WHOLE SCHOOL POLICY FOR SAFEGUARDING & CHILD PROTECTION

DELPH SIDE PRIMARY SCHOOL

The purpose of this safeguarding policy is to ensure every child who is a registered pupil at our school is safe and protected from harm. This means we will always work to:

- Protect children and young people at our school from maltreatment;
- Prevent impairment of our children's and young people's health or development;
- Ensure that children and young people at our school grow up in circumstances consistent with the provision of safe and effective care;
- Undertake that role so as to enable children at our school to have the best outcomes.

This policy will give clear direction to staff, volunteers, visitors and parents about expectations and our legal responsibility to safeguard and promote the welfare of all children at our school.
Our school fully recognises the contribution it can make to protect children from harm and to support and promote the welfare of all children who are registered pupils at our school.
This policy applies to all pupils, staff, parents, governors, volunteers and visitors.

KEY AREA	
Statutory Guidance	• **Education Act 2002:** *Section 175 of the Education Act 2002 requires local education authorities and the governors of maintained schools and further education (FE) colleges to make arrangements to ensure that their functions are carried out with a view to safeguarding and promoting the welfare of children.* • *Section 157 of the same act and the Education (Independent Schools Standards) (England) Regulations 2003 require proprietors of independent schools (including academies and city technology colleges) to have arrangements to safeguard and promote the welfare of children who are pupils at the school.* • **Working Together to Safeguard Children 2018** *sets out organisational responsibilities for schools and colleges and this applies to maintained, independent, academies, free schools and alternative non provision academies* • **Keeping children safe in education 2019**: *Statutory guidance for schools and colleges 2016 was issued under Section 175 of the Education Act 2002, the Education (Independent School Standards) Regulations 2014 and the Education (Non-Maintained Special Schools) (England) Regulations 2011. This contains information on what schools and colleges* ***should*** *do and sets out the legal duties with which schools* ***must*** *comply* • **What to do if you are worried a child is being abused** • **Guidance for Safer Working Practice** • **The Children Act 1989** • **The Children Act 2004**
Ethos	**Delph Side recognises that high self-esteem, confidence, peer support and clear lines of communication with trusted adults helps all children, especially those at risk of, or suffering abuse. We therefore ensure that:** • *ALL staff, volunteers and governors contribute to an ethos where children feel secure and safe* • *ALL children have opportunities to communicate and know that they are listened to* • *ALL children's wishes, feelings and views will be taken into account when decisions are being made about how to keep them safe* • *ALL children know that they can communicate with any adult in school if*

	they are worried or in difficulty • *ALL staff and volunteers will contribute to providing a curriculum which will equip children with the skills they need to stay safe and be able to communicate when they do not feel safe* • *ALL staff and volunteers will contribute to providing a curriculum which will help children develop an attitude which will enable them to enter adulthood successfully and reach their full potential* • *ALL staff, volunteers and governors will establish effective, supportive and positive relationships with parents, carers, pupils and professionals*
Roles & Responsibilities	**Delph Side is committed to providing the relevant personnel with clear and explicit roles and responsibilities to ensure accountability when safeguarding children. We therefore ensure that:** ***All adults, including volunteers, working in or on behalf of the school will:*** • *Demonstrate an understanding that safeguarding is everyone's responsibility* • *Maintain and demonstrate a mind set of "it could happen here"* • *Do all they can within the capacity of their role, to keep ensure that children are protected from harm* • *Do all they can within the capacity of their role, to ensure that children grow up in circumstances consistent with safe and effective care* • *Do all they can within the capacity of their role, to ensure that children have the best outcomes* • *Report cases of suspected abuse to the DSL. This will be done as soon as possible using the school's agreed format* • *Report lower level concerns to the DSL using the school's agreed format* • *Monitor all pupils, particularly those that are deemed vulnerable* • *Report any concerns regarding adults conduct to the DSL or Headteacher* • *All staff, if they have concerns, these should be acted on immediately and should always speak to the DSL or Deputy, early information sharing being vital in keeping children safe. In exceptional circumstances staff should consider speaking to a member of SLT or Children's Social Care to discuss safeguarding concerns if the DSL is not immediately available.* • ***All** staff should be aware of the process for making referrals to children's social care and for statutory assessments under the Children Act 1989, especially section 17 (children in need) and section 47 (a child suffering, or likely to suffer, significant harm) that may follow a referral, along with the role they might be expected to play in such assessments* ***The Governing Body will**:* • *Ensure that the policies, procedures and training in Delph Side are effective and comply with the law at all times* • *Ensure that safeguarding policies and procedures are followed by all staff* • *Put in place safeguarding responses in cases where children go missing from education* • *Appoint a DSL and back-ups and ensure that they are provided with appropriate support, funding, resources and time to carry out their role* • *Ensure the school or college contributes to inter-agency working in line with statutory guidance* **Working together to safeguard children 2018** • *Ensure that safeguarding procedures take into account local guidance including* ***Risk Management Toolkit*** *and* **Lancashire Continuum of Need and Thresholds Guidance** • *Ensure that staff members undergo safeguarding training at induction* • *Ensure that DSLs and all staff, volunteers and Governors are trained and*

