them that you believe them and are taking what is being said seriously.
- **Record on CPOMS (or form in LC) exactly what the child has said to you and include;**
  - Child's name, address, date of birth
  - Date and time of any incident
  - What the child said and what you said
  - Your observations e.g. child's behaviour and emotional state
  - Any action you took as a result of your concerns - specific information about who you spoke to, names, phone numbers and resulting actions
- **Be clear about what the child says and what you say**
  - Do not interview the child and keep questions to a minimum.
  - Encourage the child to use his/her own words and do not try to lead them into giving particular answers.
- **Maintain confidentiality**
  - Only tell those people that it is necessary to inform such as Designated Safeguarding Lead (DSL); DDSL/ Additional DDSL and/or Chair of Governors.
- **Do not take sole responsibility**
  - Immediately consult your Designated Safeguarding Lead so that any appropriate action can be taken to protect the pupil if necessary.
  - The Designated Safeguarding Lead should refer these concerns to Social Care before the child goes home if still in school. A decision will be made by Social Care whether to convene a strategy meeting; undertake a social care or joint investigation or provide alternative services or advice.
  - Although referrals to Social Care would normally be made by the DSL, any other individual with concerns can make a referral.

NB: Social Care will advise about if and when to share information with parents if there are concerns that this may be putting the child more at risk.

**If a child is in immediate danger you must contact 999.**

## APPENDIX.2: OUR OFFER OF EARLY HELP

Our offer of Early Help	
<p><b>Woodmancote and Little Chestnuts</b> <b>'Designated Safeguarding Lead'</b></p>	<p>Gary Tucker <a href="mailto:head@Woodmancote.gloucs.sch.uk">head@Woodmancote.gloucs.sch.uk</a> 01242 674312</p>
<p><b>'Deputy Designated Safeguarding Lead'</b></p>	<p>Sarah Badham <a href="mailto:sbadham@Woodmancote.gloucs.sch.uk">sbadham@Woodmancote.gloucs.sch.uk</a> 01242 674312</p>
<p>Senior member of staff who is the <b>'Additional Designated Safeguarding Lead'</b></p>	<p>Rob Evans <a href="mailto:revans@Woodmancote.gloucs.sch.uk">revans@Woodmancote.gloucs.sch.uk</a> 01242 674312</p>
<p><b>Safeguarding Governor</b></p>	<p>Clare Spiller</p>
<p><b>NEST</b></p>	<p>Here at Woodmancote School and Little Chestnuts, we recognise the importance of Early Help and as a result, we have a dedicated NEST (Nurturing &amp; Emotional Support Team) consisting of a range of staff members with several years of educational experience between them, each offering different expertise to provide help, support and guidance within school and out. The team consists of:</p> <p>Mr Gary Tucker - Head Teacher</p> <p>Mrs Leanne McNamee – Lead NEST Practitioner and Play Therapist</p> <p>Mrs Alex Phoenix – SENCO</p> <p>Mrs Emma Lee – Medical</p> <p>As a team, we meet regularly to discuss any NEST referrals made to us, regarding children or families, with any concerns which could be affecting the mental health and well-being of a child/children or family members.</p> <p>Support for pupils includes:</p> <ul style="list-style-type: none"> <li>• Providing a school culture where pupils are listened to, time to talk is valued and pupils are encouraged to speak of worries and concerns they may be experiencing.</li> <li>• Promoting self-esteem, self-confidence and respect.</li> <li>• Promoting positive coping strategies and resilience to face challenges presented to them.</li> <li>• Promoting positive behaviour and positive attitudes towards learning and each other.</li> <li>• NEST team supporting staff in developing class based strategies and ideas for tackling problems/concerns.</li> </ul>

	<ul style="list-style-type: none"> <li>• Offering 1-1 or group intervention support through bespoke and planned packages.</li> <li>• Team Around the Child (TAC) meetings – A multi-agency approach to creating a shared and agreed action plan with the aims of addressing any child issues or concerns.</li> </ul> <p>Support for families include:</p> <ul style="list-style-type: none"> <li>• Offering time to come in and chat and share concerns or worries that may be being experienced.</li> <li>• Providing information and signposting to other local services.</li> <li>• Liaising with external services to gain access and advice on key issues.</li> <li>• Advice and support for promoting positive behaviour and mental health at home.</li> <li>• Offering help in completing forms e.g. foodbank vouchers, attendance, online school forms for free milk/free school meals etc.</li> <li>• A venue for social groups to come together, talk and support each other.</li> <li>• Team Around the Family (TAF) meetings – A multi-agency approach to creating a shared and agreed action plan with the aims of addressing any family issues or concerns.</li> </ul> <p>If you have any mental health and well-being concerns regarding your child/children or family please do not hesitate to contact us. This can be done by:</p> <ul style="list-style-type: none"> <li>• Speaking to the class teacher.</li> <li>• Asking for a NEST referral to be made on your behalf via the class teacher.</li> <li>• Contacting a member of the NEST team directly via email or telephone.</li> </ul> <p>We value that promoting positive mental health and well-being in our children, families and staff is of paramount importance if wanting those within our care to have healthy, successful and happy days within our school environment. Promoting positive mental health strategies through curriculum and learning is paramount but also knowing that support is available through our NEST team is crucial for those needing to access Early Help, hopefully from preventing problems from growing bigger.</p>
<p><b>Children or young people with multiple needs</b> (vulnerable) or multiple needs (complex) requiring multi-agency input or assessment.</p>	<p>Within Gloucestershire Early Help Hubs (Families First Plus) provide multi-agency support for children and families. A phone call to discuss a possible referral is helpful before making written referral. Woodmancote and Little Chestnuts actively refer to Early Help Hubs when appropriate:</p> <p><b>Early Help Hubs/Families First Plus:</b>          Gloucester: <a href="mailto:gloucesterearlyhelphub@gloucestershire.gov.uk">gloucesterearlyhelphub@gloucestershire.gov.uk</a> tel:01452 328076;          Stroud: <a href="mailto:stroudearlyhelphub@gloucestershire.gov.uk">stroudearlyhelphub@gloucestershire.gov.uk</a>          Tel: 01452 328130;          Tewkesbury: <a href="mailto:tewkesburyearlyhelphub@gloucestershire.gov.uk">tewkesburyearlyhelphub@gloucestershire.gov.uk</a>          Tel: 01452 328 250;          Cotswold: <a href="mailto:cotswoldearlyhelphub@gloucestershire.gov.uk">cotswoldearlyhelphub@gloucestershire.gov.uk</a>          Tel: 01452 328101;          FOD: <a href="mailto:forestofdeanearlyhelphub@gloucestershire.gov.uk">forestofdeanearlyhelphub@gloucestershire.gov.uk</a>          Tel: 01452 328048;          Cheltenham: <a href="mailto:cheltenhamearlyhelphub@gloucestershire.gov.uk">cheltenhamearlyhelphub@gloucestershire.gov.uk</a> Tel: 01452 328161. These teams are made up of the following professionals Early Help Hub co-ordinators; Community</p>

