

# Trust Policy

## Safeguarding Policy

(Nottinghamshire County Council model)



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### Contained within this document:

Full safeguarding guidance for county schools

### This policy should be read in conjunction with:

The full list of associated policies contained within this document



# Safeguarding Policy

(Nottinghamshire County Council Model)



## Policy/Procedure management log

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## Contents

1.	Introduction .....	3
2.	Policy statement and principles .....	4
3.	Key safeguarding contacts.....	4
4.	Definitions.....	5
5.	A whole school approach to safeguarding .....	5
6.	Our Child Protection Policy .....	9
7.	Identifying Concerns.....	12
8.	Safeguarding Culture .....	15
9.	Pupils accessing Alternative Provision Providers.....	16
10.	Supporting children and young people .....	17
11.	Safe Staff and Safe Recruitment .....	18
12.	Roles and Responsibilities.....	19
12.1	All staff and volunteers.....	19
12.2	Staff responsibilities .....	21
12.3	Senior Leadership/Management Team .....	22
12.4	Teachers (including NQTs) and Headteachers – Professional Duty .....	22
12.5	Designated Safeguarding Lead .....	22
12.6	Headteacher .....	25
12.7	Governing Body and Multi- Academy Trust .....	26
12.8	Looked After Children – The Role of Designated Teacher .....	28
13.	Children with Special Educational Needs.....	28
14.	Safeguarding Training .....	28
15.	Taking action where concerns are identified .....	29
16.	Confidentiality.....	30
17.	Information Sharing.....	30
18.	Recording and Monitoring .....	31
19.	Managing allegations against staff.....	32
20.	The Child Protection (CP), Child in Need (CiN) or Confidential file .....	33
21.	Safeguarding in the curriculum .....	34
22.	Links to other policies.....	35
23.	Helplines and reporting.....	36
	Appendix 1: LA reporting concerns flowchart.....	37
	Appendix 2: Existing Injuries Form – Tool to support reflection .....	38

## 1. Introduction

### Toot Hill School

At Toot Hill School we recognise it is our moral and statutory responsibility to safeguard and promote the welfare of all pupils. We will endeavour to provide a safe and welcoming environment where children are respected and valued. We will be alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection, and justice.

The procedures contained in this policy apply to all staff, supply staff, volunteers, and governors/members of the Nova Education Trust and are consistent with the Nottingham City Safeguarding Children Partnerships.

## Maintaining a child centred and coordinated approach to safeguarding

Everyone who works at Toot Hill School understands they are an important part of the wider safeguarding system for children and accepts safeguarding and promoting the welfare of children is everyone's responsibility and everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all our staff, including supply staff and volunteers will ensure their approach is child-centred and will be supported to consider, at all times, what is in the best interests of the child.

We recognise no single practitioner can have a full picture of a child's needs and circumstances. If children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information, and taking prompt action.

## 2. Policy statement and principles

This Child Protection Policy will be reviewed by the Senior Designated Safeguarding Lead Jennifer Gray on a regular basis to ensure it remains current and incorporates all revisions made to local or national safeguarding guidance. This policy will as a minimum be fully reviewed as a minimum once a year during the autumn term provided to the Governing Body for approval and sign off at the first autumn term meeting.

Our policy applies to all staff, governors and volunteers working in the Toot Hill School and takes into account statutory guidance provided by the Department for Education and local guidance issued by the Nottinghamshire Safeguarding Children Partnership.

We will ensure that all parents/carers are made aware of our responsibilities regarding child protection procedures and how we will safeguard and promote the welfare of their children through the publication of this Toot Hill School child protection policy.

These duties and responsibilities, as set out within the Education Act 2002 sec175 and 157, DfE Statutory Guidance Keeping Children Safe in Education 2023 and HM Working Together to Safeguard Children 2018 (updated December 2020) are incorporated into this policy.

