# Safeguarding & child protection

# September 2026/2027.

**Review**

This policy will be reviewed in full by the Trust Board on an annual basis unless circumstances require a policy update in the interim.

The policy was last reviewed & agreed by the Trustee Board on *September 2025*

It is due for review in September 2027.

Executive Headteacher :

Signature …*K Bracebridge* …Date : 02/09/2026

Chair of Trustee full oversight:

Signature …  … Date 09/09/2026


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| **Part One: Our School**<br>This section outlines the understanding of the community that we serve, & our presenting needs for children, young people & their families.<br>It defines how the safeguarding & child protection policy aligns to other policy & procedures within our school & introduces key government guidance & statuary requirements.<br>All parts of this policy are underpinned by local & national guidance, law & procedure & this is defined within part one. | Page 3 |
| **Part Two: Roles & Responsibilities**<br>This section provides details of all key safeguarding staff & an overview of some of the roles & responsibilities of those staff. | Page 7 |

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| Our curriculum ensures that the children & young people in our school are taught about safeguarding & how we promote an open culture & ethos where children & staff can share concerns safely & their voices are heard.<br>This section also outlines our training programme. | |
| **Part Three: Taking Action**<br>It provides an overview of how we respond to safeguarding concerns in our school & have an embedded culture.<br>It looks at the role of the Local Authority, Data protection & information sharing.<br>It explains the expectations for all staff if they have a concern about a child or young person & our commitment from prevention to response.<br>It looks at how we respond to specific concerns within our school. | Page 12 |
| **Part Four: Defining abuse/identifying risk**<br>This part explains what constitutes abuse/harm under the four categories of abuse; physical, emotional, sexual & neglect. ( neglect has been written for this framework by Walsall's neglect practice development lead)<br>Additionally, it defines further specific risks & should be read alongside Keeping Children Safe in Education 2026.<br>Preventing radicalisation & channel have been written by Walsall's prevent coordinator. | Page 18 |
| **Part Five: Harmful Sexual Behaviour, Sexual Violence & Sexual Harassment (Child-on-Child)**<br>This has been written for the framework by Walsall's Sexual Harmful Behaviour team.<br>It explains our commitment from prevention to responses & procedures for managing child on child sexual abuse.<br>The roles of police & Children's Services are explained, & how we will support both victims & alleged/convicted perpetrators of abuse. | Page 29 |
| **Part Six: Safer recruitment practice & managing allegations against staff**<br>This part explains our safer recruitment procedures to support our safe culture in school.<br>It provides examples of how our school deters & prevents people unsuitable to work with children from being recruited to work in our school.<br>Allegations about concerns regarding members of staff including supply staff, volunteers & contractors are explained; also, what our school will do in response to whether the harm threshold is met; or not.<br>Whistleblowing is explained alongside links to the NSPCC Whistleblowing helpline. | Page 36 |

| Part Seven: Appendix | Page 42 |
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# Part One: Our School

At our school, Park Hall Infant Academy we are fully committed to safeguarding & promoting the welfare of all children. Safeguarding is central to every aspect of our practice & underpins all decision-making, planning & pupil engagement. We recognise that safeguarding is everyone's responsibility & that all our staff have a clear duty to always act in the best interests of children.

**Introduction:**

Park Hall Infants Academy is a large, three form entry School employing approximately 50 staff who report directly to the Senior Leadership Team. The School is also in partnership with ITT Providers and uses agency staff to cover teacher absence and occasionally for some extra-curricular sporting activites.

All staff, including, volunteers, are aware of the Safeguarding procedures in our school and these are explained as part of staff induction and renewed at our annual safeguarding update.

Park Hall Infant Academy ensures that the child protection and safeguarding is of the highest priority. The staff are appropriately trained and leadership teams keep abreast of all training available to us. Geographically the academy lies within the South Locality and we work closely with our East Locality colleagues through our schools' cluster group. This enables the academy to be aware of the presenting needs of the areas around us and to utilise that knowledge accordingly.

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| Designated Safeguarding Lead (DSL) | **Mrs Sarah Hand / Ms K Bracebridge** |
| Head teacher | **Mrs Sarah Hand** |
| Chair of Trustees | **Mrs Sabeeha Ali** |
| Safeguarding Trustee | **Mrs Julie Roberts** |
| Deputy DSL | **Mrs Manjit Dickson** |
| Special Educational Needs Coordinator | **Mrs Manjit Dickson** |
| Single Point of Contact (SPOC)<br>(Preventing Radicalisation) | **Mrs Sarah Hand** |

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| Children who are looked after Designated Teacher | **Mrs Manjit Dickson** |
| Designated Lead for online Safety (responsible to DSL) | **Mr Andy Westaway** |
| Senior Lead for Mental Health | **Mrs Sarah Hand** |

Our school *Park Hall Infant Academy* is committed to identifying, understanding & responding to risks both within the school environment & the wider community to ensure the safety & wellbeing of all pupils. We recognise the signs & indicators of abuse & neglect & understand that harm can occur in a range of contexts, including at home, within the community, in school, & online.

We operate in accordance with the child protection procedures set out by the Walsall Safeguarding Partnership Walsall Safeguarding Partnership & work proactively & collaboratively with partner agencies to secure the best possible outcomes for children & young people.

We are clear that safeguarding is everyone's responsibility, & this policy applies equally to:

- ✓ Our governing body
- ✓ Our senior leadership team
- ✓ All staff & volunteers.

Our approach is underpinned by the principle that 'it could happen here,' & we consistently act in the best interests of the child.

We adopt a comprehensive whole-school approach to safeguarding, ensuring that it is embedded within all policies, systems & daily practice. All adults demonstrate a clear commitment to safeguarding by understanding & adhering to our safeguarding policies & procedures & undergo appropriate safer recruitment checks. Staff recognise & respond to signs of abuse, & contribute to safeguarding processes & reviews. This policy will be read & referenced alongside other school safeguarding policies & guidance.

- Staff induction procedures
- Training & awareness raising courses matrix
- Monitoring & supervision procedures
- Recording & information sharing guidance
- Recruitment & vetting policy
- Online safety policy (including remote learning)
- Anti bullying policy
- Attendance & children absent from education
- Staff code of conduct/Staff Behaviour policy
- Photography policy

- Intimate care policy
- Safe handling/reasonable force policy &/or guidance
- Behaviour &/or Positive Relationships policy
- Whistleblowing policy
- Radicalisation & Extremism guidance for schools Sept 2015
- SEND policy
- Equality policy
- Filtering & Monitoring Policy/processes
- Home visiting policy/guidance
- Use of mobile phone policy
- AI policy

We are committed to promoting equality, actively challenging discrimination & bias, & foster an inclusive culture where all children & adults feel safe, valued & respected. We actively promote fundamental British values, including democracy, the rule of law, individual liberty, mutual respect & tolerance, ensuring that any political issues are presented in a balanced & impartial manner.

The wishes, feelings & voices of children are central to our safeguarding practice.

We strive to create a culture in which pupils feel confident to report concerns & trust that they will be listened to & taken seriously. We recognise that children may experience barriers to disclosure, including feelings of embarrassment, fear, humiliation, or threats, & that additional vulnerabilities such as (inclusive, but not exclusively to): SEN (special educational needs) communication needs, &/or language barriers may further impact their ability to speak openly. These factors do not prevent our staff from maintaining professional curiosity. Staff are expected to remain vigilant, build trusted relationships, & share any concerns without delay with the Designated Safeguarding Lead (DSL) *Mrs Sarah Hand.*

All staff understand that children may not always recognise or disclose abuse &, therefore, place importance on observation, relationship-building, & sensitive, child-centred communication to support early identification of risk.

This policy is made available to parents & carers & is published on our school website https://www.parkhall-inf.walsall.sch.uk/ key information/ policies/ CP and Safeguarding Pupils are supported to understand safeguarding through age appropriate & accessible formats. All staff, volunteers & visitors are informed of safeguarding expectations & procedures through a robust induction process & regular training.

Our practice is aligned with *Keeping Children Safe in Education 2026,* which is understood & embedded across all levels of the school including leadership, governance & staffing. If required & implementing appropriate plans for vulnerable children.

- **Statutory framework & legislative duties:**

Our school operates firmly within the statutory frameworks of *Keeping Children Safe in Education (2026) Keeping children safe in education 2026* , *Together to Safeguard Children (2026) Working together to safeguarding children 2026* , the *Education Act 2002 Education Act* , & wider legislative developments, including the emerging expectations of the Schools Bill Children's wellbeing & schools act 2026 , & the national focus on improving child wellbeing.

These frameworks reinforce the role of school as proactive safeguarding partners, with an emphasis on early identification & intervention to prevent harm.

Our school also acts in accordance with the following key legislation & guidance to safeguard & promote the welfare of children:

- The Children Act 1989 https://www.legislation.gov.uk/ukpga/1989/41/contents
- The Children Act 2004 https://www.legislation.gov.uk/ukpga/2004/31/contents
- Education Act 2002 (section 175/157) Annual audits are completed via the LA
- The Education (Pupil Information) (England) Regulations 2005
- Dealing with Allegations of Abuse Against Teachers & Other Staff (DfE 2011) Allegations of abuse against teachers and non-teaching staff
- Children & Social Work Act 2017 Children and Social work act 2017

Under the Children Act 2004, all those working in education share a statutory responsibility to safeguard & promote the welfare of children. Schools & further education settings must create & maintain a safe environment & take appropriate action where there are concerns about a child's welfare.

Staff play a vital role in safeguarding by identifying children who may be vulnerable or at risk of harm at an early stage, & by supporting pupils to understand & manage risks & developing their resilience through the curriculum.

As an active partner within Walsall, we fully adhere to local procedures & expectations as outlined by the Walsall Safeguarding Partnership Walsall Safeguarding Partnership. This includes meaningful engagement in multi-agency safeguarding arrangements, participation in strategy discussions, & effective use of local thresholds, referral pathways & escalation processes. Our practice reflects Walsall's *Families First* approach Family first Walsall, ensuring that children receive the right help at the right time through a graduated response, including early help, targeted support, or statutory intervention in line with the Continuum of Need Continuum of need Walsall.

We understand that children achieve their best outcomes when they feel safe, secure & supported. Safeguarding within our school therefore extends & includes the promotion of mental health, emotional wellbeing, attendance, behaviour, online safety, & the development of positive relationships. Our curriculum, including statutory Relationships, Sex & Health Education (RSHE) Relationships, sex & health education is carefully planned to

equip pupils with the knowledge, skills & resilience needed to recognise risk, seek support, & develop healthy, respectful relationships throughout their lives.

# Part Two: Roles & Responsibilities

Within our school, clear safeguarding roles & responsibilities are established.