	<p>Lead Professional - disabled children and young people; Inclusion Co-ordinator; Community Social Worker; Family Support Workers. They all work together from one base so they can recognise and respond to local needs and act as a focal point for co-ordinating support for vulnerable children, young people and their families.</p> <p>Support provided includes: Support for school and community based lead professionals working with children and families; Collaboration with social care referrals that do not meet their thresholds, to co-ordinate support within the community; Work in partnership to support children with special educational needs in school; Advice and guidance from a social work perspective on a 'discussion in principle basis' ; Support children with disabilities and their families to access activities and meet specific needs; Advice and guidance to lead professionals and the provision of high quality parenting and family support services to families.</p> <p><b>Youth Support Team (YST):</b> The Youth Support Team provide a range of services for vulnerable young people aged between 11 - 19 (and up to 25 for young people with special needs), including:</p> <ul style="list-style-type: none"> <li>- Youth offending</li> <li>- Looked after children</li> <li>- Care leaver's support services (for those aged 16+)</li> <li>- Early intervention and prevention service for 11 - 19 year olds</li> <li>- Support for young people with learning difficulties and/or disabilities</li> <li>- Positive activities for young people with disabilities</li> <li>- Support with housing and homelessness</li> <li>- Help and support to tackle substance misuse problems and other health issues</li> <li>- Support into education, training and employment</li> <li>- Support for teenage parents</li> </ul> <p>For General Enquiries: T: 01452 426900 E: <a href="mailto:info.glos@prospects.co.uk">info.glos@prospects.co.uk</a> To make a referral: T: 01452 427923 E: <a href="mailto:fasttrackteam@prospects.co.uk">fasttrackteam@prospects.co.uk</a></p>
<p><b>Bullying/Hate Crime</b> (including cyber-bullying)/child death/suicide/prevention</p>	<p>All Gloucestershire schools are committed to tackling bullying &amp; Hate Crime. <b>Woodmancote and Little Chestnuts have an anti-bullying/hate crime policy which can be found on the school website.</b> We want to know immediately if there any issues with bullying so that it can be addressed.</p> <p>In serious cases of bullying parents should contact the police; particularly if there are threats involved. In an emergency call 999. Other sources of help and advice are: <a href="http://www.gscb.org">www.gscb.org</a> (Gloucestershire Safeguarding children's board) <a href="http://www.bullying.co.uk">http://www.bullying.co.uk</a> . Gloucestershire Healthy Living and Learning team provide alerts and resources in relation to supporting young people being bullied. Education about bullying is an integral part of the GHES Wellbeing programme <a href="http://www.ghll.org.uk">www.ghll.org.uk</a>.</p> <p><b>Hate Crime:</b> Gloucestershire Hate Crime Contacts: Steph Lawrence – Police Hate Crime Coordinator <a href="mailto:www.steph.lawrence@gloucestershire.pnn.police.uk">www.steph.lawrence@gloucestershire.pnn.police.uk</a></p> <p>Tel: (01452) 753714</p> <p>Becca Richardson – County Hate Crime Coordinator <a href="mailto:Rebecca.Richardson@victimsupport.org.uk">Rebecca.Richardson@victimsupport.org.uk</a></p>

	<p>Tel: (01452) 317451</p> <p><b>Gloucestershire Hate Crime Reporting Options:</b>  Police                      Emergency 999      Non-emergency 101</p> <p>2. Alternative reporting routes  Phone:                      0800 077 8460      Text: HATE to 80800  Online:                      www.gloshate.org</p> <p>3. Crimestoppers (Witness only): 0800 555111</p> <p><a href="https://educateagainsthate.com/parents/">https://educateagainsthate.com/parents/</a></p>
<p><b>Children and the court system</b></p>	<p>Children are sometimes required to give evidence in criminal courts, either for crimes committed against them or for crimes they have witnessed. There are two age appropriate guides to support children:  <a href="#">5-11-year olds</a>  <a href="#">12-17 year olds</a></p>
<p><b>Children who run away (missing persons/missing children)</b></p>	<p><b>PC Christina Pfister (Missing persons Coordinator Gloucestershire Police). Tel: 101 (Gloucestershire Police).</b>  <b>GSCB Missing Children Protocol</b> <a href="http://www.gscb.org.uk">http://www.gscb.org.uk</a>:  <i>Gloucestershire's protocol on partnership working when children and young people run away and go missing from home or care.</i>  <b>ASTRA (Gloucestershire):</b> The ASTRA (Alternative Solutions To Running Away) has the primary aim of reducing the incidence of persistent running away across Gloucestershire. The project provides support, advice and information to young people up to eighteen years old who have run away. This might be from a family home, foster home or from a residential unit. ASTRA provides support after the event to enable a young person to address the causes of running away. The ASTRA project offers young people help and the support required in order to find Alternative Solutions To Running Away. Freephone Telephone number: 0800-389-4992 EXCLUSIVELY for young people who have run away and have no money. All other callers are asked to use the 'ordinary' number ( tel: 01452 541599).</p>
<p><b>CME (Children Missing Education)</b></p> <p>A child missing from education is a potential indicator or abuse or neglect. Keeping Children Safe in Education (September 2016) has further information on CME which has been read by all Woodmancote</p>	<p><b>Anyone concerned that a child is missing education (CME) can make a referral to the Education Performance and Inclusion (EPI) team at Gloucestershire County Council. Tel: 01452 426960/427360. Children Missing Education (CME)</b> refers to 'any child of compulsory school age who is <b>not</b> registered at any formally approved education activity e.g. school, alternative provision, elective home education, <b>and</b> has been out of education provision for at least 4 weeks'. <b>CME</b> also includes those children who are <b>missing</b> (family whereabouts unknown), and are usually children who are registered on a school roll / alternative provision. This might be a child who is not at their last known address <b>and either:</b> has not taken up an allocated school place as expected, or has 10 or more days of continuous absence from school without explanation, or left school suddenly and the destination is unknown. It is the responsibility of the EPI team, on behalf of the Local Authority (LA), to: Collate information on all reported cases of CME of statutory school aged children in Gloucestershire maintained schools, academies, free schools, alternative provision academies and Alternative Provision Schools (APS). The EPI Team will also liaise with partner agencies and other LAs and schools</p>