## 3. Key safeguarding contacts

Role	Name	Contact Details
Headteacher/Principal	Chris Eardley	<a href="mailto:Ceardley@toothillschool.co.uk">Ceardley@toothillschool.co.uk</a>
Senior Designated Safeguarding Lead	Jennifer Gray	<a href="mailto:Jgray@toothillschool.co.uk">Jgray@toothillschool.co.uk</a>
Senior Leader(s) available for contact in the absence of the DSLs	Cathryn Smith	<a href="mailto:Casmith@toothillschool.co.uk">Casmith@toothillschool.co.uk</a>
Deputy Safeguarding Lead(s)	Victoria Davis	<a href="mailto:VDavis@toothillschool.co.uk">VDavis@toothillschool.co.uk</a>
Names of additional Safeguarding Officers	Jenny Brennan Ash Modi Laura Munro Michelle Challoner Izzy Sheldon Rachel Brentley Lucy Hughes Connor Rossin	<a href="mailto:JBrennan@toothillschool.co.uk">JBrennan@toothillschool.co.uk</a> <a href="mailto:Amodi@toothillschool.co.uk">Amodi@toothillschool.co.uk</a> <a href="mailto:Lmunro@toothillschool.co.uk">Lmunro@toothillschool.co.uk</a> <a href="mailto:MChalloner@toothillschool.co.uk">MChalloner@toothillschool.co.uk</a> <a href="mailto:Isheldon@toothillschool.co.uk">Isheldon@toothillschool.co.uk</a> <a href="mailto:Rbrentley@toothillschool.co.uk">Rbrentley@toothillschool.co.uk</a> <a href="mailto:LHughes@toothillschool.co.uk">LHughes@toothillschool.co.uk</a> <a href="mailto:CRossin@toothillschool.co.uk">CRossin@toothillschool.co.uk</a>

Chair of Governors	Laura Grant	<a href="mailto:LGrant@novaeducationtrust.net">LGrant@novaeducationtrust.net</a>
Designated Governor for Child Protection/ Safeguarding	Laura Grant	<a href="mailto:LGrant@novaeducationtrust.net">LGrant@novaeducationtrust.net</a>
Trust Director of Safeguarding & Inclusion (Nova Education Trust)	Ms Leah Miller	<a href="mailto:lmiller@novaeducationtrust.net">lmiller@novaeducationtrust.net</a>
LA Safeguarding Children in Education Officer	Cheryl Stollery	0115 8041047
Local Authority Designated Officer (LADO)	Eva Callaghan or covering LADO	0115 8041272
MASH (Multi-agency Safeguarding Hub)		0300 500 80 90
MASH Consultation Line	Office hours	0115 977 4247
Emergency Duty Team (Children's Social care)	Outside of office hours	0300 456 4546
Police (to report a crime and immediate risk of harm or abuse to child)	101	In an emergency 999 (only)
NSPCC help/whistleblowing line	line is available 8.00am to 8.00pm Monday to Friday	0800 028 0285- Email: <a href="mailto:help@nspcc.org.uk">help@nspcc.org.uk</a>

## 4. Definitions

### Safeguarding children is defined as:

- The actions we take to promote the welfare of children and protect them from harm are everyone's responsibility. Everyone who comes into contact with children and families has a role to play.

### Safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment.
- Preventing the impairment of children's mental and physical health or development.
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care.
- Taking action to enable all children to have the best outcomes.

**NB Definition:** Children includes everyone under the age of 18.

## 5. A whole school approach to safeguarding

### Whole school approach to safeguarding:

- We understand the importance every member of our staff has through their contact with children in and outside of our school and college environment and the particular importance of the roles and relationships they have which places them in a position to identify concerns

early, provide help for children and promote children's welfare and prevent concerns from escalating.

- As a school and college, we have a responsibility to provide a safe environment in which children can learn.
- We will make every effort to identify children who may benefit from early help and put in place support as soon as a problem emerges at any point in a child's life.
- **Any staff member** who has **any** concerns about a child's welfare should follow the processes set out in this child protection policy and raise concerns with the designated safeguarding lead or deputy without delay.
- All our staff should expect to support social workers and other agencies following any referral, especially if they were involved in being alert to or receiving a disclosure of risk, harm or abuse or harassment from a child.
- Our senior designated safeguarding lead will provide support to staff to carry out their safeguarding duties and who will liaise closely with other services such as children's social care, police, early help, and health were required, as the designated safeguarding lead (and any deputies) are most likely to have a complete safeguarding picture and be the most appropriate person to advise on the response to safeguarding concerns.

**Safeguarding is not just about protecting children from deliberate harm. It also relates to the broader aspects of care and education including:**

- Pupils' health and safety and emotional well-being, and their mental and physical health or development.
- Meeting the needs of children with special educational needs and/or disabilities.
- Ensuring reasonable adjustments are provided as informed by the Equality Act for disabled children and young people
- Where a child receives elective home education and has an EHCP, the LA should review the plan working with parents and carers.
- The use of reasonable force.
- Meeting the needs of children with medical conditions.
- Providing first aid.
- Educational visits and off- site education.
- Intimate care and emotional wellbeing.
- On-line safety and associated issues including filtering and monitoring in accordance with DfE monitoring standards.
- Appropriate arrangements to ensure school and college security, taking into account the local context.
- Keeping children safe from risks, harm, exploitation and sexual violence and sexual harassment between children: KCSiE 2023 Annex A.

