

Dropmore Infant School
Littleworth Road, Dropmore, Burnham
Buckinghamshire SL1 8PF
Telephone: 01753 644403

Co Headteachers: Mrs Nicky Waugh
Miss Amy Douglas

Chair of Governors: Mr Tim Wicks

Policy No: 026

Policy Title: Child Protection Policy

Issue No: 023

Effective Date: September 2024

Next Review Date: September 2025

Approved by chair of Governors: 

Date: 01/09/2024

CONTENTS

1. Contacts
 - 1.1 School contacts
 - 1.2 Contacts in the Local Authority
 - 1.3 Other contacts
 - 1.4 Linked policies
 - 1.5 Definitions
2. Introduction
3. Responsibilities
4. Procedures
5. Record-keeping and retention of records
6. Alternative Provision
7. Confidentiality
8. Recognising abuse, neglect & exploitation
9. Multi-agency working
10. Supporting staff
11. Safer recruitment
12. Allegations against staff, supply staff, volunteers and contractors (including Governors)
13. Whistleblowing
14. Physical intervention/positive handling
15. Anti-bullying
16. Discriminatory incidents
17. Health and Safety
18. Prevention
19. Online safety
20. Sending nude or semi-nude images
21. Child on child abuse, including sexual violence & sexual harassment
22. Cultural Issues
23. So-called 'honour' based abuse
24. Contextual safeguarding and extra familial harm
25. Serious violence

26. Domestic abuse
27. Children in need of a social worker (Child Protection and Child In Need Plans)
28. Mental health
29. Looked After Children
30. Children with family members in prison
31. Homelessness
32. Modern Day Slavery and the National Referral Mechanism
33. Allegations against pupils
34. Policy Review

APPENDICES

- 1 – Categories of Abuse
- 2 – Assessment Framework
- 3 – Escalation flowchart for parents

1. Contacts

1.1 School contacts

Co Headteachers, Designated safeguarding Leads (DSL) & Prevent	Mrs Nicky Waugh Miss Amy Douglas 01753 644 403 head@dropmore.school
Designated Teacher for Children Looked After & Senior Mental Health Lead	Mrs Nicky Waugh 01753 644 403 head@dropmore.school
Deputy Designated Safeguarding Lead(s)	Mrs Rachel Singh 01753 644 403 RSingh@dropmore.school
Nominated Safeguarding Governor	Mr Matt Hutchings m.hutchings@dropmore.school
Chair of Governors	Mr Tim Wicks t.wicks@dropmore.school

1.2 Contacts in The Local Authority

Education Safeguarding Advisory Service ESAS offers support to education providers to assist them to deliver effectively on all aspects of their safeguarding responsibilities.	01296 387981 Secure- esasduty@buckinghamshire.gov.uk
First Response Team (aka MASH) (including Early Help, Channel) The First Response Team process all new referrals to social care, including children with disabilities. Referrals are assessed by the team to check the seriousness and urgency of the concerns and whether Section 17 and/or Section 47 of the Children Act 1989 apply. The First Response Team will ensure that the referral reaches the appropriate team for assistance in a quick and efficient manner.	01296 383962 Out of hours 0800 999 7677 Secure- cypfirstresponse@buckinghamshire.gov.uk
Local Authority Designated Officer (LADO) The Buckinghamshire Local Authority Designated Officer (LADO) is responsible for overseeing the management of all allegations against people in a position of trust who work with children in Buckinghamshire on either a paid or voluntary basis	01296 382070 Secure-lado@buckinghamshire.gov.uk
Bucks Family Information Service Information for families on a range of issues including childcare, finances, parenting and education	01296 383293

<p>Buckinghamshire Safeguarding Children Partnership (BSCP) Procedures, policies and practice guidelines</p>
--

<p>Schools Web School bulletin, Safeguarding links, A-Z guide to information and services</p>	
<p>Buckinghamshire Council School Improvement and Traded Delivery Manager</p>	<p>01296 382461 Yvette.thomas@buckinghamshire.gov.uk</p>
<p>Buckinghamshire Council Prevent Co-ordinator</p>	<p>01296 674784 Alisonwatts1@buckinghamshire.gov.uk</p>
<p>Thames Valley Police</p>	<p>101 (999 in case of emergency)</p>

1.3 Other contacts

NSPCC

[NSPCC](#)

Childline

[Childline](#)

Kidscape – Parent Advice Line (bullying)
(Mon-Tues from 9:30am – 2:30pm)

[Kidscape](#)

Female Genital Mutilation Helpline
(NSPCC)

[NSPCC FGM Helpline](#)

Samaritans - Helpline

[Samaritans](#)

Forced Marriages Unit - Foreign and
Commonwealth Office

[Forced marriage - GOV.UK](#)

Crimestoppers

[Crimestoppers](#)

[Barnardos](#)

Barnardo's Believe in Children

[CEOP](#)

Child Exploitation and Online Protection

0808 800 5000

help@nspcc.org.uk

0800 11 11

07496 682785

parentsupport@kidscape.org.uk

0800 028 3550

fgm.help@nspcc.org.uk

116 123

jo@samaritans.org

020 7008 0151

fm@fcdo.gov.uk

0800 555 111

1.4 Linked policies

This policy should be read in conjunction with the following policies:

- Policy 002 Behaviour Policy
- Policy 008 Whistleblowing Policy
- Policy 015 SEND Policy
- Policy 016 Relationships Policy
- Policy 020 Use of Reasonable Force
- Policy 021 Religious Education Policy
- Policy 022 Health & Safety Policy
- Policy 023 PSHE Policy
- Policy 029 School Security Policy
- Policy 030 Staff Code of Conduct Policy
- Policy 032 Attendance Policy
- Policy 034 Complaints Policy
- Policy 042 E-Safety Policy
- Policy 049 Data Protection Policy
- Policy 052 Anti-Bullying Policy
- Policy 055 Safer Recruitment Policy
- Policy 056 Equalities and Cohesion
- Policy 057 Intimate Care Policy
- Policy 058 Managing Medicines Policy
- Policy 071 Pupil Wellbeing Policy
- Policy 073 Lettings Policy (Under development)

1.5 Definitions

Safeguarding and promoting the welfare of children is defined for the purposes of this policy as:

- Providing help and support to meet the needs of children as soon as problems emerge
- Protecting children from maltreatment, whether that is in or outside the family home, including online
- Preventing impairment of children's mental and physical health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Promoting the upbringing of children with their birth parents, or otherwise their family network through a kinship care arrangement, whenever possible and where this is in the best interests of the children
- Taking action to enable all children to have the best outcomes in line with outcomes set out in the Children's Social Care National Framework.

Child protection is part of safeguarding and promoting the welfare of children and is defined for the purpose of this guidance as activity that is undertaken to protect specific children who are suspected to be suffering, or likely to suffer, significant harm. This includes harm that occurs inside or outside the home, including online.' (Working Together December 2023)

Abuse is a form of maltreatment of a child and may involve inflicting harm or failing to act to prevent harm. Further information regarding the categories of abuse can be found in the appendix to this document.

Children includes everyone under the age of 18.

2. Introduction:

2.1 At Dropmore Infant School we believe that a policy on child protection is founded on the right of all children to be safe. We expect all members of the school community including staff, governors, supply staff and volunteers to share this commitment. Every member of the school community is responsible for contributing to a positive culture of safeguarding.

The aim of this policy is to provide staff, governors and volunteers with the framework they need to keep children in Dropmore Infant School safe and secure and to provide parents and carers with the information about how we will safeguard their children whilst in our care.

This policy has been developed in accordance with following legislation and guidance:

- Children Act 1989 (amended 2004)
- "Working Together to Safeguard Children"
[Working Together To Safeguard Children](#)
- "Keeping Children Safe in Education"- statutory guidance for schools and further education colleges - Sept 2023 [Keeping Children Safe in Education September 2023](#)
- Information Sharing Guidance for Safeguarding Practitioners – DfE July 2018
[Information Sharing Guidance](#)
- Children Missing Education; Statutory Guidance for Local Authorities - Sept 2016
[Children missing education - GOV.UK](#)
- Statutory Guidance issued under section 29 of the Counter-Terrorism and Security Act - 2015 [Prevent Duty Guidance](#)
- The Equality Act - 2010 [Equality Act 2010: guidance - GOV.UK](#)
- What to do if you're worried a child is being abused - March 2015
[What to do if you are worried a child is being abused](#)
- Statutory guidance on FGM
[Multi-agency Statutory Guidance on Female Genital Mutilation - July 2020](#)

2.2 Clear governance and leadership is central to embedding a safeguarding culture. The Governing Body takes its responsibility seriously under **section 175 of the Education Act 2002** to safeguard and promote the welfare of children; working together with other agencies to ensure adequate arrangements are in place within our school to identify, assess, and support those children who are suffering harm or who may be at risk of harm. Section 175 of the Education Act 2002, places a duty on schools and local authorities to safeguard and promote the welfare of pupils. Governors will ensure all staff at the school have read and understood their responsibilities pertaining to **Part 1,**

Part 5 and Annex B of Keeping Children Safe in Education September 2024.