and Little Chestnuts staff.	across Britain to track pupils who may be missing education and ensure each child missing education is offered full time education within 2 weeks of the date the LA was informed.
<b>Children with family members in prison</b>	<p>Approximately 200,000 children have a parent sent to prison each year. These children are at risk of poor outcomes including poverty, stigma, isolation and poor mental health.</p> <p>Please use the following link for advice and support:</p> <p><a href="https://www.nicco.org.uk/">https://www.nicco.org.uk/</a></p>
<b>Child Criminal Exploitation (County Lines)</b>	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.
<p><b>Child Sexual exploitation (CSE)</b></p> <p><i>Child Sexual Exploitation (CSE) involves exploitative situations, contexts and relationships where young people receive something (for example food, accommodation, drugs, alcohol or gifts, money or in some cases simply affection) as a result of engaging in sexual activities. Sexual exploitation is marked out by an imbalance of power in a relationship. It can take many forms ranging from seemingly 'consensual' relationships to serious organised crime by gangs and groups.</i></p>	<p>CSE screening tool (can be located on the GSCB website: <a href="http://www.gscb.org.uk/article/113294/Gloucestershire-procedures-and-protocols">www.gscb.org.uk/article/113294/Gloucestershire-procedures-and-protocols</a>) This should be completed if CSE suspected by Woodmancote or Little Chestnuts staff. Parents can also refer to this.</p> <p>Clear information about Warning signs of child sexual exploitation, the screening tool and Gloucestershire's multi-agency protocol for safeguarding children at risk of CSE are at <a href="http://www.gscb.org.uk">www.gscb.org.uk</a></p> <p>Referrals should be made to Gloucestershire social care and the Gloucestershire Police.</p> <p><b>Gloucestershire Police CSE Team:</b> The CSE team sits within the Public Protection Bureau Single agency team (Police) DS Nigel Hatten, DC Tess Nawaz, DC Kim Toogood, PC Dawn Collings, PC Nicki Dannatt, PC Jenny Kadodia, PC Christina Pfister (Missing persons Coordinator) 01242 276846 All referrals to go to the Central Referral Unit 01242 247999</p> <ul style="list-style-type: none"> <li>• <b>Further information:</b> National Working Group (Network tackling Child Sexual Exploitation) <a href="http://www.nationalworkinggroup.org">www.nationalworkinggroup.org</a> and PACE UK (Parents Against Child Sexual Exploitation) <a href="http://www.paceuk.info">www.paceuk.info</a></li> </ul> <p><b>Latest Department for Education guidance can be found via the following link:</b> <a href="https://www.gov.uk/government/publications/child-sexual-exploitation-definition-and-guide-for-practitioners">https://www.gov.uk/government/publications/child-sexual-exploitation-definition-and-guide-for-practitioners</a></p>
<b>Dangerous Drugs Network</b>	<p>Detective Inspector John Turner Call 101 Gloucestershire's Victim Support: 0808 281 0112 Crimestoppers: 0800 555 111 Further information: <a href="#">Advice for Professionals</a></p>
<b>Domestic violence</b>	The GSCB (Gloucestershire Safeguarding Children's board) have published a Domestic Abuse pathway for educational settings which is on the GSCB (Gloucestershire Safeguarding

	<p>Children’s Board) website. If a child or young person is suspected of living at home with a domestically abusive parent or if a young person has domestic abuse in their own relationship then the usual procedures should be followed and a referral made to the children’s helpdesk (tel: 01452 426565). The response will vary according to the age of the young person so that the appropriate agencies are involved.</p> <p><b>Gloucestershire Domestic Abuse Support Service (GDASS) <a href="http://www.gdass.org.uk">www.gdass.org.uk</a></b></p> <p><b>MARAC Gloucestershire Constabulary:</b> Multi Agency Risk Assessment Conferences (MARACs) prioritise the safety of victims who have been risk assessed at high or very high risk of harm. The MARAC is an integral part of the Specialist Domestic Violence Court Programme, and information will be shared between the MARAC and the Courts, in high and very high risk cases, as part of the process of risk management.</p>
<b>Drug concerns</b>	<p><a href="http://www.infobuzz.co.uk/">www.infobuzz.co.uk/</a>: InfoBuzz provides individual targeted support around drugs &amp; emotional health issues, development of personal &amp; social skills, and information &amp; support around substance misuse.</p>
<b>Fabricated and induced illness (FII)</b>	<p><a href="http://www.nhs.uk/Conditions/Fabricated-or-induced-illness">http://www.nhs.uk/Conditions/Fabricated-or-induced-illness</a> for information on behaviours and motivation behind FII. Any professionals suspecting FII must involve the Police, Social Services and follow the child protection procedures outlined in this policy. Members of the public concerned about FII can contact the social care helpdesk.</p>
<b>Faith abuse</b>	<p><a href="http://www.gov.uk/government/publications/national-action-plan-to-tackle-child-abuse-linked-to-faith-or-belief">www.gov.uk/government/publications/national-action-plan-to-tackle-child-abuse-linked-to-faith-or-belief</a> for copy of DfE document ‘<b>national action plan to tackle child abuse linked to faith or belief.</b>’</p> <p>Judith Knight; Diocese of Gloucester Head of Safeguarding/faith abuse contact: <a href="mailto:jknight@glosdioc.org.uk">jknight@glosdioc.org.uk</a>.</p>
<b>Female genital mutilation (FGM)</b>	<p><b>Female Genital Mutilation (FGM) comprises all procedures involving partial or total removal or the external female genitalia. FGM is illegal in the UK and as of October 2015 mandatory reporting commenced. If education staff or other professionals discovers that an act FGM appears to have been carried out on a girl under 18 years old there is a statutory duty to report it to the police.</b></p> <p>Read <a href="http://www.nhs.uk/Conditions/female-genital-mutilation">http://www.nhs.uk/Conditions/female-genital-mutilation</a> for NHS information and signs of FGM. Any suspicion of FGM should be referred to the Police and social care.</p> <ul style="list-style-type: none"> <li>- Ben Jordan (Head Teacher) has completed the online home office training, ‘<i>Female Genital Mutilation: Recognising and Preventing FGM</i>’</li> <li>- E-learning package- <a href="http://www.fgmelearning.co.uk/">http://www.fgmelearning.co.uk/</a> for interested staff or professionals (free home office e-learning)</li> </ul> <p>If you have any concerns that FGM might be carried out on a young person you must call the police and children’s helpdesk (social services).</p>
<b>Forced marriage</b>	<p><b>SPOC (Single Point of Contact) for Forced Marriage in Gloucestershire is Acting DI Jo Mercurio (Gloucestershire Constabulary, Public Protection Bureau).</b></p> <p><b>UK Forced Marriage Unit <a href="mailto:fmua@fco.gov.uk">fmua@fco.gov.uk</a></b></p> <p>Telephone: 020 7008 0151</p> <p>Call 999 (police) in an emergency.</p> <p><a href="http://www.gov.uk/stop-forced-marriage">www.gov.uk/stop-forced-marriage</a> for information on Forced Marriage. Visit Home Office website to undertake Forced Marriage e-learning package <a href="https://www.gov.uk/forced-marriage">https://www.gov.uk/forced-marriage</a>. GSCB one day Awareness training delivered by Infobuzz <a href="http://www.gscb.org.uk">www.gscb.org.uk</a></p> <p>Please see ‘Multi-Agency Practice Guidelines- Handling cases of Forced Marriage’ for more information and detail: <a href="https://www.gov.uk/forcedmarriage">https://www.gov.uk/forcedmarriage</a>.</p>