**Safeguarding can involve a range of potential issues such as:**

- Neglect, physical abuse, sexual abuse, and emotional abuse.
- Contextualised also known as extra-familial abuse.
- Bullying, including online bullying (by text message, on social networking sites, and prejudice-based bullying and being aware of the ease of access to mobile phone networks.
- The approach to online safety, including appropriate filtering and monitoring on school and college devices and school networks for home use.
- Going frequently missing and who are 'absent from education' going 'missing from care or home' and the risks this poses on repeat occasions and for prolonged periods.
- Domestic Abuse including teenage relationship abuse.
- Racist, disability- based, homophobic, bi-phobic, or transphobic abuse.
- Gender based violence/violence against women and girls.
- Risk of extremist behaviour and/or radicalisation and susceptible to being at risk of being drawn into terrorism.

- Child sexual exploitation, human trafficking, modern slavery, sexual or criminal exploitation.
- A young carer.
- Has a mental health need and has an effect on school and college attendance and progress.
- Has special educational needs (whether or not they have a statutory Education Health and Care Plan (EHCP)).
- Privately fostered.
- Has returned home to their family from care.
- Has a family member in prison or is affected by parental offending.
- Child-on-Child Abuse (broadened by KCSiE 2023 to include children abusing other children, other varying form of bullying including online and sexually harmful behaviour, sexual violence, and sexual harassment (further defined in KCSiE 2023 Part Five)).
- Harm outside the home extra familial harm.
- The impact of new technologies, including 'sexting' and accessing pornography.
- Issues which may be specific to a local area or population, is showing signs of being drawn into anti-social or criminal behaviour, including gang activity or involvement and associations with organised crime groups or county lines.
- In possession of a knife and or involved in knife crime, youth violence, criminal child exploitation (CCE).
- Is in family circumstances which present challenges for the child, such as drug and alcohol misuse, adult mental health issues and domestic abuse/harm.
- Is at risk of or from serious violence and violent crime.
- Persistent absence from education, including persistent absence for part of the school day.
- At risk of suspension or permanent exclusion
- Particular issues affecting children including domestic abuse and violence, female genital mutilation, and honour-based abuse.
- Being subject to any conduct where the purpose is to cause a child to marry before their eighteenth birthday, even if violence, threats, or another form of coercion are not used. As with the existing forced marriage law, this applies to non-binding, unofficial 'marriages' as well as legal marriages (Law change on Forced Marriage, February 2023).
- 'Upskirting'- The Voyeurism (Offences) Act, which is commonly known as Up-skirting Act, came into force on 12 April 2019. Upskirting is a criminal offence and reportable by all teachers (KCSiE Annex A).

All our staff and volunteers are aware of the indicators of abuse and neglect and know what to look for is vital for the early identification so that support can be put in place. Our staff and volunteers are also aware of the specific safeguarding issues that indicate or inform of concerns or incidents linked to child criminal exploitation and child sexual exploitation and know to report concerns directly to the designated safeguarding or a member of the senior leadership team should the designated safeguarding lead not be available for children who may be in need of help or protection.

Our staff recognise that children may not feel ready or know how to tell someone that they are being abused, exploited, or neglected, and/or they may not recognise their experiences as harmful. Children may also feel embarrassed, humiliated, or could be being threatened not to tell, so not feel able to share what is happening to them. Alternatively, we recognise children may not want to make a disclosure or talk about what is happening due to their vulnerability, disability and/or sexual orientation or language barriers. This should not prevent staff from having a professional curiosity and speaking to the DSL if they have concerns about a child and agree a way forward to support the child and determine how best to build trusted relationships with children and young people which facilitate good opportunities for communication.

**All staff** should **always** speak to the designated safeguarding lead, or deputy at the earliest opportunity.

As a school and college, we are aware that abuse, neglect, and safeguarding issues are rarely standalone events and cannot be covered by one definition or one label alone. In most cases,

multiple issues will overlap with one another, therefore all staff should always be vigilant and always raise any concerns with the designated safeguarding lead (or deputy).

**All** staff should be aware that safeguarding incidents and/or behaviours can be associated with factors outside the school and/or can occur between children outside of our school environment.

All our staff have received information and training regarding the risks that can take place outside their families. This is known as extra-familial harm and these can take a variety of different forms and children can be vulnerable to multiple harms including (but not limited to) sexual exploitation, criminal exploitation, sexual abuse, serious youth violence and county lines.

Our staff are aware that technology offers many opportunities but is a significant component in many safeguarding and wellbeing issues. Children are at risk of abuse online as well as face to face. Children can also abuse their peers online, this can take the form of abusive, harassing, and misogynistic messages, the non-consensual sharing of indecent images, especially around chat groups, and the sharing of abusive images and pornography, to those who do not want to receive such content.