They must ensure that there is an auditable system in place to evidence this.

- 2.3 All staff are required to read and adhere to the **Staff Code of Conduct**.
- 2.4 Every member of the school community is responsible for contributing to a positive culture of safeguarding.
- 2.5 The school recognises that as well as threats to the welfare of children from within their families, children may be vulnerable to abuse or exploitation from outside their homes including online and from other children. Staff must remain vigilant and alert to these potential risks.
- 2.6 The aims of this policy are:
- To provide an environment in which children and young people feel safe, secure, valued and respected.
 - To provide an environment in which our pupils feel confident that they know how to approach adults if they are in difficulties.
 - To ensure that senior leaders, teaching staff and non-teaching staff, supply staff, governors and volunteers:
 - are aware of the need to safeguard and promote the wellbeing of children;
 - identify the need for support early;
 - promptly report concerns, in line with guidance from the Buckinghamshire Continuum of Need;
 - are trained to recognise signs and indicators of abuse.
 - To provide a systematic means of monitoring children known to be, or thought to be at risk of harm, and ensure contribution to assessments of need and support plans for those children.
 - To ensure our school has a clear system for communicating concerns both internally and with external agencies in line with the 'Working Together' guidance.
 - To ensure the school has a robust system in place to accurately record safeguarding and child protection concerns.
 - To develop effective working relationships with all other agencies, involved in safeguarding, supporting the needs of children at our school.
 - To ensure that all staff appointed have been through the safer recruitment process and understand the principles of safer working practices as set out in our **Staff Code of Conduct**.
 - To ensure that any community users of our facilities with regard to our expectations of how they should maintain a safe environment which supports children's wellbeing.
 - This policy is available on [our website under 'Safeguarding' \('Safeguarding Statement'\)](#) and a hard copy is kept in the staffroom. Further hard copies are available from the school office.

3. Responsibilities:

- 3.1 **All staff, supply staff, volunteers, visitors, governors and contractors** understand safeguarding children is **everyone's responsibility**. Any person who receives a disclosure of abuse, an allegation or suspects that abuse may have occurred must report it immediately to **Nicky Waugh (Designated Safeguarding Lead)**,

Amy Douglas (Designated Safeguarding Lead) or, in their absence, to **Rachel Singh (Deputy DSL)** using the systems and processes our school has designed for this purpose. In the absence of either of the above, the concerns should be brought to the attention of the most senior member of staff on site.

- 3.2 Staff must maintain a good working knowledge of the [Buckinghamshire Continuum of Need](#) and any updates, and how it should be used to inform decision making regarding a referral to First Response.
- 3.3 Staff must have the skills, knowledge and understanding to keep both looked after children and previously looked after children safe.
- 3.4 Staff must understand vulnerability and that barriers exist when recognising abuse and neglect for children. The following groups may have increased vulnerabilities:
- Young carers
 - Children with SEND
 - Children living with domestic abuse
 - Children experiencing poor mental health
 - Children whose parents suffer with poor mental health, including substance misuse
 - Children at risk of criminal exploitation, including sexual exploitation, radicalisation and gang involvement
 - Looked after children and previously looked after children
 - Children who have a social worker
 - Privately fostered children
 - Asylum seekers
 - So-called honour-based violence, including FGM and forced marriage
 - Children who frequently go missing or whose attendance is a concern
 - Children who are part of the LGBTQ+ group
 - Children who are at risk of discrimination due to faith and belief, race or ethnicity.
 - Children who have English as an additional language (EAL)
 - Children who are living in temporary accommodation.
- 3.5 **The Governing Body** understands and fulfils its safeguarding responsibilities. It must:
- Ensure that the Headteacher and (when not the Headteacher) the DSL create and maintain a strong, positive culture of safeguarding within the school.
 - Ensure this policy reflects the unique features of the community we serve and the needs of the pupils attending our provision. This policy will be reviewed at least annually and whenever new guidance is issued.
 - Regularly monitor and evaluate the effectiveness of this Child Protection Policy through termly visits.
 - Appoint a Designated Safeguarding Lead (DSL) who is a member of the Senior Leadership Team (SLT) and has the required level of authority, and also appoint at least one Deputy DSL. The Headteacher has overall responsibility for safeguarding within the school. The roles and responsibilities of the DSL and DDSL are made explicit in those post-holder's job descriptions. If not the DSL, the Headteacher still maintains overall responsibility for safeguarding and child protection within the school.
 - Recognise the importance of the role of the DSL, ensuring they have sufficient time, training, skills and resources to be effective. Refresher training must be attended every 2 years, in addition knowledge and skills must be refreshed at regular intervals, at least annually.

- Ensure that all staff complete safeguarding training to include their roles and responsibilities with regards to the school IT system's online filtering and monitoring.
 - Ensure measures are in place for the governing body to have oversight of how the school's delivery against its safeguarding responsibilities are exercised and evidenced, to include reviewing online filtering and monitoring on a regular basis and at least annually. Ensure robust structures are in place to challenge the Headteacher where there are any identified gaps in practice or where procedures are not followed.
 - Recognise the vital contribution that the school can make in helping children to keep safe, through incorporation of safeguarding within the curriculum. This will also be taught through the PSHE curriculum and relevant issues through the Relationship Education. Ensure that through curriculum content and delivery children in the school understand, at age and stage appropriate levels, safeguarding and how to keep themselves safe in a contextually appropriate way.
 - Ensure that the school is following the statutory [Relationships and sex education \(RSE\) and health education guidance](#).
 - Ensure safe and effective recruitment and disciplinary procedures are in place.
 - Ensure resources are allocated to meet the needs of pupils requiring child protection or early intervention.
 - Ensure the DSL completes an Annual Safeguarding Report for Governors and a copy of this report is shared with the Education Safeguarding Advisory Service (ESAS) at Buckinghamshire Council.
- 3.6 It is the duty of the **Chair of Governors (Tim Wicks)** to liaise with relevant agencies if any allegations are made against the Headteacher. If there are concerns that issues are not being progressed in an expedient manner, staff/pupil/parents/carers should escalate concerns directly to the Local Authority Designated Officer (LADO) via First Response.
- 3.7 The Governing body must ensure that procedures are in place to manage safeguarding concerns of allegations against staff, supply staff, governors, volunteers, visitors or contractors where they could pose a risk of harm to children. This must include those concerns that do not meet the threshold (low level concerns). The guidance in Part four of [Keeping children safe in education 2023 \(publishing.service.gov.uk\)](#) must be followed if there were any such concerns.
- 3.8 The Governing Body must ensure that a named teacher is designated for Children Looked After and that an up to date list of children who are subject to a Care Order or are accommodated by the Local Authority is regularly reviewed and updated. The school must work with the Virtual Schools Team to support the educational attainment for those children who are Looked After.

The Governing Body must have assurance that any alternative provision attended by children on roll has appropriate safeguarding arrangements and child protection policies in place. The Governing Body must ensure that any children, at such a provision, are visited whilst they are attending, that the curriculum is appropriate to the needs of the child and that attendance is monitored daily.

Any outside agencies providing services or activities to the school must have provided assurances that they have safeguarding policies and procedures in place.