- **DSL**

Our Trustee Board have appointed *Mrs Hand* as the Designated Safeguarding Lead (DSL) who has overall responsibility for safeguarding & child protection.

'*Governing bodies & proprietors should ensure an appropriate senior member of staff, from the school or college leadership team, is appointed to the role of designated safeguarding lead'.* Paragraph 124

'*appropriate status, authority, skills & experience within the school or college to carry out the duties of the post'*. Paragraph 125

(*KCSiE 2026*) Keeping children safe in education 2026

The DSL is supported by trained deputies *Ms K Bracebridge / Mrs Manjit Dickson* who ensure safeguarding oversight is consistently available.

The DSL leads on referrals, multi-agency liaison, staff training, maintaining oversight of all safeguarding concerns & is a member of the senior leadership team.

- **Safeguarding supervision & support**

Our school recognises that effective safeguarding practice requires opportunities for professional reflection, support & challenge. The DSL & deputies will have access to appropriate safeguarding supervision, peer support &/or reflective practice opportunities to support decision making, manage complex cases, promote professional curiosity & maintain their wellbeing.

Supervision arrangement will provide an opportunity to review safeguarding practice, identify learning, discuss cases & ensure that children receive the right support at the right time.

- **Our DSL:**

Has responsibilities that include, but are not limited to:

- Refer cases of suspected abuse to the local authority Children's Services as required
- Support staff who make referrals to local authority Children's Services
- Refer cases to the Channel programme where there is a radicalisation concern as required
- Support staff who make referrals to the Channel programme;
- Refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure & Barring Service as required;
- Refer cases where a crime may have been committed to the Police as required
- Liaise with staff (especially pastoral support staff, school nurses, IT Technicians SENCO & Mental Health Lead) on matters of safety & safeguarding (including online & digital safety) & when deciding whether to make a referral by liaising with relevant agencies;

- Act as a source of support, advice & expertise for all staff
- Be aware of pupils who have a social worker or external support
- Help promote educational outcomes by sharing the information about the welfare, safeguarding & child protection issues (when appropriate) with teachers & leadership staff.
- Liaise with the Executive Headteacher to inform them of issues- especially ongoing enquiries under section 47 of the Children Act 1989 & police investigations. This includes being aware of the requirement for children to have an Appropriate Adult.
- Identify & assign roles & responsibilities to manage filtering & monitoring.
- Oversee online filtering & monitoring systems & act on issues identified or raised & receive recommendations on how to meet them. https://www.gov.uk/guidance/plan-technology-for-your-school
- Monitor all aspects of filtering & monitoring systems. Ensuring they use an educational provider, it meets the risk profile of the school & they are aware that this is working effectively.
- Meet the DofE filtering & monitoring technical standards
- Consider meeting the Cyber security standards for schools and colleges.GOV.UK. including undertaking Cyber security training for all staff, including trustees, to improve cyber resilience
- Cyber security training for school staff - NCSC.GOV.UK.
- Ensure learning & practice is informed by accessing: Generative artificial intelligence (AI) in education - GOV.UK
- Be aware of expectations to support gender questioning children, including an understanding of the RSHE statutory requirements. Relationships education relationships and sex education RSE and health education for intro 1 September 2026 .pdf
- Be aware of the broader expectations within RSHE, particularly relating to AI, misogynistic influencers & online content.

When pupils are present onsite there should always be a member of the safeguarding team onsite also. To ensure continuity of safeguarding responsibilities, schools should implement robust cover arrangements for periods when the Designated safeguarding lead is unavailable due to illness, leave, or other circumstances. All staff are aware of the process for making referrals to Children's Services & for statutory assessments under the Children Act 1989, especially section 17 (children in need) & section 47 (a child suffering, or likely to suffer, significant harm).

*Park Hall Infant Academy* has set up the confidential shared mailbox with the Local Authority to ensure that safeguarding concerns are received, monitored, & acted upon without delay.

All staff within our school, including volunteers & temporary staff, are expected to read & understand Part One of KCSiE 26, *(see training in part 2) &* know how to identify signs of abuse, respond appropriately, & record concerns accurately. Staff understand that they must never assume someone else will act & must always follow our safeguarding procedures.

- **Trustee Board:**

Our Trustee Board are the accountable body for ensuring the safety of the school.

The Trustee's will appoint:

- A chair of Trustee Mrs Sabeeha Ali will liaise with the local authority & partner agencies in the event of allegations against the Executive Headteacher.
- A nominated Trustee for safeguarding*, Mrs Julie Roberts* who holds a strategic role & liaises with the Designated Safeguarding Lead regularly providing support, oversight & challenge.
- A Designated teacher for looked after & previously looked after children Mrs Manjit Dickson.

Trustee's & senior leaders maintain strategic oversight of safeguarding. They ensure that policies are compliant with statutory guidance, that safer recruitment processes are robust, the safeguarding culture is strong, transparent & continually reviewed. Trustees will have oversight that training is effective & appropriate procedures in place to handle allegations against teachers, Executive Headteacher, heads of school, volunteers & other staff.

A member of the Trustee Board (usually the Chair) is nominated to be responsible for liaising with the local authority & other partner agencies in the event of allegations of abuse being made against the Head Teacher / Executive Headteacher. See Part Six: Safer recruitment practice & managing allegations against staff.

Our Trustee Board ensure that all Trustee's receive appropriate safeguarding & child protection training at their induction. *This may be delivered through Mary Gale Consultancy / Governor Hub/ S4S .*This training equips our Trustees and Members with the knowledge to provide strategic challenge to test & assure themselves that the safeguarding policies & procedures in our schools are effective & support the delivery of a robust whole school approach to safeguarding.

The Trustee Board ensures effective safeguarding arrangements by maintaining & regularly reviewing appropriate filtering & monitoring systems. They ensure clear safeguarding responses for children who are persistently or repeatedly absent from education are in place, recognising this as a potential indicator of abuse, neglect, or exploitation.

They ensure the school contributes to multi-agency working in line with *Working Together to Safeguard Children 2026*, working with Children's Services, police, health, & other partners. This includes early support through Family first & involvement in child protection plans.

Safeguarding arrangements reflect local authority procedures & statutory duties under Sections 175/157 of the Education Act 2002, requiring schools to safeguard & promote children's welfare, with local authority oversight.

The Trustee Board values staff expertise in safeguarding & ensures staff can contribute to safeguarding practices & policy development. Children are taught about safeguarding through a broad curriculum, including online & through teaching & learning opportunities.

The Trustee Board also meets its obligations under the Human Rights Act 1998 & Equality Act 2010, including the Public Sector Equality Duty.

**The Trustee Board has responsibilities that include, but are not limited to:**

- Appropriate policies & procedures are in place to enable timely & effective action to safeguard & promote the welfare of children.
- Suitable filtering & monitoring systems are in place, are regularly reviewed, & effectively protect children from harmful online content.
- Safeguarding responses are in place for children who are absent from education, including persistent or prolonged absence, to reduce the risk of abuse, neglect, sexual exploitation, or children going missing.
- The school or college contributes to effective multi-agency working, including early help through Family Help, & cooperates with Children's Social Care, the police, health services, & other relevant partners.
- Safeguarding arrangements reflect local authority procedures & statutory duties under Section 175 / Section 157 of the Education Act 2002.
- Children receive appropriate teaching about safeguarding, including online safety & child-on-child sexual abuse (sexual violence & sexual harassment), as part of a broad & balanced curriculum.
- Clear procedures are in place to manage allegations against staff, volunteers, Executive Headteacher, heads of school, or principals.
- All staff receive safeguarding, child protection, & online safety training at induction, with regular updates in line with guidance from the Walsall Safeguarding Partnership.
- Safeguarding training forms part of a whole-school or college approach & is integrated into wider staff training & curriculum planning.
- Trustees have sufficient knowledge to provide strategic challenge & assurance that safeguarding systems are effective.
- Safeguarding policies & procedures are reviewed at least annually & updated more frequently where required in response to emerging risks or learning from local or national safeguarding reviews.
- Statutory duties under the Human Rights Act 1998 & the Equality Act 2010, including the Public Sector Equality Duty, are met.

- **Designated teacher for looked after children:**

Our Trustee Board has appointed *Mrs Manjit Dickson* to promote the educational achievement of children who are looked after or previously looked after & ensure that this person has appropriate training.

The most common reason for children becoming looked after is because of abuse &/or neglect. Our Trustee Board will ensure that staff have the skills, knowledge & understanding

necessary to keep looked after children safe. A previously looked after child potentially remains vulnerable & all our staff will have the skills, knowledge & understanding to keep previously looked after children safe.

The designated safeguarding lead will have details of the child's social worker & the name of the virtual school head in the authority that looks after the child.

Our Designated Teacher is aware that the Virtual school manages pupil premium plus for looked after children. Our Designated Teacher works with the virtual school to discuss how funding can be best used to support the progress of our looked after children in school & meet the needs identified in the child's personal education plan. Our Designated Teacher will also work with the virtual school to promote the educational achievement of previously looked after children & those in kinship care.

On commencement of sections 4 to 6 of the Children & Social Work Act 2017, designated teachers will also have responsibility for promoting the educational achievement of children who have left care through adoption, special guardianship, or child arrangement orders (kinship) or who were adopted from state care outside England &Wales.

- **Curriculum:**

- Our governing body considers how children are taught about safeguarding, including online, through teaching & learning opportunities, as part of providing a broad & balanced curriculum. This may include covering relevant issues through Personal, Social, Health & Economic education, Relationships & sex education, Social & Emotional Aspects of Learning, Spiritual, Moral, Social & Cultural development, British Values, online safety, assemblies & approved visitors etc.

Education, Relationships & Sex education Sep 26 including teacher training modules & implementation support. We draw on key safeguarding resources such as DfE online safety guidance, UKCIS frameworks, CEOP's Thinkuknow programme, CEOP Education & advice on issues like sharing images & harmful online challenges Sharing nudes and semi-nudes: advice for education settings working with children and young people

These resources help pupils recognise risks & know how to seek support. We provide opportunities across the curriculum to build knowledge, skills & attitudes that promote safety & wellbeing, addressing topics such as self-esteem, consent, relationships, exploitation, online safety, bullying & sexting through lessons & wider activities.

Our policies reflect a whole-school approach to safeguarding, covering areas such as behaviour, equality, SEND, & online safety. Underpinning this is a strong ethos of respect & inclusion, where pupils feel safe, valued, listened to, & empowered.

- **Training:**

All staff & volunteers will receive Safeguarding Children & Young People training, delivered annually at Level 2. *This is delivered face to face through S4S.*

Induction training is mandatory for all staff & volunteers & includes:

- Child protection policy (including procedures for child-on-child abuse)
- Prevent
- Behaviour policy for pupils
- Staff behaviour policy
- Safeguarding response to children absent from education
- Online safety policy
- Role of the Designated Safeguarding Lead (DSL) & deputies
- Keeping Children Safe in Education 2026 Part 1 for staff working directly with children with signed confirmation of understanding.
- Designated Safeguarding Leads & deputies complete formal training every two years, with knowledge refreshed at least annually.