	updated regarding safeguarding regularly in compliance with **Keeping Children Safe in Education 2019** • *ensure that children are safe online by ensuring that appropriate filters and monitoring systems are in place* • *ensure that children are taught about safeguarding* • *prevent people who pose a risk of harm from working with children* • *ensure there are procedures in place to handle allegations against teachers, headteachers, principals, volunteers and other staff* • *ensure staff in school are aware of, and policies reflect, an understanding of specific issues such as peer on peer abuse and safeguarding children with disabilities and special educational needs* • *ensure that all practice and procedures operate with the* ***best*** *interests of the child at their heart* • *appoint a designated teacher to promote the education of CLA* • *ensure that all staff are aware of safeguarding issues and vulnerabilities associated with CLA* ***The DSLs will:*** • *take* ***lead responsibility*** *for safeguarding and child protection* • *manage referrals to Children's Social Care, Police and other agencies* • *work with others in order to improve outcomes for children* • *attend DSL training every 2 years* • *undertake Prevent awareness training* • *update their skills and knowledge on a regular basis, but at least annually* • *raise awareness of safeguarding throughout school* • *ensure that this policy is reviewed annually and is available publicly* • *ensure that parents are aware of schools responsibilities regarding safeguarding and child protection* • *maintain accurate safeguarding records that are stored securely* • *be available during school hours* • *arrange cover of DSL role for any out of hours/out of term activities* • *represent school in multi-agency meetings* • *be provided with appropriate support and supervision in order to carry out the role safely and effectively* • *DSLs must take a holistic view to ensure wider environmental factors are considered which may be a threat to safety and welfare of children (Contextual Safeguarding).* • *The DSL will consider when a child is moving school if it would be appropriate to share information in advance of the pupil moving.* • *The DSL should have details and liaise with the Local Authority Personal Advisors for any Care Leavers.*
Induction, Training & Updates	**Delph Side is committed to providing staff and volunteers with the skills and knowledge needed to safeguard children. We therefore ensure that:** • *ALL staff and volunteers will receive Level 1 & 2 Safeguarding Training on induction using* ***LCC Safeguarding Induction Pack*** *which includes* **Keeping Children Safe in Education (Part One),** ***Guidance for Safer Working Practice, Code of Conduct*** *and* ***Whistleblowing Policy****.* • *Staff induction must include Child Protection Policy, Staff Behaviour Policy, Role of the DSL and Deputies, Pupil Behaviour Policy and Safeguarding response to children who go missing from education* • *ALL staff and volunteers will receive Level 1 & 2 Safeguarding Training annually* • *the DSL/s will provide ALL staff, volunteers and governors with regular safeguarding updates* • *ALL staff, volunteers and governors will read and show an understanding*

	of any updates that are provided • *DSLs will attend DSL training every 2 years* • *DSLs will update their knowledge, skills and understanding of relevant safeguarding issues on a regular basis* • *the main DSL will undertake Prevent awareness training* • *At least one member of staff and one governor will attend Safer Recruitment Training. This will be renewed at least every 5 years* • *ALL staff, volunteers and governors will undertake any additional training on matters such as Child Sexual Exploitation, Prevent, Peer on Peer abuse, Online Safety etc as is deemed necessary by the SLT* • *any staff member will discuss any specific training requirements or gaps in knowledge or understanding with the DSL/s*
Child Protection	**Delph Side is committed to PREVENTING abuse, PROTECTING children from abuse and SUPPORTING those involved in cases of abuse. We therefore ensure that:** • *ALL staff and volunteers understand the importance of teaching children how to keep themselves safe from all types of abuse* • *ALL staff and volunteers seek out opportunities that are relevant to their role, to teach children the skills to keep themselves safe* • *ALL staff and volunteers make and maintain positive and supportive relationships with children which enable children to feel safe and valued* • *safeguarding has a high status throughout school by being on the agenda at staff meetings/briefings, information being readily available on notice boards, regular updates* • *ALL staff feel confident in approaching DSLs to raise concerns* • *ALL staff and volunteers have an understanding of the four categories of abuse; NEGLECT, EMOTIONAL ABUSE, SEXUAL ABUSE, PHYSICAL ABUSE.* • *We will use Lancashire's Neglect Strategy 2019 and accompanying toolkit to identify and assess children whose developmental needs are being insufficiently met at an early stage, placing them at risk of achieving poor educational, emotional and social outcomes.* • Lancashire Multi-Agency Neglect Strategy , Neglect Toolkit • *ALL staff and volunteers understand that there are other ways in which children can be abused such as; Online, Child Sexual Exploitation, Female Genital Mutilation, Honour Based Violence, Radicalisation, Trafficking, Slavery, Peer Abuse, Forced Marriage and others* • *ALL staff and volunteers have the knowledge, skills and expertise to recognise the signs and symptoms of all types of abuse* • *All staff, if they have concerns, these should be acted on immediately: early information sharing being vital in keeping children safe. In exceptional circumstances staff should consider speaking to a member of SLT or Children's Social Care to discuss safeguarding concerns if the DSL is not immediately available.* • *DSLs keep up to date with emerging and specific safeguarding issues and update training and the School's Safeguarding Portfolio accordingly* • *DSLs update staff and volunteers knowledge and understanding of such issues in order for them to be able to identify children who are at risk of such specific safeguarding issues* • *ALL staff and volunteers will maintain and demonstrate an attitude of "it can happen here"* • *ALL staff and volunteers are child-centred in their practice and act in the best interests of the child at all times* • *ALL staff recognise and understand that behaviour can be a child's way of communicating distress and changes to behaviour may be an indicator of abuse* • *ALL staff and volunteers have the skills to respond appropriately and sensitively to disclosures or allegations of abuse*