- 3.9 The Governing Body has a statutory duty to appoint a Nominated Governor for Child Protection. **The nominated governor (Matt Hutchings)** must be familiar with [Buckinghamshire Safeguarding Children's Partnership](#) (BSCP) procedures, Local Authority procedures and guidance issued by the Department for Education. The Nominated Governor must:
- Work with the DSL to produce the Child Protection Policy, at least annually.
 - Undertake appropriate safeguarding training, to include Prevent and Safer Recruitment training.
 - Ensure that child protection is regularly discussed at Governing Body meetings.
 - Meet at least termly with the DSL to review and monitor school's delivery on its safeguarding responsibilities and to review the Single Central Record and complete an audit of the staff files.
 - Ensure that filtering and monitoring systems are in place and take part in the review.
 - Take responsibility to ensure that the school is meeting the OFSTED requirements as set out in the inspection guidance [Education Inspection Framework \(EIF\) Gov.uk](#)
- 3.10 All governors must complete safeguarding training on appointment, including Prevent training. This training must be regularly updated in line with national or local guidance.
- 3.11 The governing body must ensure that relevant staff have due regard to the relevant data protection principles set out in the Data Protection Act 2018 and the GDPR, which allow them to share or withhold personal information when it is necessary to safeguard any child.
- 3.12 We have two **Designated Safeguarding Lead (DSL – Nicky Waugh & Amy Douglas)** who are responsible for:
- Creating a culture of safeguarding within the school, where children are protected from harm. Ensuring all staff receive an effective induction and ongoing training to support them to recognise and report any concerns.
 - Ensuring children receive the right help at the right time using the Buckinghamshire Continuum of Need document.
 - Ensuring referrals to partner agencies are followed up in writing, including referrals to First Response and Early Help.
 - Establishing and maintaining a safe and secure system for recording and storing safeguarding and child protection records. These records must be audited regularly to ensure all actions are completed.
 - Ensuring all child protection records are held separately from pupils' educational records.
 - Maintaining the record of staff safeguarding training. Ensuring that the safeguarding team contact details and photos are displayed in prominent areas around the school and also on the website.
 - Being the designated point of contact for staff to be able to discuss and share their concerns.
 - Ensuring the online filtering and monitoring system is reviewed regularly, at least annually.
 - Being available to staff and outside agencies during school hours and term time for consultation on safeguarding concerns raised. Having responsibility to ensure that cover is arranged outside of term-time during working hours with the expectation that all meetings in school holidays are attended including those convened at short notice.

- During residential and extended hours, ensuring arrangements are in place for staff to have a point of contact.
- Contributing effectively to multiagency working, for the safeguarding and promotion of the welfare of children, as set out in 'Working Together'.
- Providing the Headteacher (if the Headteacher is not the DSL), with an annual report for the Governing Body, detailing how school delivers on its safeguarding responsibilities and any child protection issues within the school. The Governing Body will use this report to fulfil its responsibility to provide the Local Authority with information about their Safeguarding policies and procedures.
- Meeting regularly (at least once a term) with the Nominated Governor to share oversight of safeguarding provision within the school, monitor performance and develop plans to rectify any gaps in policy or procedure. A record will be kept of these meetings.
- Meeting the statutory requirement to keep up to date with knowledge, enabling them to fulfil their role, including attending mandatory and any other additional relevant training.
- Referring immediately to the Police, [C&YP schools guides.indd \(npcc.police.uk\)](https://www.npcc.police.uk) for any cases where a criminal offence may have been committed or risk of harm is imminent.
- Completing DSL refresher training every 2 years and updating their skills and knowledge on a regular basis and at least annually, through means such as training, reading bulletins or attending DSL forums.
- To fulfil the DSL responsibilities as set out in the KCSIE, Annexe C.

The school's Co-Headteachers are responsible for:

- Ensuring that this policy is updated annually or before to reflect any changes to guidance and/or legislation.
- Ensuring that this policy is published on the school website.
- Recording, reviewing and making decisions on any low-level concerns, may be in conjunction with the DSL.
- Liaising with the LADO in the event of an allegation being made against a member of the staff, volunteer or an organisation using the school premises.
- Liaising with the DSL to ensure they have appropriate time, funding, training and resources to fulfil their role.
- Ensuring that appropriate cover is in place to attend strategy meetings or CP conferences that take place during the school holidays or in the event that the DSL is absent.
- Ensuring that a designated 'Appropriate Adult' is in place in order to support children in line with the Police and Criminal Evidence (PACE) act, PACE Code C 2023 (accessible) - GOV.UK (www.gov.uk) which advises that "The role of the appropriate adult (AA) is to safeguard the rights, entitlements and welfare of juveniles and vulnerable persons", with there being further elaboration that the AA is expected to observe that the police are acting properly and fairly in relation to a vulnerable detained persons rights and entitlements, as well as helping the detained person understand their rights. This can also be found as part the school's Searching and Screening Policy.

4. Procedures:

Our school procedures for all staff, supply staff, governors, volunteers, visitors and contractors in safeguarding and protecting children from harm are in line with Buckinghamshire Council

and [Buckinghamshire Safeguarding Children Partnership](#) safeguarding procedures, "**Working Together to Safeguard Children**", "**Keeping Children Safe in Education**" 2024 and statutory guidance issued under section 29 of the **Counter-Terrorism and Security Act 2015** [Revised Prevent duty guidance: for England and Wales - GOV.UK \(www.gov.uk\)](#).

We will ensure:

4.1 Visitors are:

- Clearly identified with visitor/contractor lanyards.
- Met and directed by school staff/representatives.
- Signed in and out of the school on the Signin App, supervised by school staff.
- Directed to a poster informing them how to report a concern.
- Given restricted access to only specific areas of the school, as appropriate.
- Escorted by a member of staff/representative as required.
- Given access to pupils restricted to the purpose of their visit.

4.2 All members of staff must complete regular safeguarding training every three years, attend annual refresher training and partake in any training opportunities arranged or delivered by the DSL. Updates must be cascaded to all staff throughout the year, at a minimum of once a year. All new staff will receive safeguarding and child protection training on induction, to include online safety and the school's filtering and monitoring system. All staff will read the Child Protection policy, Part 1 and Part 5 of the KCSIE, at least annually, and will sign a declaration to show that the guidance has been reviewed and they have a clear understanding of their role. There are audit methods in place to ensure that staff have understood the content.

4.3 All parents/carers must be made aware of the school's responsibilities in regard to child protection procedures through this Policy.

4.4 All staff, including supply staff, must follow these **reporting procedures** when reporting any child protection concerns:

- Staff must ensure the child is in a safe place and in receipt of support;
- Staff must initially make a verbal report to the DSL to alert them to the safeguarding/child protection concern;
- Staff must make a written report using the school record keeping process;
- All concerns must be logged onto CPOMS, Safeguarding Software for schools.
- Staff must ensure the time and date of the incident is recorded;
- A factual account of the incident must be recorded, including who was involved, what was said/seen/heard, where the incident took place and any actual words or phrases used by the child;
- Use a body map to record any injuries seen or reported by the child;
- Staff must ensure the correct time and date of the incident is recorded and save under their CPOMS user name which details of their role within school;
- The DSL must use CPOMS to record what action was taken alongside any outcomes achieved.
- The DSL must ensure the child's wishes and feelings are taken into consideration when deciding on the next steps.

4.5 Through our **Attendance Policy**, we have a robust system for monitoring attendance in place. We will act to address absenteeism with parents/carers and pupils promptly

and identify any safeguarding issues arising. Registers are taken at 9 am every morning and entered directly into SIMS. Admin staff will check the registers at 9:30am for any missing entries and will contact the families of those children absent for whom we have not received any notification. We use the Comments Section in SIMS to add details regarding the reason for lateness or absence.

- 4.6 All children attending our school are required to have a minimum of two identified emergency contacts.
- 4.7 A **child absent from education** is a child who is on the school roll but regularly not attending. If a child's absence is causing concern, the school will refer to the County Attendance Team.
- 4.8 A child missing in education is not on any school roll or being educated elsewhere. A child in this situation will be reported as a **Child Missing in Education** using the **Buckinghamshire CME Protocol**.
- 4.9 Any absence of a pupil currently subject to a child protection plan or Child in Need plan is immediately referred to their social worker.
- 4.10 Dropmore Infant School has a mandatory duty to inform the local authority via the First Response Team, if a child under the age of 16 years old lives with someone other than their parent, step-parent, aunt, uncle or grandparent for a period of more than 28 days. This is defined as being a Private Fostering Arrangement.
- 4.11 All staff, parents/carers and children are aware of the school's complaints and escalation process (See flowchart, Appendix) which can be activated in the event of concerns not being resolved after the first point of contact.
- 4.12 Our lettings procedure reflects the on-going responsibility the school has for safeguarding those using the site outside of normal school hours, ensuring the suitability of adults working with children on school sites at any time. School must have sight of the up to date Child Protection Policy of any organisation hiring the school's facilities.
- 4.13 The school operates **Safer Recruitment** practices. Governors ensure that staff who are involved in the recruitment process have received Safer Recruitment training. Robust procedures are in place in order to prevent and deter people who are unsuitable to work with children from applying or being employed by a school.
- 4.14 Allegations against members of staff, supply staff, governors, including volunteers and contractors are referred to the Local Authority Designated Officer (LADO).
- 4.15 Our procedures are reviewed and updated annually as a minimum, or as there are changes to legislation.
- 4.16 Children are encouraged to share any concerns or worries with staff and are regularly reminded about this as part of the curriculum and assemblies.