All our staff have 'an understanding of the expectations, applicable to their roles and responsibilities in relation to filtering and monitoring' of ICT systems and regular monitoring of school's equipment and networks.

Our school and college approach to online safety, including appropriate filtering and monitoring on school devices and school networks is reflected in this Child Protection Policy including awareness of the ease of access to mobile phone networks. (See KCSiE 2023 Paragraph 138).

Our Snr DSL and the DSL team has the lead responsibility in this area, which is overseen and regularly reviewed by the 'Governing body/ trust, along with considering the number of and age range of their children, those who are potentially at greater risk of harm, and how often they access the IT system along with the proportionality of costs versus safeguarding risks.'

Nova Education Trust will ensure they maintain oversight of the Online Safety Policy as a separate policy, and the arrangements put in place to ensure appropriate filtering and monitoring on school devices and school network. The appropriateness of any filtering and monitoring systems will in part be informed by the risk assessment required by the Prevent Duty as required by KCSiE 2023 paragraph 138 to 147.

This will include:

- identify and assign roles and responsibilities to manage filtering and monitoring systems.
- review filtering and monitoring provision at least annually.
- block harmful and inappropriate content without unreasonably impacting teaching and learning.
- have effective monitoring strategies in place that meet the school/ colleges safeguarding need.
- review and discuss the standards with the leadership team, IT staff and service providers to ensure the school/college meets the standard published by the [Department for Education filtering and monitoring standards](#).

All schools and colleges within Nova Education Trust use NetSupport Classroom.Cloud as the filtering and monitoring system. More information on this can be found in the Online Safety Policy.

Nova Education Trust will ensure a review is maintained to ensure the standards and discuss with IT staff and service providers these standards and whether more needs to be done to support our school/college in meeting and maintaining this standard and communicating these to staff, our pupils, parents, carers and visitors to the school who provide teaching to children as part of the learning and educational opportunities we provide.



Our Senior DSL and the DSL team will always act in the 'best interest of the child' and remain mindful of the importance with parents and carers about safeguarding concerns held for children and in particular children's access to online sites when away from school.

We will support understanding of harmful online challenges and hoaxes and share information with parents and carers and where they can get help and support.

All forms of abuse or harassment will be reported in accordance with national safeguarding guidance, and we will take a 'zero tolerance' approach to harassment and abuse as informed in KCSiE.

As a school and college, should an incident or disclosure be made by a child, our staff will always reassure the child (victim) that they are being taken seriously and that they will be supported and kept safe, but we recognise that not every victim will view themselves as such. We will also be mindful of the use of other terminology such as '**alleged perpetrator(s)**' or '**perpetrator(s)**' as in some cases the abusive behaviour will have been harmful to the perpetrator as well.

We will do our best to ensure children understand the law on child-on-child abuse is there to protect them rather than criminalise them. In doing this we will discuss with relevant statutory safeguarding agencies to ensure all concerns or incidents are addressed fully, and where required different types of assessment and services are put in place where required and in accordance with the Pathway to Provision v 9.1.

## 6. Our Child Protection Policy

**There are seven main elements to our policy:**

- Providing a safe environment in which children can learn and develop.
- Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children.
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases of abuse in and outside of school.
- Supporting pupils who have social care involvement in accordance with his/her child in need plan, child protection plan or are subject to Local Authority Care.
- Raising awareness of safeguarding children, child protection processes and equipping children with the skills needed to keep them safe in and outside of school.
- Working in partnership with agencies and safeguarding partners in the 'best interest of the child.'
- Ensuring we have appropriate policies and procedures to deal with child-on-child sexual violence and sexual harassment, you are filtering and monitoring arrangements for online safety and harms and is included within the main policy.

We recognise that because of the day-to-day contact our school and college have with children they and we are well placed to observe the outward signs of abuse.

**The school and college will therefore:**

- Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to and heard.
- Ensure children know that there are trusted adults in the school who they can approach if they are worried.
- Ensure that every effort is made to establish effective working relationships with parents, carers, and colleagues from other agencies.
- Include opportunities in the *RSHE* curriculum for children to develop the skills they need to recognise and stay safe from abuse by:
- Recognise and managing risks including online safety, radicalisation and extremism, sexual exploitation, child on child sexual violence and sexual harassment, the sharing of nude and semi -nude images which has replaced what was termed as sexting.