	• *ALL staff and volunteers report cases of suspected abuse to the DSL. This will be done as soon as possible using the school's agreed format* • *where a child is at risk of immediate harm, ALL staff understand that they must refer to the Police or Children's Social Care* • *ALL staff and visitors know how to refer to Children's Social Care* • *DSLs will make a Section 47 referral to Children's Social Care where a child is in need of protection, has been significantly harmed or is at risk of significant harm, using* **Lancashire Continuum of Need and Thresholds Guidance** *and* **Risk Management Toolkit** *to determine whether this threshold has been met* • *this referral will be done by telephone and followed with a* **CSC Referral Form** *as soon as possible* • *consent from parents/carers and child (if age appropriate) will be sought prior to this referral, except where this will cause delay or place anyone at risk* • *where consent is not given, parents and carers are informed that a referral will still be made, except where this will cause delay or place anyone at risk* • *DSLs adhere to policy, procedures and guidance from the LSCB with regard to sharing information* • *DSLs contribute to Strategy Discussions, Strategy Meetings, Initial and Review Child Protection Conferences, Core Group Meetings and other CP meetings* • *DSLs or another appropriate member of staff, will attend CP meetings, produce and present reports, liaise with staff, work with parents, work with other agencies and ensure the voice of the child is evidenced throughout these processes* • *DSLs meet regularly to ensure that decisions made about children who are subjects of CP Plans are agreed and a clear rationale for the decision is documented* • *a copy of the child's CP Plan is included in the child's individual safeguarding file* • *ALL staff and volunteers will support victims of abuse in a capacity that is relevant to their role. This will be determined by the DSL* • *DSLs will determine what information staff members need to know in order to safeguard and support children. This may be different information for different staff* • *staff are offered appropriate support and/or supervision that is relevant to their role or involvement in particular cases* • *communication and work with parents and carers will always be undertaken in a supportive manner and in the best interests of the child* • *ALL staff understand that children who perpetrate abuse or display harmful behaviour should be treated as victims first and foremost and supported in the same way a victim of abuse would be supported* • *specific programmes of work and support are offered to children and families who are vulnerable* • *Risk Assessments will be undertaken where a child's behaviour poses a risk to others, themselves or the environment*
Child in Need	**Delph Side is committed to ensuring the appropriate level of support is offered to a "Child in Need" and their family. We therefore ensure that:** • *DSLs will make a Section 17 referral to Children's Social Care where Early Help has not been successful in reducing risk and meeting unmet needs using* **Lancashire Continuum of Need and Thresholds Guidance** *and* **CSC referral form** • *DSLs will make a Section 17 referral to Children's Social Care where there is evidence that the Level 3 threshold has been met on the Continuum of*

	Need • *this will be determined and assessed by the DSL using the* **Lancashire Continuum of Need and Thresholds Guidance** *and the* **Risk Management Toolkit** • *DSLs will obtain parental consent for the referral and for information to be shared, prior to contacting Children's Social Care* • *when consent is not given, DSLs will continue to offer Early Help with consent, gather evidence of engagement or lack thereof, disguised compliance, impact on the child, increase in risk or level of unmet need, improvements or deteriorations* • *DSLs will review such cases regularly and assess whether there is evidence that meets Level 4 threshold on the Continuum of Need. In such cases Child Protection Procedures will be followed* • *DSLs, or other appropriate member of staff, will contribute to Child in Need Meetings and Reviews* • *DSLs, or other appropriate member of staff, will attend CiN meetings, produce and present reports, liaise with staff, work with parents, work with other agencies and ensure the voice of the child is evidenced throughout these processes* • *DSLs will meet regularly to ensure that decisions made about children who are subjects of CiN Plans are agreed and a clear rationale for the decision is documented* • *a copy of the child's CiN Plan is included in the child's individual safeguarding file*
Early Help	**Delph Side is committed to providing our families with the right help at the right time. Any** *child may benefit from early help, but ALL school and college staff should be particularly alert to the potential need for early help for a child who:* • *is disabled and has specific additional needs;* • *has special educational needs (whether or not they have a statutory education, health and care plan);* • *is a young carer;* • *is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups;* • *is frequently missing/goes missing from care or from home;* • *is 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.* **We therefore ensure that:** • *ALL staff and volunteers can identify the risk factors that indicate a family or pupil may benefit from Early Help* • *ALL staff and volunteers will use the school's agreed format for letting the DSL know about Early Help requirements* • *DSLs will undertake a CAF assessment, when appropriate, to identify what Early Help is required* • *DSLs will signpost and refer to appropriate support agencies* • *DSLs will lead on TAF meetings where is it appropriate for them to do so* • *DSLs will utilise Children and Family Wellbeing Service using the* **Request for Support form** • *DSLs will refer to CSC where Early Help has not been successful in reducing*