Staff also receive regular safeguarding & child protection updates from the DSL to ensure they have relevant skills & knowledge. Through staff briefings and quizzes

Safer Recruitment training is provided for staff & trustee's involved in recruitment, see part 6.

Vast training opportunities are available through Walsall Safeguarding Partnership Walsall safeguarding partnership training & Walsall Council, including safeguarding, child protection, & safer recruitment. These support both child protection & staff awareness in managing allegations effectively.

# Part Three: Taking Action

Where there is a safeguarding concern, our school will ensure the child's wishes & feelings are taken into account when determining what action to take & what services to provide. Systems are in place for children to express their views & give feedback.

No single practitioner can have a full picture of a child's needs & circumstances. If children & families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information & taking prompt action. Safeguarding & promoting the welfare of children is defined for the purposes of this guidance as:

Providing help & support to meet the needs of children as soon as problems emerge.

- Protecting children from maltreatment, whether that is within or outside the home, including online.
- Preventing impairment of children's mental & physical health or development.

- Ensuring that children grow up in circumstances consistent with the provision of safe & effective care;
- Taking action to enable all children to have the best outcomes.

'Children' includes everyone under the age of 18.

When concerns arise, our school takes prompt, proportionate & appropriate action. All safeguarding concerns, regardless of perceived severity, are taken seriously & recorded in line with our internal procedures via CPOMs where possible this will be recorded within the hour. Staff are trained to recognise that safeguarding concerns may present as low level concerns which, when viewed collectively, require intervention.

**Professionally curious**

We know that being professionally curious is not simply about asking the question. It is about the language used, creating a trusting relationship, a safe space in which to disclose & giving time to children & young people so they do not feel pressured.

Upon receiving a concern, the DSL will consider the level of need using Walsall's continuum of need Continuum of need Walsall. Where a child is deemed to be in need of additional support, early help processes will be initiated in line with the Families First approach Family first Walsall. This ensures that support is multi-agency, coordinated & focused on improving outcomes for the child & family without delay.

Where there is reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm, our school will make a referral to children's social care without delay. All staff are aware of the process for making referrals to Children's Services & for assessments under the Children Act 1989, especially section 17 (children in need) & section 47 (a child suffering, or likely to suffer, significant harm).

Children's social care will then determine whether the concerns meet the threshold for enquiries under Section 47 of the Children Act 1989.

Where a child may benefit from additional support to safeguard & promote their welfare, a referral may be made to children's social care or appropriate early help services. In such cases, children's social care will consider whether the child meets the threshold as a child in need under Section 17 of the Children Act 1989.

Procedure for when someone is concerned about a child or young person.

All concerns of significant harm will be referred to the Local Authority Children's Services via the correct referral form without delay

- All concerns shared with the designated safeguarding lead will be considered alongside Walsall's Safeguarding Partnership Multi Agency Guidance on the continuum of Need. Walsall Safeguarding Partnership Continuum of Need.

- All concerns of allegations in relation to staff & volunteers harmful behaviour will be referred to the Executive Headteacher (if the concern is in relation to the Executive Headteacher, the chair of trustee's should be informed without delay)

Records should include:

- ✓ a clear & comprehensive summary of your concern;
- ✓ details of how the concern was followed up & resolved;
- ✓ a note of any action taken, decisions reached & the outcome.

Our staff understand the differing levels of need & the importance of timely referrals & share concerns promptly & proportionately to ensure that children receive the right support & protection at the earliest opportunity.

We understand that Walsall's Family first strategy families-first can meet the needs of our families in a supportive & inclusive way & referrals into Family first are considered alongside the above.

We recognise that safeguarding is not solely reactive but must be preventative. This includes identifying vulnerability factors such as poverty, domestic abuse, parental mental health, substance misuse, exploitation risk, or unmet educational needs. Through strong relationships with families & close partnership working across services, we aim to intervene early & effectively.

We work collaboratively with social workers, health professionals, police, family help & other relevant partners to ensure that children receive coordinated support.

Where a child discloses abuse this needs to be taken very seriously, staff respond calmly, listen carefully, & avoid leading questions. They reassure the child but do not promise confidentiality, as information may need to be shared to keep them safe. All disclosures are recorded accurately & reported immediately to the DSL.

Some child abuse is disclosed though observation by an adult of a child's behaviour, words, communication aids, play &/or physical appearance.

Any reports of abuse involving children with SEND require close liaison with the designated safeguarding lead or a deputy & the special educational needs coordinator (SENCO) *Mrs Manjit Dickson*

## Safeguarding children with SEND NSPCC

- **Parental response:**

Our staff will always discuss concerns with parents/carers unless to do so would:

- place the child at risk of significant harm or further risk of significant harm.

- place a vulnerable adult at risk of harm
- compromise enquiries that need to be undertaken by Children's Services or the police

Our school will endeavour to ensure that parents understand the responsibilities placed on the school & staff for safeguarding children.

Research & experience indicate that the following responses from parents may suggest a cause for concern across all categories of abuse: -

- Delay in seeking treatment that is obviously needed.
- Unawareness or denial of any injury, pain or loss of function (for example, a fractured limb)
- Incompatible explanations offered, several different explanations or the child is said to have acted in a way that is inappropriate to her/his age & development.
- Reluctance to give information or failure to mention other known relevant injuries.
- Frequent presentation of minor injuries.
- A persistently negative attitude towards the child.
- Unrealistic expectations or constant complaints about the child.
- Alcohol misuse or other drug/substance misuse.
- Parents request removal of the child from home; or
- Violence between adults in the household.

**Taking action on updates below**:

- Gender-Questioning Support: Implementation of a cautious, compassionate supportive, parent-aware approach to pupils questioning their gender identity, prioritising safety & privacy.

Transition: Any requests or discussions relating to social transition will be considered on an individual basis through the school's safeguarding & wellbeing processes, involving parents/carers & relevant professionals where appropriate, this includes changing a child's preferred name, pronouns, or dress code within the school environment.

Parental Engagement: Parents should be involved regarding any disclosures or requests related to gender identity where appropriate & safe to do so. Parental involvement may only be withheld in exceptional circumstances where a clear, specific, & objective risk of significant harm to the child is identified.

Single-Sex Spaces: To maintain safety & privacy, biological sex remains the determining factor for accessing singlesex spaces. Our school enforces boundaries for toilets, changing facilities, & overnight residential accommodation. Separate individual provisions will be explored where necessary.

- We safeguard our pupils equally.

Anti-Racist Practice: All staff maintain an anti-racist & anti-discriminatory approach to child protection. Staff are directed to actively recognise, challenge, & document instances of disproportionality or bias for example, treating children from minority backgrounds as more mature or less vulnerable than they may present.

Safeguarding assessments & reporting logs must evaluate the coexistence of overlapping vulnerabilities, such as a child simultaneously experiencing domestic abuse at home, severe mental health deterioration, & targeted online criminal exploitation.

- Our school is committed to maintaining a safe, secure learning environment free from the threat of violence. We enforce robust processes around any weapons.

Weapon Reporting: Any staff member who discovers, receives a report of, or reasonably suspects that a pupil is carrying a weapon, has used a weapon, or has explicitly expressed an intent to use a weapon must report the incident to the DSL immediately.

Phone-Free Environment: To disrupt peer-on-peer online harassment, cyberbullying, & digital exploitation during the school day, in line with UK government, we enforce a whole-day phone-free environment.

We also recognise the importance of supporting children subject to safeguarding processes. This includes providing pastoral support, maintaining consistent relationships with trusted adults, & ensuring the child's voice is central to all planning.

Decisions about safeguarding planning should actively seek & record the child's wishes & feeling in whatever way is suitable for the child, this maybe through (but not exclusively via) visual aids, play, drawings, directed work, picture cards, emotion cards, &/or verbally.

- **Multi Agency Safeguarding Hub (MASH)**

Tel: 0300 555 2866 Monday to Thursday 8.45am to 5.15pm, Friday 8.45am to 4.45pm
Tel: 0300 555 2922 or 0300 555 2836 Emergency Response Team
If you believe a child or young person is at immediate risk of harm call 999 in an emergency.

Some of our pupils may not reside within Walsall Local Authority & we are aware that we should locate the number for the child's Local Authority's child protection referral team via https://www.gov.uk/report-child-abuse-to-local-council

- **The role of the Local Authority**

The local authority will make a decision about the type of response that is required & should let the referrer know the outcome, the referrer should follow up if this information is not forthcoming. If, after a referral, the child's situation does not appear to be improving, our

school will consider following local escalation procedures ensure our concerns have been addressed & most importantly, that the child's situation improves.

- **FaST – Finding a Solution Together**

Staff should feel empowered to raise concerns, see advice & challenge decision where they believe a child's welfare of safety maybe at risk.

Where concerns are not addressed appropriately, staff should follow the schools escalation & whistle blowing procedures & may make a referral to children's services themselves where necessary.

Where school staff feel that concerns have not been actioned appropriately or there is a disagreement amongst partners within Walsall, concerns can be raised via a locality discussion for via Walsall's FaST (Finding a Solution Together) process: Finding a Solution Together

- **Data Protection & Information Sharing**

We understand that concerns about confidentiality must not prevent appropriate safeguarding action.

Information sharing is essential for identifying & addressing abuse, neglect, & promoting children's welfare & education. Schools must keep accurate, secure records of all concerns, decisions, & actions, including reasons for referrals (or not) to agencies such as children's social care or Prevent.

Our policies support lawful information sharing. While the Data Protection Act 2018 & GDPR require personal data to be handled fairly & securely, they do not prevent sharing where a child may be at risk. Protecting children's welfare always takes priority.

When a child leaves, the Designated Safeguarding Lead will securely transfer their child protection file to the new school promptly & obtain confirmation of receipt. This is done separately from the main school file.

*'Where children leave the school or college, the designated safeguarding lead should ensure their child protection file is transferred to the new school or college as soon as possible, and within 5 days for an in-year transfer or within the first 5 days of the start of a new term to allow the new school or college to have support in place for when the child arrives. The designated safeguarding lead should ensure secure transit, and confirmation of receipt should be obtained. For schools, this should be transferred separately from the main pupil file'. KCSiE 2026 .*

*'In addition to the child protection file, the designated safeguarding lead should also consider if it would be appropriate to share any information with the new school or college in advance of a child leaving particularly where the information would support an assessment of risk to others in the school as well as the individual pupil' KCSiE 2026 .*

We are aware that to consult with our designated safeguarding lead does not mean a referral has been made. This decision is mainly the responsibility of the designated safeguarding lead for child protection who will contact the appropriate agency as & when required. However, all staff are aware that they can & should make referrals/consult with Walsall MASH if required.