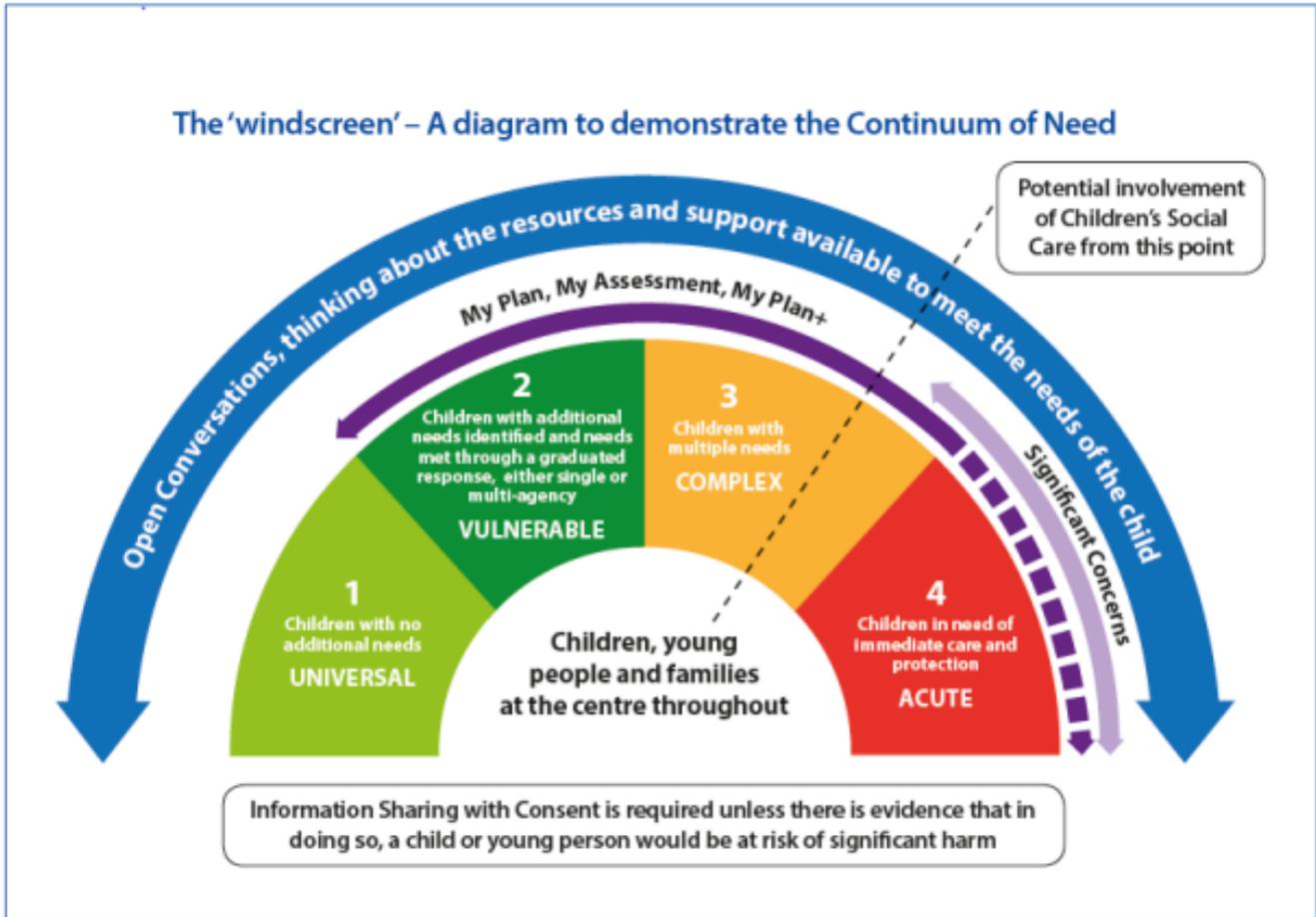
	<p><i>All practitioners must be aware of this, that is they may only have <u>one chance</u> to speak to a potential victim and thus they may only have one chance to save a life. This means that all practitioners working within statutory agencies need to be aware of their responsibilities and obligations when they come across forced marriage cases. If the victim is allowed to walk out of the door without support being offered, that one chance might be wasted.</i></p> <p><b>Prevention</b> Freedom Charity- Aneeta Prem ‘But it’s not fair’ book. A book for teenagers looking at forced marriage from the point of view of schoolfriends of the girl who went to India and didn’t come back. This book promotes discussion. <a href="http://www.freedomcharity.org.uk">www.freedomcharity.org.uk</a> The Freedom Charity (UK charity) have a helpline, text facility and app which can be downloaded to help to provide support and protection for victims of abuse, FGM or forced marriage. They can be contacted on tel: 0845 607 0133 or text <b>4freedom</b> to <b>88802</b> or go to the website to download the app from the app page.</p>
<b>Gangs and youth violence</b>	<p>Contact the Avenger Task Force/Inspector Neil Smith (Gloucestershire Police tel: 101). A task force set up to identify potential gang members as vulnerable individuals and potential victims and aims to help them.</p> <p>Prevention: wellbeing curriculum – self-esteem &amp; identity, law &amp; order and considering impact of violence on communities.</p>
<b>Gender-based violence/violence against women and girls (WAWG)</b>	<p><a href="http://www.gov.uk">www.gov.uk</a> – home office policy document, ‘Ending violence against women and girls in the UK’ (June 2014).</p> <p>FGM (Female Genital Mutilation) is violence against women and girls.</p> <p>Hope House SARC (Sexual Assault Referral Centre): 01452 754390</p> <p>Gloucestershire Rape and Sexual Abuse Centre: 01452 526770</p>
<b>Gloucestershire Hospital Education Service</b> universal support for all GHES pupils and families.	<p>All GHES staff are available in a pastoral capacity should parents have a concern about anything at all. GHES staff may not have the answer but will try to find out the answer or sign-post parents/other professionals in the right direction. Parents can either talk directly with the GHES staff or telephone one of the managers or Head of Service. GHES staff are available within office hours (9am – 5pm on weekdays during term-time).</p> <ul style="list-style-type: none"> <li>• GHES outpatient general office number: 01242 532363 (to contact all staff).</li> <li>• Carmel Herrick (Gloucester Royal Hospital schoolroom manager): 0300 4228394</li> <li>• Louise Cody (outpatient team manager) work mobile number: 07826891546</li> <li>• Wendy Rashwan (outpatient team manager) work mobile number: 07826 891264</li> <li>• Annalise Price-Thomas (Head of Service) via the main office: 01242 532363 or work mobile: 07717652407.</li> </ul>
<b>Honour based violence (HBV)</b>	<p>The police have made it a high priority to help communities fight back to tackle both honour based violence and hate crime. The ‘Honour Network Help line’: 0800 5 999 247</p> <p><b>Inspector Fay Komarah is the Gloucestershire Police contact for honour based violence.</b></p>
<b>Mental health</b>	<p>Gloucestershire Mental Health website to the offer of early help (<a href="http://www.onyourmindglos.nhs.uk">www.onyourmindglos.nhs.uk</a>)</p> <p>TICs (Teens in Crisis, Gloucestershire) counselling service.</p> <p>CYPS (Gloucestershire children’s mental health services).</p> <p>Consultant psychiatrists.</p>