	risk and meeting unmet needs using **Lancashire Continuum of Need and Thresholds Guidance** *and* ***CSC referral form*** • *DSLs and other identified staff will identify and work with any organisations that are relevant in meeting the needs of pupils and their families* • *DSLs and other identified staff will initiate and maintain positive and supportive relationships with parents and carers of children who may benefit from Early Help* • *DSLs will generally be the lead for Early Help cases*
Specific Safeguarding	**Delph Side is committed to keeping our children safe from specific forms of abuse.** **We will formulate risk management plans where required using the guidance and template below.** **We will ensure that:** • *ALL staff and volunteers understand that there are specific and emerging ways in which children can be abused, such as:* **Radicalisation** refers to the process by which a person comes to support terrorism and forms of extremism, there is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. • *ALL staff and volunteers will have 'due regard to the need to prevent people from being drawn into terrorism', known as the 'Prevent Duty'* • *ALL staff and volunteers will have a general understanding of how to identify a child who may be at risk of radicalisation* • *ALL staff and volunteers will use professional judgement in identifying children who might be at risk of radicalisation and act proportionately* • *The school* Online Safety Policy*(found on our website)will ensure the safety of children by ensuring they cannot access terrorist and extremist material when using the internet and that suitable filtering software is in place* • *DSLs understand when it is appropriate to make a referral to the Channel Panel* RISK ASSESSMENT TEMPLATE PREVENT.c LANCASHIRE SCHOOLS PREVENT F PREVENT CHECKLIST.docx **Child Sexual Exploitation (CSE)** involves exploitative situations, contexts and relationships where young people may receive something (e.g. food, accommodation, drugs, alcohol, gifts or simply affection) as a result of engaging in sexual activities. The perpetrator will not only groom the victim (possibly over a long period of time) but will always hold some kind of power which increases as the exploitative relationship develops. Sexual exploitation involves a degree of coercion, intimidation or enticement, including unwanted pressures from peers to have sex, sexual bullying including on line bullying (cyberbullying) and grooming. It is important to recognise that some young people who are being sexually exploited do not exhibit any external signs of this abuse. • *The school curriculum (whereby sexual relationships/PSHE is delivered) will include relevant information around the risks associated with CSE* • *The school* Online Safety Policy *will ensure the safety of children by ensuring they cannot access inappropriate material when using the internet and that suitable filtering software is in place*

Child criminal exploitation: county lines Criminal exploitation of children is a geographically widespread form of harm that is a typical feature of county lines criminal activity: drug networks or gangs groom and exploit children and young people to carry drugs and money from urban areas to suburban and rural areas, market and seaside towns. Key to identifying potential involvement in county lines are missing episode, when the victim may have been trafficked or the purpose of transporting drugs and a referral to the National Referral Mechanism should be considered. Like other forms of abuse and exploitation, county lines exploitation:

- *can affect any child or young person (male or female) under the age of 18 years*
- *can affect any vulnerable adult over the age of 18 years*
- *can still be exploitation even if the activity appears consensual*
- *can involve force and/or enticement-based methods of compliance and is often accompanied by violence or threats of violence*
- *can be perpetrated by individuals or groups, males or females, and young people or adults; and*
- *is typified by some form of power imbalance in favour of those perpetrating the exploitation. Whilst age may the most obvious, this power imbalance can also be due to a range of other factors including gender, cognitive ability, physical strength, status, and access to economic or other resources.*

Honour Based Violence (HBV) 'A crime or incident, which has or may have been committed, to protect or defend the honour of the family and/or community'. (ACPO Working Definition 2008) ALL staff and volunteers will have a general understanding of how to identify a child who may be at risk of Honour Based Violence.

Forced Marriage is one whereby one or both parties do not consent to marriage but are forced to do so through violence, threats or any form of coercion. Schools play an important role in safeguarding children from being forced to marry.

