

Western Primary School

Safeguarding

and

Child Protection Policy

Date: September 2025

Approved by Governors:

Review Date: Sept 2026

Safeguarding is everybody's responsibility.

All staff employed at Western Primary School will be required, on an annual basis, to sign to the effect that they have read and understood the content of this policy as well as Part 1 and Annex B of Keeping Children Safe in Education. They will also be expected to undertake Level 1 Safeguarding Children training every 3 years and any other training relevant to their role with regards to keeping children safe.

NELSCP (North East Lincolnshire Safeguarding Children Partnership) has three partners sharing equal responsibility for safeguarding children and young people. These are Humberside Police, NHS North East Lincolnshire Clinical Commissioning Group and North East Lincolnshire Council.

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

- Safer Recruitment Policy
- E Safety Policy
- Anti-Bullying Policy
- Intimate Care Policy
- Health and Safety Policy
- Whistle Blowing Policy
- Low Level Concerns Policy
- Staff Code of Conduct
- Staff Handbook
- Behaviour Policy
- RSE Policy
- Attendance Policy
- Educational Visits Policy

This policy should also be read in conjunction with the following guidance and legislation (please see appendix for links):

- Education Act (2002)
- Children Act (2004)
- Counter Terrorism and Security Act (2015)
- Serious Crime Act (2015)
- Equality Act (2010)
- Working Together to Safeguard Children (2023)
- Keeping Children Safe in Education (2024)
- Voyeurism Offences Act (2019)
- Human Rights Act (1998)
- Children and Social Act (2017)
- Mental Health and Behaviour in School (2014)
- Prevent Duty Guidance: England and Wales (2023)

Definition of Safeguarding

Taken from [Working Together to Safeguard Children \(2023\)](#) – safeguarding children and young people is defined as:

- providing help and 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 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 the outcomes set out in the Children's Social Care National Framework.

It is important that everyone at Western Primary understands their responsibilities under [Working Together to Safeguard Children \(2023\)](#) and [Keeping Children Safe in Education 2024](#) (KCSIE) in order to safeguard children and prevent them from coming to harm. Every member of staff must read part 1 of KCSIE and annex B annually and sign to say they have done so.

All members of staff have a duty to safeguard our pupils' welfare and must therefore familiarise themselves and comply at all times with this policy. Staff should be aware that safeguarding incidents can happen at any time and anywhere and are required to be alert to any possible concerns. The school has a readiness to engage with and involve safeguarding agencies, taking advice from the North East Lincolnshire Safeguarding Children Partnership when necessary.

Aims

The purpose of this policy is to provide a secure framework for all employees in safeguarding and promoting the welfare of all pupils. Western Primary School recognises that it is our moral and statutory responsibility to safeguard and promote the welfare of all children. We endeavour to provide a safe and welcoming environment where children are respected and valued. Safeguarding is everyone's responsibility and as such Western Primary School aims to create the safest environment in which every pupil has the opportunity to be safe and achieve their full potential. We recognise the contribution we can make in ensuring that all pupils feel that they are listened to, and that appropriate action is taken to any concerns that may arise in a timely manner. Western Primary School will do this by working in partnership with other agencies and establishing effective working relationships with parent/carers. We will also work with pupils to provide activities and opportunities throughout our curriculum that will help equip all pupils with the ability to recognise when they are at risk and how to seek help and support when they need it. The procedures in this policy apply to all staff and governors and are consistent with those of the North East Lincolnshire Safeguarding Children Partnership.

This policy aims to ensure that:

- All pupils are safe and protected from harm.
- Other elements of provision and policies are in place to enable pupils to feel safe and adopt safe practices.
- Staff, pupils, governors, visitors, volunteers and parents/carers are aware of the expected behaviours and the establishment's legal responsibilities in relation to our pupils.
- We will ensure that the welfare of pupils is given paramount consideration when developing and delivering school activity.
- All children, regardless of age, gender, ability, culture, race, religion, language or sexual identity, have equal rights.
- All staff has equal responsibility to act on any suspicion or disclosure that may suggest a child is at risk from harm in accordance with this guidance. This must be done with immediate effect.
- All pupils and staff involved in Child Protection and Safeguarding issues will receive appropriate support from the senior management team.