- Support the development of healthy relationships and awareness of domestic violence and abuse, recognising that Domestic Abuse can encompass a wide range of behaviours and may involve a single incident or a pattern of incidents. That abuse can be, but is not limited to, psychological, physical, sexual, financial, or emotional harm and children can be victims of domestic abuse. They may see, hear, or experience the effects of abuse at home and/or suffer domestic abuse in their own intimate relationships (teenage relationship abuse). All of which can have a detrimental and long-term impact on their health, well-being, development, and ability to learn.
- Recognising how pressure from others and safeguarding vulnerabilities can affect their behaviour.
- Recognising the link between mental health, school attendance and children 'absent from education' and the impact on learning, progress, and educational attainment.
- Knowing that as a school and college we will act swiftly to address any concerns related to serious violence, gang and knife crime or child on child sexual violence or sexual harassment incidents.
- Ensuring our behaviour policy includes measures to prevent bullying, including cyberbullying, harmful online challenges, hoaxes, prejudice-based and discriminatory bullying and use of social media platforms and networks is included within the main Child protection policy.
- Maintain an on-line safety policy which address statutory filtering and monitoring standards, which take into account remote learning, and use of mobile and smart technology and is reviewed regularly to take into account any new threats are included within the Online Safety Policy.
- The response required by school, college and safeguarding agencies to address any 'harm outside the home' also known as 'extra familial harm.' school and college are a place of protection and where children and young people can share concerns and seek support and are place of safety and where children and young people can form safe and trusted relationships. Through creating a whole school and college ethos and sharing excellent communication with safeguarding partners and services, children and young people can feel assured they will be listened to, heard, and offered support to enable them share sensitive information and strengthen their resilience.
- Importance of our school and college ethos of working together with parents, carers, and external services to form strong and trusted partnerships which can advocate trauma informed and trauma aware responses and where trusted relationships can be formed and go on to create safe places and spaces within the community, so children and young people know how to access a place of safety outside of the school/college environment if needed.

As part of our commitment to ensure all pupils and staff know how to keep each other safe, within school, online and outside the home, the school has embedded safeguarding education across our balanced curriculum including, the Personal development curriculum. In addition to this, Toot Hill school works closely with local community groups such as Positive Futures and Change Grow Live, as well as Youth Justice, the Police and schools Police Early intervention officer and other local schools, to address harm outside the home.

In conjunction with RSHE teaching to all year groups. The RSHE curriculum has been carefully planned to cover the breadth of safeguarding topics including those highlighted in the Ofsted Sexual abuse report (2021) such as sexual harassment and consent.

- We will take all reasonable measures to ensure any risk of harm to children's welfare is minimised inside and outside of the school or college environment.
- Take all appropriate actions to address concerns about the welfare of a child, working to local policies and procedures in full working partnership with agencies.
- Ensure robust child protection arrangements are in place and embedded in the daily life and practice of the school.
- Promote pupil health and safety.
- Promote safe practice, and challenge unsafe practice.

- Ensure that procedures are in place to deal with allegations of abuse against teachers and other staff including volunteers, supply staff and contractors. KCSiE Part Four has two sections, the second section addresses low-level concerns.
- Provide first aid and meet the health needs of children with medical conditions
- Ensure school site security.
- Address drugs and substance misuse issues.
- Support and plan for young people in custody and their resettlement back into the community.
- Work with all agencies regarding missing children, anti-social behaviour/gang activity and violence in the community/knife crime and children at risk of sexual exploitation.
- Everyone having a duty to safeguard children inside/outside the school environment including school trips, extended school activities, vocational placements, and alternative education packages.

The DSL team and all staff support children with mental health problems and are proactive in sharing any concerns about indicators that a child has suffered or is at risk of suffering abuse, neglect or exploitation. Mental Health Hygiene is taught within the Personal Development curriculum as well as pupils having access to The Hub and our non-teaching Senior Mental Health lead, Natalie Wood and on-site counselling. Parents are also invited to attend support groups and educational workshops on a range of mental health areas, in conjunction with the NHS Mental Health Support Team

All staff at Toot Hill School are committed to support young people with their mental health. We actively promote positive mental health and wellbeing via Wellbeing Wednesdays in tutor time and via our Personal Development Curriculum. We have a dedicated safeguarding officer as well as a full-time non-teaching mental health lead who runs our Hub. The Hub is a base for in school mentors, counsellors, healthy family team, WAM, and Trailblazers and the Mental Health Strategy Team so they can support our children onsite. The DSL's have regular supervision with our mental health support team to identify any early indicators that a child has suffered or is at risk of suffering abuse, neglect, or exploitation. The DSL team attend and facilitate regular meetings in school with multi agencies, for individual children and families in school to support easier local access and involvement by children, parents and carers. They also take part in partnership forums/events, and attend multi-agency training which is then disseminated throughout the team.

DSL, Laura Munro is the school's LGBTQ+ champion and works with the DSL team and senior leadership team to ensure that children who may be LGBTQ+ have a trusted adult at school and supportive network via the Toot Hill Diversity group. The school is currently securing the Rainbow Flag award and ensure that the full curriculum usualises and reflects LGBT view points and topics, especially within the RSHE curriculum. All forms of discriminatory language or in the rare occasion bullying are logged and actioned.