Female Genital Mutilation (FGM) is encompassed within the term Honour Based Violence:

- *ALL staff and volunteers are aware of the "one chance rule" and will report all cases of suspected Honour Based Violence to the DSL immediately*
- *FGM is illegal in the UK and a form of child abuse with long-lasting harmful consequences*
- *ALL staff need to be alert to the possibility of when a female pupil may be at risk of FGM or when it may have been conducted on them*
- *Whilst all staff should speak to the designated safeguarding lead (or deputy) with regard to any concerns about female genital mutilation (FGM), there is a specific **legal** duty on **teachers.** If a **teacher**, in the course of their work in the profession, discovers that an act of FGM appears to have been carried out on a girl under the age of 18, the teacher **must** report this to the police.*

Modern Slavery The Modern Slavery Act 2015 places a new statutory duty on public authorities, including schools, to notify the National Crime Agency (NCA) (section 52 of the Act) on observing signs or receiving intelligence relating to modern slavery. The public authority (including schools) bears this obligation where it has 'reasonable grounds to believe that a person may be a victim of

slavery or human trafficking':

- *Staff must be aware of the above and contact the DSL should they suspect or receive information that either parents or their children may be victims of modern slavery. The DSL should then contact the NCA*

Peer on Peer Abuse occurs when a young person is exploited, bullied and / or harmed by their peers who are the same or similar age; everyone directly involved in peer on peer abuse is under the age of 18. Please see Peer on Peer abuse Pan Lancashire procedures

This is most likely to include, but may not be limited to: *bullying (including cyberbullying);* physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm; sexual violence and sexual harassment; sexting (also known as youth produced sexual imagery); and initiation/hazing type violence and rituals.

- *ALL staff and volunteers understand that children can abuse other children*
- *ALL staff and volunteers will inform the DSL of suspected peer abuse and record in line with schools recording policy*
- *Peer on peer abuse will be taken as seriously as any other form of abuse*
- *All staff understand that abuse is abuse and should never be tolerated or passed off as "banter", "just having a laugh" or "part of growing up*
- *All staff will understand that pupils with SEND are more prone to peer group isolation and school will have extra pastoral support to address this.*
- *Physical abuse between peers will be managed under the school's* Behaviour Policy – *found on school website. Emotional abuse between peers will be managed under the school's* Anti-Bullying Policy – *please add link to your own schools Bullying Policy*
- *Harmful sexual behaviour will be identified and managed using the* Brook Traffic Light Tool *and with support and guidance from LCC Schools Safeguarding Officer*
- *Sexting will be managed on a case by case basis using national and local guidance and advice from LCC Schools Safeguarding Officer – Link to* Government Sexting Guidance
- *In cases of suspected or actual peer on peer abuse a risk assessment will be undertaken and appropriate and proportionate control measures put in place to manage and reduce risk. Seek advice from LCC Schools Safeguarding Officer*
- *Referrals to Children's Social Care, Police and/or other appropriate agencies will be made where thresholds are met*
- *DSLs understand that regarding peer on peer abuse, the victim and the perpetrator are likely to have unmet needs and require support and assessment to determine these.*
- *The DSL will assess on a case-by-case basis, supported by children's social care and the police if required to ensure the most appropriate response for the children / young people involved.*
- ***The DSL will consider:***
  - *the wishes of the victim in terms of how they want to proceed*
  - *the nature of the alleged incident*
  - *the ages of the children involved*
  - *the development stages of the children involved*
  - *any power imbalance between the children*
  - *is the incident a one-off or a sustained pattern of abuse*
  - *are there ongoing risks to the victim, other children, school or college*

staff
- *contextual safeguarding issues*

- ***Following a report of sexual violence, the designated safeguarding lead (or deputy) will make an immediate risk and needs assessment, considering**:*
- *the victim*
- *the alleged perpetrator*
- *all other children (and if appropriate adult students and staff).*
- *Risk assessments will be recorded and kept under review as a minimum termly.*

Domestic abuse is any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 and over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to:

- Psychological
- Physical
- Sexual
- Financial
- Emotional

Exposure to domestic abuse and / or violence can have a serious, long lasting emotional and psychological impact on children. In some cases, a child may blame themselves for the abuse or may have had to leave the family home as a result.

- *ALL staff and volunteers understand what domestic abuse is and the potential impact upon children and how this might be displayed.*
  The DSLs will: *-*
- *Ensure that the school has suitably trained Key Adult/s in order to fulfil its obligations under Operation Encompass*
- *Ensure that the school's commitment to Operation Encompass is known throughout the school community via the means of staff training, parental letters, posters and the school website*
- *School should provide an overview of Operation Encompass with the names of the Op Encompass leads and a link to the Op Encompass website (https://www.operationencompass.org/)*

Children Missing from Education *can be a potential sign of abuse or neglect including sexual exploitation, undergoing female genital mutilation, forced marriage or travelling to conflict zones.*

- *ALL staff and volunteers follow school procedures when a child misses education particularly on repeat occasions to help identify the risk of abuse and neglect*
- *The school* **Attendance Policy** *is up to date, reviewed annually and includes reference to CME*
- *There is an admissions policy and an attendance register*
- *The Local Authority is informed of any pupil who fails to attend school regularly, or has been absent without the schools permission for a continuous period of 10 school days or more*
- ***where reasonably possible** schools and colleges should hold more than one emergency contact number for their pupils and students.*