<p><b>Private fostering</b></p>	<p><a href="http://www.gloucestershire.gov.uk/privatefostering">http://www.gloucestershire.gov.uk/privatefostering</a> Gloucestershire County council website information on private fostering. Refer to Gloucestershire Children &amp; Families Helpdesk on <b>01452 426565</b> or Gloucestershire Private Fostering Social Worker <b>01452 427874</b>. A private fostering arrangement is essentially one that is made without the involvement of a local authority. Private fostering is defined in the Children Act 1989 and occurs when a child or young person under the age of 16 (under 18 if disabled) is cared for and provided with accommodation, for 28 days or more, by someone who is not their parent, guardian or a close relative. (Close relatives are defined as; step-parents, siblings, brothers or sisters of parents or grandparents).</p>
<p><b>Radicalisation and Extremism (PREVENT duty).</b></p> <p><i>HM Government PREVENT duty: As of 1 July 2015 duty in the Counter-terrorism and security act 2015 for specified authorities (including all schools) to have due regard to the need to prevent people being drawn in to terrorism.</i></p> <p><i>If you see extremist of terrorist content online please report it via: <a href="https://www.gov.uk/report-terrorism">https://www.gov.uk/report-terrorism</a></i></p>	<ul style="list-style-type: none"> <li>• All teachers have had training in how to spot the signs of radicalisation and extremism and when to refer to the Channel panels. The Head Teacher and other key staff have received the Home Office WRAP (Workshop to Raise awareness of PREVENT) training.</li> <li>• Key contacts: PC Adam Large, Gloucestershire Constabulary PREVENT officer: tel 101</li> <li>• Anti-Terrorist Hotline: tel 0800 789 321</li> </ul> <p><b>The ‘Advice on the Prevent duty’ written by the Department for Education explains what governors and staff can do if they have any concerns relating to extremism. The Department for Education has also set up a telephone helpline (020 7340 7264) to enable people to raise concerns directly. Concerns can also be raised by email to <a href="mailto:counter.extremism@education.gsi.gov.uk">counter.extremism@education.gsi.gov.uk</a>. See Appendix 2 for more information on radicalisation.</b></p> <p><b>Prevention:</b> At Woodmancote we teach traditional British values through the curriculum: democracy, rule of law, respect for others, liberty, tolerance of those with different faiths and beliefs and promotion of ‘Britishness’. Woodmancote has a specific British values focus week as well as specific topics looking at radicalisation and extremism (age appropriate). E-safety is an important aspect of the curriculum to keep pupils safe from radicalisation. Pupils need to understand that radicalisation can be a form of grooming online and understand the notion of propaganda. They need to be taught to be discerning about what they read on the internet as the dangers of speaking to strangers online.</p> <p>We also seek to equip parents with the knowledge of how to safeguard their children from radicalisation. Let’s talk about it is an excellent website for parents <a href="http://www.itai.info/">www.itai.info/</a> as is <a href="http://www.preventtragedies.co.uk">www.preventtragedies.co.uk</a> While it remains very rare for school age children to become involved in extremist activity to the point of committing criminal acts, young people can be exposed to extremist influences or prejudiced views, including via the internet, from an early age. As with other forms of criminality or risk of harm, early intervention is always preferable. Schools, working with other local partners, families and communities, can help support pupils who may be vulnerable as part of wider safeguarding responsibilities.</p>
<p><b>Sexting / Sextortion Youth produced imagery)</b></p>	<p><a href="http://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/sexting">http://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/sexting</a> (NSPCC website). Gloucestershire Police have a small sexual exploitation team.</p> <p><b>Prevention: ‘So you got naked online’</b> (sexting information leaflet produced for pupils by south west grid for learning. <i>Pupils informed that sexting is illegal but the police have stated that young people should be treated as victims in the first place and not usually face prosecution. The police’s priority is those who profit from sexual images of young people not the victims.</i></p>
<p><b>Sexual violence and sexual harassment between children in</b></p>	<p>Guidance published by the Department for Education on <a href="#">sexual violence and sexual harassment between children in schools</a>.</p>