Our staff know that all staff/volunteers have the right to contact Walsall Children's Services Under no circumstances will staff leave school without discussing safeguarding concerns with someone.

# Part Four: Defining abuse/identifying risk

Safeguarding within our school recognises that abuse can take many forms & may be experienced by any child, regardless of background. The four primary categories of abuse are physical abuse, emotional abuse, sexual abuse, & neglect, each of which can have profound & lasting impacts on a child's development &wellbeing.

**Abuse**

Abuse is a form of maltreatment of a child. A child may be abused or neglected through the infliction of harm, or through a failure to act to prevent harm. Harm can include ill-treatment that is not physical, as well as the impact of witnessing the ill-treatment of others. This is particularly relevant in cases of domestic abuse, where children may see, hear or otherwise experience its effects.

Abuse may occur within a family, or in institutional or community setting, & can be perpetrated by individuals known to the child or, less commonly, by others. Abuse can take place entirely online, or technology may be used to facilitate abuse that occurs offline. Children may be abused by one or more adults, or by another child or children.

These lists include, but are not limited to:

- **Physical Abuse includes, but is not limited to**

Physical abuse is a form of harm that may involve actions such as hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating, or otherwise causing physical injury to a child. Physical harm may also occur when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

- **Emotional Abuse includes, but is not limited to**

Emotional abuse is the emotional maltreatment of a child, which results in severe & adverse effects on their emotional development. It may involve conveying to a child that they are worthless, unloved, inadequate, or valued only in meeting the needs of another

person. This form of abuse can include persistent criticism, belittling, name-calling, or deliberately silencing a child by preventing them from expressing their views or mocking their communication. It may also involve imposing age or developmentally inappropriate expectations, overprotecting the child, or restricting their opportunities to explore, learn & engage in normal social interactions.

Emotional abuse may arise from a child witnessing the ill-treatment of others, including within the home. It can also include serious bullying, including cyberbullying, which causes a child to feel frightened or at risk, as well as the exploitation or corruption.

While emotional abuse can occur in isolation, it is recognised that some level of emotional harm is present in all forms of abuse.

- **Sexual Abuse includes, but is not limited to**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not they are aware of what is happening. These activities may involve physical contact, including penetrative acts such as rape or assault by penetration, as well as non-penetrative contact such as touching, kissing, rubbing, or masturbation.

Sexual abuse may also occur without physical contact, for example by involving children in viewing or creating sexual images, watching sexual acts, or encouraging sexually inappropriate behaviour. Grooming a child in preparation for abuse is also a form of sexual abuse.

This type of abuse can occur online, or technology may be used to facilitate abuse that takes place offline. Sexual abuse is not limited to adult perpetrators; it can also be carried out by women, as well as by other children. Abuse between children is a recognised safeguarding concern, & all staff are aware of the procedures for responding to such incidents.

- **Neglect includes, but is not limited to**

Neglect is the failure to meet a child's basic physical &/or psychological needs, likely resulting in the serious impairment of their health or development. Neglect may begin during pregnancy, for example as a result of maternal substance misuse.
Neglect may involve a parent or carer failing to provide adequate food, clothing & shelter, including exclusion from the home or abandonment. It may also include failing to protect a child from physical or emotional harm, providing inadequate supervision, or failing to ensure access to appropriate medical care or treatment.
Neglect also encompasses a lack of responsiveness to a child's emotional needs, including failing to provide comfort, nurture, & appropriate emotional support.

In Walsall we recognise the 6 Areas of Neglect as:

1. Physical
2. Emotional

3. Nutritional
4. Medical
5. Educational & Developmental
6. Lack of Supervision & Guidance

For further guidance, resources, tools & training in
Neglect - https://walsallsp.co.uk/children/professionals/professionals-working-with-children/neglect/

- **Technology-Facilitated Abuse**

Enhanced protocols targeting generative AI, child-on child 'deepfake' creation, & financially motivated sexual extortion.

The rapid evolution of technology introduces forms of technology-facilitated abuse. Our school maintains a zero-tolerance policy toward the creation, distribution, or consumption of digital content & online sexual exploitation.

**AI-Generated Abuse**: The creation, manipulation, or sharing of AI-generated intimate images or video; deep fakes, involving any child is treated strictly as abuse & a significant safeguarding concern. Such incidents will be handled under our sexual violence & harassment protocols, alongside immediate referrals to Police & MASH.

**In school Controls**: Our filtering & monitoring systems undergo a mandatory, comprehensive technical review at least once per academic year to block emerging generative AI tools, non-consensual image-sharing platforms, & associated digital threats. *The school uses Smoothwall monitoring and filtering system.* Any images or web searches that are sent to the school by the filtering system are actioned accordingly.

**Online abuse** involving threats to leak intimate images for financial gain will be treated as an safeguarding case rather than a disciplinary matter.

**Online guidance**

**Content**: being exposed to illegal, inappropriate, or harmful content, for example: pornography, racism, misogyny, self-harm, suicide, antisemitism, radicalisation, extremism, misinformation, disinformation (including fake news) & conspiracy theories.

**Contact**: being subjected to harmful online interaction with other users; for example: peer to peer pressure, commercial advertising & adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes.

**Conduct:** online behaviour that increases the likelihood of, or causes, harm; for example, making, sending & receiving explicit images (e.g. consensual & non-consensual sharing of nudes & semi-nudes &/or pornography, sharing other explicit images & online bullying.

**Commerce**: risks such as online gambling, inappropriate advertising, phishing & or financial scams.

- **Gender questioning children.**

Children & young people who are lesbian, gay, or bisexual are not inherently at risk, but they may be vulnerable to bullying or targeting. Extra caution is advised for children questioning their gender, as there are still uncertainties around social transition & they may have additional vulnerabilities. Families should be encouraged to seek advice, especially early support for younger children. Risks increase where children lack trusted adults, so it is important to create a safe, supportive environment where they can share concerns. LGBT inclusion is part of the statutory curriculum, & support is available to address homophobic, biphobic, & transphobic bullying.
Please also refer to part 3 'taking action'.

- **Extended school & off site arrangements**

Where extended school activities are provided by & managed by our school, our own child protection policy & procedures apply.

When our school facilities/premises are hired or rented to organisations or individuals (for example to community groups, sports associations, & service providers to run community or extra-curricular activities) we will seek assurances that appropriate safeguarding policies & procedures are in place to keep children safe, for example (included but not exclusively) they have a trained person in safeguarding onsite, there is an understanding of Walsall procedures, health & safety risk assessment completed, safer recruitment processes have taken place (including inspecting these as needed) & ensure that there are arrangements in place to liaise with school on these matters where appropriate.
In the event a Position of Trust (POT) is raised regards staff working at the organisation using the premises the school would follow their policy & procedures for reporting. This applies regardless of whether or not the children who attend any of these services or activities are children on our school roll. This promotes the safeguarding culture.

When services or activities are provided by our governing body, under the direct supervision or management of our school staff, our arrangements for child protection will apply.

Our governing body will also ensure safeguarding requirements are included in any transfer of control agreement (i.e. lease or hire agreement), as a condition of use & occupation of the premises, failure to comply with this would lead to termination of the agreement.

When pupils attend off-site activities, including day & residential visits & work related activities, our school will ensure that the proprietors of the activity/venue operate safe practices to maintain the safety of our children/young people & liaise with investigating agencies in the locality relevant to where the concern has taken place.

- **Attendance**

Attendance, inclusion & safeguarding are intrinsically linked & are in line with national & local expectations. Our school maintains a strong focus on children who are missing education, persistently absent or electively home educated. We work closely with Walsall local authority to ensure that all children remain visible, supported & safeguarded.
https://www.parkhall-inf.walsall.sch.uk/ *key information / policies*

- **Alternative Provision**

In the event that our pupils attend alternative education provision we understand that this cohort of pupils often have complex needs. We ensure that the management committee or governing body of these settings are aware of the additional risk of harm that the pupils may be vulnerable to. We obtain written confirmation from the alternative provider that appropriate safeguarding checks have been carried out on individuals working at the establishment, i.e. those checks that our school would otherwise perform in respect of our own staff.
This includes written confirmation that the alternative provider will inform our school of any arrangements that may put the child at risk (i.e. staff changes), so that our school can ensure itself that appropriate safeguarding checks have been carried out on new staff.

As a school we will always know where a child is based during school hours. This includes having records of the address of the AP & any subcontracted provision or satellite sites the child may attend. We remain ultimately responsible for the provision we commission. This means we will continue to carry out safeguarding checks & conduct our own due diligence to ensure that the provision is appropriate for meeting each child's individual needs.
Regular reviews will take place.
The DfE provide two pieces of statutory guidance to which commissioners/our school of Alternative Provision will have regard:
Alternative provision
Education for children with health needs who cannot attend school
Our school gives full regard to the guidance as above to ensure ongoing safeguarding of our pupils.

- **Children absent from education:**

All children are entitled to a suitable full-time education. Regular school attendance is a key safeguarding factor, as absence can signal risks such as neglect, abuse, or exploitation. Our

school will monitor attendance closely, follow up absences promptly, & maintain up-to-date contact details for families.
The school has clear procedures & trained staff to respond to absence, recognise safeguarding risks (including FGM, forced marriage, & exploitation), & notify the local authority when pupils are absent from education. In Walsall, the 'Children Not in School' (CNIS) agenda refers to the local authority's statutory duty & strategic efforts to identify, track, & support compulsory school-age children who are not receiving a suitable, full-time education. It primarily targets Children Missing Education (CME) & those persistently or severely absent.

- **Elective home education**

While home education can be positive, it may reduce oversight of vulnerable children. Therefore, we will work with families & professionals before a decision is made, especially where children have additional needs or support plans.
A 3 way meeting between school, LA & home will take place.

- **Private fostering arrangements**

Our staff are aware that a private fostering arrangement is essentially one that is made privately (without the involvement of a local authority) for the care of a child under the age of 16 (under 18, if disabled) by someone other than a parent or close relative with the intention that it should last for 28 days or more. Private foster carers may be from the extended family, such as a cousin or great aunt. However, a person who is a relative under the Children Act 1989 i.e. a grandparent, brother, sister, uncle or aunt (whether of the full or half blood or by marriage) or step-parent will not be a private foster carer. A private foster carer may be a friend of the family, the parent of a friend of the child, or someone previously unknown to the child's family who is willing to privately foster a child.

It is the duty of local authorities to satisfy themselves that the welfare of children who are, or will be, privately fostered within their area is being, or will be, satisfactorily safeguarded & promoted, but its our responsibility to be aware & refer children who may be privately fostered.