KCSiE 2023 Annex B page 142 Child abduction and community safety incidents – Child abduction is the unauthorised removal or retention of a minor from a parent or anyone with legal responsibility for the child. Child abduction can be committed by parents or other family members; by people known but not related to the victim (such as neighbours, friends, and acquaintances); and by strangers.

The DSL team work with any families who feel that their child may be at risk of abduction and regularly review bespoke risk assessments and share information with all duty staff and the senior leadership team to ensure all children's safety.

Other community safety incidents in the vicinity of a school can raise concerns amongst children and parents, for example, people loitering nearby or unknown adults engaging children in conversation are logged and shared with the Police via NSCP School Safe Alert protocol, or reported directly to the school police liaison officer.

As children get older and are granted more independence (for example, as they start walking to school on their own) it is important they are given practical advice on how to keep themselves safe.

The school provides outdoor safety lessons via our Personal Development curriculum lessons to help children build confidence and abilities to protect themselves or know how and where they can seek help and support.

**We will follow the procedures set out by the Nottinghamshire Safeguarding Children Partnership (NSCP) and take account of guidance issued by the DfE in Keeping Children Safe in Education 2023 to:**

- Ensure we have a Senior Designated Safeguarding Lead (DSL), who is a member of the school/college leadership team, and a Deputy Safeguarding Lead for child protection/safeguarding who has received appropriate training and support for this role.
- The Designated Safeguarding Lead role is written into their job description and clarifies the role and responsibilities including as defined in KCSiE 2023 Annex C.
- Ensure we have a nominated governor responsible for child protection/safeguarding.
- Ensure that we have a Designated Teacher for Looked After Children (LAC).
- Ensure every member of staff (including temporary, supply staff and volunteers) and the governing body knows the name of the Senior Designated Safeguarding Lead, their deputies responsible for child protection, and their role.
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and their responsibility for referring any concerns to the Designated Safeguarding Lead, or to children's social care/police if a child is in immediate danger.
- Ensure all staff and volunteers are aware of the early help process and understand their role in making referrals or contributing to early help offers and arrangements.
- Ensure that there is a whistleblowing policy and culture where staff can raise concerns about unsafe practice, and that these concerns will be taken seriously.
- Ensure that there is a complaints system in place for children and families.
- Ensure that parents have an understanding of the responsibility placed on the school and staff for child protection and safeguarding by setting out its obligations in the school prospectus and on the school's website.
- Notify Children's Social Care if there is an unexplained absence for a child who is subject to a child protection plan and where no contact can be established with the child, or a parent or appropriate adult linked to the child.
- Develop effective links with relevant agencies and cooperate as required with their enquiries regarding child protection matters, including attendance at child protection conferences.
- Keep written records of concerns about children, even where there is no need to refer the matter immediately; documenting and collating information on individual children to support early identification, referral, and actions to safeguard.
- Ensure all records are kept securely; predominantly on the electronic management system CPOMs, however if paper files are sent, they are kept separate from the main pupil file, in a locked cabinet in the DSL office.
- Ensure that we follow robust processes to respond when children are missing from education or missing from home or care.
- Develop and then follow procedures where an allegation is made against a member of staff or volunteer.
- Ensure safe recruitment practices are always followed.
- Apply confidentiality appropriately.
- Apply the NSCP escalation procedures if there are any concerns about the actions or inaction of social care staff or staff from other agencies.

## 7. Identifying Concerns

All members of staff, volunteers and governors will know how to identify pupils who may be being harmed and then how to respond to a pupil who discloses abuse, or where others raise concerns about them. Our staff will be familiar with procedures to be followed.

Staff understand that abuse, neglect, and safeguarding issues are rarely standalone events that can be covered by one definition, and that in most cases multiple issues will overlap with each other. Staff who regularly come into contact with children are aware of the DfE guidance [What to do if you're worried a child is being abused](#)

The four categories of child abuse are as follows:

1. Physical Abuse
2. Emotional Abuse
3. Sexual Abuse
4. Neglect

## Indicators of abuse and neglect

**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. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children.

**Physical abuse:** a form of abuse which may involve hitting, shaking, throwing, poisoning, burning, or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

**Emotional abuse:** the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child 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 expectation being imposed on children. These may include interactions that are beyond a child's developmental capability as well as over protection and limitation of exploration and learning or preventing the child from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children 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, although it may occur alone.

**Sexual abuse:** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving 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 masturbations, kissing, rubbing, and touching outside of clothing. They may also include non-contact activities, such as involving children to look at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. The sexual abuse of children by other children is a specific safeguarding issue (also known as child-on-child abuse) in education and **all** staff should be aware of it and of their school or colleges policy and procedures for dealing with it.