- Include opportunities throughout the curriculum, including ICT and PHSE, for pupils to develop the skill they need to recognise and stay safe from abuse.
- All staff are provided with the necessary information to enable to meet their child protection responsibilities and ensure consistent good practice.
- We demonstrate the school's commitment to safeguarding children.
- We practice safer recruitment in checking the suitability of staff and volunteers to work with children.
- We develop and implement procedures for identifying and reporting cases or suspected cases of abuse.
- We support children who have been abused, in accordance with their agreed Child Protection or Child in Need Plan.
- We support families through Early Help intervention when necessary and needed.

Leadership and Responsibilities of Safeguarding

At Western there is clear leadership of our culture of Safeguarding through the following people:

Designated Safeguarding Lead: Mrs Donna Newton.

Deputy Designated Safeguarding Leads: Mrs Katy Baker and Mrs Dayna Cooke.

The Designated Governor for Safeguarding is: Mr Dan Forrester.

The safeguarding team can be contacted via email on safeguarding@wp2.nelcmail.co.uk.

Responsibilities of the Designated Safeguarding Lead (DSL)

The DSL is responsible for:

- Maintaining accurate and up to date records of all safeguarding concerns.
- Liaising with the Governing Body to inform them of any issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations.
- Ensuring each member of staff has access to, and understands, the school's child protection policy and procedures.
- Ensuring that all safeguarding issues raised are effectively responded to, recorded and referred to the appropriate agency.
- Understanding the assessment process for providing Early Help and statutory intervention, including local criteria for action and local authority social care procedures.
- Having a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so.
- Arranging the whole school safeguarding training for all staff and volunteers who work with children in the school and this training is to take place every two years. They should act as a source of support, advice and expertise for other staff.
- Ensuring that safeguarding procedures are in line with those of the Local Safeguarding Partners Protocols, including mandatory attendance at any Local Safeguarding Partners training programmes.
- Ensuring that a senior member of staff who has the relevant training and access to appropriate supervision, attends all conferences, core groups or meetings where it concerns a child at our school and to contribute to multi-agency discussions to safeguard and promote the child's welfare.
- Ensuring that the Local Safeguarding Partners Audit is completed and submitted annually. When the audit highlights any areas of improvement, this will be detailed in the action plan which will be signed off and monitored by the nominated governor for safeguarding to ensure these improvements are implemented.

- Promoting effective working relationships with other agencies including (but not exclusive to) agencies providing early help services to children, the Police, The Virtual School and North East Lincolnshire's Local Safeguarding Partners and Children's Social Care.
- Ensuring that relevant staff members participate in multi-agency meetings and forums including child protection conferences, meetings, core groups and strategy meetings.
- Participating in serious case reviews, other reviews and file audits when required to do so by the North East Lincolnshire's Local Safeguarding Partners, Safeguarding partners, the Police, Courts or other organisations with the appropriate authority.
- Leading responsibility for safeguarding and child protection (including online safety and understanding the filtering and monitoring systems and processes in place).
- The DSL and DDSL should have access to appropriate supervision separate from any appraisal process.

Responsibilities of the Governing Body

The school governing body and the senior management team are accountable for ensuring the effectiveness of this policy and compliance with it. The school takes responsibility to safeguard and promote the welfare of its pupils; there is also a named governor who champions safeguarding with our school. The school governing body is collectively responsible for ensuring that safeguarding arrangements are fully embedded within the school's ethos and is reflected in the school's day to day practice.

The Governing Body ensures that the school meets its responsibility to ensure that Children and Young People attending school are safe. Keeping Children Safe in Education places the statutory requirements on the Governing body to ensure that the school has policies and procedures in place to consider the statutory guidance.

The school governing body has a legal responsibility to ensure that the school has an effective Safeguarding and Child Protection policy and procedure in place and to monitor its effectiveness and that they are complied with. It is the legal responsibility of the Head Teacher and the school's governing body to ensure that all staff and volunteers are properly vetted (and when necessary supervised) to make sure they are safe to work with the pupils who attend our school and that we have procedures for handling allegation of abuse made against members of staff.

The school governing body is responsible for ensuring that the filtering and monitoring systems in place are fit for purposes and are monitored by the designated safeguarding lead.

They are also responsible for ensuring that all staff undergo safeguarding and child protection training including online safety which, amongst other things, includes an understanding of the expectations, applicable roles and responsibilities in relation to filtering and monitoring.

