



## Stoke Heath Primary School

'Enjoying Learning,  
Celebrating Success'

# Child Protection and Safeguarding Policy

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**Reviewed by:** Laura Boulstridge

**Agreed by governors:** September 2019

**Shared with staff:** September 2019

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**Headteacher:** Louise Kelman

**Designated Safeguarding Lead:** Laura Boulstridge

**Deputy Designated Safeguarding Lead:** L Kelman/J Shepherd/ D Craig/  
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**Designated Lead for Looked After and Previously Looked-After Children:**

Laura Boulstridge

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# 1 Definitions

1.1 'Safeguarding' is defined in Keeping Children Safe in Education (2019) as:

- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes.

1.2 'Child Protection' is the intervention that occurs when children have been significantly harmed or are at risk of significant harm.

1.3 'Child' refers to everyone under the age of 18.

1.4 'Parent' refers to birth parents and other adults in a parenting role for example adoptive parents, step parents and foster carers.

1.5 'Staff' or 'members of staff' refers to all teaching, non-teaching, support, supply, peripatetic, contract staff, governors, volunteers and trustees working in or on behalf of Stoke Heath Primary School.

# 2 Introduction

2.1 We recognise that safeguarding and child protection is an essential part of our duty of care to all students and all staff have a responsibility to provide a safe environment in which children can learn. We understand that safeguarding, child protection and promoting the welfare of all children is everyone's responsibility and everyone has a role to play in protecting children. We recognise that our school is part of a wider safeguarding system for children and work closely with other agencies to promote the welfare of children. We maintain an attitude of 'it could happen here' and will consider the wishes of, and at all times, what is in the best interests of each child.

2.2 The purpose of this policy is to;

- Promote safeguarding and child protection and to demonstrate Stoke Heath Primary School's commitment to keeping children safe;
- Provide all members of staff with the information required to meet their safeguarding duty and protect children from harm;
- Provide stakeholders with clear information relating to Stoke Heath Primary School's safeguarding and child protection procedures;
- Ensure that staff understand, can recognise and can respond to the indicators of abuse;
- Ensure that all staff are aware of their mandatory reporting duty in relation to Section 5B of the Female Genital Mutilation Act 2003; and
- Ensure that children are protected from maltreatment or harm.

2.3 Stoke Heath Primary School is committed to the following principles;

- All children have the right to be protected from harm.
- Children should feel safe and secure and cannot learn unless they do so.
- All staff are responsible for keeping children safe and have a responsibility to act if they think a child is at risk of harm.

- Working with other agencies is essential to promote safeguarding and protect children from harm.
- Early help and providing support to families and/or children as soon as a problem emerges is essential to improving outcomes for children and families.

## 2.4 Safeguarding aims

2.4.1 The safeguarding aims of Stoke Heath Primary School, in line with Keeping Children Safe in Education (September 2019) are to;

- work to identify children who are suffering or likely to suffer harm or abuse and act to protect them;
- work with relevant services and agencies to ensure that children are protected from harm;
- provide a learning environment for children which is safe and secure;
- teach children how to keep themselves safe and provide structures for them to raise concerns if they are worried or at risk of harm;
- ensure that we adhere to safer recruitment guidance and legislation, deal promptly with allegations of abuse against staff and take bullying and harassment seriously;
- train staff effectively in all safeguarding issues and in their responsibilities for identifying and protecting children that are or may be at risk of harm;
- recognise that all children may be vulnerable to abuse, but be aware that some children have increased vulnerabilities due to special educational needs or disabilities;
- maintain a robust recording system for any safeguarding or child protection information;
- ensure that everyone in Stoke Heath Primary School understands the safeguarding procedures; and to
- regularly review policies and procedures to ensure that children are protected to the best of our ability.

2.5 This policy adheres to the following documents;

- Keeping Children Safe in Education (September 2019)
- Working Together to Safeguard Children (July 2018)\*
- Guidance for Safer Working Practice for those working with children and young people in education settings (May 2019)
- [What to do if you are worried a child is being abused: Advice for practitioners \(2015\)](#)

2.6 Please note that there are a number of other documents (statutory and non-statutory) that inform our policy and practice. A list of these can be found in Annex A of Keeping Children Safe in Education (September 2019).

2.7 This policy should be read in conjunction with the following policies;

Behaviour and Anti-Bullying policy

<http://www.stokeheath.coventry.sch.uk/wp-content/uploads/Behaviour-and-Anti-Bullying-Sept-2018-1.pdf>

Attendance policy

<http://www.stokeheath.coventry.sch.uk/wp-content/uploads/Attendance-Policy-September-2018.pdf>

Radicalisation and Extremism policy

Online Safety Policy.

<http://www.stokeheath.coventry.sch.uk/wp-content/uploads/SHPS-Online-Safety-Policy-2018.pdf>

Links to these policies can be found in Appendix A.

## **2.8 Scope**

2.8.1 This policy applies to all teaching, non-teaching, support, supply, peripatetic, contract staff, governors, volunteers and trustees working in or on behalf of Stoke Heath Primary School. All references in this document to 'staff' or 'members of staff' should be interpreted as relating to the aforementioned unless otherwise stated.

2.8.2 Rather than duplicating content from Keeping Children Safe in Education (September 2019) in this policy, it should be understood that Stoke Heath Primary School will always refer to this document as the benchmark for all safeguarding practice.

## **3 Roles and Responsibilities**

### **3.1 The Role of the Governing Body**

3.1.1 Stoke Heath Primary School has a senior level lead to take leadership responsibility for safeguarding. This role is carried out by Laura Boulstridge. Part 2 of Keeping Children Safe in Education (September 2019) sets out the responsibilities of governing bodies. As part of these overarching responsibilities the Governing Body of Stoke Heath Primary School will;

- Ensure that they comply with their duties under legislation;
- Ensure that policies, procedure and training in Stoke Heath Primary School are effective and comply with the law at all times and that they allow concerns to be responded to in a timely manner;
- Ensure that Stoke Heath Primary School takes into account local authority and Coventry Safeguarding Children Partnership policies and supply information as requested by the three safeguarding partners (the Local Authority, a clinical commissioning group for an area within the local authority and the chief office of police for a police area within the local authority).
- Ensure that Stoke Heath Primary School has an effective child protection policy, that it is published on the school website and review this annually;

- Ensure that Stoke Heath Primary School has a Code of Conduct (staff behaviour policy);
- Ensure that all staff undergo safeguarding and child protection training on induction;
- Ensure that children are taught about safeguarding, including online safety. See paragraph 12 of this policy for further information.
- Put in place appropriate safeguarding responses for children who go missing from education;
- Appoint an appropriate member of staff from the senior leadership team to the role of designated safeguarding lead;
- Ensure that appropriate filters and monitoring systems are in place to keep children safe online; and
- Respond to allegations of abuse against the headteacher.