schools and colleges	
Stalking	<p>General Advice:</p> <ul style="list-style-type: none"> <li>• If it doesn't feel right it probably isn't!</li> <li>• Seek support from trusted family/friends</li> <li>• Report to the police or GDASS and do this early</li> <li>• Think about telling work</li> <li>• Keep a diary in a secure location</li> <li>• Screenshot emails etc and save them</li> <li>• Photograph/video your stalker if safely possible.</li> <li>• Get advice: Hollie Gazzard Trust, Paladin etc...</li> <li>• Tighten security; home, work and on-line</li> </ul> <p>Further information:            Gloucestershire Police            To report crime of stalking and seek advice from police stalking dedicated officer            Emergency phone: 999            Non-emergency phone: 101</p> <p>National Stalking Helpline            For advice and support. The helpline will operate a triage service for local support and make referrals - Phone: 0808 802 0300            Website: <a href="http://www.stalkinghelpline.org">www.stalkinghelpline.org</a>            Email: <a href="mailto:advice@stalkinghelpline.org">advice@stalkinghelpline.org</a></p> <p><b>Victim Support Gloucestershire</b>            For referral to support for victims of non-domestic abuse related stalking at standard or medium risk.            Email: <a href="mailto:Referralgloucester@victimsupport.org.uk">Referralgloucester@victimsupport.org.uk</a></p> <p>Local victim care team: 0808 281 0112            Out of hours Support line: 08 08 16 89 111</p> <p><b>Gloucestershire Stalking Advocacy Service (GSAS)</b>            For advice and referral to Independent Stalking Advocacy Case Worker (ISAC) for high risk cases not linked to domestic abuse            Email: <a href="mailto:isac@splitz.org">isac@splitz.org</a></p> <p>Professionals line: 01452 726567/ 07378414261</p> <p><b>Gloucestershire Domestic Abuse Support Service (GDASS)</b>            For advice, referral and IDVA service for stalking cases linked to domestic abuse            Website: <a href="http://www.gdass.org.uk">www.gdass.org.uk</a>            Email: <a href="mailto:support@gdass.org.uk">support@gdass.org.uk</a></p> <p>Helpdesk line: 0845 602 9035            Professionals line: 01452 726561</p> <p>Paladin            National Stalking Advocacy Service            For advice and referral.            Phone line: 020 3866 4107</p>

	<p>Email: <a href="mailto:info@paladinservice.co.uk">info@paladinservice.co.uk</a></p> <p>Website: <a href="http://www.paladinservice.co.uk/">www.paladinservice.co.uk/</a></p>
<p><b>Teenage relationship abuse</b></p>	<p>Please see comment about the Domestic abuse pathway for educational settings above (in domestic violence section).</p> <p><a href="http://www.gov.uk">www.gov.uk</a> – <b>home office ‘teachers guide to violence and abuse in teenage relationships.’</b></p> <p>All violence or suspected violence should be reported the police and/or social care as appropriate. GDASS (Gloucestershire Domestic Abuse Support Service) can be referred to for support.</p> <ul style="list-style-type: none"> <li>• Young person’s GDASS leaflet.</li> <li>• Gloucestershire Take a Stand – <a href="http://www.glostakeastand.com">www.glostakeastand.com</a></li> <li>• Holly Gazzard Trust (local charity) – support worker.</li> </ul> <p><b>Prevention:</b> Resources used in the Wellbeing curriculum with pupils are the ‘Teenage Relationship Abuse’ and ‘Give and Get’ (about consent) Curriculum resources – <a href="http://www.ghll.org">www.ghll.org</a>. Visit from Holly Gazzard Trust to classroom.</p>
<p><b>Trafficking</b></p>	<p>Serious crime which must be reported to Jane Bee (Gloucestershire LADO) and the Gloucestershire Police.</p> <p>Trafficking can include a young person being moved across the same street to a different address for the purpose of exploitation. It doesn’t have to include people, children or young people being moved great distances.</p>

**APPENDIX.3: GSCB WINDSCREEN**



**APPENDIX 4: Additional safeguarding information**

For further information and guidance, please refer to Annex A: Further Information in KCSiE Sept'2018 (p76 onwards)

Signed: ..... Chair of Safeguarding Committee

## Appendix 5 to Child Protection Policy

### COVID-19 Further changes to our Child Protection Policy

Revised June 2020

#### Response to COVID-19

In March 2020, a number of changes were required to our setting in response to the outbreak. Many young people were now being educated at home and staffing was potentially going to be affected through illness and isolation. An annex to the School's Child Protection Policy was drawn up to reflect the changes to safeguarding at that time.

Now that the government has outlined the gradual return of children to school from 1<sup>st</sup> June 2020, we need to make additional amendments to the policy to reflect further safeguarding considerations. These are contained in this annex and based on the [guidance issued by the government on 20<sup>th</sup> May 2020](#).

As previously, despite the changes, the school's Child Protection Policy is fundamentally the same: **children and young people always come first, staff should respond robustly to safeguarding concerns and contact the DSL in line with our established safeguarding procedure.**

#### Reporting arrangements

The school arrangements continue in line with our child protection policy.

The Designated Safeguarding Lead is: Mr G Tucker [head@woodmancote.gloucs.sch.uk](mailto:head@woodmancote.gloucs.sch.uk)

The Deputy DSL/s are:

Mrs S Badham [sbadham@woodmancote.gloucs.sch.uk](mailto:sbadham@woodmancote.gloucs.sch.uk)

Mr R Evans [revans@woodmancote.gloucs.sch.uk](mailto:revans@woodmancote.gloucs.sch.uk)

Mrs R Grosvenor [regrosvenor@woodmancote.gloucs.sch.uk](mailto:regrosvenor@woodmancote.gloucs.sch.uk)

The school's approach ensures the DSL or a deputy is always contactable while the school is open. All staff will be re-issued with contact details for DSL's during school closure and should report any concerns via CPOMS in line with the current policy. *A member of SLT will be on site at all times while school closures are in operation.*

As more children return, the DSL (or deputy) will always be available on site.