Governing bodies and proprietors should consider the number of and age range of their children, those who are potentially at greater risk of harm and how often they access the IT system along with the proportionality of costs versus safeguarding risks.

Responsibility of the Headteacher

The Headteacher will ensure that the policies and procedures are fully implemented and sufficient resources and time are allocated to enable staff members to fulfil their safeguarding responsibilities.

The Headteacher ensures that all staff feel able to raise concerns about poor or unsafe practice and that such concerns are handled sensitively and in accordance with the whistle blowing policy and procedures.

The Head teacher will liaise with the Designated Officer/LADO where an allegation is made against a member of staff and ensures that anyone who has harmed or may pose a risk to a child is referred to the Disclosure and Barring Service. The LADO for North East Lincolnshire can be contacted via telephone on 01472 326118 or via email at lado@nelincs.gov.uk.

Responsibilities of All staff

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a significant role to play in safeguarding children. All child protection concerns need to be acted upon **immediately**. If any member of staff is concerned that a child may be at risk or is actually suffering from abuse, they should inform the **DSL immediately**. They should also record this on the school's Safeguarding recording system, CPOMs. They should also follow the procedures set out in this policy which is in line with the LSCP.

All adults have a duty to refer all known or suspected cases of abuse to their local children's authority services or the police. Where a disclosure is made to a visiting member from a different agency, e.g. health visitor, speech therapist, it is the responsibility of that agency to formally report the referral to the DSL in the first instance. A referral should not be delayed if it is felt/identified that a child is at immediate risk.

Staff have the professional responsibility to share relevant information about the protection of children with the Designated Safeguarding Leads and Headteacher and also potentially with external investigating agencies.

If a student confides in a member of staff and requests that the information is kept secret, it is important that the member of staff tells the student sensitively that he/she has a responsibility to refer the matter to the Designated Safeguarding Lead for the student's own safety. At the same time the student should be reassured that the matter will only be discussed to the Designated Safeguarding Lead, who will then decide on the appropriate action.

Accurate notes will be kept of all incidents or child protection concerns relating to individual pupils. If any member of staff has a child protection concern, they should inform the Designated Safeguarding Lead and/or the Head Teacher as soon as possible, they should not question the student.

Checking the identity of visitors. All visitors will be asked to show ID to the school office when they arrive. Visitors who have a valid DBS will be issued with a green lanyard and their visitors' badge. These visitors are allowed to walk around the school freely by themselves. Visitors who do not have a valid DBS will be issued with a red lanyard. These visitors should be accompanied by a member of staff at all times. Staff have a duty to challenge visitors who are walking around school wearing a red lanyard if they are not with a member of staff. All visitors will be issued with a safeguarding summary so they know who to report concerns to during their visit.

Safeguarding Knowledge

To support our culture of safeguarding, it is vital that staff understand that safeguarding action may be needed to protect our children from (and not limited to) the abuse in the list below. Our safeguarding provision is underpinned by an understanding of Human Rights Act (1998) and the Equality Act (2010). This will be explained to you in your induction and in safeguarding training.

Our staff receive regular training so that they know what to look for to help prevent or report the abuse that children may be suffering. They are aware safeguarding issues are rarely standalone and often cannot be covered by one definition or label alone. Staff should be confident in recognising the signs and symptoms of abuse. The following hyperlinks can be followed for more information:

- [Neglect](#)
- [Physical Abuse](#)
- [Sexual Abuse](#)
- [Emotional Abuse](#)
- [Bullying, including online bullying and prejudice-based bullying](#)
- [Racist, disability and homophobic or transphobic abuse \(Hate Crimes\)](#)
- [Gender-based violence](#)
- [Peer-on-peer abuse](#) (previously known as child-on-child abuse) such as sexual violence and harassment – Staff are required to challenge all inappropriate behaviour between children.
- [Radicalisation and/or extremist behaviour](#)
- [Child sexual exploitation and trafficking](#)
- [Child criminal exploitation \(CCE\)](#) - including county lines.
- [Serious violent crime](#)
- [Online abuse](#)
- [Grooming](#)
- [Teenage relationship abuse](#)
- [Upskirting](#)
- [Substance misuse](#)
- Issues that may be specific to a local area or population, for example gang activity or youth violence.
- [Domestic Abuse](#)
- [Female genital mutilation](#)
- [Forced marriage](#)
- [Poor parenting](#)
- [Homelessness](#)
- [So called honour-based violence](#)
- [Cyberbullying](#)
- [Sexting](#)
- [Coercive Control](#)
- [Operation Encompass](#)
- [Breast Ironing/Flattening](#)
- [Abuse Linked to Faith and Beliefs](#)

Staff should make sure they are familiar with the signs that a child may be experiencing abuse. These can be found via the hyperlinks above or in the section below.