### **3.2 The Role of the Headteacher**

#### 3.2.1 The headteacher will;

- Ensure that this policy is reviewed annually and ratified by the governing body;
- Ensure that this policy and associated procedures are adhered to by all staff;
- Ensure that all staff are made aware of the named governor for safeguarding and the designated safeguarding lead;
- Ensure that the role of 'Designated Safeguarding Lead' is explicit in the role-holder's job description;
- Decide whether to have one or more deputy safeguarding leads and ensure they are trained to the same standard as the Designated Safeguarding Lead;
- Organise appropriate cover for the role of Designated Safeguarding Lead for any out of hour/out of term activities eg Dol-y-Moch or other trips and activities that go beyond the normal school hours.
- Appoint a 'Designated Teacher for Looked-After Children and Previously Looked After Children' to promote the educational achievement of children looked after;
- Appoint a lead for online safety; Matt Davenport (the DSL will still retain ultimate responsibility for this);
- Ensure that all recruitment follows the 'Safer Recruitment' guidance and a single, central record is maintained with details of all members of staff who are in contact with children;
- Respond to allegations of abuse against all other members of staff;
- Refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required;
- Ensure that the school works with social care, the police, health services and other services to: promote the welfare of children; provide a co-ordinated offer of early help when need is identified: contribute to inter-agency plans for children subject to children protection plans and to protect children from harm.
- Safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties (Teaching Standards, 2012); and
- Ensure that children's social care have access to Stoke Heath Primary School to conduct, or to consider whether to conduct a section 47 or section 17 assessment, as per Keeping Children Safe in Education (September 2019).

### **3.3 The Role of the Designated Safeguarding Lead**

3.3.1 The Designated Safeguarding Lead for Stoke Heath Primary School is Laura Boulstridge. The Designated Safeguarding Lead will;

- Take overall lead responsibility for safeguarding and child protection in Stoke Heath Primary School's;
- Act as a source of support and expertise on matters relating to safeguarding and child protection to ensure that other members of staff can carry out their safeguarding duty;
- Be best placed to advise on the response to safeguarding concerns;
- Liaise with the Local Authority and work with other agencies in line with 'Working Together to Safeguard Children (2018);
- Identify if children may benefit from early help;
- Make referrals to Coventry's Multi-Agency Safeguarding Hub (MASH) where children are at risk of significant harm.
- Make referrals to the Channel programme where there is a radicalisation concern and/or support staff that make a referral to Channel;
- Support the school with regards to their responsibilities under the Prevent duty and provide advice and support on protecting children from radicalisation;
- Refer cases to the police where a crime may have been committed;
- Be available during school or college hours for staff to discuss any safeguarding concerns. In the event that they are not available, a deputy will be made available;
- Undertake training to equip them with the skills to carry out the role and update this every two years;
- Ensure all staff have read and understood Part 1 and Annex A of Keeping Children Safe in Education (September 2019);
- Update their knowledge and skills regularly and keep up with any developments relevant to their role;
- Provide staff in school with the knowledge, skills and support required to safeguard children;
- Take responsibility for the accurate and timely recording of safeguarding and child protection concerns and take overall responsibility for safeguarding and child protection files;
- Take responsibility for the transfer of safeguarding files when a child leaves Stoke Heath Primary School;
- Attend or ensure an appropriate representative attends multi-agency safeguarding or child protection meetings;
- Work closely with other relevant education professionals (e.g. SENCO, Virtual School Head) to ensure children with additional vulnerabilities are safeguarded;
- Promote a 'culture of safeguarding', in which every member of Stoke Heath Primary School's community acts in the best interests of the child;
- Regularly meet with the safeguarding link governor and/or Chair of Governors to review safeguarding at Stoke Heath Primary School; and
- Liaise with the headteacher regarding safeguarding cases and issues.

3.3.2 Further details on the role of the Designated Safeguarding Lead can be found in Annex B of Keeping Children Safe in Education (September 2019).

### 3.4 The Role & Responsibilities of all Staff within School

3.4.1 School staff play a particularly important role because they are in a position to identify concerns early in order to provide help for children. All staff in Stoke Heath Primary School;

- Have a responsibility to provide a safe environment, where children can learn;
- Should know what to do if a child tells them that he/she is being abused or neglected;
- Will be able to identify indicators of abuse;
- Will be made aware of; the safeguarding and child protection policy; the school behaviour policy; the staff behaviour policy; information about the safeguarding response to children missing in education; the role of the designated safeguarding lead and systems at Stoke Heath Primary School that support safeguarding and child protection;
- Will be provided with a copy of Part 1 of Keeping Children Safe in Education (September 2019) annually and receive annually updated training on their safeguarding roles and responsibilities;
- Should know what to do if a child makes a disclosure of abuse and never promise confidentiality when a child makes a disclosure;
- Will be made aware of the early help process and understand their role in it;
- Should be prepared to identify children who may benefit from early help and will discuss early help requirements with the safeguarding lead in the first instance;
- May be required to support social workers and other agencies following a referral;
- Will be made aware of the process for making referrals to Children's Social Care (though the MASH), understand statutory assessments and the role that they may be expected to play in such assessments;
- Should be prepared to make referrals to the MASH if they have concerns about a child's welfare and understand the role that they may be expected to play in such assessments;
- Will receive regularly updated safeguarding and child protection training;
- Will receive safeguarding updates throughout the year as part of continuous professional development;
- Should be able to contribute to the development of safeguarding policy and practice.
- Should always seek advice from the Designated Safeguarding Lead if they are unsure; and
- All teachers should safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties (Teaching Standards, 2012).

## 4 Types of abuse

4.1 As outlined above, all staff will be trained in indicators of abuse and should be able to recognise signs of abuse. We recognise that abuse, neglect and safeguarding issues are complex and can rarely be covered by one label. Abuse can take many forms and can involve directly inflicting harm on a child, or failing to protect a child from harm. The four main types of abuse that staff are trained to recognise are;

- Physical abuse;
- Sexual abuse;
- Emotional abuse;
- Neglect.

#### 4.2 Types of abuse (Taken from Working Together to Safeguard Children, 2018)

Type of abuse	Information
Abuse	A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.
Physical abuse	<b>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.</b>
Emotional abuse	<b>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 overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including 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.</b>
Sexual abuse	<b>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</b>

Type of abuse	Information
Child sexual exploitation (CSE)	<p><b>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.</b></p> <p><b>The sexual abuse of children by other children is a specific safeguarding issue in education.</b></p> <p><b>CSE is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.</b></p>
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, for example, as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.</p>

4.3 Indicators of abuse can be found in Appendix B.

4.4 If a child is in immediate danger or at risk of harm, a referral will be made to children's social care (through the MASH) and any member of staff can make this referral. A Designated or Deputy Designated Safeguarding Lead should be available at all times, but in exceptional circumstances the member of staff should speak to a member of the Senior Leadership Team or seek advice directly from social care and then take appropriate action. The Designated Safeguarding Lead should be made aware as soon as possible.

4.5 Staff, parents and the wider community should report any concerns that they have about the welfare of children, however minor or seemingly insignificant. Staff should not assume that someone else will report concerns.