**Neglect:** the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy, 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 (the use of inadequate caregivers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

**Safeguarding issues:** All staff should have an awareness of safeguarding issues that can put children at risk of harm. Behaviours linked to issues such as drug taking and or alcohol misuse, deliberately missing education and consensual and non-consensual sharing of nudes and semi-nude images and/or videos can be signs that children are at risk.

All staff know to ensure that they remain vigilant to the needs and changes in behaviour of children and that they should share any o safeguarding concerns or emerging threats with the DSL team. The school has invested in National Online Safety programme which provided educational advice and support for parents, to ensure that children can be remain free from risk, exploitation, or grooming when online at home or when engaging in remote/home learning.

The school comprehensively delivers a range on online safety content from Yr 7-13 via the personal development curriculum, and active tutoring, to ensure that wherever possible children can access and use different media platforms safely. In particular when engaging in learning remotely where they may have limited supervision from parents/carers.

Our ethos at Toot Hill School demonstrates that the effective safeguarding of children can only be achieved by putting children at the centre of a system where we listen and hear what they say. Every individual within Toot Hill School will play their part, including working with professionals from other agencies, particularly social workers, to meet the needs of our most vulnerable children and keep them safe. We will take opportunities to teach children about important safeguarding issues in a way that is age appropriate.

Toot Hill School is led by senior members of staff and governors and trust members whose aims are to provide a safe environment and vigilant culture where children and young people can learn and be safeguarded. If there are safeguarding concerns, we will respond with appropriate action in a timely manner for those children who may need help or who may be suffering, or likely to suffer, significant harm.

Where staff members have concerns about a child (as opposed to a child being in immediate danger) they will decide what action to take in conjunction with the Snr Designated Safeguarding Lead. Although we advocate that any staff member can make a referral to children's social care or MASH, especially where a child is identified as being in immediate danger, they should however ensure that the Designated Safeguarding Lead (DSL), or a member of the senior leadership team is informed as soon as possible.

We also ensure that all our staff are clear that whilst they should discuss and agree with the DSL any actions to be taken, they are able to escalate their concerns and contact MASH, MASH Consultation Line or social care to seek support for the child if despite the discussion with the DSL their concerns remain. Staff are also informed of the school's whistle blowing procedures and the contact details for the Local Authority LADO and NSPCC helpline, which are also displayed in the staffroom for easy access.

In line with the greater responsibilities of schools highlighted in KCSiE 2023 paragraph142, to ensure wherever possible, children can access and use different media platforms safely, all staff know to ensure that they remain vigilant to the needs and changes in behaviour of children and that they should share any o safeguarding concerns or emerging threats with the DSL team, including any concerns online. Toot Hill school continues to provide up to date educational advice and support for parents, via CEOP and National Online safety, to ensure that children can be remain free from risk, exploitation, or grooming when online at home or when engaging in remote/home learning.

The school comprehensively delivers a range on online safety content from Year 7-13 via the personal development curriculum, and active tutoring, to ensure that wherever possible children can remain free from the risks of online exploitation, grooming or radicalisation and access and use different

media platforms safely. In particular when engaging in learning remotely where they may have limited supervision from parents/carers. In addition to this the school have robust filtering and monitoring systems for any school device.

## 8. Safeguarding Culture

The Toot Hill School ethos demonstrates that the effective safeguarding of children can only be achieved by putting children at the centre of a system where we listen and hear what they say. Every individual within Toot Hill School will play their part, including working with professionals from other agencies, particularly social workers, to meet the needs of our most vulnerable children and keep them safe. We will take opportunities to teach children about important safeguarding issues in a way that is

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We also ensure that all our staff are clear that whilst they should discuss and agree with the DSL any actions to be taken, they are able to escalate their concerns and contact MASH, MASH Consultation Line or social care to seek support for the child if despite the discussion with the DSL their concerns remain. Staff are also informed of the school whistle blowing procedures and the contact details for the Local Authority LADO and NSPCC helpline.

The Senior Designated Safeguarding Lead (DSL) Jennifer Gray is familiar with national and local guidance and will share concerns, where appropriate, with the relevant agencies, including;

- Hosting multi-agency meetings within school
- Attendance at all child protection multi-agency meetings
- Highly effective communication and collaboration with MASH, LADO if necessary in school
- Counselling and mentorship review, fortnightly
- Sharing of information from the school mental health and wellbeing 'Hub'
- Working with external agencies including; Nottinghamshire social care, Police, Early help, Fair Access, Healthy Families, CAMHS, Positive Futures and a range of charities that work with our children such as CASY and WAM.