	• *ALL staff will be aware that children going missing from education can be a warning sign of safeguarding considerations and act on these in line with the policy* ***<u>Other vulnerable categories</u>*** • *ALL staff will have read Annex A of Keeping Children Safe in Education and be aware of specific forms of abuse and safeguarding issues and vulnerable groups of children including;* ▪ *Children in the Court system;* ▪ *Children with family members in prison* ▪ *Child Criminal Exploitation (County Lines)* ▪ *Homelessness* *For all specific safeguarding issues, DSLs will seek advice from LCC Schools Safeguarding Officer and follow national and local guidance that can be accessed in the School's Safeguarding Portfolio:* ▪ **<u>Multi Agency Statutory Guidance on FGM</u>** ▪ *<u>http://panlancashirescb.proceduresonline.com/chapters/p_female_mutilation.html</u>* ▪ **<u>Prevent Duty</u>** ▪ *<u>http://panlancashirescb.proceduresonline.com/chapters/p_violent_extremism.html</u>* ▪ *<u>http://panlancashirescb.proceduresonline.com/chapters/p_forced_marriage.html</u>* ▪ **<u>What to do if you suspect a child is being sexually exploited</u>** ▪ *<u>http://panlancashirescb.proceduresonline.com/chapters/p_child_sex_exp.html</u>* ▪ **<u>Sexting in Schools Guidance</u>** ▪ ***Sexting in schools and colleges: responding to incidents and safeguarding young people*** ▪ **<u>ACPO CPAI Lead's Position on Young People Who Post Self-Taken Indecent Images</u>** Lancashire Education Risk Management Pla Lancashire Education Risk Management Pla
Online Safety	**Delph Side is committed to keeping pupils safe online. We therefore ensure that:** • *ALL staff and volunteers understand that children can be harmed online via hurtful and abusive messages, enticing children to engage in age inappropriate conversations, sharing and production of indecent images or encouraging risk taking behaviour* • *The school's* Online Safety Policy *details how we keep pupils safe when using the internet and mobile technology* • *Online bullying by pupils, via texts and emails, will be treated as seriously as any other type of bullying and will be managed through our Anti-bullying / Behaviour Policy . There is a clear and explicit procedure for dealing with mobile phones that are brought into school by children* • *DfE advice;* **<u>Searching, Screening and Confiscation</u>** *is followed where there is a need to search a pupil for a mobile device* • *When school become aware of an online safety issue that has occurred outside of school, it is managed in accordance with the school* ***Online Safety Policy*** • *The school has appropriate filters and monitoring systems in place regarding use of internet (3G and 4G) in school - these should be detailed in the Online Safety Policy.*

Record Keeping	**Delph Side is committed to recording all matters relating to the welfare of children in a relevant format. We therefore ensure that:** • *DSLs will refer to* ***LCC Record Keeping Guidance*** *to assist them in creating and maintaining accurate safeguarding records* • *there is an agreed format for reporting all matters relating to child wellbeing, from an early help requirement to a disclosure of abuse* • *ALL staff use the agreed format for passing on concerns* • *concerns should be factual and evidence based* • *concerns should be recorded on CPOMS (electronically)* • *concerns should be passed directly to the DSL* • *ALL concern logs will be kept online on CPOMS* • *a pupil will have an individual safeguarding record when there has been a number of concerns, an offer of Early Help or the family is, or has been at Level 2 or above on the Continuum of Need* • *DSLs will record all discussions, decisions and rationale behind decisions and sharing of information in the child's records* • *DSLs will record evidence of child's wishes, professional challenge, offers of early help and multi-agency working* • *when individual pupils are discussed during staff meetings, such as supervision, staff updates or risk assessments etc. pupil information should be anonymised or stored in a secure manner* • *only DSLs and other named staff will have access to safeguarding records* • *a pupil's safeguarding record will be transferred, in its entirety, to the educational establishment where the child moves to, unless there is ongoing legal action* • *the safeguarding record will be hand delivered to the DSL at the receiving school. If this is not possible, the safeguarding file will be sent by recorded delivery* • *a receipt will be obtained at time of transfer and the responsibility for the safeguarding records will pass to the receiving school* • *the educational establishment where the pupil attends at statutory school leaving age (18) will securely retain the safeguarding records until the child's 25th birthday. Safeguarding records will then be destroyed securely* • *advice will be sought from legal services and/or Schools Safeguarding Officer if any staff are unclear about any aspects of safeguarding record keeping*
Safer Recruitment	**Delph Side is committed to keeping pupils safe by ensuring that adults who work or volunteer in school are safe to do so. We therefore ensure that:** • **LCC Human Resources guidance** *is adhered to, to ensure that there is a strong reference and commitment to safeguarding during advertisement, selection and recruitment of new staff* • *at least one governor and one staff member have attended Safer Recruitment Training in the last 5 years* • *there are at least 2 people on each selection panel and at least one person on every selection panel has attended Safer Recruitment Training* • *ALL staff will monitor the conduct of all adults who come into contact with children at school and report any concerns to the DSL, headteacher or Chair of Governors as appropriate* • *relevant, proportionate and lawful checks are undertaken on all adults who regularly work at, or visit the school* • *a Single Central Record is kept of checks that are undertaken on all adults who regularly work at, or visit the school – additional guidance has been provided in KCSIE 2019 regarding who and what should be included on the SCR – please refer to this when updating policy* • *the SCR is stored securely, you can store electronically or paper – clarify here, and only accessed by designated staff and governors*