4.6 The school recognises that any child can be the victim of abuse and may benefit from early help. However, the school will be particularly vigilant to potential need for early help if a child;

- Is disabled and have specific additional needs;
- has special educational needs (whether or not they have a statutory education, health and care plan);
- is a young carer;
- is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups;
- is frequently missing/goes missing from care or from home;
- is misusing drugs or alcohol themselves;
- Is at risk of modern slavery, trafficking or exploitation;
- is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health problems or domestic abuse;
- has returned home to their family from care;
- is showing early signs of abuse and/or neglect;
- is at risk of being radicalised or exploited;
- is a privately fostered child.<sup>1</sup>

4.7 Stoke Heath Primary School recognises that abuse can take many different forms. Staff will also receive training on the following issues and action will be taken if Stoke Heath Primary School believes that a child is at risk of or is the victim of;

- physical abuse;
- sexual abuse;
- child sexual exploitation;
- emotional abuse;
- neglect;
- bullying, including cyber- or online-bullying;
- child criminal exploitation (including involvement in county lines);
- domestic abuse;
- fabricated or induced illness;
- faith-based abuse;
- female genital mutilation;
- mental health
- forced marriage;
- gangs or youth violence;
- gender-based violence;
- hate;
- honour-based violence;
- radicalisation;
- relationship abuse;
- serious violence
- sexual violence or sexual harassment (including peer on peer abuse);

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<sup>1</sup> Taken from paragraph 18, Keeping Children Safe in Education (September 2019)

- sexting;
- So-called 'honour-based' violence;
- trafficking and modern slavery.

4.8 Stoke Heath Primary School will also take action to protect;

- Children missing education;
- Children missing from home or care.

4.9 There are other familial issues that can have a detrimental impact on children. We work with other agencies in line with Keeping Children Safe in Education (2018) to support children and families in the following circumstances;

- Children facing the court procedures and/or children in the court system;
- Children with family members in prison;
- Children who are homeless.

4.10 Stoke Heath Primary School have a duty to refer any children who are living in a private fostering arrangement to the local authority.

4.11 All schools are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015 in the exercise of their functions to have "due regard" to the need to prevent people from being drawn into terrorism. See Appendix B for further information on Stoke Heath Primary School's Prevent duty.

4.12 If any member of staff is unsure about signs of abuse or neglect, they should speak to the Designated Safeguarding Lead.

4.13 See Appendix B for further information and guidance on the above issues.<sup>2</sup>

## **5 Responding to signs of abuse**

5.1 If a member of staff, parent or member of the public is concerned about a child's welfare, they should report it to the designated safeguarding lead as soon as possible. On occasions when the designated safeguarding lead is not available, it should be reported to the deputy safeguarding lead without delay. Although any member of staff can make a referral to Children's social care, where possible there should be a conversation with the Designated Safeguarding Lead.

5.2 If anyone other than the Designated Safeguarding Lead makes a referral to children's social care or to the police, they should inform the DSL as soon as possible.

5.2 All staff will be alert to indicators of abuse and will report any of the following to the Designated Safeguarding Lead immediately;

- Any concern or suspicion that a child has sustained an injury outside what is reasonably attributable to normal play;

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<sup>2</sup> Please note that definitions of physical, sexual, emotional abuse and neglect are contained in the main body of the policy. Further information about other safeguarding issues and indicators of abuse can be found in Appendix B.

- Any concerning behaviours exhibited by children that may indicate that they have been harmed or are at risk of harm, including unusual changes in mood or behaviour, concerning use of language and/or concerning drawings or stories.
- Any significant changes in attendance or punctuality;
- Any significant changes in a child's presentation;
- Any concerns relating to people who may pose a risk of harm to a child; and/or
- Any disclosures of abuse that children have made;

5.3 There will be occasions where a child discloses abuse directly to a member of staff. If this happens, the member of staff will;

- listen carefully to the child and believe what they are saying;
- not promise confidentiality, as information may need to be passed on so the child and family can receive additional support;
- only ask for clarification if something is unclear and will not ask 'leading' questions;
- report disclosure to the designated safeguarding lead as soon as possible, certainly by the end of the day;
- only discuss the issue with colleagues that need to know about it; and
- will write up the disclosure and pass it to the designated safeguarding lead. It is likely they will have a discussion with the DSL prior to this.

5.4 The designated safeguarding lead will make a decision about the action that needs to be taken following a member of staff raising a concern about a child, or following a direct disclosure. The DSL may;

- Manage support for the child internally;
- Seek advice from the social worker advice line in the MASH;
- Instigate single agency intervention and work directly with the family to improve the situation;
- Offer an Early Help Assessment to provide multi-agency help to a family;
- In cases where children are deemed to be at significant risk of harm, the DSL will refer cases to the MASH for statutory intervention. Parental consent will be obtained wherever possible before referring cases to the MASH. However, if Stoke Heath Primary School is worried that telling parents will mean the child is at greater risk of harm, may react adversely or will interfere with an investigation, we may do this without informing them.
- If parents do not consent to a referral but the school believes that a child is at significant risk of harm, a referral will still be made to children's social care.

5.5 For further information about the Coventry Safeguarding Children Partnership's 'Right Help, Right Time' guidance, which is used by Stoke Heath Primary School to make decisions about protecting children, please visit <http://www.coventry.gov.uk/righthelprighttime>.

5.6 See page 17 for flowchart of actions that will be taken where there are concerns about a child (taken from Keeping Children Safe in Education, September 2019).

5.7 In cases where members of staff become aware that Female Genital Mutilation (FGM) has been carried out on a female below the age of 18, they have a mandatory duty to report this to the police without delay and will do so. Staff should refer this to the DSL, but the legislation requires regulated health and social care professionals and teachers in

England and Wales to make a report to the police where, in the course of their professional duties, they either;

- are informed by a girl under 18 that an act of FGM has been carried out on her; or
- observe physical signs which appear to show that an act of FGM has been carried out on a girl under 18 and they have no reason to believe that the act was necessary for the girl's physical or mental health or for purposes connected with labour or birth.<sup>3</sup>

5.8 Stoke Heath Primary School understands that both adults and other children can perpetrate abuse, and peer on peer abuse is taken very seriously. Peer on peer abuse can include bullying, cyber-bullying, physical abuse, sexting, sexual violence and/or harassment, upskirting and initiation/hazing ceremonies. The school recognise that safeguarding issues can manifest as peer on peer abuse.

5.8.1 All members of staff will be made aware of the school's policy and procedures with regards to peer on peer abuse. Stoke Heath Primary School will ensure staff understand what is meant by peer on peer abuse and the school policy on peer on peer abuse by delivering training on this specific safeguarding area and incorporating it into regular Safeguarding CPD/training.

5.8.2 The school will work to prevent peer on peer abuse by educating children through an age appropriate PSHE/RSE curriculum that includes developing children's understanding of themselves and relationships in an age appropriate manner.

5.8.3 In the event that an allegation of peer on peer abuse is made, Stoke Heath Primary School will investigate this in accordance with the 'Keeping Children Safe in Education, 2018' and 'Working Together to Safeguard Children, 2018' guidelines and school Safeguarding Procedures. This may include making a referral to Coventry's Children's Social Care and/or the Police and working collaboratively with them.