All staff in our school will inform the Designated Safeguarding Lead or their deputies of any children that fall into the category of private fostering.

- **Kinship care arrangements**

Our staff are aware that kinship care refers to arrangements where a child lives with a relative or close family friend (such as a grandparent, aunt, uncle, sibling or family friend) when their parents are unable to care for them. These arrangements may be informal or formal (e.g. through a Special Guardianship Order or Child Arrangements Order), & some

children may also be looked after by the local authority & placed with kinship carers (connected foster carers).

We recognise that children in kinship care may have experienced adverse childhood experiences such as trauma, loss, neglect, or family breakdown, which can place them at increased vulnerability. Kinship carers may also face challenges in accessing support, resources, or navigating legal arrangements.

It is our responsibility to be aware of children living in kinship arrangements, to understand who has parental responsibility, & to ensure that appropriate safeguarding support is in place. All staff in our school will inform the Designated Safeguarding Lead or their deputies of any children known or suspected to be living in kinship care arrangements, so that their needs can be appropriately supported & monitored.

- **Reasonable force**
- There are circumstances when it is appropriate for our staff to use reasonable force to safeguard children & young people. Staff have received Team Teach Training. The term 'reasonable force' covers the broad range of actions used by staff that involve a degree of physical contact to control or restrain children. This can range from guiding a child to safety, to more extreme circumstances such as breaking up a fight or where a young person needs to be restrained to prevent harm to themselves of others. 'Reasonable' in these circumstances means 'using no more force than is needed'. The use of force may involve either passive physical contact, such as standing between pupils or blocking a pupil's path, or active physical contact such as leading a pupil out of the classroom.

When using reasonable force in response to risks presented by incidents involving children with SEN or disabilities or with medical conditions we will consider the risks carefully recognise the additional vulnerability of these children.

Our procedures are clear that any member of staff who uses reasonable force completes a report immediately & share the report with the Designated Safeguarding Lead (or their deputies) to ensure that:-

•The child was not harmed
•That first aid has been considered
•That the parents/carers of the child or young person have been informed
•That reasonable force was the best & most proportionate response to the situation
Further information Use of Reasonable force in Schools

- **Serious violence**

Our staff are aware of the indicators, which may signal children are at risk from, or are involved with serious violent crime. These may include increased absence from school, a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or a significant change in wellbeing, or signs of assault or

unexplained injuries. Unexplained gifts or new possessions could also indicate that children have been approached by, or are involved with; individuals associated with criminal networks or gangs & also may be at risk of criminal exploitation.

Staff are aware of the range of risk factors which increase the likelihood of involvement in serious violence

- ✓ such as being male
- ✓ having been frequently absent or permanently excluded from school
- ✓ having experienced child maltreatment
- ✓ having been involved in offending, such as theft or robbery

Further information Preventing youth violence & gang involvement

- ➢ **Young carers**

We understand that a young carer is someone aged 18 or under who helps look after a relative who has a condition, such as a disability, illness, mental health condition, or a drug or alcohol problem.

Most young carers look after one of their parents or care for a brother or sister. They do extra jobs in & around the home, such as cooking, cleaning, or helping someone to get dressed & move around.

Our schools understands the importance of recognising our young carers & use the Young Carers screening & assessing tool using our local processes available via Walsall young carers

We know that some of the risks associated with being a young carer are risk of truancy, under-achievement, isolation, mental & physical ill health, poverty & stress.

## ➢ Preventing radicalisation.

(Information from Walsall's prevent coordinator.)

Preventing radicalisation Note: This follows the publication of a new definition of extremism on the 14 March 2024 New definition of extremism (2024)
Our staff are aware that children can be susceptible to extremist ideology & radicalisation into terrorism. Similar to protecting children from other forms of harms & abuse, protecting children from this risk is part of our schools safeguarding approach.

As part of the Counter Terrorism & Security Act 2015, schools have a duty to 'prevent people being drawn into terrorism'. This has become known as the 'Prevent Duty'.
Where our staff are concerned that children & young people are developing extremist views or show signs of becoming radicalised, they will discuss this with the Designated Safeguarding Lead.

Radicalisation is the process of a person legitimising support for, or use of, terrorist violence. Although there is no single way of identifying whether a child is likely to be susceptible to radicalisation into terrorism, there are factors that may indicate concern. Managing risk of radicalisation in your education setting - GOV.UK (www.gov.uk)

Our Designated Safeguarding Lead has received training about the Prevent Duty & tackling extremism & is able to support staff with any concerns they may have. The Prevent duty should be seen as part of schools' & colleges' wider safeguarding obligations. Designated safeguarding leads (& deputies) & other senior leaders in education settings should familiarise themselves with the revised Prevent duty guidance: for England & Wales, especially paragraphs 141-210, which are specifically concerned with education (& also covers childcare). The guidance is set out in terms of three general themes: leadership & partnership, capabilities & reducing permissive environments. Prevent duty guidance: England & Wales (2023) - GOV.UK (www.gov.uk)

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

We are committed to ensuring that our pupils are offered a broad & balanced curriculum that aims to prepare them for life in modern Britain. Teaching the school's core values alongside the fundamental British Values supports quality teaching & learning, whilst making a positive contribution to the development of a fair, just & civil society. We use the curriculum to ensure that children & young people understand how people with extreme views share these with others, especially using the internet.

**Recognising Extremism**

Early indicators of radicalisation or extremism may include but are not limited to:

- showing sympathy for extremist causes
- glorifying violence, especially to other faiths or cultures
- making remarks or comments about being at extremist events or rallies outside school
- evidence of possessing illegal or extremist literature
- advocating messages similar to illegal organisations or other extremist groups
- out of character changes in dress, behaviour & peer relationships (but there are also very powerful narratives, programmes & networks that young people can come across online so involvement with particular groups may not be apparent.)
- secretive behaviour
- online searches or sharing extremist messages or social profiles

- intolerance of difference, including faith, culture, gender, race or sexuality
- graffiti, art work or writing that displays extremist themes
- attempts to impose extremist views or practices on others
- verbalising anti-Western or anti-British views
- advocating violence towards others

Our Board of Trustee's, the Head Teacher Single Point of Contact *Mrs Sarah Hand* & the Designated Safeguarding Lead will assess the level of risk within our school & put actions in place to reduce that risk. We have risk assessments that include consideration of the school's RE curriculum, SEND policy, assembly policy, the use of school premises by external agencies, integration of pupils by gender & SEN, anti-bullying policy & other issues specific to the school's profile, community & philosophy.

The broader responsibilities for our school/college are defined within the Walsall Radicalisation & Extremism guidance September 2015.

- **Channel**

Our school's Designated Safeguarding Lead (& any deputies) are aware of local procedures for making a Channel referral. Channel is a programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. It provides a mechanism for schools to make referrals if they are concerned that an individual might be vulnerable to radicalisation.
Channel and Prevent Multi-Agency Panel (PMAP) guidance

Our school refers to Educate Against Hate, a website launched by the Her Majesty's Government has been developed to support & equip school & college leaders, teachers, & parents with information, tools & resources (including on the promotion of fundamental British values) to help recognise & address extremism & radicalisation in young people. Prevent duty training: Learn how to support people susceptible to radicalisation |

If a member of staff has concerns that a pupil may be at risk of radicalisation or involvement in terrorism, they will speak with the SPOC & to the Designated Safeguarding Lead (if this is not the same person). Statutory guidance on Channel is available at: Channel guidance & Channel training from the Home Office. Channel and Prevent Multi-Agency Panel (PMAP) guidance - GOV.UK (www.gov.uk)

Additional training is available through The Safeguarding & Prevent - The Education & Training Foundation (etfoundation.co.uk) provides online training modules for practitioners, leaders & managers, to support staff & Trustees in outlining their roles & responsibilities under the duty. Safeguarding and Prevent - The Education and Training Foundation (et-foundation.co.uk)

Niall Markham is the Walsall Prevent Coordinator.
niall.markham@walsall.gov.uk Tel. 01922 654499.

- **Further risks.**

In addition to these categories, our school recognises a wide range of safeguarding risks. These include child sexual exploitation, criminal exploitation, county lines activity, modern slavery & trafficking, female genital mutilation, forced marriage, honour-based abuse, radicalisation, online abuse & child & child abuse *(see part 5 for harmful sexual behaviour, sexual violence & sexual harassment (child on child).* We also recognise the increasing prevalence of harmful sexual behaviours between children & respond in line with statutory guidance.

For a detailed description of these categories please see the Keeping Children Safe in Education via Keeping children safe in education 2026 - draft

Included in KCSiE 2026: '*Child abduction and community safety incidents, Child Criminal Exploitation (CCE) and Child Sexual Exploitation (CSE), County lines, Children and the court system, Children missing from education, Children with family members in prison, Cybercrime, Domestic abuse, Homelessness, Modern Slavery and the National Referral Mechanism, Preventing radicalisation, The Prevent duty, Channel, Serious Violence, Honour based abuse (including Female Genital Mutilation and Forced Marriage), FGM, FGM mandatory reporting duty for teachers, Forced marriage, Additional advice and support, Child abduction and community safety incidents'*

The impact of contextual safeguarding is well understood within our school. We recognise that risks can occur outside the home, including within peer groups, communities & online environments. Our staff are trained to consider these contexts when assessing risk & planning interventions.

We are also attentive to the safeguarding needs of children with additional vulnerabilities, including those with special educational needs & disabilities , children in care, young carers, & children experiencing mental health challenges. These children may face increased risk & may require targeted support.

Through our curriculum & pastoral systems, we actively educate pupils about safeguarding risks. This includes online safety, consent, healthy relationships, exploitation awareness & emotional wellbeing. Our RSHE curriculum reflects statutory expectations & is responsive to local needs within Walsall.

# Part Five: Harmful Sexual Behaviour, Sexual Violence & Sexual Harassment (Child-on-Child)

(updated information from Walsall's Sexual harmful behaviour team)

**Introduction**

We recognise that children & young people may display sexual behaviour as part of their development. However, it is essential to distinguish between behaviour that is developmentally appropriate & behaviour that is harmful.

Addressing inappropriate behaviour (even if it appears to be relatively innocuous) can be an important intervention that helps prevent problematic, abusive &/or violent behaviour in the future.

All of our staff & volunteers are aware that harmful sexual behaviour, sexual violence & sexual harassment can occur between two children of any age & sex from primary through to secondary stage & into colleges. It can occur through a group of children sexually assaulting or sexually harassing a single child or group of children.