5. Record-keeping and retention of records:

- 5.1 When a disclosure of abuse, or an allegation against a member of staff or volunteer, has been made, no matter how low level, our school must have a record of this. These records will be maintained in a way that is confidential and secure, in accordance with our **Data Protection Policy** and **Data Protection Legislation**.
- 5.2 Records should include:
 - a clear and comprehensive summary of the concern
 - details of how the concern was followed up and resolved
 - a note of any action taken, decisions reached and the outcome.
- 5.3 There is a statutory requirement for our school to pass any child protection records to the pupil's next school. This must take place within 5 days of the 1st day of term, or within 5 days of an in-year transfer. There must be an auditable system in place to evidence this has taken place. Safeguarding records will be sent separately from the general files using a secure method. No records should be maintained within the school once these files have been transferred.
- 5.4 The last statutory school maintains child protection files until a pupil reaches the age of 25 years, therefore if the transfer school is unknown, or a pupil is going to be electively home educated, any child protection files will remain at our school in a secure location. Child protection files will only be destroyed when the pupil reaches their 25th birthday.
- 5.5 We have a robust system for reviewing our archived information held. Our files are stored and disposed of in line with GDPR protocols, local and national retention policies.

6. Alternative Provision:

When a child is accessing an alternative provision, the school remains responsible for the safeguarding of that child. It will ensure that the provision has secure and robust safeguarding arrangements in place and meets the need of the child. A member of staff, from school, will regularly visit the provision and meet with the child to hear their voice.

7. Confidentiality:

- 7.1 We recognise that all matters relating to child protection are confidential.
- 7.2 The Headteacher or Designated Safeguarding Lead must only disclose personal information about a pupil to other members of staff on a need to know basis.
- 7.3 Staff must not keep duplicate or personal records of child protection concerns. All information must be reported to the Designated Safeguarding Lead and securely stored in the designated location within the school, separate from the pupil records.
- 7.4 All staff are aware they cannot promise a child to keep secrets which might compromise the child's safety or well-being or that of another as they have a duty to share. Staff

must, however, reassure the child that information will only be shared with those people who will be able to help them and therefore need to know.

- 7.5 We will always undertake to share our intention to refer a child to Social Care (First Response) with their parent/carer's consent, unless to do so could put the child at greater risk of harm or impede a criminal investigation. If in doubt, we will consult with First Response on this point. We recognise that GDPR Data Protection Act 2018 must not be a barrier for sharing information regarding safeguarding concerns in line with 'Working Together'. For more information, please click ['Information sharing advice for safeguarding practitioners'](#)

8. Recognising abuse, neglect and exploitation

In the event of a child disclosing abuse staff must:

- 8.1 Refer to the following guidance: ['What to do if you're worried a child is being abused'](#)
- 8.2 Listen to the child, allowing the child to tell you what has happen in their own way, and at their own pace. Staff must not interrupt a child who is freely recalling significant events. Remain calm. Be reassuring and supportive, endeavouring not to respond emotionally.
- 8.3 Do not ask leading questions. Staff are reminded to ask questions only when seeking clarification about something the child may have said or to gain sufficient information to know that this is a safeguarding concern. Staff are trained to use TED; Tell, Explain, Describe.
- 8.4 Make an accurate record of what they have seen/heard using the school's record keeping processes, recording; times, dates or locations mentioned, using as many words and expressions used by the child, as possible. Staff must not substitute anatomically correct names for body part names used by the child.
- 8.5 Reassure the child that they did the right thing in telling someone.
- 8.6 Staff must explain to the child what will happen next and the need for the information to be shared with the DSL.
- 8.7 In the unlikely event the DSL and deputy DSL not being available, staff are aware they must share concerns with the most senior member of staff.
- 8.8 **If there is immediate risk of harm to a child, staff will NOT DELAY and will ring 999.**
- 8.9 The child will be monitored/accompanied at all times following a disclosure, until a plan is agreed as to how best they can be safeguarded.

Reporting systems for children:

- 8.10 At Dropmore school children are made to feel safe and secure to share any concerns that they may have and know the systems in place for making any such report. Wellbeing assemblies provide the opportunity to regularly remind children of our safeguarding protocols. Children are encouraged to decide on two or three adults that they feel comfortable with across the school who they can speak to if they have any concerns.
- 8.11 Following a report of concerns the DSL must:
- Decide whether there are sufficient grounds for suspecting significant harm, in which case a referral must be made to First Response and the police if it is appropriate, referring to the guidance When to call the police: [C&YP schools guides.indd \(npcc.police.uk\)](#) The rationale for this decision should be recorded by the DSL.
 - The school should try to discuss any concerns about a child's welfare with parents/carers and, where possible, obtain consent before making a referral to First Response. However, in accordance with DfE guidance, this should only be done when it will not place the child at increased risk or could impact a police investigation. Where there are doubts or reservations about involving the child's family, the DSL should clarify with First Response or the police whether the parents/carers should be told about the referral and, if so, when and by whom. This is important in cases where the police may need to conduct a criminal investigation. The child's views should also be taken into account.
 - If there are grounds to suspect a child is suffering or is likely to suffer significant harm, the DSL (or Deputy) must contact First Response by telephone immediately, in first instance and then complete the Multi Agency Referral Form (MARF).
 - **If the child is in immediate danger and urgent protective action is required, the police must be called, via 999.** The DSL must then notify First Response of the occurrence and what action has been taken.
 - If a child needs urgent medical attention, the DSL (or Deputy) should call an ambulance via 999. The DSL must then contact First Response for advice about informing parents/carers.

9. Multi-agency working:

- 9.1 Dropmore Infant School know what the role of our school is, as a relevant agency, within the three safeguarding partner arrangements and as required, will contribute to multi-agency working, in line with the statutory guidance 'Working Together to Safeguard Children'.
- 9.2 When named as a relevant agency and involved in safeguarding arrangements, Dropmore Infant School will co-operate alongside other agencies with the published arrangements.
- 9.3 Dropmore Infant School will contribute to inter-agency plans to offer children support of early help and those children supported through child protection plans.
- 9.4 Dropmore Infant School will allow access for and work with children's social care to conduct or consider whether to conduct as section 17 or section 47 assessment.
- 9.5 If, following a referral, the situation is not improving for the child, the DSL will follow the escalation process.

10. Supporting Staff:

- 10.1 We recognise that staff becoming involved with a child who has suffered harm, or appears to be likely to suffer harm, could find the situation stressful and upsetting.
- 10.2 We will support such staff by providing an opportunity to talk through their anxieties with the DSL and to seek further support if necessary. This could be provided by the Headteacher or another trusted colleague, Occupational Health, and/or a representative of a professional body, Employee Assistance Programme or trade union, as appropriate.

11. Safer Recruitment:

Dropmore Infant School follows the guidance as set out in the KCSIE together with the information provided by the Bucks safeguarding Children Partnership to ensure that all the appropriate checks have been carried out on new staff and volunteers.

[Safer Employment & the LADO \(Allegations\) - Buckinghamshire Safeguarding Children Partnership \(buckssafeguarding.org.uk\)](https://www.buckssafeguarding.org.uk)

12. Allegations against staff, supply staff, volunteers and contractors (including Governors):

- 12.1 At Dropmore Infant School we have our own procedures for managing concerns and/or allegations against those working in school to include staff, supply staff, volunteers and contractors.
- 12.2 KCSiE 2024 Part Four contains comprehensive guidance covering the 2 levels of allegation/concern:
- Allegations that may meet the harms threshold
 - Allegations/concerns that do not meet the harms threshold – referred to for the purpose of this guidance as 'low level concerns'
- 12.3 All school staff, supply staff, volunteers and contractors must take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children or parents/carers to be conducted in view of other adults.
- 12.4 We understand that a pupil may make an allegation against a member of staff, supply staff, volunteer or contractor. If such an allegation is made, the member of staff notified of the allegation will immediately inform the Headteacher or the most senior teacher if the Headteacher is not present. If the allegation is made against the Headteacher, the Chair of Governors must be informed.
- 12.5 At Dropmore Infant School we recognise that an allegation may be made if a member of staff, supply staff, volunteer or contractor has:
- Behaved in a way that has harmed a child, or may have harmed a child;
 - Possibly committed a criminal offence against or related to a child;
 - Behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children;
 - Behaved or may have behaved in a way that indicates they may not be suitable to work with children. This includes behaviours both inside and outside of school.
- 12.6 The Headteacher/Senior Teacher/Chair of Governors (where the allegation is in reference to the Headteacher) on all such occasions must immediately discuss the content of the allegation with the Local Authority Designated Officer (LADO).
- 12.7 The Head Teacher/Senior Teacher must:
- Follow all advice given by the LADO throughout the investigation process, including how to manage the staff member, supply staff, volunteer or contractor against whom the allegation is made, as well as supporting other staff, supply staff, volunteers and contractors within the workplace.
 - Follow all advice given by the LADO relating to supporting the child making the allegation, as well as other children connected to the organisation.
 - Ensure feedback is provided to the LADO about the outcome of any internal investigations.
- 12.8 The school will follow the [local safeguarding procedures](#) for managing allegations against staff, supply staff, volunteers and contractors. A copy of which can be found

at <https://www.buckssafeguarding.org.uk/blog/2022/01/revised-lado-guidance-allegations/>

- 12.9 If the allegation is made against a member of staff supplied by an external agency, the agency will be fully kept fully informed and involved in any enquiries from the LADO.
- 12.10 Suspension of the member of staff against whom an allegation has been made needs careful consideration and, if necessary, we will consult with the LADO in making this decision. Guidance will also be sought from HR.
- 12.11 Our lettings procedure for other users requires that the organiser will follow the Buckinghamshire Council procedures for managing allegations against staff and where necessary, the suspension of adults from school premises.
- 12.12 Should an individual staff member, supply staff, governor, volunteer or contractor be involved in child protection, other safeguarding procedures or Police investigations in relation to abuse, neglect or exploitation they must immediately inform the Head Teacher. In these circumstances the school will need to assess whether there is any potential for transfer of risk to the workplace and the individual's own work with children.