Child on Child Abuse

All staff should be aware that children can abuse other children (often referred to as child-on-child abuse), and that it can happen both inside and outside of school and online. All staff are clear as to the school's policy and procedures with regard to child-on-child abuse and the important role they have to play in preventing it and responding where they believe a child may be at risk from it. All staff understand that even if there are no reports in our school this does not mean it is not happening. It may be the case that abuse is not being reported. As such it is important that when staff have any concerns regarding child-on-child abuse they speak to their designated safeguarding lead (or a deputy). Staff understand the importance of challenging inappropriate behaviours between children that are abusive in nature. Downplaying certain behaviours, for example dismissing sexual harassment as "just banter", "just having a laugh", "part of growing up" or "boys being boys" can lead to a culture of unacceptable behaviours, an unsafe environment for children and in worst case scenarios a culture that normalises abuse leading to children accepting it as normal and not coming forward to report it – staff know they have a duty to challenge such behaviours and report them to the designated safeguarding lead.

Child on Child Abuse is most likely to include, but may not be limited to:

- bullying (including cyberbullying, prejudice-based and discriminatory bullying).
- abuse in intimate personal relationships between children (sometimes known as 'teenage relationship abuse').
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (this may include an online element which facilitates, threatens and/or encourages physical abuse).
- sexual violence such as rape, assault by penetration and sexual assault; (this may include an online element which facilitates, threatens and/or encourages sexual violence).
- sexual harassment such as sexual comments, remarks, jokes and online sexual harassment, which may be standalone or part of a broader pattern of abuse.
- 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.
- consensual and non-consensual sharing of nude and semi-nude images and/or videos (also known as sexting or youth produced sexual imagery) upskirting which typically involves taking a picture under a person's clothing without their permission, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress, or alarm.
- initiation/hazing type violence and rituals (this could include activities involving harassment, abuse or humiliation used as a way of initiating a person into a group and may also include an online element).

Indicators of Abuse

If you think a child is being abused, you must pass this on to the Designated Safeguarding Lead in person and log your concerns on CPOMs. The following might (but won't always) indicate that a child is being abused. Further information can be found on the [NSPCC website](https://www.nspcc.org.uk)

- Unexplained changes in behaviour or personality
- Becoming withdrawn
- Seeming anxious
- Becoming uncharacteristically aggressive
- Evidence of a poor relationship with a parent
- Knowledge of adult issues
- Running away or going missing from home
- Bruising
- Unexplained weight loss

Children are often not aware that they are being abused or not able to tell you that they are being abused so you must be vigilant to signs that a child might have been harmed.

You also need to understand that safeguarding also includes broader aspects of care and education including: children's health and safety, their wellbeing including their mental health.

Everyone has a responsibility to provide a safe environment in which children can learn. You should all be prepared to identify children who may benefit from early help i.e. providing support as soon as a problem emerges.

Online Safety (Including Filtering and Monitoring)

The designated safeguarding lead takes a lead role for the school adhering to [filtering and monitoring standards](#). The online safety policy provides detail of the governance responsibilities. All staff are required to report when:

- they witness or suspect unsuitable material has been accessed.
- they can access unsuitable material.
- they are teaching topics which could create unusual activity on the filtering logs.
- there is failure in the software or abuse of the system.
- there are perceived unreasonable restrictions that affect teaching and learning or administrative tasks.
- they notice abbreviations or misspellings that allow access to restricted material.

The filtering and monitoring provision will be reviewed annually.

All internet traffic accessed through devices which are linked up to the school WiFi passes through the filtering and monitoring system. A smoothwall report will be triggered by the following breaches:

Abuse

Adult Content

Bullying

Criminal Activity

Radicalisation

Substance Abuse

Suicide

The smoothwall portal shows the exact breach and the designated safeguarding lead has access to this. It is checked and logged on a weekly basis.

The breadth of issues classified within online safety is considerable and ever evolving, but can be categorised into four areas of risk:

CONTENT: being exposed to illegal, inappropriate, or harmful content, for example: pornography, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation, extremism, misinformation, disinformation (including fake news) and conspiracy theories.