Sexual violence & sexual harassment are never acceptable. It must not be dismissed as:

- *"Banter"*
- *"Part of growing up"*
- *"Just having a laugh"*

All such behaviours must be taken seriously & responded to appropriately.
We understand that children can harm other children inside & outside of school, as well as online, & that online abuse can take the form of:

- Abusive, harassing & misogynistic messages
- Non-consensual sharing of indecent nude & semi-nude images &/or videos, especially around chat groups
- Sharing of abusive images & pornography to those who don't want to receive such content
- We need to maintain an attitude of 'it could happen here'. That even if there are no reports in school, it doesn't mean it's not happening

**We understand:**

- The importance of challenging inappropriate & abusive behaviour
- That girls are more likely to be victims & boys are more likely to be perpetrators
- Children with Special Educational Needs & Disabilities (SEND) are three times more likely to be sexually harmed than their peers
- To keep in mind that certain children may face additional barriers to telling someone because of their vulnerability, disability, sex, ethnicity &/or sexual orientation;
- Sexual harm may be a sign they have been abused themselves or a sign of wider issues that require addressing within the culture of our school

**We are committed to ensuring that:**

- All children feel safe, protected & supported

- Children displaying harmful behaviour receive a proportionate, educational & safeguarding-focused response

**We are Child Centred**

We are aware of the importance of using the correct language when dealing with concerns around HSB. Terminology such as “perpetrator”, “young sex offender” or “young abuser” for example should not be used as they place labels upon children & young people which given their levels of development are not appropriate.

*"Children with sexual behaviour problems are not miniature adults or adolescent sexual offenders… Not only is children's sexuality different than adults & adolescents, their emotional, social, & cognitive awareness & relationship to the world is different. It is dangerous to children that we do not recognize the differences & treat the child, not our projections onto the child"*. Johnson and Doonan 2006:113

A more appropriate term would be “a child/young person who displays problematic or harmful sexual behaviour” as it is more accurate & reflective of the young persons’ developmental status while still at the same time acknowledging that the behaviours require attention & a response.

Children will not be blamed or shamed & will be reassured that they will receive support.

Consideration will be given to intra-familial harm & support for siblings where relevant.

We will protect the anonymity of children involved, sharing information only with those who need to know. We will consider the impact of social media &, where needed, provide a safe space for victims to withdraw

**What we do**

All staff in our school are regularly provided with updated & appropriate safeguarding training that enables them to understand:

- Their role in preventing child-on-child abuse.
- How to identify the indicators of abuse.
- What to do if they have a concern about a child.
- How to respond to a report of abuse.
- How to offer support to the alleged harmer & those who have been harmed (victim(s)).
- Where to go if they need support.

**We expect our staff to:**

- Recognise HSB & understand the continuum
- Take all concerns seriously
- Challenge inappropriate behaviour immediately

- Never dismiss behaviours as “banter”
- Maintain a child-centred approach
- Avoid victim-blaming
- Be alert to power imbalances & coercion
- Record concerns factually & promptly

Staff will not view, download, share, or delete sexual imagery, or ask a child to do so. Any accidental viewing will be reported immediately to the Designated Safeguarding Lead (DSL). Staff will not investigate, ask for details, or share information with others unless directed by the DSL or statutory partners.

**Our Designated Safeguarding Lead must:**

- Have a strong understanding of HSB *(KCSIE para. 461)*
- Lead safeguarding responses
- Ensure cases must be considered on a case-by-case basis *(KCSIE para. 467)* & decisions are:
- Proportionate
- Child-centred
- Informed by local processes (e.g. ERASE tool)
- Exercise professional judgement
- Undertake or coordinate risk assessment
- Engage with:
- Children’s Social Care
- Police
- Walsall HSB Service

We work with statutory & non-statutory partners to best support the children in our care.

We work with statutory safeguarding partners to agree assessment thresholds & services as part of local arrangements. Walsall Safeguarding Partnership provides a threshold document, including Families First processes, which our DSLs understand & follow.

**What We Teach**

It is vital that we deliver a curriculum that is balanced in supporting children & young people to understand what child on child sexual abuse is, & this needs to be delivered to all key stages to ensure that we are: -

**We Teach Our Pupils:**

- What sorts of boundaries are appropriate in friendships with peers & others (including in a digital context).
- About the concept of privacy & the implications of it for both children & adults; including that it is not always right to keep secrets if they relate to being safe.
- That each person's body belongs to them, & the differences between appropriate & inappropriate or unsafe physical, & other, contact.
- Ensure they understand their right to say "no" & to feel safe & that consent must always be present.
- How to ask for advice or help for themselves or others, & to keep trying until they are heard.
- How to report concerns or harm, & the vocabulary & confidence needed to do so
- They will be taken seriously.
- They will never be made to feel ashamed for making a report.
- They will never be given the impression that they are creating a problem by reporting sexual harm such as sexual violence or sexual harassment.
- Where to get advice e.g. family, school &/or other sources.

The curriculum includes teaching about:

- Healthy & respectful relationships.
- What respectful behaviour looks like.
- Consent.
- Gender roles, stereotyping & equality.
- Body confidence & self-esteem.
- Prejudiced behaviour.
- Sexual violence & sexual harassment.

# Part Six: Safer recruitment practice & managing allegations against staff

Our school is committed to ensuring that all staff working with children are safe to do so. Safer recruitment practices are embedded within all appointment processes & reflect statutory requirements under KCSiE & the Education Act.

All recruitment processes include rigorous checks, including identity verification, enhanced DBS checks, barred list checks where appropriate, references, & scrutiny of employment history. At least one member of each recruitment panel is trained in safer recruitment.

- **Our Recruitment & Selection Process**

All job adverts state our commitment to safeguarding & outline the post's safeguarding responsibilities. They also confirm whether the role is exempt from the Rehabilitation of

Offenders Act 1974 & explain that some spent convictions are protected under DBS filtering rules.

For roles involving regulated activity with children, we inform applicants that it is an offence to apply if they are barred from such work.

Applicants receive our child protection policy.

**Applicants must provide:**

- Personal details, former names, address, NI number
- Current/last employment & reason for leaving
- Full employment/education/voluntary history with explanations for gaps
- Qualifications & awarding bodies
- Referee details
- A statement showing how they meet the person specification

CVs are not accepted on their own.

Shortlisted candidates must complete a self-declaration of criminal history & suitability to work with children. This is only requested after shortlisting.
Applicants must sign to confirm their information is accurate; electronic signatures are verified with a physical signature at interview.
Shortlisting is carried out by at least two people, who review gaps or inconsistencies.
Candidates are informed that an online search will be completed as part of due diligence.
We seek references for all candidates, including volunteers, ideally before interview so any issues can be explored with both referee & applicant.

**Safeguarding & References**

As part of our safeguarding commitment, we ensure that:

- We do not accept open references or allow applicants to obtain their own references.
- References must come from the current employer & be completed by someone with appropriate authority. School-based references are verified by the head of school or the Executive Headteacher.
- We verify the applicant's most recent relevant employment if they are not currently employed.
- We obtain a reference from the last employer where the applicant worked with children, or from the current employer if they have never worked with children.
- All references are checked directly with the referee, & electronic references must come from a legitimate source.
- We follow up unclear or incomplete information & compare references with the application form, addressing any discrepancies.
- We confirm the reason for leaving previous posts & resolve all concerns before appointment.

References must confirm the applicant's suitability to work with children & include only factual information about substantiated safeguarding concerns, not unsubstantiated, unfounded, false, or malicious allegations.

- **Interview Process**

Interviews always explore:

- The candidate's motivation for working with children.
- Relevant skills & experience, with examples.
- Gaps in employment or frequent job/location changes.

Interviews also probe any safeguarding concerns, including:

- Suggesting adults & children are equals.
- Lack of understanding of children's vulnerability.
- Inappropriate idealisation of children.
- Poor understanding of professional boundaries.
- Indicators of unsafe behaviour.

Any past disciplinary issues or allegations are considered in context.

We involve pupils in recruitment where appropriate, for example through supervised interactions or observations.

All information used in decision-making is clearly recorded.

**Pre-Appointment Vetting, Regulated Activity & Recording**

Our pre-appointment checks ensure we identify anyone unsuitable or legally prohibited from working with children. All job offers remain conditional until all mandatory checks are completed.

**Our school carries out the following checks:**

- **Identity verification**, including awareness of name changes &, where possible, checking the birth certificate.
- **Enhanced DBS check** (with children's barred list information for regulated activity). If using the Update Service, we still view the original certificate.
- **Separate barred list check** if someone starts regulated activity before their DBS certificate is available.
- **Mental & physical fitness** checks, as required by regulations.
- **Right to work in the UK** checks, including for EU nationals.
- **Additional checks for individuals who have lived or worked overseas**, where appropriate.
- **Verification of professional qualifications**, including QTS & completion of induction/probation.
- **Prohibition from teaching checks** for anyone undertaking teaching work. The school uses check a teachers record to verify any award of qualified teacher status (QTS), & the completion of teacher induction or probation.

- **Ensure that an applicant** to be employed to carry out teaching work is not subject to a prohibition order issued by the Secretary of State

If an applicant is moving from a post that ended within the last three months, we follow the relevant guidance in *Keeping Children Safe in Education 2026*. Keeping Children safe in Education 2026 draft. Part three.

We use government guidance to ensure the correct level of DBS & barred list checks. When reviewing DBS disclosures, we consider:

- Relevance & seriousness of the information
- How long ago it occurred
- Whether it was isolated or repeated
- Circumstances of the incident
- Whether the applicant accepted responsibility

For teaching roles, we also consider the *Check a teacher's record* guidance.

**When using the DBS Update Service, we:**

- Obtain the applicant's consent
- Confirm the certificate matches their identity
- Inspect the original certificate
- Ensure the level of check is appropriate for the role.

Check the children's barred list

**Prohibitions, Directions, Sanctions & Restrictions**

Our school ensures that no one who is prohibited from teaching is appointed to any role involving teaching work. We check the *Check a teacher's record* service check a teachers record for prohibition orders, & other relevant restrictions.

**Single Central Record (SCR)**

We maintain a comprehensive SCR of all pre-appointment checks. It includes:

- All staff
- Trainee teachers
- Agency & third-party supply staff (even for one day)
- Trustees and Members
- Volunteers
- Contractors where appropriate

Senior staff & a nominated trustee *Renu Somerfield and Julie Roberts* regularly check the SCR for accuracy. We keep evidence of all safer recruitment checks.

For agency & supply staff, we record:

- Written confirmation that all required checks have been completed
- The date confirmation was received
- Whether DBS certificate details were provided

Individuals are removed from the SCR once they leave the school.

We do not need to keep copies of DBS certificates. If we choose to retain them, we follow the Data Protection Act 2018: we record a valid reason, keep them no longer than six months, & retain only a note that vetting was completed & the outcome. Copies of identity, right-to-work & qualification documents are kept on personnel files.