13. Whistleblowing:

- 13.1 We have a **Whistleblowing Policy** which can be found in the staffroom on the Safeguarding display board and on the shared drive labelled POLICIES. Staff are required to familiarise themselves with this document during their induction period and following an update.
- 13.2 All staff must be aware of their duty to raise concerns about unsafe practice or the attitude or actions of colleagues and report their concerns to the Headteacher or Chair of Governors.
- 13.3 **Low-level concerns**
At Dropmore Infant School, all staff know they have a responsibility to share any concerns, no matter how small, about any adults working in school to Nicky Waugh (DSL) or Amy Douglas (DSL). Staff are made aware of what a low-level concern might look like using the examples from the KCSIE page 106. All reports will be dealt with effectively and recorded, enabling the school to identify any concerning behaviour and support any adults becoming the subject of false low-level concerns.

14. Physical Intervention / Positive Handling:

- 14.1 Our policy on physical intervention / positive handling by staff is set out as part of our **Use of Reasonable Force Policy** and follows the government guidance, [Use of reasonable force and restrictive practices in schools - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
This policy states that staff may only use 'reasonable force', meaning no more force than is needed, to prevent pupils from hurting themselves or others, from damaging property, or from causing disorder. It is always unlawful to use force as a punishment.
- 14.2 If the use of force is necessary, reasonable adjustments for disabled children and children with special educational needs will be made.
- 14.3 Any use of force or restraint, must be recorded and signed by a witness. The parent/carer will be informed of the incident.
- 14.4 Staff who are likely to need to use physical intervention must be appropriately trained.
- 14.5 We understand that physical intervention of a nature which causes injury or unnecessary distress to a child may be considered under child protection or disciplinary procedures.

15. Anti-Bullying:

- 15.1 At our school we have an agreed definition of bullying. *Bully (n), a person who habitually seeks to harm or intimidate those whom they perceive as vulnerable.* Pupils, staff, parents and carers are supported to understand this definition.
- 15.2 We have an Anti-Bullying Policy which is available on our website. Paper copies can be requested from the school office. Measures are in place to prevent and respond to all forms of bullying. To allow or condone bullying may lead to consideration under child protection procedures.
- 15.3 Our pupils are reminded of our Anti-Bullying policy and procedures in PSHE lessons and assemblies.

16. Discriminatory Incidents:

- 16.1 In line with the **Equalities Act 2010**, our **Equalities and Cohesion Policy** addresses all forms of discriminatory incidents. It takes into account the guidance offered by the Buckinghamshire guidance document '[Equally Safe – Dealing with Prejudice Related Incidents Guidance for Schools](#)' (2015).
- 16.2 Our Equalities and Cohesion policy references how racist and/or discriminatory incidents will be dealt with and acknowledges the serious nature of these events and their impact on the individual/group of pupils involved including those who may witness the incident. All incidents will be taken seriously and consideration will be given as to whether a multi-agency approach using child protection procedures is required. All racist incidents must be logged on CPOMS.

17. Health and Safety:

- 17.1 We recognise the importance of safeguarding pupils throughout the school day. Our Health & Safety policy reflects the consideration we give to the protection of our children both physically and emotionally within the school environment.
- 17.2 Part of the safeguarding measures we have in place include the safe drop off and collection of pupils at the start and end of the school day. We ask all parents to hand over their children to the member of staff on duty at the 5-bar gate and collect from the front playground. Parents are expected to inform us in person, via telephone or email if there is to be a change in the arrangement of collection for their children.
- 17.3 If a child travels to or from school by taxi, the taxi driver must walk the child to the gate to ensure the child arrives safely. At the end of the school day, the taxi driver must wait on the front playground where they will be asked to show identification before the child is dismissed to them.
- 17.4 Pupils who leave the site during the school day do so only with the written permission of a parent /carer and are collected by an authorised adult where appropriate. School should be notified by the parents regarding whom they have authorised for this task.
- 17.5 Pupils who arrive late or are collected early should report to the school office where they will be signed in or out.
- 17.6 Class teachers will ensure the children attending after school clubs are safely handed over to the club leader. Club leaders will follow normal school procedures for handing over the children at the end of the club and will deliver the children to the parent or authorized adult on the front playground.
- 17.7 In the event of a pupil going missing during the course of the school day, we will carry out immediate checks to ensure the pupil is not on site. Staff will then make contact with the pupil's parents and inform the police.
- 17.8 When the school is hired out to a 3rd party provider, we ensure that they have appropriate arrangements in place to keep children safe through the sight of their child protection and safer recruitment procedures.
- 17.9 At Dropmore Infant School we ensure that we are aware of the content of materials used by any visiting speakers prior to their visit.

18. Prevent Duty:

- 18.1 We are aware of the Prevent Duty under **Section 26 of the Counter Terrorism and Security Act 2015** to protect young people from being drawn into terrorism.
- 18.2 All school staff and governors have completed Prevent training and we have training logs to evidence this.

18.3 We have in place and monitor appropriate web filtering systems.

18.4 DSLs and senior leaders are familiar with their duties under the [Revised Prevent Duty Guidance: for England and Wales](#).

19. Online Safety:

19.1 All staff should be aware of the school's e-Safety policy which sets out expectations relating to:

- Creating a safer online learning environment
- Giving everyone the skills, knowledge and understanding to help children and young people stay safe on line, question the information they are accessing and support the development of critical thinking.
- Inspiring safe and responsible use and behaviour of mobile technologies, to combat behaviours on line which may make pupils vulnerable, including the sending of nude or semi-nude images.
- Use of camera equipment, including smart phones
- What steps to take if you have concerns and where to go for help.
- Staff use of social media is set out in the Staff Code of Conduct

19.2 Cyber-bullying by children, via texts, social media and emails, will be treated as seriously as any other type of bullying and will be managed through our Anti-Bullying procedures.

19.3 We are aware of the risks posed by children in the online world; in particular non-age appropriate content linked to self-harm, suicide, grooming and radicalisation.

19.4 Pupils, staff and parents are supported to understand the risks posed by

- the *CONTENT* accessed by pupils
- their *CONDUCT* online
- who they have *CONTACT* with in the digital world
- *COMMERCE* – risks such as online gambling, inappropriate advertising, phishing and/or financial scams

Further information can be found in our online e-safety [E-Safety Policy 2024](#)

19.5 We have online filtering and monitoring systems in place to ensure children are safeguarded from potentially harmful online material. These systems are regularly monitored, at least annually, by the DSL, IT provider and nominated governor. A record will be kept of the reviews.

19.6 We will follow the advice as given by the government, to advise and support children with any online learning taking place at home to ensure this is done so safely.

19.7 We have an e-Safety Policy which sets out the acceptable use of mobile technologies by pupils and staff whilst onsite. This includes sanctions which will be applied when these boundaries are not adhered to.

19.8 Visitors to our school are respectfully requested to turn all mobile devices off.

19.9 Staff use of mobile technology whilst on site is set out in the Staff Code of Conduct. Lockers are provided in the staffroom for the safe storage of mobile phones and other personal belongings. Staff are informed that personal mobile devices should be packed away out of the vicinity of children at all times.

19.10 All staff receive awareness training on induction and at least once per academic year, in order to understand the risks children are exposed to.

19.11 All staff have an understanding of expectations roles and responsibilities with regards to the online filtering and monitoring processes.

20. Sending nude or semi-nude images:

Sending nude or semi-nude images is one of a number of 'risk-taking' behaviours associated with the use of digital technologies, social media or the internet. It is accepted that young people experiment and challenge boundaries and therefore the risks associated with 'online' activity can never be completely eliminated.