(If, in exceptional circumstances this is not possible

- a trained DSL (or deputy) from the school or college can be available to be contacted via phone or online video - for example working from home

Staff and volunteers have access to the DSL (or deputy) and know on any given day who that person is and how to speak to them.

The DSL (or deputy) will provide support to teachers and pastoral staff to ensure that contact is maintained with children (and their families) who are not yet returning to school. Where possible staff will try and speak directly to children to help identify any concerns. Staff will be encouraged (where possible) to make calls from the school site via school phones and devices. Where staff use personal phones to make calls, they should withhold their personal number.

The DSL (and deputies) continue to do what they reasonably can to keep up to date with safeguarding developments, such as via safeguarding partners, newsletters and professional advice groups.

All schools will face unique challenges at this time, including as they welcome back more children. Where reasonably possible and where relevant, the DSL (or deputy) will consider these challenges in a child protection context.

Staff will continue to follow our Child Protection procedures and advise the safeguarding leads immediately about concerns they have about any child, whether in school or not. COVID-19 means a need for increased vigilance by staff due to the pressures on services, families and young people, rather than a reduction in our standards.

Following the return of more children from 1<sup>st</sup> June, our school recognises:

- that staff and volunteers may identify new safeguarding concerns about individual children as they see them in person following partial school closures

- we recognise that our DSL (and deputies) will need more time to support staff and children regarding new concerns (and referrals as appropriate) as more children return and will allow for this
- we understand the importance of ensuring relevant safeguarding and welfare information held on all children (including returning children) remains accurate. In our school (led by the Headteacher/DSL or deputy) will do all they reasonably can to ask parents and carers to advise them of any changes regarding welfare, health and wellbeing that they should be aware of before a child returns. The DSL will undertake a risk assessment in respect of any new information received, considering how risks will be managed and which staff need to know about the information. This will be recorded on our safeguarding recording system.
- If required, we will revise our process for managing any report of peer on peer abuse given the different circumstances the school is operating in. The principles as set out in part 5 of KCSIE will continue to inform any revised approach to managing any report of such abuse and supporting victims.
- Our current arrangements will remain in place to keep children not physically attending the school safe, especially online.
- Staff will continue to read updated advice received from the local authority regarding children with education, health and care (EHC) plans, the local authority designated officer and children's social care, reporting mechanisms, referral thresholds and children in need
- We recognise there is continued importance for our school staff to work with and support children's social workers, the local authority virtual school head for children in care and previous children in care and any other relevant safeguarding and welfare partners

Children's services may be affected by the impact of the virus on staff and an increased demand for services. Where a child is at risk of significant harm there may be a need to be persistent in referring concerns to the local authority. The arrangements for contacting the Multi-Agency Safeguarding Hub (MASH) are: **01452 426565 or by email [childrenshelpdesk@gloucestershire.gov.uk](mailto:childrenshelpdesk@gloucestershire.gov.uk)**

Further details can be found at [Gloucestershire Safeguarding Children Executive](#)

Should a child in the school's view be at risk of significant harm and local agencies are not able to respond, the school will immediately follow the safeguarding children executive escalation procedure, available here:

## Gloucestershire Safeguarding Children Executive

### Identifying vulnerability

Schools relationships with the community mean we have identified children who may be classed as 'vulnerable'

We have put in place specific arrangements in respect of the following groups:

- Children in Care – individual agreements with carers and Social Worker, mostly involving fortnightly contact
- Children who have previously been Children in Care – individual agreements with carers and SW, mostly involving fortnightly contact
- Children subject to a child protection plan/ Child in Need plan – places offered, if not taken this must be agreed by Social Worker and family. Visits will be undertaken 3 times weekly (to be agreed with Social Worker as to who will undertake these visits).
- Children with an EHCP – Individual Risk Assessments undertaken and consultations held with parents/carers, SLT and SENCO.
- Children on the edge of social care involvement or pending allocation of a social worker – Where required these children will be offered a place at school or individual contact plans will be agreed

More children may be added to this group in response to concerns raised with the DSL. Contact arrangements will be agreed with parents/carers, SLT and DSL.

Where appropriate school will liaise with other agencies involved in their care, including where appropriate their social worker and the Virtual School Head for Children in Care and those who have previously been Children in Care.

In addition, the following groups have specific arrangements around contact and support from the school.

- Children of critical workers who may attend school if no safe alternative arrangements can be made.
  - Children at home – work packs/online learning sent home with regular updates
- The plans in respect of each child in these groups will be reviewed regularly.

## Attendance

The school is following the [attendance guidance issued by government](#). Where a child is expected and does not arrive the school will follow our attendance procedure and make contact with the family. If contact is not possible by 9:30am the DSL must be informed. The DSL will attempt a range of methods to contact the parent but if necessary arrange a home visit by the school or another appropriate agency. A risk assessment will be undertaken to consider manage the implications of COVID-19 alongside other risks perceived to the child. The risk of COVID-19 **does not override** the duty on the school to ensure children and young people are safe.

These arrangements will only be in place for children who have enrolled and are eligible for Emergency Childcare. For all other children school is closed.

From 1<sup>st</sup> June 2020, children in Reception, Year One and Year Six are expected to return to school. Parents and carers will however not be penalised if their child does not attend educational provision.

The school will resume taking an attendance register from this date and continue to complete the online Educational Setting Status form which gives the Department for Education daily updates on how many children and staff are attending.

## Staff will be aware of increased risk

The pressures on children and their families at this time are significant. There will be heightened awareness of family pressures through being contained in a small area, poverty, and financial or health anxiety. These areas should be considered in the setting of any work for children to undertake at home (including recognising the impact of online learning – see below).

## Mental Health

Staff will be aware of the mental health of both children and their parents and carers, informing the DSL about any concerns. Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of children and their parents. Where we have children of critical workers and vulnerable children on site, and/or more children returning to school from 1 June onwards, the school will ensure appropriate support is in place for them.

The school will use guidance on mental health and behaviour in schools to help identify children who might need additional support, and to put this support in place. The guidance sets out how mental health issues can bring about changes in a child's behaviour or emotional state which can be displayed in a range of different ways, all of which could be an indication of an underlying problem. This can include for example being fearful or withdrawn; aggressive or oppositional; or excessive clinginess. Support for pupils in the current circumstances can include existing provision in the school (although this may be delivered in different ways, for example over the phone for those children still not attending provision) or from specialist staff or support services.