CONTACT: being subjected to harmful online interaction with other users; for example: peer to peer pressure, commercial advertising and 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 and receiving explicit images (e.g. consensual and non-consensual sharing of nudes and semi-nudes and/or pornography, sharing other explicit images and online bullying, and commerce: risks such as online gambling, inappropriate advertising, phishing and or financial scams. If you feel your pupils, students or staff are at risk, please report it to the Anti-Phishing Working Group. Staff need to have an awareness of AI and the impact that this can have in a safeguarding context.

Prevent and Channel

From July 1st 2015 all schools are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015. This duty stipulates that educational providers need to have “due regard to the need to prevent people from being drawn into terrorism”. This is commonly known as the Prevent Duty. As a school we complete the statutory Prevent Risk Assessment annually which identifies the current risk for the local area. All education providers have a vital role to play in protecting children from the risks of extremism and radicalisation. The school’s staff has accessed training around the risk of children being drawn into terrorism, including support for extremist ideas that

are part of terrorist ideology. Staff are aware of how to identify individual children who may be at risk of radicalisation and what to do to support them. This training will be updated every two years. Channel forms part of the Prevent strategy. It is a programme which focuses on providing support at an early stage to people who are identified as being vulnerable or being drawn into terrorism. The programmes use a multi-agency approach to protect young people by:

- Identifying individuals at risk
- Assessing the nature and extent of that risk
- Developing the most appropriate support plan for the individuals concerned.
- School's statutory duties will include referral of vulnerable individuals who are at risk

Offsite Visits, Residentials and Extra Curricular Clubs

This policy will apply to offsite visits, residentials and extra curricular clubs. Staff who run extra curricular clubs who are not members of staff will engage with all relevant checks and also be given a copy of this policy to ensure they are aware of the school's arrangements for Safeguarding. There will always be a member of staff on site when extra curricular clubs are taking place. More information regarding offsite visits and residentials can be found in the school's Educational Visits Policy.

What to do if you have a concern

If you have a concern about a child, you should also take into consideration the following:

If a pupil decides to speak to a member of staff about the fact that either he/she, or a pupil known to them, is being bullied, harassed or abused, the member of staff should:

1. Take what the young person is saying seriously, giving the child your full attention. Remember our role is to report concerns and not to investigate or judge.
2. Use the words that the young person uses to check your understanding of what has happened if you are not clear of what they are telling you BUT do not ask direct questions.
3. Do not comment on what you are told.
4. Remain calm – don't react to what the child is telling you.
5. Reassure the children that they are not to blame. Thank them for telling you and reassure them that there are people who can help. Do not tell them that you will keep it a secret.
6. Explain what will happen next – answer any questions they may have honestly (say you 'don't know but will find out' if necessary).
7. Explain that you will have to tell somebody else but that that person will help keep them safe.
8. Tell the Designated Safeguarding Lead or in the absence one of the Deputy Designated Safeguarding Leads at the earliest opportunity - at least by the end of the morning/afternoon session of that day.
9. Record as soon as possible after the conversation using CPOMs – the exact words of the child should be used.
10. If injuries have been seen or disclosed these must be shown on the body map feature on CPOMs.
11. All records, including any original notes MUST be given to the DSL promptly. No copies should be retained by the member of staff or volunteer. These should be dated and signed by the adult who was listened to the child.

What will happen next?

Once you have registered your concern with the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead they will decide if the child needs a referral to The North East Lincolnshire Safeguarding Children Partnership (NELSCP) This is carried out under locally agreed multi-agency safeguarding arrangements.

Training

Staff receive regular training in safeguarding including:

- Level 1 Safeguarding Training every 3 years.
- In addition DSLs will also undertake Level 2 training as well as Level 3 training which will be refreshed every 2 years.
- Yearly updates to KCSIE.
- Prevent Training.
- Termly Staff Meetings focussed on Safeguarding.
- Updates on changes to guidance and legislation.

In addition, all leaders, teachers, teaching assistants and early years practitioners have carried out the government's online Prevent training. All safeguarding leaders have received enhanced safeguarding training and ensure that they keep themselves up to date with current safeguarding issues. The enhanced training is renewed every two years. All our Governors receive safeguarding training on induction and regular updates so that they make strategic decisions about safeguarding in school. All staff should receive appropriate safeguarding and child protection training (including online safety which, amongst other things, includes an understanding of the expectations, applicable roles and responsibilities in relation to filtering and monitoring at induction.