Further advice and guidance can be found here: ['Sharing nudes and semi-nudes'](#)

20.1 Staff, pupils and parents are supported via training to understand the creation and sharing of sexual imagery, such as photos or videos, of under 18s is illegal. This includes imagery of pupils themselves if they are under the age of 18.

20.2 Any disclosures/incidents that occur will follow the normal safeguarding practices and protocols for our school. We will also use the guidelines for responding to incidents, as set out in the publication [Sharing nudes and semi-nudes: advice for education settings working with children and young people](#) produced by the UK Council for Internet Safety.

21. Child on Child Abuse, including sexual violence and sexual harassment.

At Dropmore Infant School we believe that all children have a right to attend school and learn in a safe environment free from harm from both adults and other pupils. We recognise that some safeguarding concerns can occur via child on child abuse.

21.1 All staff operate a zero tolerance policy to child on child abuse and will not pass off any incidents as 'banter' or 'just growing up'.

21.2 All staff recognise that child on child abuse may include, but may not be limited to:

- Bullying (including cyber bullying)
- Racial abuse
- Physical abuse, such as hitting, hair-pulling, biting or other forms of physical harm
- Sexual violence and sexual harassment
- Causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party (Harmful Sexual Behaviour – HSB)
- Abuse related to sexual orientation or identity
- Sending nude or semi-nude images (consensual and non-consensual)

- Upskirting and initiation/hazing type violence and rituals
 - Emotional abuse
 - Abuse within intimate partner relationships
- 21.3 All staff should be able to reassure victims that they are being taken seriously and that they will be supported and kept safe. Incidents of child-on-child abuse must be reported to the DSL, who will refer to the appropriate agencies if required.
- 21.4 The following will be considered when dealing with incidents:
- Whether there is a large difference in power between the victim and the perpetrator (size, age, ability, perceived social status or vulnerabilities, including SEND, CP, CIN, LAC)
 - Whether the perpetrator has previously tried to harm or intimidate pupils
 - Any concerns about the intentions of the alleged perpetrator
 - How to best support and protect the victim and alleged perpetrator as well as any other children who may have been involved or impacted
 - Risk assessments and safety planning will be created in conjunction with external professionals.
- 21.5 In order to minimize the risk of child on child abuse taking place the school must:
- Deliver RE/RSE/PSHE to include teaching pupils about how to keep safe and understanding what acceptable behaviour looks like
 - Ensure that pupils know that all members of staff will listen to them if they have concerns and will act upon them
 - Have systems in place for any pupil to be able to voice concerns
 - Develop robust risk assessments if appropriate
 - Refer to any other relevant policies when dealing with incidents such as the Anti-Bullying policy and/or Behaviour policy.
- 21.6 We recognise that 'Upskirting' involves taking a photograph under an individual's clothing without their knowledge. We understand that it causes the victim distress and humiliation and that any gender can be a victim. Staff recognise that 'Upskirting' is a criminal offence and must promptly report any such incidents to the Headteacher, DSL or most senior member of staff.
- 21.7 Reference will be made to the following government guidance ([Sexual violence and sexual harassment between children in schools and colleges – GOV.UK](#)) and Part 5 of Keeping Children Safe in Education, September 2023 to ensure that all staff have an understanding of the serious nature of sexual violence and sexual harassment between children in schools. The school ensure that they keep up with current legislation and practice referring to trusted advisors such as BSCP, NSPCC and Ofsted guidance.
- 21.8 Sexual violence and sexual harassment can occur between two children of any age and sex. It can occur through a group of children sexually assaulting or sexually harassing a single child or group of children. This can occur online, face to face (both physically and verbally) and can take place inside or outside of school. As set out in Part Five of the KCSIE 2023, all staff maintain an attitude of **'it could happen here'** and it is never acceptable.

- 21.9 All staff have a responsibility to address inappropriate behaviour in a timely manner, however seemingly insignificant it may appear.
- 21.10 All victims will be reassured that they are being taken seriously and that they will be supported and kept safe. No child will ever be made to feel ashamed for making a report or that they are creating a problem for our school.
- 21.11 Support will be given to both victims and perpetrators as required.

22. Cultural Issues:

- 22.1 As a school we are aware of the cultural diversity of the community around us and work sensitively to address the unique culture of our pupils and their families as they relate to safeguarding and child protection. This includes children at risk of harm from abuse arising from culture, faith and belief on the part of their parent, carer or wider community.
- 22.2 Staff must report concerns about abuse linked to culture, faith and beliefs in the same way as other child protection concerns.

23. So called 'honour' based abuse:

- 23.1 Staff at our school understand there is a legal duty to report known cases of Female Genital Mutilation (FGM) and So Called 'Honour' Based Abuse to the police and they will do this with the support of the DSL. For more information see [Mandatory reporting of female genital mutilation: procedural information – GOV.UK](#)
- 23.2 Our school is aware of the need to respond to concerns relating to forced marriage and understand that it is illegal, a form of child abuse and a breach of children's rights. We recognise some pupils due to capacity or additional learning needs may not be able to give an informed consent and this will be dealt with under our child protection processes. Dropmore staff can contact the Forced Marriage Unit if they need advice or information. Contact 020 7008 0151 or fm@fcdo.gov.uk
- 23.3 We are aware of the signs of FGM – [Female Genital Mutilation \(FGM\) - NSPCC](#)
- 23.4 We recognise that both male and female pupils may be subject to honour-based abuse.
- 23.5 We promote awareness through training and access to resources, ensuring that the signs and indicators are known and recognised by staff.
- 23.6 Any suspicions or concerns for forced marriage are reported to the DSL who will refer to First Response or the police if emergency action is required.

24. Contextual Safeguarding and extra-familial harm:

Contextual Safeguarding is an approach to understanding, and responding to, children's experiences of significant harm beyond their families. Extra-familial harm is linked to contextual safeguarding; these concepts refer to harm that occur outside of the family system, including harmful online content.

Further guidance can be found at: <https://contextualsafeguarding.org.uk/>

- 24.1 At Dropmore Infant School we recognise that pupils may encounter safeguarding issues that happen in the wider community and we will respond to such concerns, reporting to the appropriate agencies in order to support and protect the pupil.
- 24.2 All staff, and especially the DSL, will consider the context of incidents that occur outside of school to establish if situations outside of their families may be putting the pupil's welfare and safety at risk of abuse or exploitation, including (but not limited to) sexual exploitation, criminal exploitation and serious youth violence.
- 24.3 Children who may be alleged perpetrators will also be supported to understand the impact of contextual issues on their safety and welfare.
- 24.4 In such cases the individual needs and vulnerabilities of each child will be considered.

25 Serious Violence:

- 25.1 All staff are aware of signs and indicators which may signal that 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 significant change in well-being or signs of assault or unexplained injuries. Staff are aware that 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.
- 25.2 At Dropmore Infant School we are aware of the range 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 and having been involved in offending such as theft or robbery. School will take appropriate measures to manage any situations arising. [Advice to schools and colleges on gangs and youth violence](#).

26 Domestic Abuse:

- 26.1 All staff recognise that children can witness and be affected by domestic abuse that occurs within their home between family members. They may also experience abuse within their own intimate relationships, referred to as 'teenage relationship abuse' (KCSiE) and can suffer long lasting emotional and psychological effects. Staff also

recognise the impact on children seeing, hearing or experiencing the effects of domestic abuse. Staff will report any concerns using the school's safeguarding procedures.

- 26.2 **Domestic violence and abuse** is: any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those 16 or over who are or have been intimate partners or family members regardless of gender or sexuality.

27 Children in need of a social worker (Child Protection and Child In Need Plans):

- 27.1 Staff recognise that children may have a social worker due to safeguarding or welfare needs and this can cause them to have barriers with attendance, behaviour, learning and mental health.
- 27.2 Dropmore Infant School will share information with a social worker for any child whom they are supporting to ensure decisions are made in the best interest of the child.
- 27.3 Informed decisions will be made by staff with regards to safeguarding for those children who are being supported by a social worker.
- 27.4 The Virtual School lead the support for this cohort of children and we will work in partnership with them and the Local Authority to improve outcomes for these children.