5.8.4 In the event that an allegation of peer on peer abuse is made, victims and alleged perpetrators will be supported by listening carefully, recording the facts, seeking advice and guidance, engaging appropriate agencies support. If both the victim and the alleged perpetrator are pupils at Stoke Heath Primary School, then arrangements will be implemented to safeguard both individuals in an appropriate manner that helps protect and limit any interactions. Stoke Heath Primary School will carefully consider allegations on a case-by case basis.

5.8.5 Stoke Heath Primary School will never pass off peer on peer abuse as 'banter' or 'part of growing up'.

5.8.6 Stoke Heath Primary School recognises the gendered nature of peer on peer abuse, but that all peer on peer abuse is unacceptable and will be taken seriously; Stoke Heath Primary School recognises for example that it is more likely that girls will be victims and boys perpetrators of some kinds of peer-on-peer abuse, however anyone can be the victim of abuse based on their gender, sexuality, disability or other difference and all instances will be treated equally.

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<sup>3</sup> \*introduced in Section 5B of the FGM Act 2003, as inserted by section 74 of the Serious Crime Act 2015

5.8.7 Stoke Heath Primary School will adhere to guidance set out in Keeping Children Safe in Education (2019) and Sexual Violence and Sexual Harassment in Schools (May 2018) when responding to incidents of peer on peer abuse.

5.8.8 All staff will be made aware that 'upskirting' is a criminal offence.

## **5.9 Youth Produced Sexual Imagery ('sexting')**

5.9.1 'Sexting' refers to any sharing of youth-produced sexual imagery between children. This includes;

- A person under the age of 18 creating and sharing sexual imagery of themselves with a peer under the age of 18;
- A person under the age of 18 sharing sexual imagery created by another person under the age of 18 with a peer under the age of 18 or an adult;
- A person under the age of 18 being in possession of sexual imagery created by another person under the age of 18.

5.9.2 Stoke Heath Primary School has a responsibility to educate children in the risks relating to 'sexting' and how to keep themselves safe online. (See also: Online Safety Policy and Acceptable Use Policy). <http://www.stokeheath.coventry.sch.uk/wp-content/uploads/SHPS-Online-Safety-Policy-2018.pdf>

5.9.3 Any incidents or suspected incidents of 'sexting' should be reported to the DSL without delay.

5.9.4 Once reported to the DSL, the DSL will decide on the appropriate course of action. This could include;

- Confiscation of mobile phones in line with guidance 'Searching, Screening and Confiscation, January 2018);
- Referrals to the police and/or MASH;
- Sanctions in accordance with behaviour policy;
- Support for young people involved to prevent reoccurrence;

5.9.5 The school recognises that safeguarding incidents can be associated with factors outside the school and may take place outside of school. We will always consider contextual safeguarding factors when responding to safeguarding incidents.

5.9.6 Any incidents of 'sexting' involving the following will result in a MASH and/or Police referral;

- Adult involvement;
- Coercion or blackmail;
- Children under the age of 13;
- Extreme, or violent content;
- Immediate risk of harm.

5.9.7 Staff will not view images or videos on pupil devices. Confiscated devices will be stored securely and passed to the relevant agencies.

5.9.8 We will work with parents as necessary if their child is involved in 'sexting'.

5.9.9 We operate a culture of safeguarding and young people should feel confident to disclose if they have sent an inappropriate image of themselves. Children will always be supported to retrieve and delete the images.

#### 5.10 Serious violence

5.10.1 All staff will be made aware of indicators, which may signal that children are at risk of, or are involved with serious crime.

5.10.2 All staff will be made aware of the risks associated with serious violence, criminal networks and gangs and understand the measure in place to prevent these.

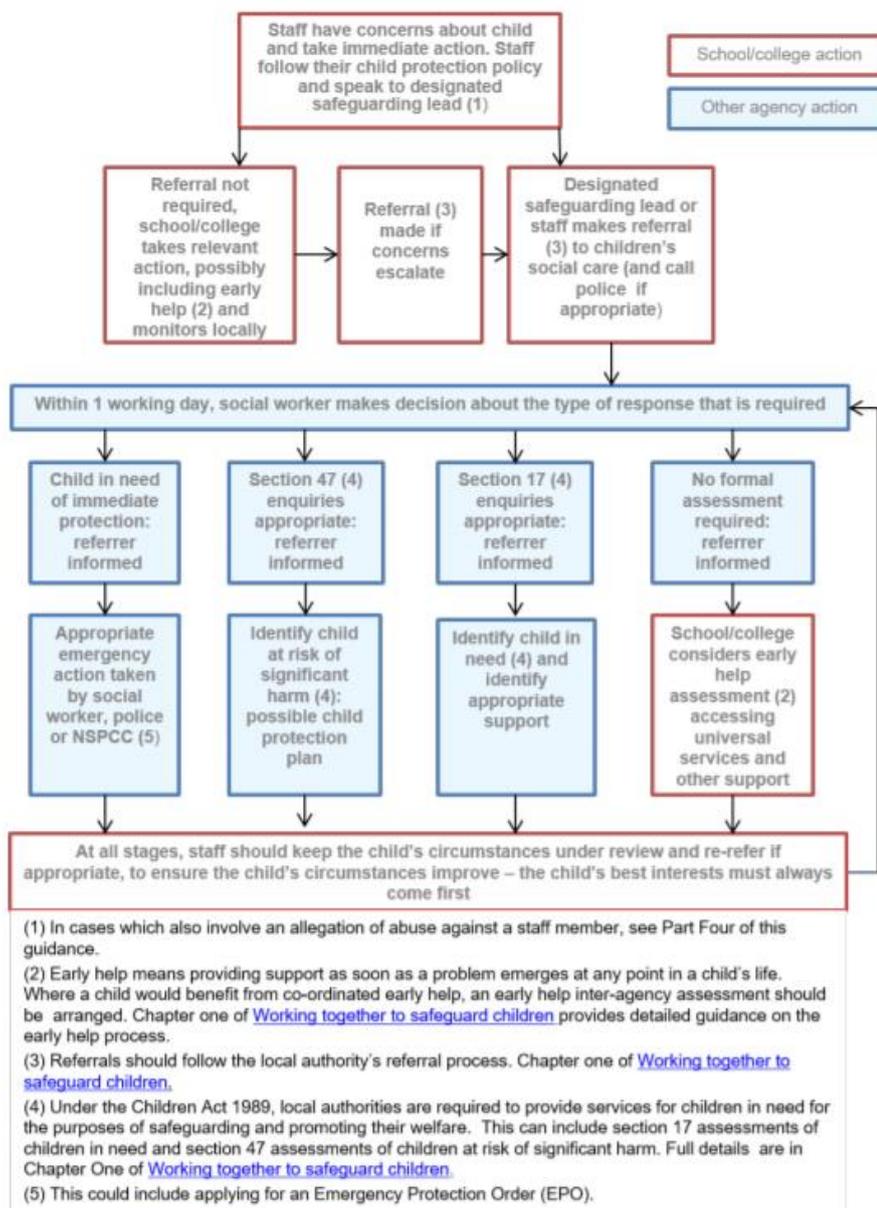
#### **5.10 Searching, Screening and Confiscation**

5.10.1 Where necessary, searching, screening and confiscation will be used to safeguard a child/children in Stoke Heath Primary School.