All safeguarding training is recorded so that we know who has received what training.

Recording and Record Keeping of Confidential Information

The school uses CPOMs to record all safeguarding incidents. All teaching staff have a login for this. Teaching Assistants can log concerns through their class teacher's login – noting their initials at the bottom of the entry.

Safeguarding incidents require sensitivity and confidentiality. Please do not share information with anyone other than the safeguarding leads unless asked to do so by them. All records are kept securely on CPOMs. These are passed on to other professionals, when necessary, under safeguarding information sharing protocols. If a pupil leaves the school these records are transferred without delay.

Staff have the professional responsibility to share relevant information about the protection of children with the Designated Safeguarding Leads and Headteacher and also potentially with external investigating agencies.

If a student confides in a member of staff and requests that the information is kept secret, it is important that the member of staff tells the student sensitively that he/she has a responsibility to refer the matter to the Designated Safeguarding Lead for the student's own safety. At the same time the student should be reassured that the matter will only be discussed to the Designated Safeguarding Lead, who will then decide on the appropriate action.

Accurate notes will be kept of all incidents or child protection concerns relating to individual pupils. If any member of staff has a child protection concern they should inform the Designated Safeguarding Lead and/or the Head Teacher as soon as possible, they should not question the student.

Child Protection records must be kept secure and in line with the Data Protection Policy and the GDPR Policy. The Designated Safeguarding Lead will ensure that all safeguarding records are kept separately from student records and stored securely by encryption and/or password protection electronic files and ensuring that paper records are locked in a cabinet with restricted access. Information in these files will only be shared with relevant staff when it is necessary to do so and, in a manner, consistent with data protection legislation.

The Use of Personal Devices

No member of staff or visitor to the school will use their own personal electronic devices in the presence of children. This includes mobile phones, cameras and other electronic devices with imaging and sharing capabilities.

Safer Recruitment, Induction and Visitors

All staff are recruited using safer recruitment procedures – this means that references and DBS are in place for every member of staff before they take up their post. Details are laid out in the Safer Recruitment Policy.

All recruitment panels have at least one person who has undertaken safer recruitment training. All staff have their details recorded on the Single Central Record.

Details of DBS requirements for contractors are set out in the Safer Recruitment Policy. All those visiting the school in a professional capacity are asked to prove their identity. Visitors attending school to provide enrichment activities for children are assessed in advance for the education value and appropriateness of what they are going to deliver. If they are going to be unsupervised evidence of an enhanced DBS, with barred children check will be required. These visitors will be issued with a green lanyard during their visit to the school.

All other visitors will be issued with a red lanyard during their visit to the school and will not be left alone with children and should be supervised by a member of staff at all times. Staff have a duty to accompany these visitors and to challenge these visitors if they are not with a member of staff.

It is a requirement for all agencies to ensure that all staff recruited to work with children and young people are properly selected and checked. We will ensure that they have a member on every recruitment panel who has received appropriate recruitment and selection training and that all staff are appropriately qualified and have relevant employment history checks undertaken to ensure they are safe to work with children. As part of the recruitment process shortlisted candidates should be informed that online searches may be done as part of safer recruitment practices.

Anyone undertaking a regulated activity with children or vulnerable adults requires a Disclosure and Barring Service (DBS) check. There is no 'requirement' to renew DBS checks for existing staff unless there are concerns about their suitability to work with children. Although this is the minimum requirement and the policy of many schools and local authorities to undertake new DBS checks every 3 years.

Schools and colleges have a legal duty to refer to the DBS anyone who has harmed, or poses a risk of harm, to a child.

The Protection of Freedoms Act 2012 made a number of changes to the government requirements and reduced the scope of the definition of regulated activity.

There is no legal requirement to routinely carry out DBS checks on all volunteers, even where they regularly work with children, however: schools must complete a risk assessment for every volunteer who wishes to work in school, and one outcome of the risk assessment may be that a DBS check should be carried out (KCSIE 2025).

Access to Alternative Provision

Should any of our children need to access alternative provision we will ensure that the following information is obtained and recorded:

- Written information from the alternative provider that appropriate safeguarding checks have been carried out on individuals working at their establishment.
- Written confirmation that the alternative provision will inform the commissioning school of any arrangements that may put the child at risk (i.e. staff changes) so that we as a school can ensure that appropriate safeguarding checks have been carried out on these staff.