28 Mental Health:

- 28.1 At Dropmore Infant School we are aware that mental health problems can be an indicator that a child has suffered or may be at risk of suffering abuse, neglect or exploitation.
- 28.2 Staff recognise that traumatic adverse childhood experiences can have lasting impact throughout a child's life and this can impact on mental health, behaviour and education. Nicky Waugh, Co-headteacher and DSL is the wellbeing lead for Dropmore Infant School and will support staff, children and families in identifying and managing mental health difficulties.
- 28.3 Staff will report any mental health concern that is linked to a safeguarding concern to the DSL and log on CPOMs.
- 28.4 Where there are concerns for a child's mental health we will seek advice from a trained professional, who would be able to make a diagnosis of a mental health problem.
- 28.5 Nicky Waugh, Co-Headteacher is the Senior Mental Health Lead (SEMH) for the school. Further guidance can be found at: [Mental health and behaviour in schools](#)

29 Looked After Children:

- 29.1 Nicky Waugh is our named Designated Teacher (DT), who is responsible for promoting the education achievements and well-being for Looked After Children and previously Looked After Children.
- 29.2 The Designated Teacher works closely with the DSL to ensure any safeguarding concerns are responded to quickly and effectively and are shared with the appropriate agencies.
- 29.3 The Virtual School, who is responsible for overseeing the progress of this group of children, work in partnership with the DT and other agencies, supporting them to promote better outcomes for these children.

30 Children with family members in prison:

Children who have a parent in prison are at risk of poor outcomes including poverty, stigma, isolation, and poor mental health. School will access support for any affected children through the National Information Centre on Children of Offenders (NICCO) who can provide information designed to support professionals working with offenders and their children.

[NICCO](#)

31 Homelessness:

Dropmore Infant School recognises that being homeless or being at risk of becoming homeless presents a real risk to a child's welfare and that some 16 and 17 year olds could be living independently from their parents or guardians. If there are indicators that a family or individual are at risk, school will seek timely support from the local authority.

32 Modern Slavery and the National referral Mechanism:

Modern slavery encompasses human trafficking and slavery, servitude and forced or compulsory labour. Exploitation can take many forms, including sexual exploitation, forced labour, slavery, servitude, forced criminality and the removal of organs. If school are concerned that a child is being affected by modern slavery they will refer to the home office guidance for further information on the indicators that someone may be a victim, what support is available to victims and how to refer them to the NRM, whilst also seeking support from the local authority.

[Modern slavery: how to identify and support victims - GOV.UK \(www.gov.uk\)](#)

33 Allegations against pupils:

If an allegation is made against a pupil, the school will follow the procedures in the Behaviour Policy with regards to sanctions that may need to be applied.

Where there is a risk of significant harm, a child on child referral will be made to Children's Services for either victim, perpetrator or both.

If it is necessary for a child to be interviewed by the police, or other authorities, school will ensure that parents/carers are informed as soon as possible, following advice from external agencies and that the child is supported by an appropriate adult during the interview. The safety and welfare of the child will always be carefully considered by school.

34 Policy review:

The Governing Body of our school is responsible for ensuring this policy is reviewed at least annually.

Appendix

Everyone who works with children has a duty to safeguard and promote their welfare. They should be aware of the signs and indicators of abuse and know what to do and to whom to speak if they become concerned about a child or if a child discloses to them.

The following is intended as a reference for school staff and parents/carers if they become concerned that a child is suffering or likely to suffer significant harm.

The Children Act 1989 defines abuse as when a child is suffering or is likely to suffer 'significant harm'. Harm means ill treatment or the impairment of health or development. Four categories of abuse are identified:

Categories of Abuse

Child abuse is a form of maltreatment. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children/people may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.

Physical abuse	
A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.	
Child	
Bruises – shape, grouping, site, repeat or multiple	Withdrawal from physical contact
Bite-marks – site and size	Aggression towards others
Burns and Scalds – shape, definition, size, depth, scars	Emotional and behaviour problems
Improbable, conflicting explanations for injuries or unexplained injuries	Frequently absent from school
Untreated injuries	Admission of punishment which appears excessive
Injuries on parts of body where accidental injury is unlikely	Fractures
Repeated or multiple injuries	Fabricated or induced illness
Parent	Family/environment
Parent with injuries	History of mental health, alcohol or drug misuse or domestic violence.
Evasive or aggressive towards child or others	Past history in the family of childhood abuse, self-harm, somatising disorder or false allegations of physical or sexual assault
Explanation inconsistent with injury	Marginalised or isolated by the community.
Fear of medical help / parents not seeking medical help	Physical or sexual assault or a culture of physical chastisement.
Over chastisement of child	

Emotional abuse	
<p>The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as over protection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.</p>	
Child	
Self-harm	Over-reaction to mistakes / Inappropriate emotional responses
Chronic running away	Abnormal or indiscriminate attachment
Drug/solvent abuse	Low self-esteem
Compulsive stealing	Extremes of passivity or aggression
Makes a disclosure	Social isolation – withdrawn, a 'loner' Frozen watchfulness particularly pre school
Developmental delay	Depression
Neurotic behaviour (e.g. rocking, hair twisting, thumb sucking)	Desperate attention-seeking behaviour
Parent	Family/environment
Observed to be aggressive towards child or others	Marginalised or isolated by the community.
Intensely involved with their children, never allowing anyone else to undertake their child's care.	History of mental health, alcohol or drug misuse or domestic violence.
Previous domestic violence	History of unexplained death, illness or multiple surgery in parents and/or siblings of the family
History of abuse or mental health problems	Past history in the care of childhood abuse, self-harm, somatising disorder or false allegations of physical or sexual assault

Mental health, drug or alcohol difficulties	Wider parenting difficulties
Cold and unresponsive to the child's emotional needs	Physical or sexual assault or a culture of physical chastisement.
Overly critical of the child	Lack of support from family or social network.

Sexual abuse	
<p>Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. The Brooks Sexual Behaviours Traffic Light Tool can be used as guidance to support professionals in identifying and responding to sexual behaviour in children.</p>	
Child	
Self-harm - eating disorders, self-mutilation and suicide attempts	Poor self-image, self-harm, self-hatred
Running away from home	Inappropriate sexualised conduct
Reluctant to undress for PE	Withdrawal, isolation or excessive worrying
Pregnancy	Sexual knowledge or behaviour inappropriate to age/stage of development, or that is unusually explicit
Inexplicable changes in behaviour, such as becoming aggressive or withdrawn	Poor attention / concentration (world of their own)
Pain, bleeding, bruising or itching in genital and /or anal area	Sudden changes in school work habits, become truant
Sexually exploited or indiscriminate choice of sexual partners	
Parent	Family/environment
History of sexual abuse	Marginalised or isolated by the community.
Excessively interested in the child.	History of mental health, alcohol or drug misuse or domestic violence.
Parent displays inappropriate behaviour towards the child or other children	History of unexplained death, illness or multiple surgery in parents and/or siblings of the family

Conviction for sexual offences	Past history in the care of childhood abuse, self-harm, somatising disorder or false allegations of physical or sexual assault
Comments made by the parent/carer about the child.	Grooming behaviour
Lack of sexual boundaries	Physical or sexual assault or a culture of physical chastisement.

Neglect

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

Neglect	
<p>The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:</p> <ul style="list-style-type: none"> ▪ provide adequate food, clothing and shelter (including exclusion from home or abandonment); ▪ protect a child from physical and emotional harm or danger; ▪ ensure adequate supervision (including the use of inadequate care-givers) ▪ ensure access to appropriate medical care or treatment. <p>It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.</p>	
Child	
Failure to thrive - underweight, small stature	Low self-esteem
Dirty and unkempt condition	Inadequate social skills and poor socialisation
Inadequately clothed	Frequent lateness or non-attendance at school
Dry sparse hair	Abnormal voracious appetite at school or nursery
Untreated medical problems	Self-harming behaviour
Red/purple mottled skin, particularly on the hands and feet, seen in the winter due to cold	Constant tiredness

Swollen limbs with sores that are slow to heal, usually associated with cold injury	Disturbed peer relationships
Parent	Family/environment
Failure to meet the child's basic essential needs including health needs	Marginalised or isolated by the community.
Leaving a child alone	History of mental health, alcohol or drug misuse or domestic violence.
Failure to provide adequate caretakers	History of unexplained death, illness or multiple surgery in parents and/or siblings of the family
Keeping an unhygienic dangerous or hazardous home environment	Past history in the family of childhood abuse, self-harm, somatising disorder or false allegations of physical or sexual assault
Unkempt presentation	Lack of opportunities for child to play and learn
Unable to meet child's emotional needs	Dangerous or hazardous home environment including failure to use home safety equipment; risk from animals
Mental health, alcohol or drug difficulties	

Exploitation

Exploitation is a form of child abuse and may take a number of forms:

Child Sexual Exploitation (CSE) and child Criminal Exploitation (CCE)

Both CSE and CCE are forms of abuse that occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child into taking part in sexual or criminal activity, in exchange for something the victim needs or wants, and/or for the financial advantage or increased status of the perpetrator or facilitator and/or through violence or the threat of violence. CSE and CCE can affect children, both male and female and can include children who have been moved (commonly referred to as trafficking) for the purpose of exploitation.