**Childcare Disqualification**

We carry out childcare disqualification checks for staff working with children aged 5 & under, & for those involved in wraparound care for children up to age 8, in line with the Childcare Disqualification Regulations 2018. Childcare disqualification regulations

**Other Required Checks for Staff, Volunteers & Visitors**

Individuals who have lived or worked outside the UK undergo the same checks as all other staff, including an enhanced DBS check (with barred list information for regulated activity), even if they have never been in the UK. We also carry out any additional overseas checks we consider necessary.

Where possible, we:

- Obtain overseas criminal record checks
- Request a letter from the relevant professional regulator confirming no sanctions or concerns

We recognise that not all countries provide criminal record information & that disclosure thresholds vary. We use Recruiting teachers from overseas guidance to support this process. Recruit teacher from overseas

**Agency & Third-Party Staff**

We obtain written confirmation that all required checks have been completed. If an enhanced DBS certificate contains information, we request a copy. We always verify that the person who arrives is the same individual the checks relate to.

**Contractors**

Contractors working in regulated activity require an enhanced DBS check with barred list information. Those with regular contact but not in regulated activity require an enhanced DBS check without barred list information. No unchecked contractor is ever allowed to work unsupervised. We verify contractor identity on arrival.

**Initial Teacher Training**

For salaried trainees, we complete all required checks. For fee-funded trainees, we obtain written confirmation from the ITT provider that all checks have been completed & that the trainee is suitable to work with children.

**Local Authority & Health Staff**

Walsall Local Authority provides a letter of comfort which provides assurance to schools that all necessary checks have been undertaken for Children's Services & Health staff (including Social Workers, Educational Psychologists, Education Welfare Officers, SEND Case Workers, Family Help Officers, CAMHS workers & other roles that involved working directly with children, young people & their families). This ensures that we can be assured that key staff meeting with children & families, in our school have had the appropriate DBS check. We will request evidence of their Walsall Council/Health ID/photo card, & we understand that such staff are not required to present their DBS certificate to our school.

**External Organisations**

We carefully assess the suitability of any external organisation or speaker working with our pupils. *When contracting with external providers, schools should not agree to any contractual restrictions on showing parents any content that the school will use. Schools should communicate to providers that they are legally obliged to have regard to this statutory guidance, including the expectation that all content can be shared with parents.* RSHE Sep 26

**Volunteers**

No volunteer without checks is ever left unsupervised or allowed to engage in regulated activity. We complete a risk assessment that considers:

- The nature of the work & level of supervision
- What is known about the volunteer
- References or information from other roles
- Whether the role is eligible for a DBS check

All volunteer risk assessments are recorded.

- **Concerns relating to adults**

We maintain a strong safeguarding culture where concerns about staff conduct are taken seriously. Any allegation that a member of staff may pose a risk to children will be managed in line with statutory guidance & reported to the Local Authority Designated Officer (LADO) in Walsall.

In these circumstances all allegations against other members of staff or volunteers will be referred to the *Executive Headteacher Kelly Bracebridge.* In their absence you should seek to speak with the Head of School. If your concern is about the Executive Headteacher you need to speak to the Chair of Trustee's *Mrs S Ali*. Information sharing should not be barrier but in the unlikely event that you cannot access the people above please discuss your concerns with the Local Authority Designated Officer, 01922 652322 email lado@walsall.gov.uk

**If a concern has reached the harm threshold:**

The following procedure will be applied in all situations where it is alleged that a person who works with children (including supply teachers, volunteers & contractors) has:

• behaved in a way that has harmed a child, or may have harmed a child &/or
• 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; &/or
• behaved or may have behaved in a way that indicates they may not be suitable to work with children.
Although we are not the employer of supply teachers, we ensure allegations are managed properly. We inform the agency of our processes, involve their HR representative where appropriate, & ensure they fulfil their duty to refer to the DBS.

Allegations may relate to behaviour at work or outside of work. We consider whether the individual was on site, whether there were witnesses, & whether CCTV is available.

The LADO will discuss the allegation with the Executive Headteacher to decide next steps, gather further information, & consider whether the allegation is false, requires a Children's Services referral, or warrants disciplinary action.

Suspension is not automatic. It is only considered where a child may be at risk, or the allegation is so serious that dismissal may be possible. The Executive Headteacher/Trustee will seek advice from the LADO, personnel advisers, police or Children's Services as needed. If suspension is used, written confirmation is provided within one working day, & the individual is given a named contact for support.

**Parents/carers of the child involved will be:**

- Informed of the allegation as soon as possible (following LADO/police advice)
- Updated on progress relating to their child only
- Reminded of confidentiality requirements.

If the initial discussion results in no further action, the Executive Headteacher/Trustee & LADO will record the decision, the rationale, & agree what information will be shared with the individual.

Some allegations require immediate referral to Children's Services or the police. Even less serious allegations must still be reported to the LADO for objective oversight.

Where a referral is made directly to Children's Services, they will consult with the LADO, police & Executive Headteacher.

Three strands must always be considered:

1. Police investigation
2. Children's Services enquiries
3. Employer disciplinary processes

Outcome definitions:

- Substantiated: sufficient evidence to prove the allegation
- Malicious: sufficient evidence to disprove & deliberate intent to harm

- False: sufficient evidence to disprove
- Unsubstantiated: insufficient evidence to prove or disprove
- Unfounded: no evidence or basis for the allegation

If an allegation is unsubstantiated, unfounded, false or malicious, the DSL will consider whether the child or reporting individual needs support or may be raising concerns about abuse elsewhere. Malicious allegations may result in disciplinary action.

Abuse can be reported at any time, regardless of how long ago it occurred. Allegations are handled with fairness, consistency & confidentiality. The safety of children remains the priority, while ensuring that staff are treated appropriately & in accordance with employment law.

**Low-Level Concerns**

Low-level concerns are also recorded & reviewed to identify patterns of behaviour. This reflects the national emphasis on early identification of risk & maintaining professional boundaries.

Concerns about staff may arise from many sources - observations, suspicions, complaints, disclosures, or vetting checks. A low-level concern is any behaviour by an adult working in or on behalf of the school that:

- Is inconsistent with the staff code of conduct (including behaviour outside work)
- Does not meet the harm threshold or require LADO referral, but still causes unease

**Examples include, but are not limited to:**

- Being overly friendly with children
- Having favourites
- Taking photos of pupils on a personal phone
- One-to-one contact in secluded areas
- Using sexualised, intimidating or offensive language

Staff are trained to understand that such behaviour exists on a spectrum from inadvertent or poorly judged actions to behaviour that could enable abuse.

**Reporting & Managing Low-Level Concerns**

- Concerns may be shared with the DSL or directly with the Executive Headteacher.
- The Executive Headteacher is the ultimate decision-maker, though they may consult the DSL.
- Low-level concerns about supply staff or contractors are shared with their employers to help identify patterns.
- If unsure whether a concern meets the harm threshold, we consult the **LADO**.

We promote an open, transparent culture where all concerns, no matter how small, are reported, recorded & addressed. This helps identify patterns early, reinforces professional boundaries, & reduces the risk of abuse.

**Recording Low-Level Concerns**

All low-level concerns are recorded in writing, including:

- Details of the concern
- Context
- Actions taken
- Name of the person reporting (anonymous if requested, as far as possible)

Records are kept securely & confidentially in line with the Data Protection Act 2018 & UK GDPR.

**Whistleblowing**

Staff & volunteers can raise concerns about unsafe practice or failures in safeguarding. These concerns are taken seriously by senior leaders.

Whistleblowing applies when the issue affects the wider public interest, such as:

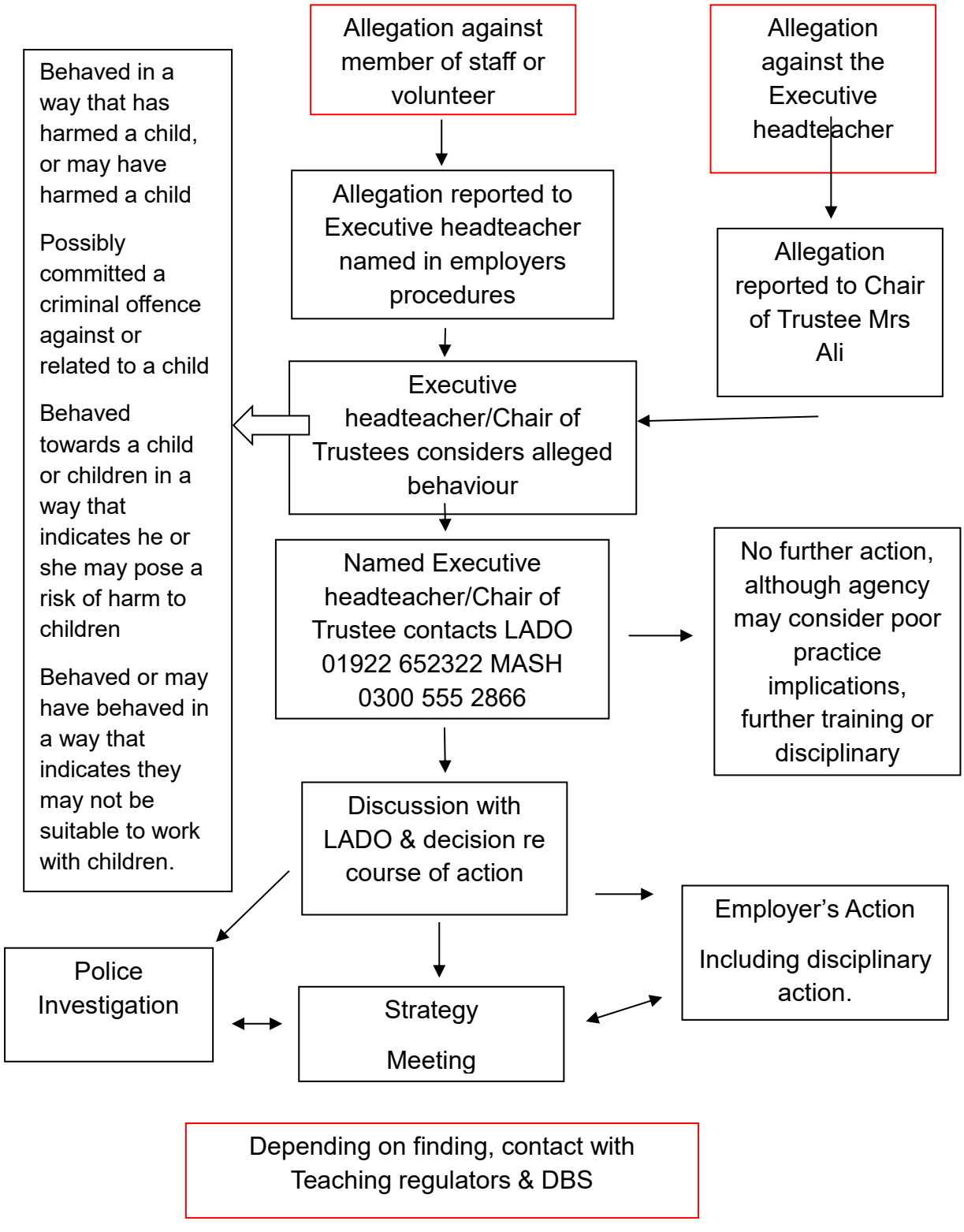
- Criminal offences
- Breaches of legal obligations
- Miscarriages of justice
- Risks to health or safety
- Environmental damage
- Concealment of wrongdoing

If staff feel unable to raise concerns internally, they may contact the **NSPCC whistleblowing helpline** NSPCC whistle blowing help line

Further guidance is available via the government's whistleblowing information & the Walsall Safeguarding Partnership procedures.