5.10.2 Stoke Heath Primary School adheres to 'Searching, Screening and Confiscation: Advice for Schools (January 2018).

5.10.3 Please see the Behaviour Policy for further information on searching, screening and confiscation.

## Actions where there are concerns about a child



5.11 To raise concerns about children, members of staff should contact the Multi-Agency Safeguarding Hub (MASH) by telephone to discuss the referral. They should then complete the online Multi-Agency Referral Form (MARF) and submit this to the MASH. The school will follow up referrals if we do not receive feedback from social care.

**MASH Telephone number:** 02476 788 555

**MASH online referral form:** <http://www.coventry.gov.uk/safeguardingchildren>

**Out of hours Emergency Duty Team:** 02476 832 222

**Prevent/Channel Referrals:** Refer to MASH and to [CTU\\_GATEWAY@west-midlands.pnn.police.uk](mailto:CTU_GATEWAY@west-midlands.pnn.police.uk)

5.12 If a child's situation does not appear to be improving following a referral, the school may re-refer the child. We will also consider using the [LSCB's Escalation Policy](#). to ensure that our concerns have been addressed and that the situation improves for the child.

## **6 Record-keeping**

6.1 A written record of all safeguarding and/or child protection concerns, discussions and decisions made will be kept in individual children's files. This will be separate from the main school file and will only be accessed by the relevant safeguarding staff.

6.2 Stoke Heath Primary School keeps all safeguarding files electronically, using a system called CPOMs.

6.3 Staff will submit all concerns in writing to the DSL at the earliest opportunity. This may be after having a verbal conversation, but conversations will also be followed up in writing.

6.4 In the event that a child moves school, the safeguarding file will be transferred to the new setting securely and separately from the main school file. Once received by the new school, this school will not retain the information.

6.4 The school will seek at least two emergency contacts for every child.

6.5 All data processed by Stoke Heath Primary School is done so in line with the General Data Protection Guidelines. Please see the following policies for additional information;

(See also the Data Protection Policy, Privacy notice – both staff and pupil versions.)

## **7 Photography and Images**

7.1 Consent from parents to photograph children at school events for promotional reasons will be sought when the child joins Stoke Heath Primary School.

7.2 Parents can withdraw consent at any time and must notify Stoke Heath Primary School if they do not wish their child's photographs to be used.

7.3 Photographs of children used publicly will not be displayed with their name or other personal information.

7.4 Photographs of children will be processed in line with the General Data Protection Regulation.

(See also the Data Protection Policy, Privacy notice – both staff and pupil versions.)

## **8 Early Help**

8.1 Stoke Heath Primary School is committed to supporting families as soon as a possible problem arises. It is more effective to support a family through early help than reacting to a problem later. Everyone who comes into contact with children and their families and carers have a role to play in safeguarding children. Stoke Heath Primary School works closely with its neighbouring family hubs to work with families in the community to improve outcomes for children.

*(Stoke Heath Primary School is in the 'catchment' of the 'Harmony' Family Hub in Hillfields. Many pupils live in addresses that put them in the 'catchment' for the 'Park Edge' Family Hub in Bell Green.)*

8.2 Stoke Heath Primary School works within the LSCB ['Right Help, Right Time'](#) framework, available on the LSCB website.

## **9 Staff training**

9.1 In order for staff to be able to understand and discharge their safeguarding and child protection duties, Stoke Heath Primary School has committed to training staff throughout the academic year. All staff members will be made aware of Stoke Heath Primary School's safeguarding processes and structures and will receive training on these as part of their induction. As part of this training and their annual refresher, they will also receive;

- This 'Safeguarding and Child Protection Policy';
- The staff Code of Conduct
- Copies of Part 1 and Annex A of Keeping Children Safe in Education (September 2019)
- School procedures for Children Missing Education
- The school Behaviour Policy

9.2 Staff at Stoke Heath Primary School will;

The DSL will attend the termly Education Safeguarding Reference Group Meetings and DSL briefings. School staff will receive termly Safeguarding updates. They will have further CPD on Children's Mental Health issues, Peer on Peer Abuse, Early Help and Keeping Children Safe Online.

9.3 Stoke Heath Primary School recognises that children may engage in risky behaviours that may put them at additional risk of danger. These can include drug taking, alcohol abuse, truancing and 'sexting'<sup>4</sup>. Staff will be training in these areas in order to be able to further recognise if a child is at risk of harm.

## **10 Safer Recruitment**

10.1 Stoke Heath Primary School is committed to providing children with a safe environment, in which they can learn. We take safer recruitment seriously and all staff are subject to the following checks;

- Identity check;
- DBS clearance;
- Prohibition from teaching checks (where required);
- Barred List check;
- Section 128 checks (as required - leadership and management);
- Reference check (two references required);
- Professional qualifications check ;
- Right to work in the UK check;
- Further checks for those who have lived outside the UK.

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<sup>4</sup> Also known as 'youth produced sexual imagery'.

10.2 A record of all checks on members of staff will be held on the Single Central Record.

10.3 All new members of staff will be required to obtain DBS clearance. Stoke Heath Primary School reserves the right to re-check DBS clearance for any member of staff where information is received that indicates that they may pose a risk to children.

10.4 At least one member of every interview panel will have undergone Safer Recruitment training.

10.5 We take proportionate decisions on whether to check individuals beyond what is required.

10.6 Any visitor to the school who has not been subject to the necessary checks will be supervised at all times.

10.7 All safer recruitment practices at Stoke Heath Primary School comply with Keeping Children Safe in Education (September 2019). See Part 3 of Keeping Children Safe in Education (September 2019) for further information.

10.8 See Safer Recruitment Checklist for further details.

## **11 Allegations of abuse against staff**

11.1 Stoke Heath Primary School takes all allegations against staff seriously and will manage them in line with this policy, Part Four of Keeping Children Safe in Education (September 2019) and the CSCP Guidance, 'Allegations against Staff and Persons in a position of Trust.'

11.2 If a concern or allegation of abuse arises against the Headteacher, it must be reported to the Chair of Governors (Ian Jones) without delay.

11.3 If a concern or allegation of abuse arises against any member of staff other than the Headteacher, it must be reported to the Headteacher without delay.

11.4 Allegations of abuse against staff must be reported to the Headteacher or Chair of Governors as appropriate and not discussed directly with the person involved.

11.5 The Headteacher or Chair of Governors should consider if the allegation meets the threshold for Designated Officer intervention. The details of the LAdo can be found on the front of this policy.

11.6 Concerns relating to a position of trust issue will be referred to the Local Authority designated officer within 24 hours.