Children in Year 6 have been asked to complete a transition survey (Pupil voice) just for Year 6's transitioning into year 7. This survey will take the children a maximum of 10mins to complete online and can be done by the children at home, or at school (if they are present as a Key Worker child or a vulnerable child.) The survey is anonymous and can be completed on any electronic device e.g. Ipad, smart phone, laptop etc.

## Domestic Abuse

Incidences of Domestic Abuse are expected to significantly increase during the period of isolation as perpetrators will use this time as a "tool of coercive and controlling behaviour", and victims and their children are consistently more vulnerable during periods of societal stress [see government guidance](#).

Operation Encompass will continue as normal with notifications being sent to the school's email address ([encompass@woodmancote.gloucs.sch.uk](mailto:encompass@woodmancote.gloucs.sch.uk)). For further information please contact Halah Shams El-Din on 01452 328953 or by email [halah.shamsel-din@gloucestershire.gov.uk](mailto:halah.shamsel-din@gloucestershire.gov.uk)

## Risk online

Young people will be using the internet more during this period. The school may also use online approaches to deliver training or support. Staff will be aware of the signs and signals of cyberbullying and [other risks online](#) and apply the same child-centred safeguarding practices as when children were learning at the school.

- The school continues to ensure appropriate filters and monitors are in place
- Our governing body will review arrangements to ensure they remain appropriate
- The school has taken on board guidance from the [UK Safer Internet Centre](#) on safe remote learning and guidance for [safer working practice](#) from the Safer Recruitment Consortium.
- Staff have discussed the risk that professional boundaries could slip during this exceptional period and been reminded of the school's code of conduct and importance of using school systems to communicate with children and their families.
- Children and young people accessing remote learning receive guidance

Parents and carers have information via the website about keeping children safe online with peers, the school, other education offers they may access and the wider internet community. We have set out the school's approach, including the sites children will be asked to access and set out who from the school (if anyone) their child is going to be interacting with online. *Parents have been offered the following links:*

- [Internet matters](#) - for support for parents and carers to keep their children safe online
- [South West Grid for Learning](#) - for support for parents and carers to keep their children safe online
- [Net-aware](#) - for support for parents and careers from the NSPCC
- [Parent info](#) - for support for parents and carers to keep their children safe online
- [Thinkuknow](#) - for advice from the National Crime Agency to stay safe online
- [UK Safer Internet Centre](#) - advice for parents and carers
- Free additional support for staff in responding to online safety issues can be accessed from the [Professionals Online Safety Helpline at the UK Safer Internet Centre](#).

## Allegations or concerns about staff

With such different arrangements, young people could be at greater risk of abuse from staff or volunteers. We remind all staff to maintain the view that ‘it could happen here’ and to immediately report any concern, no matter how small, to the safeguarding team.

Any staff or volunteers from outside our setting will complete an induction to ensure they are aware of the risks and know how to take action if they are concerned.

We have confirmed the arrangements to contact the LADO at the local authority remain unchanged and can be found at

[The role of the LADO and the allegations management process - Safeguarding Children in Gloucestershire](#)

If necessary, the school will continue to follow the duty to refer to DBS any adult who has harmed or poses a risk of harm to a child or vulnerable adult, and to the Teacher Regulation Agency in line with paragraph 166 of Keeping Children Safe in Education 2019 using the address [Misconduct.Teacher@education.gov.uk](mailto:Misconduct.Teacher@education.gov.uk) .

## New staff or volunteers

All existing school staff will already have had safeguarding training and have read part 1 and part 5 of KCSIE. The important thing for these staff will be awareness of any new local arrangements, especially if these are being reviewed/changed as a result of more children returning, so they know what to do if they are worried about a child.

New starters must have an induction before starting or on their first morning with the DSL or a deputy. They must read the school child protection policy, the behaviour policy, the whistleblowing policy and the code of conduct. The DSL or deputy will ensure new recruits know who to contact if worried about a child and ensure the new starters are familiar with the child protection procedure.

If staff or volunteers are transferring in from other registered education or childcare settings for a temporary period to support the care of children, we will seek evidence from their setting that:

- the member of staff has completed relevant safeguarding training in line with other similar staff or volunteers,
- they have read Part 1, Part 5 and Annex A of Keeping Children Safe in Education, and

- where the role involves regulated activity and the appropriate DBS check has been undertaken by that setting we will undertake a written risk assessment (see flowchart on Page 40 of KCSiE 2019) to determine whether a new DBS would need to be undertaken. It may be in these exceptional times we can rely on the DBS undertaken by their setting.

Our child protection procedures hold strong:

- Volunteers may not be left unsupervised with children until suitable checks have been undertaken. People supervising volunteers must be themselves in regulated activity, able to provide regular, day to day supervision and reasonable in all circumstances to protect the children.
- The school will undertake a written risk assessment on the specific role of each volunteer to decide whether to obtain an enhanced DBS check (with barred list information) for all staff and volunteers new to working in regulated activity in line with [DBS guidance](#). Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.
- The school will update the Single Central Record of all staff and volunteers working in the school, including those from other settings. This will include the risk assessment around the DBS. A record will be kept by SLT of who is working in the school each day.

Whilst acknowledging the challenge of the current environment, it is essential from a safeguarding perspective that the school is aware, on any given day, which staff/volunteers will be in the school, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. This will be more important than ever as more children and staff return. As such, the school will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSiE.

In the event that the school needs to recruit new staff during this period, we will continue to follow the relevant safer recruitment processes, including, as appropriate, relevant sections in part 3 of KCSiE. In response to coronavirus, the Disclosure and Barring Service (DBS) has made changes to its guidance on standard and enhanced DBS ID checking to minimise the need for face-to-face contact. When undertaking ID checks on documents for the DBS it is reasonable to initially check these documents online through a live video link and to accept scanned images of documents for the purpose of applying for the check. The actual documents will then be checked against the scanned images when the employee or volunteer arrives for their first day. The Home Office and Immigration Enforcement have also temporarily adjusted the right to work checks due to the coronavirus outbreak.

All staff and volunteers are aware of this new policy and are kept up to date as it is revised. The revised policy will continue to be made available publicly.

This policy has been remotely approved by Governors on June 8<sup>th</sup> 2020 and is available on the school website.