Staff receive regular training on the staff code of conduct, professional behaviour, & safeguarding expectations. This ensures that all adults in our school understand their responsibilities & maintain high standards of conduct at all times.

Managing Allegations Against Staff & Volunteers




Assessment by Children's Services e.g. s47 Child Protection Enquiry

LADO tracks progress, monitors outcomes & reports to Walsall Safeguarding Partnership & DfE

Safeguarding within our school is a dynamic, evolving & collective responsibility. Through strong leadership, well-trained staff & effective partnership working across Walsall services, we ensure that children are protected, supported & empowered.

Our approach reflects both national expectations & local safeguarding priorities, with a strong emphasis on early intervention, multi-agency working & child-centred practice. We remain committed to continuous improvement, ensuring that safeguarding remains at the heart of everything we do.

# Part Seven: Appendix One

RESPONDING TO A CONCERN – THE "6 R's RESPONSE"

Receive Reassure React Record Refer Reflect

**Receive**

- If a child wants to talk to you, never ask them to come back later. Ask them what they want to talk to you about &, if you are concerned about their welfare, give them the time to speak to you.
- Never promise confidentiality, inform the child that you are happy to talk to them but if they tell you anything that you believe may be putting them at harm that you will have to talk to someone.
- Listen carefully to the child. Do not stop a child who is freely recalling information.
- Where a child is visibly upset or has an obvious injury, it is good practice to ask a child why they are upset or how an injury was caused, or respond to a child wanting to talk to you to help clarify vague concerns & result in the right action being taken.

**Reassure**

- Ensure that the child is aware that they have done the right thing in talking to you & that they have not done anything wrong.
- If you have any concerns that the child has been, or is at risk of harm, you must tell them that you will speak to someone to get help.

**React**

- If you need to clarify information, ask open-ended questions e.g." Is there anything you'd like to tell me?", "Can you explain to me…", Can you describe to me…."

1. Never ask leading or suggestive questions e.g. 'Did he/she do anything that they shouldn't have done?'
2. Never ask 'accusing' questions e.g." Why didn't you tell someone earlier?"
3. Never criticise the alleged perpetrator, it may be someone that they will continue to live with.
4. Never ask the pupil to repeat their allegation for any other member of staff, it is your responsibility to share the information

- These four factors may compromise enquiries that need to be made later by Children's Services or Police.

**Record**

- Make notes as soon as possible afterwards using the words that the child has used.
- Do not record your assumptions & interpretations, just what you heard &/or witnessed.
- Do not destroy original notes even if you later write things up more neatly & fully.
- Record the date, time & place of the disclosure.
- Sign any written records & identify your position in the school setting.
- Do not ask a child to write & account or sign any of your documentation as this may compromise enquiries that need to be made later by Children's Services or Police.

**Refer**

- Immediately inform the Designated Senior Person for child protection *Sarah Hand / Kelly Bracebridge* or in their absence the Deputy Designated Senior Person for child protection *Manjit Dickson* who will be responsible for following the appropriate procedures. In the absence of anyone being available in school, contact the Local Authority

**Reflect**

- Ask yourself if you have done everything you can within your role.
- Refer any remaining concerns to the designated teacher, e.g. any knowledge of siblings in the school, or previous contact with parents.
- Dealing with disclosures can be difficult & disturbing; you should seek support for yourself via the support within your school or an alternative source but be aware of principles of confidentiality.

**The seven golden rules to sharing information**

1. Remember that the General Data Protection Regulation (GDPR), Data Protection Act 2018 & human rights law are not barriers to justified information sharing, but provide a framework to ensure that personal information about living individuals is shared appropriately.

2. Be open & honest with the individual (&/or their family where appropriate) from the outset about why, what, how & with whom information will, or could be shared, & seek their agreement, unless it is unsafe or inappropriate to do so.

3. Seek advice from other practitioners, or your information governance lead, if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.

4. Where possible, share information with consent, & where possible, respect the wishes of those who do not consent to having their information shared. Under the GDPR & Data Protection Act 2018 you may share information without consent if, in your judgement, there is a lawful basis to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be clear of the basis upon which you are doing so. Where you do not have consent, be mindful that an individual might not expect information to be shared.

5. Consider safety & well-being: base your information sharing decisions on considerations of the safety & well-being of the individual & others who may be affected by their actions.

6. Necessary, proportionate, relevant, adequate, accurate, timely & secure: ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate & up-to-date, is shared in a timely fashion, & is shared securely (see principles).

7. Keep a record of your decision & the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom & for what purpose.

# Appendix Two

| **Abuse or Safeguarding issue** | **Link to Guidance/Advice** | **Source** |
|---|---|---|
| Abuse | What to do if you're worried a child is being abused | Child abuse concerns, advise for practitioners |
| | Domestic abuse: Various Information/Guidance | Domestic abuse, how to get help |
| | Faith based abuse: National Action Plan | Child abuse linked to faith or belief: national action plan |
| | Relationship abuse: disrespect nobody | Disrespect NoBody campaign |
| | Centre of expertise - supporting practice in tackling child sexual abuse. | Supporting practice film series<br><br>Centre of expertise on child sexual abuse |
| | NSPCC Harmful Sexual Behaviour Framework & audit | Harmful sexual behaviour (HSB) framework & audit |
| | The Lucy Faithfull Foundation also run shorespace.org.uk which provides a safe & anonymous place for young people to get help & support to prevent harmful sexual behaviours. | https://shorespace.org.uk/ |
| | Contextual Safeguarding Network – self-assessment toolkit for schools to assess their own response to HSB & levers for addressing HSB in schools. | https://www.contextualsafeguarding.org.uk/toolkits/beyond-referrals/ |
| | Advice for schools & colleges on responding to incidents of non-consensual sharing of nudes & semi-nudes | Sharing nudes and semi-nudes: advice for education settings working with children and young people (updated March 2024) |
| Bullying | Preventing bullying including cyberbullying | DfE advice Preventing bullying |
| Children & the courts | Advice for 5-11-year olds witnesses in criminal courts | MoJ advice Young witness booklet for 5 to 11 year olds |

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| | Advice for 12-17 year old witnesses in criminal courts | MoJ advice 12 -17 year olds Young witness booklet for 12 to 17 year olds |
| Children missing from education, home or care | Children missing education | DfE statutory guidance Children missing education |
| | Child missing from home or care | DfE statutory guidance Children who run away or go missing from home or care |
| | Missing children & adults' strategy | Home Office strategy Missing Children and Adults strategy |
| Children with family members in prison | National Information Centre on Children of Offenders | Barnardo's in partnership with Her Majesty's Prison & Probation Service (HMPPS) advice National information centre on children of offenders |
| Child exploitation | Preventing child sexual exploitation | Preventing Child Sexual Exploitation \| The Children's Society |
| | Care of unaccompanied migrant children & victims of modern day slavery. | https://www.gov.uk/government/publications/care-of-unaccompanied-and-trafficked-children |
| | Safeguarding children who may have been trafficked | DfE & HO guidance Care of unaccompanied migrant children and child victims of modern slavery |
| | Child exploitation disruption toolkit | Child exploitation disruption toolkit |
| | | |
| Children with a social worker | Role of Virtual School | DfE guidance |
| Drugs | Drugs-advice for schools | DfE & ACPO advice |
| | Drug strategy 2017 | Home Office strategy |
| | Information & advice on drugs | Talk to Frank website |
| | ADEPIS platform sharing information & resources for schools: covering drug (& alcohol) prevention | Website developed by Mentor UK |
| "Honour Based Abuse" (so called) | Female genital mutilation: information & resources | Home Office |
| | Faith based Abuse: National Action Plan | Child abuse linked to faith or belief: national action plan |
| | Female genital mutilation: multi agency statutory guidance | DfE, DH, & HO statutory guidance |

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|---|---|---|
| | | Multi-agency statutory guidance on female genital mutilation |
| | Forced marriage: information & practice guidelines<br><br>The Right to Choose | Foreign Commonwealth Office & Home Office Forced marriage resource pack |
| Health & Well-being | Fabricated or induced illness: safeguarding children | DfE, Department for Health & Home Office<br><br>Overview - Fabricated or induced illness |
| | Rise Above: Free PSHE resources on health, wellbeing & resilience | PHE launches Rise Above for Schools programme |
| | Medical-conditions: supporting pupils at school | DfE statutory guidance |
| | Mental health & behaviour | DfE advice |
| | AskTheAwkward- help talk with your children about online relationships. | https://www.ceopeducation.co.uk/parents/ask-the-awkward/ |
| Homelessness | Homelessness: How local authorities should exercise their functions | Homelessness code of guidance for local authorities |
| Kinship | Kinship: local authority | Special Guardianship Orders (SGOs) \| Walsall Council |
| Online | Sexting: responding to incidents & safeguarding children<br><br>Teaching online safety in school<br><br>Harmful online challenges & online hoaxes<br><br>Technical standards for schools for | UK Council for Child Internet Safety<br><br>DfE – statutory guidance<br><br>Filtering and monitoring: core standard<br><br>Meeting digital and technology standards in schools and colleges |
| Private fostering | Private fostering: local authorities | DfE - statutory guidance |
| Police Powers | PACE | Police & Criminal Evidence Act 1984 (PACE) CODE C |
| Public Health England | Rise Above: secondary school mental health lessons & support | PHE launches Rise Above for Schools programme |

| | | |
|---|---|---|
| Radicalisation | Prevent duty guidance | Prevent duty guidance: for England and Wales |
| | Prevent duty advice for schools | DfE advice |
| | Educate Against Hate Website | DfE & Home Office |
| Violence | Gangs & youth violence: for schools & colleges | Advice to schools and colleges on gangs and youth violence |
| | Tackling violence against women & girls' strategy | Tackling violence against women and girls strategy |
| | Serious violence strategy | Home Office Strategy |