11.7 If a child has suffered abuse or harm, a MASH referral will also be made.

11.8 In the instances where an allegation is dealt with internally, the Local Authority designated officer will provide information and support to Stoke Heath Primary School in managing the allegation.

11.9 A referral to the Disclosure and Barring Service will be made if a member of staff is dismissed or removed from their post as a result of safeguarding concerns, or would have been removed if they had not have resigned.

### **11.9 Whistleblowing**

11.9.1 Stoke Heath Primary School operates a culture of safeguarding and all staff should report any concerns about poor or unsafe practice, or Stoke Heath Primary School's safeguarding processes to the senior leadership team.

11.9.2 The senior leadership team will take all concerns seriously.

11.9.3 In the event that a member of staff is unable to raise an issue with senior leadership in school, they should refer to Part 1 of Keeping Children Safe in Education for additional guidance on whistleblowing procedures.

## **12 Promoting safeguarding and welfare in the curriculum**

12.1 Stoke Heath Primary School recognises the importance of teaching children how to stay safe and look after their mental health and are committed to equipping children with the skills and knowledge to have successful and happy lives.

12.1.2 The school will teach children about safeguarding, including online safety. As part of a broad and balanced curriculum, the school will cover relevant issues in line with government guidance on Relationships Education and Relationships and Sex Education.

12.2 Children at Stoke Heath Primary School will receive the following as part of our promotion of safeguarding across the curriculum:

- Half Termly 'Internet Safety' lessons as part of the Computing Curriculum.
- Understanding themselves and Relationships as part of a spiral PSHE Curriculum (Jigsaw)
- Year R to Year 4 – PANTS lessons including some basic Protective Behaviours work
- Year 5 and 6 – additional education from Barnardo's on keeping themselves safe
- Individual, tailored programme of support for those in need of additional interventions.

## **13 Children Looked After**

13.1 The most common reason for children to be looked-after is because they have experienced abuse and/or neglect. Stoke Heath Primary School recognises that children looked after may have additional vulnerabilities. The Designated Lead for Looked-After and Previously Looked-After Children is Laura Boulstridge.

13.2 Staff will receive training on how to best safeguard children who are Looked-After and Previously Looked-After.

13.3 The school will work with Personal Advisors when children leave care (where applicable).

13.4 Stoke Heath Primary School is committed to working with other agencies to ensure the best outcomes for Looked-After and Previously Looked-After children.

## **14 Children with Special Educational Needs**

14.1 As outlined in Keeping Children Safe in Education (2019), Stoke Heath Primary School is aware that children with additional needs or disabilities may be more vulnerable to abuse and additional barriers may exist when recognising abuse and neglect. This could be because;

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration;
- being more prone to peer group isolation than other children;
- the potential for children with SEN and disabilities being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs; and
- communication barriers and difficulties in overcoming these barriers.<sup>5</sup>

14.2 Staff will be trained in recognising signs of abuse in children with SEN and disabilities.

14.3 Staff will take into account the needs of a child when responding to concerns of abuse or when taking a disclosure. We recognise that some children require specialist intervention to communicate and advice from the SENCO will be sought in these circumstances.

14.4 Safeguarding learning opportunities within the curriculum will be appropriately differentiated to ensure all children can access it.

## **15 Use of reasonable force**

15.1 There may be rare occasions when staff are required to use restrictive physical interventions to safeguard children. We will only touch a child to move them to a safe area and will not use any more force than is necessary. Verbal de-escalation and or distraction, depending on the age and developmental stage of the child, are the methods used to defuse situations. Stoke Heath Primary School log all incidents using the School Serious Behaviour Record.

## **16 Work Experience**

16.1 Stoke Heath Primary School occasionally accept 'Work Experience' placements. Any placements are carefully considered and Schools have to agree to school procedures and protocols before a placement begins.

16.2 At the start of a 'work experience' placement there is an induction meeting in which the Child Protection Policy and procedures are explained. In addition to this, confidentiality is explained to work placement students as well as its limitations. They are made aware of who the DSL is in the event of any concerns being raised.

16.3 The school rules and policies on using mobile phones is explained to work experience students on their arrival.

16.4 Work Experience students are supervised throughout their placement and are not placed in any vulnerable situations.

16.5 As part of the Work Experience placement, formal assessment meeting between the student's school and the class teacher who has been supervising the student takes place.

16.6 Any concerns regarding the 'Work Experience Student' are reported directly to the DSL and will be responded to following the schools safeguarding procedures and protocols.

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<sup>5</sup> Keeping Children Safe in Education, September 2018

## **17 Summary**

17.1 The school is committed to safeguarding children and will always make safeguarding decisions that are in the best interests of each child. For further information or if you have any queries about this policy, please contact the school.

## Appendix A

The school's safeguarding policy is intended to be used in conjunction with the following policies; Behaviour and Anti-Bullying policy, Attendance policy, Radicalisation and Extremism policy, Online Safety Policy. All of these policies can be found on the Stoke Heath Primary School website.

The school adheres to **Coventry Safeguarding Children Partnership** Policies, which can be found here: <http://www.proceduresonline.com/covandwarksscb/contents.html>

- Allegations Against Staff or Persons in a Position of Trust Policy (CSCP)
- **Allegations Against Members of Staff**
- Anti – Bullying Policy
- Anti-Discrimination and Harassment Policy
- **Attendance Policy**
- Behaviour Policy
- Children/Young people with Medical Needs
- **Children Missing in Education Procedures**
- Complaints Policy
- Critical Incident Plan
- Data Protection Policy and Privacy Notice
- Drugs and Alcohol Policy
- Equalities Policy
- Escalation and Resolution of Professional Disagreements (CSCP)
- Health & Safety Policy
- HR & Governance Policy
- Online Safety Policy
- Intimate Care Policy
- IT Policy
- Lone Working Policy/Home visits policy
- Medicine & First Aid Policy
- Primary-Secondary Transition Policy
- PSHE Policy
- SRE Policy Self-harm/Mental Health Policy
- Safer Recruitment Policy
- Site Security Policy
- SEND Policy
- Staff Code of Conduct
- Trips and Visits Policy
- Use of Reasonable Force Policy
- Visitor Management Policy
- Whistleblowing Policy

## **Appendix B – Further Safeguarding Information**

### **Types of Abuse**

As outlined in paragraph 4.6, the school will take action if we believe a child is at risk of or is suffering from abuse. Abuse is not limited to physical, emotional, sexual abuse and neglect. For further information on the definitions of the types of abuse below, please refer to Keeping Children Safe in Education 2019, Annex A.

See below for policy information relating to other key safeguarding issues. All decisions taken in responding to concerns of abuse will be taken in the best interests of the child.

#### **Bullying (including cyber- or online-bullying)**

The school takes all forms of bullying seriously and will respond sensitively and quickly to any reported bullying. Children should report any bullying to their class teacher, phase leader, to the DSL or to any trusted member of staff and we will work to resolve it.

We also teach children about the dangers of bullying through our curriculum. See information in the school Curriculum Policy and in termly Curriculum Letters on the school website.

Bullying can take many forms, please see the Behaviour and Anti-Bullying Policy and paragraph 5.8 of this policy for further information.