	• *DSLs/HT/Safeguarding Governor/Chair of Governors should evidence regular oversight/scrutiny of the SCR using the* ***SCR Audit Sheet*** • *evidence of staff members identity, required qualifications and the right to work in the UK will be kept in individual personnel files* • *covering (umbrella) letters will be obtained from agencies and other employers that provide staff to work in school* • *individual identity checks will be undertaken on those staff detailed above to ensure they are employees of the named agency/employer* • *a transfer of control agreement will be used where other agencies/organisations use school premises and are not operating under school's safeguarding policies and procedures* • *adults who are involved in the management or provision of child care of children in Early Years, or in out of school provision for children up to 8 years old, will make a declaration that they are not disqualified under the Child Care Act 2006.* • *this declaration will be renewed annually and evidenced using* ***LCC Declaration Form****. This form will be retained and stored securely* Staff declaration form April 2019.doc • *when an issue is declared, advice will be sought from Ofsted about the need to apply for a waiver. If a waiver is necessary, a risk assessment will be carried out and proportionate measures put in place until a waiver has been issued or matters resolved otherwise disqualification@ofsted.gov.uk* • *advice will be sought from Human Resources, LADO and/or Schools Safeguarding Officer if any staff are unclear about any aspects of Safer Recruitment*
Allegations of abuse	**Delph Side understands that when an allegation is made against a member of staff and volunteers, set procedures must be followed. We therefore ensure that:** • *ALL staff and volunteers are aware of the requirement to, and process of referring allegations against staff to the headteacher* • *ALL staff and volunteers are aware of the requirement to, and process of referring allegations against the headteacher to the nominated Governor* • *The headteacher and/or Chair of Governors will discuss the allegation with the Local Authority Designated Officer (LADO)* • *LSCB procedures for dealing with allegations against staff will be followed http://panlancashirescb.proceduresonline.com/chapters/p_allegations.html* • *ALL staff and volunteers remember that the welfare of the child is paramount and that they have a duty to inform the DSL if any adult's conduct gives cause for concern* • *All concerns of poor practice or possible child abuse by staff and volunteers should be reported to the headteacher.* • *Complaints about the headteacher should be reported to the Chair of Governors* • *ALL staff are aware of the school's* **Whistleblowing Policy** *which enables staff to raise concerns or allegations in confidence and for a sensitive enquiry to take place* Current lado flyer 2017 pan lancs versio
Visitors	**Delph Side is committed to keeping pupils safe by ensuring that visitors to school do not pose a risk to children at our school. We therefore ensure that:** • *visitors to school sign in and wear identification (lanyard) to indicate they*

	have done so • *ALL staff and children, where appropriate, will challenge visitors to school who are not wearing correct identification* • *visitors sign out and remove/hand in their identification when they leave the school* • *visitors are aware of who to speak to if they are worried about a child during their visit* • *visitors are accompanied during their visit, when children are present, unless they have undergone relevant checks and these are accepted and verified by DSL or headteacher* • *visitors will behave in a way that is compliant with the school's* ***Code of Conduct*** • *visitors will not use mobile phones or other similar electronic devices during their visit unless agreed by the headteacher or DSL.* • *visitors will not initiate contact or conversations with pupils unless this is relevant and appropriate to the reason for their visit* • *when there are several visitors to the school at the same time (such as for an assembly etc.) there will be adequate staff supervision of children and visitors. A risk assessment will be undertaken if deemed necessary or appropriate* • *when visitors are undertaking activities with children, content of the activity will be agreed with the headteacher or DSL, prior to the visit*
Cameras, Mobile Phones and Devices	**Delph Side is committed to keeping pupils safe by ensuring that electronic devices such as cameras, phones and tablets are used in an appropriate manner. School will therefore ensure that:** • *parental consent is obtained to take and use photographs and/or videos of children* • *parental consent is obtained for photographs to be taken by the media for use in relation to promoting or publishing the school* • *separate parental consent is obtained if any other agency requests to take photographs of any child* • *parental consent will be valid for 5 years but may be sought more regularly at the discretion of the headteacher* • *images will be uploaded to, and stored in a secure place for a relevant amount of time, this may be for longer than the child is at school if appropriate* • *photographs and videos of children are only taken to provide evidence of their achievements for developmental records or for other school related purposes* • *staff, visitors, volunteers and students do not use their own mobile phones to take or record any images of children* • *the school's digital camera/s or memory cards must not leave the school setting unless this is agreed by the headteacher for official school business* • *photos are printed/uploaded in the setting by staff and once done images are t immediately removed from the cameras memory* • *parents are reminded frequently of the risks associated with posting images of children to social media* • *parents are reminded frequently that they are not permitted to distribute or post images that contain children other than their own* • *staff, volunteers and visitors will not use mobile phones in toilet or changing areas* • ***The Code of Conduct*** *and/or* ***Acceptable Use/Behaviour Policy*** *will outline when and where staff, volunteers and visitors can use their mobile phones* • *ALL staff, volunteers and visitors will adhere to the above policies and failure to do so will be addressed appropriately by the headteacher*