- The child's attendance at the Alternative Provision each day.
- Records of the address of the alternative provider and any subcontracted provision or satellite sites the child may attend.

We will regularly review the alternative provision placements and visit the child at the alternative provision setting at least weekly. Reviews will be held frequently (at least half termly) to provide assurance that the child is regularly attending and the placement continues to be safe and meets the child's needs. Where safeguarding concerns arise, the placement will be immediately reviewed, and terminated, if necessary, unless or until those concerns have been satisfactorily addressed.

Attendance and Late Collection

Children being absent from education for prolonged periods and/or on repeat occasions can act as a vital warning sign to a range of safeguarding issues including neglect, child sexual child criminal exploitation – particularly county lines. We have a clear attendance policy which outlines how we respond to a child being absent, the actions that we take and how these absences are followed up and recorded.

If a parent/carer does not collect their child at the designated time every attempt will be made to contact all of the people on the contact list for that child. If contact can not be made with anyone on the contact list this will be reported to the Integrated Front Door.

Allegations Against Staff

Any concerns about the conduct of a member of staff or adult working in school should be reported to the Head teacher or in their absence the Deputy Headteacher immediately. Any concerns of inappropriate behaviour that may put a child at risk should be passed on to the Head teacher immediately who will:

- Take the matter seriously and keep an open mind.
- Not promise confidentiality to the informant.
- Ensure that a written record of the allegation using the informant's own words, including the date, time, place where the alleged incident took place, what was said or done, anyone else who was present and then ask the informant to sign and date the record is available.
- If the concerns are about the Head teacher, then the Chair of Governors or the Vice Chair should be contacted in the absence of the Chair.
- The Head teacher must immediately contact the Local Authority Designated Officer (LADO)
- Decisions must not be made without a discussion with the LADO.
- Make a written record of the discussions with the LADO.
- It is important that confidentiality is maintained and consider how to manage speculation, leaks and gossip.

Equality, Diversity and Inclusion

Some children have an increased risk of abuse, these children may have difficulty recognising or disclosing abuse. We are committed to anti-discriminatory practice and recognise children's diverse circumstances. We ensure that all children have the same protection, regardless of any barriers they may face, for example as a result of: special educational needs or disability; gender or sexuality-based issues; ethnicity or religion. These are protected characteristics under the [Equality Act 2010](#) and the [Human Rights Act 1998](#).

Disabled children and young people have exactly the same human rights to be safe from abuse and neglect, to be protected from harm and achieve the same outcomes as non-disabled children and young people. Disabled children and young people do however require additional action. This is because they experience greater risks as a result of negative attitudes and created vulnerability. This may lead to disabled children and young people having unequal access to services and resources and because they may have additional needs relating to physical, sensory,

cognitive and/or communication impairment. Western will ensure that all disabled children and young people are listened to and responded to appropriately where they have concerns regarding abuse. In order to do this Western will ensure that staff and volunteers receive the relevant training to raise awareness and have access to specialist staff in the event they have concerns regarding the abuse of a disabled child and young person.

APPENDIX

Useful Numbers:

The emergency telephone number for parents and who have any concerns regarding safeguarding and child protection are: 01472 326292 option 2.

Professionals' consultation line, 01472 323145, where you can discuss a concern with a senior social worker in the MASH. The children's and family details will remain anonymous. If information that is shared is a clear safeguarding concern, then confidentiality may cease and consent may be overridden. If information is heard which can identify the child or family, then information will be recorded.

Important Documents

- [Keeping Children Safe in Education 2024](#)
- [Part 1 of KCSIE](#)
- [Annex B of KCSIE](#)
- [Education Act \(2002\)](#)
- [Working Together to Safeguard Children \(2023\)](#)
- [Human Rights Act \(1998\)](#)
- [Children and Social Act \(2017\)](#)
- [Children Act \(2004\)](#)
- [Counter Terrorism and Security Act \(2015\)](#)
- [Serious Crime Act \(2015\)](#)
- [Equality Act \(2010\)](#)
- [Voyeurism Offences Act \(2019\)](#)
- [Mental Health and Behaviour and School \(2014\)](#)
- [Prevent Duty Guidance: England and Wales \(2022\)](#)