Taken from – **Keeping Children Safe in Education 2024.**

[Home Office – Serious Violence Strategy, April 2018 \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/714642/serious_violence_strategy.pdf)

County Lines

County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs using dedicated mobile phone lines or other form of "deal line". This activity can happen locally as well as across the UK - no specified distance of travel is required. Children and vulnerable adults are exploited to move, store and sell drugs and money. Offenders will often use coercion, intimidation, violence (including sexual violence) and weapons to ensure compliance of victims. Taken from **"Keeping Children Safe in Education Sept 2024"**

Extremism

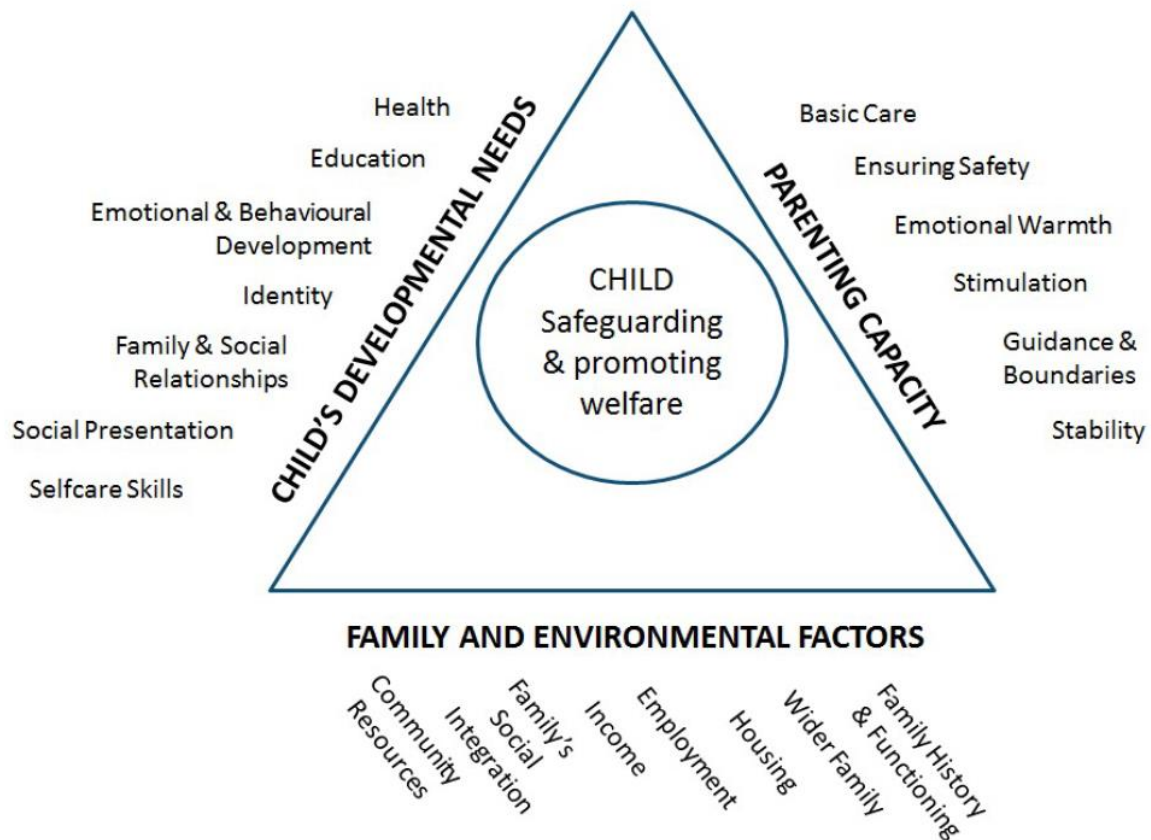
Extremism is the vocal or active opposition to our fundamental values, including democracy, the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. This also includes calling for the death of members of the armed forces. Radicalisation refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.

Harmful sexual behaviour (HSB)

Children's sexual behaviour ranges, from normal and developmental expected to inappropriate, problematic, abusive and violent. The inappropriate, problematic, abusive and violent behaviour can cause developmental damage and is referred to as "Harmful Sexual Behaviour" (HSB).

Appendix 2 - Assessment Framework

(from Working Together to Safeguard Children)



Every assessment should draw together relevant information gathered from the child and their family and from relevant practitioners including teachers and school staff, early years workers, health practitioners, the police and adult social care.

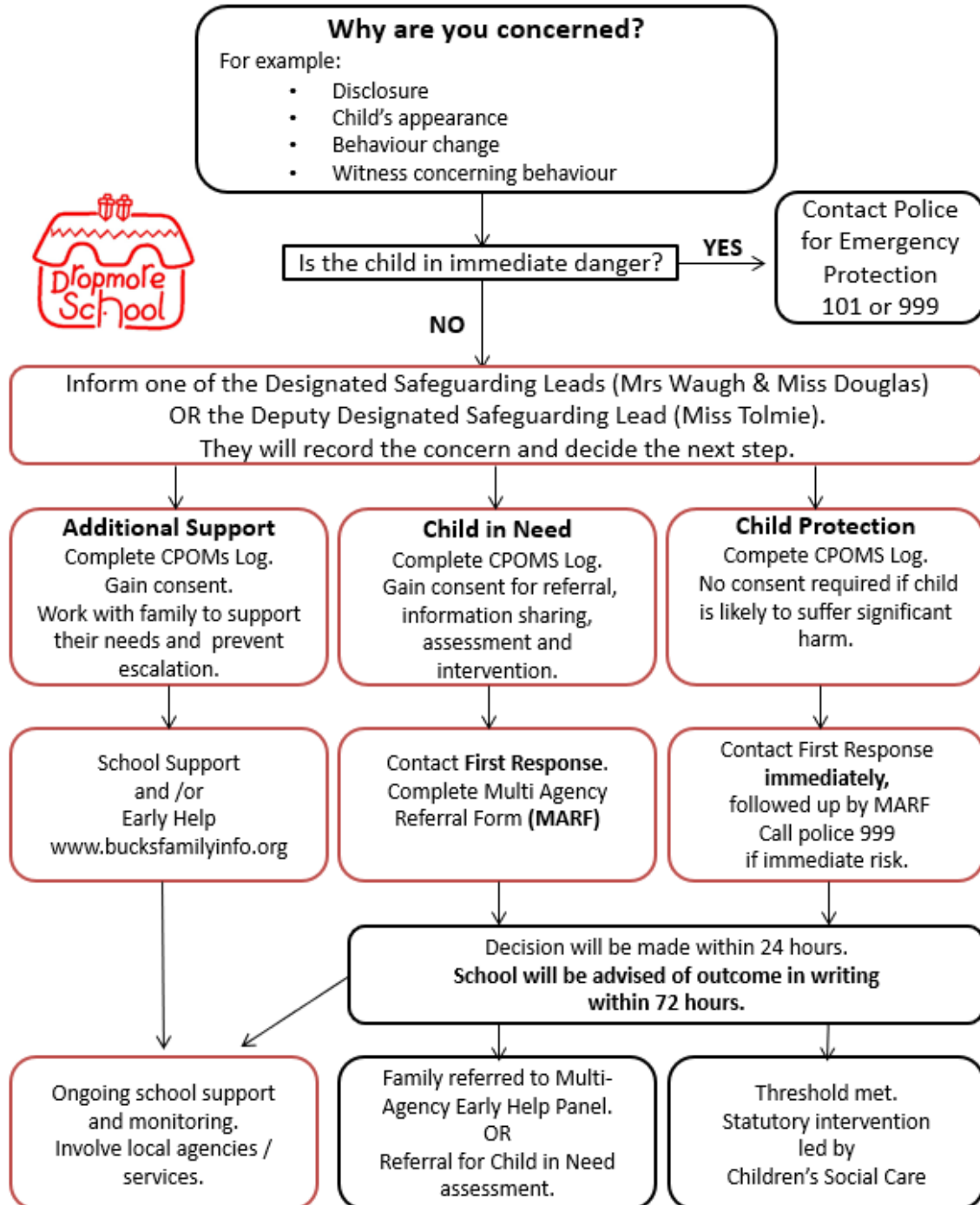
Every assessment of a child should reflect the unique characteristics of the child within their family and community context.

Each child whose referral has been accepted by children's social care should have their individual needs assessed, including an analysis of the parental capacity to meet those needs, whether they arise from issues within the family or the wider community.

Frequently, more than one child from the same family is referred and siblings within the family should always be considered.

Appendix 3 – Escalation Flowchart for parents

What to do if you have a worry / concern about a child?



**If you are unhappy with the response, seek advice from ESAS.
(Education Safeguarding Advisory Service 01296 387981)**