	and/or the Governing Body • *Pupils' use of mobile phones and other devices will be managed under the school's* ***Home/School Agreement/Acceptable Use/Behaviour Policy/Online Safety Policy/Mobile Phone Policy*** • *DFE Advice;* ***Searching, Screening and Confiscation*** *is followed where there is a need to search a pupil for a mobile device*	
Review Dates	***Policy adopted by the Governing Body on:***	***September 2019***
	Policy to be reviewed no later than:	***September 2020***
Key Personnel and Training Details	***Designated Safeguarding Lead (DSL)***	***Liz Ormerod (Headteacher)***
	Date DSL Training Attended	***September 2019***
	Back-up/Deputy DSL(s)	***Liz Burton*** ***Carolyn Lock*** ***Ian Morris*** ***Heather Hains*** ***Laura James***
	Date DSL Training Attended	***All September 2019*** ***(Except Heather Hains January 2019)***
	Prevent Lead	***Heather Hains***
	Date Prevent/WRAP training attended	**June 2019** Online Government Training
	Headteacher	***Liz Ormerod***
	Date safeguarding training attended (state type of training)	***September 2019*** ***DSL Refresher*** *(In addition, all staff have annual Safeguarding training in December L1 -3)*
	Chair Of Governors	***Lawrence Smye-Rumsby***
	Date safeguarding training attended (state type of training)	***December 2018*** *(To be refreshed December 2019)* *LSCB L1-3*
	Safeguarding Governor	***Thomas Hederick***
	Date safeguarding training attended (state type of training)	***December 2018*** ***(To be refreshed December 2019)***

Useful Contacts	**LCC Schools Safeguarding Officer**	*Tammy Tywang 01772 531196* *CYPsafeeduc@lancashire.gov.uk*
	LADO - (Local Authority Designated Officer)	*Tim Booth / Shane Penn / Donna Green 01772 536694* *LADO.admin@lancashire.gov.uk*
	MASH Education Officers	*Jenny Ashton 01772 531643* *jennifer.ashton@lancashire.gov.uk* *Matt Chipchase 01254 220989* *matt.chipchase@lancashire.gov.uk*
	Children and Family Wellbeing Service CON2	*The* **Children and Family Wellbeing** *Service (CFW) offers* ***support*** *to children, young people age 0-19+yrs (0 - 25yrs for SEND) and their families across Lancashire.* *Any agency can request access to this* ***support*** *for a* ***family or individual child*** *by making a Request for Support. Please note that a CAF (Early Help Assessment) should be in place.*
	Lancashire Children's Social Care / MASH CON 3 and 4	*Anyone can raise a concern about the safety and welfare of a child by calling 0300 123 6720 (or between 5.00pm - 8.00am on 0300 123 6722.)** *Before you make contact with MASH you need to consider if the child or young person's needs can be met by services from within your own agency, or by other professionals already involved with the family, including consideration to initiating a CAF (Early Help Assessment)* *Where possible, share information with consent, and where possible, respect the wishes of those who do not consent to having their information shared. Under the GDPR and Data Protection Act 2018 you may share information without consent if, in your judgement, there is a lawful basis to do so, such as where safety may be at risk. 7 golden rules* *Where the needs of the child meet Levels 3 and 4** of the Continuum of Need, professionals are advised to submit a referral form directly to Children's Social Care via the Multi Agency Safeguarding Hub cypreferrals@lancashire.gov.uk* ***Where there are immediate safeguarding concerns about a child or young person (level 4 of the CON / child protection), you should make direct contact with MASH on the following number* ***or*** *the Police (999 in an emergency) - and complete the referral*

		form once the immediate concerns have been addressed. If the child you are concerned about already has an allocated Social Worker go directly to this person by contacting 0300 123 6720: ***Professionals Line:*** ***East / District 11 12 13 14 – 01254 837 974*** ***Central / West / District 6 7 8 9 – 01254 837 905*** ***North / District 1 2 4 – 01254 837 975***
	Whistleblowing	*01772 532500* *WhistleblowingComplaints@lancashire.gov.uk*

Where possible, share information with consent, and where possible, respect the wishes of those who do not consent to having their information shared. Under the GDPR and Data Protection Act 2018 you may share information without consent if, in your judgement, there is a lawful basis to do so, such as where safety may be at risk.