#### **Child criminal exploitation (including involvement in county lines)**

The school takes all forms of exploitation seriously and will respond quickly to any reported concerns. Concerns should be reported to the DSL and we will share and report concerns in accordance with the local authority procedures, i.e Social Care and Police.

School staff will be alert to any potential involvement in criminal exploitation or involvement in county lines through noticing or checking upon any periods of time missed from school, having new older 'friends' or having new expensive gifts, eg mobile phones

etc. School staff will be particularly alert if a child is more vulnerable due to having special educational needs, physical disabilities, emotional health needs, etc.

We teach children about 'healthy relationships' as part of our PSHE curriculum in order that they understand and can identify healthy and unhealthy relationships. See information in the school Curriculum Policy and in termly Curriculum Letters on the school website.

### **Domestic abuse (including Operation Encompass)**

Stoke Heath Primary School understand and take all forms of domestic abuse and violence seriously. This can include: psychological, physical, emotional, sexual and financial abuse. Concerns should always be reported to the DSL and we will respond quickly to support the family members.

Stoke Heath Primary school are part of the Operation Encompass Project and receive notifications on the next school day, when Police attend incidents of Domestic Abuse where there are children in the family home. When these notifications are received, school share the confidential information only with those in direct contact with the child/children, in order that they can closely monitored.

School know that exposure to domestic abuse and/or violence can have a serious, long lasting emotional and psychological impact on children. It affects their personal relationships and their ability to thrive both at home and at school. Therefore, the Families Team are also available if the child shows any signs of change or distress in order to support them with their emotional needs either with a one off session or through a series of sessions.

### **Fabricated or induced illness**

Stoke Heath Primary School understand that all forms of induced or fabricated illness is abuse, both physical and emotional abuse. Concerns should always be reported to the DSL and we will respond quickly, following the local authority safeguarding procedures including referring to children's social care.

### **Female genital mutilation (A form of so-called 'honour- based violence')**

FGM is illegal in the UK and is a recognised form of child abuse with long-lasting harmful consequences. If **FGM** is discovered (through disclosure) to have taken place on a girl under 18 years, all teachers have a mandatory duty to report this. Teachers should share the concerns with the DSL immediately and will be supported to report this personally to the Police.

If there are concerns in relation to a risk or suspected case or if the woman is over the age of 18 years, then the duty does not apply. In these cases, teachers should raise the concerns with the DSL and school will follow local authority safeguarding procedures including referring to children's social care.

## **Gangs or youth violence**

A child affected by gang activity or serious youth violence may have or be likely to suffer significant harm through physical, sexual and emotional abuse or neglect.

Children are taught about 'Healthy Relationships' as part of the school's PSHE curriculum. This topic includes understanding a range of relationships, family, siblings, friends, peers, class mates etc. They will learn to recognise what makes a relationship 'healthy' and 'unhealthy' and how they can manage or respond to them to keep themselves safe and well.

Staff at Stoke Heath Primary School should report any gangs or youth violence concerns as soon as possible to the DSL. We will always take what a child tells us seriously. The DSL will carefully assess the information shared, together with the child's presenting behaviours in the context and risk factors and school will follow the local authority safeguarding procedures which may include referrals to children's social care and if there is criminal activity, the police.

## **Hate and Gender based violence**

Children are taught about 'Tolerance, Respect and Healthy Relationships' as part of the school's PSHE and RE curriculum. This topic includes understanding a range of relationships, family, siblings, friends, peers, class mates, religions, homosexuality and gender. Staff at Stoke Heath Primary School should report any hate or gender-based violence concerns as soon as possible to the DSL.

## **Relationship abuse**

Children are taught about 'Healthy Relationships' as part of the school's PSHE curriculum. This topic includes understanding a range of relationships, family, siblings, friends, peers, class mates etc. They will learn to recognise what makes a relationship 'healthy' and 'unhealthy' and how they can manage or respond to them to keep themselves safe and well. Staff at Stoke Heath Primary School should report any relationship abuse concerns as soon as possible to the DSL.

## **Serious Violence**

Stoke Heath Primary staff have all been trained on the indications of a child's involvement. Concerns should always be reported to the DSL and we will respond quickly, following the local authority safeguarding procedures including referring to children's social care.

## **Homelessness**

Being homeless or being at risk of becoming homeless presents a real risk to a child's welfare. Stoke Heath Primary School, in particular the DSL, the Deputies and Families Team Manager are aware of the indicators that a family may be at risk of homelessness,

eg domestic abuse, anti-social behaviour, rent arrears, household debt etc and work closely with families through providing intervention (Early Help, eg CAF/Right Help Right Time) when this risk is present.

Parents can arrange to meet with the Families Team Manager to raise and discuss concerns about risk of becoming homeless. Interventions will be in the context of the children who live with their families, although parents/carers will also be advised and signposted as appropriate if further support is needed.

If in this situation, a child has been harmed or is at risk of harm then the normal safeguarding procedures will be implemented, including making a referral to Coventry's Social Care.

### **(So-called) 'Honour-based' violence (including Faith-based abuse, and Forced marriage)**

These incidents and crimes are often committed to protect or defend the honour of the family and/or community. The abuse often involves a wider network of family or community pressure and can include multiple perpetrators.

In England, a young person cannot legally marry until they are 16 years old or more.

Any concerns should be raised with the DSL and will be responded to quickly, through activating the local safeguarding procedures for multiagency liaison with police and children's social care.

Because of the dynamics and additional risk factors, careful consideration will be taken when deciding and carrying out the appropriate safeguarding action. School staff may contact the Forced Marriage Unit for further advice or information: 020 7008 0151 or email [fm@fco.gov.uk](mailto:fm@fco.gov.uk).

### **Radicalisation and Extremism (including Hate)**

The Counter Terrorism and Security Act 2015 was published on 12th March 2015. Section 26 of the Act places a duty on schools in England (and Wales) to prevent people being drawn into terrorism. This duty applies to all schools, whether publicly-funded or independent, and organisations covered by the Early Years Foundation Stage framework. The Prevent duty also applies to children's homes. Statutory guidance has been published and came into force on 1st July 2015.

There is no place for extremist views of any kind in our school, whether from internal sources (pupils, staff or governors) or external sources (school community, external agencies or individuals). Our pupils see our school as a safe place where they can explore controversial issues safely and where our teachers encourage and facilitate this – we have a duty to ensure this happens.

As a school we recognise that extremism and exposure to extremist materials and influences can lead to poor outcomes for children and so should be addressed as a safeguarding concern. We also recognise that if we fail to challenge extremist views we are failing to protect our pupils.

Education equips young people with the knowledge, skills and critical thinking, to challenge and debate in an informed way. Therefore, the school provides a broad and balanced curriculum, delivered by skilled professionals, so that our pupils are enriched,

understand and become tolerant of difference and diversity and also to ensure that they thrive, feel valued and not marginalized.

The Prevent 'Single Point of Contact' (SPOC) who will be the lead Stoke Heath Primary School for safeguarding including in relation to protecting individuals from radicalisation and involvement in terrorism is Laura Boulstridge.

When any member of staff has concerns that a pupil may be at risk of radicalisation or involvement in terrorism, they should speak with the DSL/SPOC or head. We will help support pupils who may be vulnerable to such influences as part of our wider safeguarding responsibilities and where we believe a pupil is being directly affected by extremist materials or influences we will ensure that that pupil is offered assistance. Additionally in such instances our school will seek external support from the Local Authority through making a joint referral to children's social services and the Counter terrorism Unit (CTU) and/or local partnership structures working to prevent extremism. This may include referring a pupil for support and intervention from The Channel Panel.

Please see the Radicalisation and Extremism Policy for further details.

### **Sexual violence or sexual harassment (including peer-on-peer abuse)**

Peer-on-peer abuse, sexual harassment and sexual violence can occur between two children of any age and sex. This can also occur through a single child or group of children. It can also occur physically and verbal on and offline. Children who are victims of sexual violence and peer-on-peer abuse will likely find the experience stressful and distressing, which will adversely affect their educational attainment.

Staff will make it clear that sexual violence and sexual harassment is not acceptable and will not be tolerated. It will not be dismissed as 'banter' or part of growing up as this normalises the behaviours. Staff at Stoke Heath Primary School will always challenge these behaviours.

At Stoke Heath Primary school we take all concerns regarding sexual violence, sexual harassment and peer-on-peer abuse seriously. If staff have a concern about a child or if a child makes a report they should notify the DSL as soon as possible.

We will always listen to victims and try to ensure that they are reassured and are being taken seriously. School will put in appropriate measures to protect both the child who has experienced the abuse and the child who has instigated the incident. We will also offer appropriate support which may include following the local authority safeguarding procedures if a child/children are at risk of harm. It may also be necessary to notify the police – this will be judged on a case-by-case basis, as other factors must be considered, eg age of children involved, vulnerability etc.

See paragraph 5.8 for more details.

### **'Sexting' (Youth Produced Sexual Imagery)**

Stoke Heath Primary School takes its responsibility to educate children in the risks relating to 'sexting' and how to keep themselves safe online seriously.

Children are taught about keeping themselves safe online and when using computers, tablets and smart phones as part of the computing and IT curriculum. Half termly lessons on e safety target different areas and are delivered in an age appropriate manner.

Any incidents or suspected incidents of 'sexting' should be reported to the DSL without delay. Once reported to the DSL, the DSL will decide on the appropriate course of action. This could include;

- Confiscation of mobile phones in line with guidance 'Searching, Screening and Confiscation, January 2018);
- Referrals to the police and/or MASH;
- Sanctions in accordance with behaviour policy;
- Support for young people involved to prevent reoccurrence;

See also: Online Safety Policy and Acceptable Use Policy and paragraph 5.9 for more details.

### **Trafficking and modern slavery**

Child trafficking is illegal and a form of child abuse because the recruitment and movement of children is for the purposes of exploitation. It overlaps with sexual exploitation and private fostering. Children can be trafficked from either within the country or from abroad. Children are trafficked for many reasons including: sexual exploitation, labour exploitation, domestic servitude, cannabis cultivation, moving drugs, criminal activity, benefit fraud and forced marriage.

Staff at Stoke Heath Primary School should always report concerns to the DSL, who will respond quickly, following the local authority safeguarding procedures. In these circumstances the child/children will be at risk of harm, therefore a referral to children's social care is appropriate and the Police will also be notified.

### **Children missing from education, home or care**

The school will also take action to protect;

- Children missing education
- Children missing from home or care

### **Children Missing Education**

<http://www.stokeheath.coventry.sch.uk/wp-content/uploads/Attendance-Policy-September-2018.pdf>

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/550416/Children\\_Missing\\_Education\\_-\\_statutory\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/Children_Missing_Education_-_statutory_guidance.pdf)

School staff understand that children who go missing, particularly repeatedly can be a vital warning sign or indicator of a range of safeguarding possibilities. This may include abuse, neglect, sexual abuse or exploitation and/or child criminal exploitation. It may also indicate mental health difficulties, risk of substance abuse risk of travelling to conflict zones risk of female genital mutilation or risk of forced marriage. Therefore, if a child is absent without explanation for a period of five or more days, Stoke Heath Primary School will follow the statutory guidance from the DfE for 'Children Missing Education'.

School will offer 'Early Intervention' through the Families Team and/or Early Help Hub to identify and support any underlying safeguarding risks and therefore prevent the risks of a child going missing in future.

School will also try to ensure that we have more than one contact for a child in the event of any emergencies, including when children are 'missing from education'. However, it is vital that parents keep school informed of the most up-to-date numbers and will be reminded at the start of each school year.

Stoke Heath Primary School will ensure all of the school procedures have been followed, this includes phoning home, trying to talk or meet with parents/carers and carrying out home visits. On the fifth day of absence, the child will be reported to the Local Authority as 'Missing'. When a child is believed to be 'missing' Stoke Heath Primary School will request a 'Safe and Well Check' from the Police. These procedures are also implemented if a child does not return to school five days after the expected date of return from a leave of absence.

### **Children Missing from home or care**

If staff are made aware that a child is missing from their home or from care, they will notify the DSL as quickly as possible. Stoke Heath Primary School will then ensure that the relevant professionals are aware that a child is missing through reporting to the police and making a MASH referral to children's social care and. School will then work in collaboration with professionals

### **Private Fostering**

The school have a duty to refer any children who are living in a private fostering arrangement to the local authority.

We will do this through a MASH referral. It is important that parents/carers inform us if a child is going to be staying at an alternative address to that of their primary care-givers for more than 28 days.

### **Indicators of abuse**

See below for possible indicators of abuse. (Taken from *What to do if you are worried a child is being abused*, 2015)

- Children whose behaviour changes – they may become aggressive, challenging,
- disruptive, withdrawn or clingy, or they might have difficulty sleeping or start wetting the bed;
- Children with clothes which are ill-fitting and/or dirty;
- Children with consistently poor hygiene;
- Children who make strong efforts to avoid specific family members or friends, without an obvious reason;
- Children who don't want to change clothes in front of others or participate in physical activities;
- Children who are having problems at school, for example, a sudden lack of concentration and learning or they appear to be tired and hungry;
- Children who talk about being left home alone, with inappropriate carers or with

- strangers;
- Children who reach developmental milestones, such as learning to speak or walk, late, with no medical reason;
- Children who are regularly missing from school or education;
- Children who are reluctant to go home after school;
- Children with poor school attendance and punctuality, or who are consistently late being picked up;
- Parents who are dismissive and non-responsive to practitioners' concerns;
- Parents who collect their children from school when drunk, or under the influence of drugs;
- Children who drink alcohol regularly from an early age;
- Children who are concerned for younger siblings without explaining why;
- Children who talk about running away; and
- Children who shy away from being touched or flinch at sudden movements.

The school recognises that the above list of indicators is not exhaustive, and staff will receive training on indicators of abuse.

Please see Keeping Children Safe in Education 2018 for further information.