All new staff, supply staff and volunteers receive personalised safeguarding training as part of their induction process. Through a range of questioning, scenarios and evaluations, the Safeguarding team ensure that all staff are clear on how to report concerns or disclosures and what to do if they have concerns about another member of staff (including supply staff and volunteers).

- Regular training of DSLs, including training by Moira Cordon
- Published DSL photos around site
- All Staff receive regular safeguarding training
- Awareness is raised in Staff Briefing meetings and bulletins

- Safeguarding board in the staffroom
- Supply staff and visitors are provided with safeguarding information upon arrival to site
- All staff and visitors wear appropriate lanyards
- Staff survey
- Additional counselling service bought in, on site
- DSL email and CPOMS

The Senior DSL and deputies (DSL team) maintain a key role in raising awareness amongst staff about the needs of children who have or who have had a social worker and the barriers that those children might experience in respect of attendance, engagement and achievement at schools or college.

The Senior DSL along with the Designated Teacher can inform the Governing body and Headteacher the number of children in their cohort who have or who have had a social worker and appropriate information is shared with teachers and staff on individual children's circumstances

The Designated Teacher and Senior Designated Safeguarding Lead maintain data for children who have looked after status and for children who have been involved in the care system via;

- Mentoring for CLA children by Designated Teacher
- Reviews with SENCO, DSL and mental health leads
- Regular multi-agency meetings
- Regular communication with foster carer/residential placement and their social workers.
- Attendance at all LAC/PP reviews

## **9. Pupils accessing Alternative Provision Providers**

Where a school places a pupil with an alternative provision provider, the school continues to be responsible for the safeguarding of that pupil and should be satisfied that the provider can meet the needs of the pupil.

Children who attend alternative education often have complex needs, it is important governing bodies/trusts and designated safeguarding leads ensure children are fully supported at all times, and the alternative setting is aware of any additional risks of harm that pupils may be vulnerable to. Information sharing for pupils who receive education provision outside of a mainstream setting is vital to support the child and ensure the learning environment where they are placed has all necessary information for the child before they access the provision. The working together principles are key to keep the child safe and understanding the vulnerabilities needing to be supported. This should include up to date contact details for the professionals working with the child and family.

Schools should also obtain written confirmation from the alternative provision provider that appropriate safeguarding checks have been conducted on individuals working at the establishment, i.e., those checks that the school would otherwise perform in respect of its own staff.

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Schools should also obtain written confirmation from the alternative provision provider that appropriate safeguarding checks have been conducted on individuals working at the establishment, i.e., those checks that the school would otherwise perform in respect of its own staff.

The DSL team conduct an onsite safeguarding visit to all of our Alternative provision providers. The appropriate DfE, DBS and Safeguarding assurances are logged and all students attending Alternative Provision have a key member of staff who will link with the DSL at the AP. We are particularly mindful that SEND students may be more vulnerable and termly visits in situ will take place, as well as regular updates with staff and parents to review the placement, and a risk assessment is in place if needed.

The Senior Designated Safeguarding Lead (DSL) who is familiar with national and local guidance, will share concerns, where appropriate, with the relevant agencies.

- The Senior DSL and DSL team to meet weekly so each is fully informed and able to respond to the needs of children subject to safeguarding concerns. Vulnerable children or those subject to a safeguarding plan are discussed and monitored weekly and discussion will take place as to whether external agencies such as social care, CAMHS, Healthy families, MHST or additional support services need to be contacted. Children who are educated off site or attending an alternative provision placement have regular safeguarding site visits, transportation risk assessments if needed and are reviewed with a nominated member of staff at each placement.

## 10. Supporting children and young people

We recognise that children may not feel ready or know how to tell someone that they are being abused, exploited, or neglected, and/or they may not recognise their experiences as harmful. For example, children may feel embarrassed, humiliated, or being threatened. This could be due to their vulnerability, disability and/or sexual orientation or language barriers. We recognise that children who are abused or who witness violence may find it difficult to develop a positive sense of self-worth. They may feel helplessness, humiliation, and some sense of blame. The school may be the only stable, secure, and predictable element in the lives of children at risk. When at school their behaviour may be challenging and defiant or they may be withdrawn. This should not prevent staff from having a professional curiosity and speaking to the DSL if they have concerns about a child. It is also important that staff determine how best to build trusted relationships with children and young people which facilitate communication. We also recognise that there are children who are more vulnerable than others, which include children with special educational needs and or disabilities.

All staff including volunteers are advised to maintain the attitude of **'it could happen here'** where safeguarding is a concern, and when concerned about the welfare of the child should always act in the **best** interests of the child.

### **Our school and college will endeavour to support the pupil through:**

- Developing the content of the curriculum including the personal development curriculum covering character development, self-awareness, mental health hygiene, RSHE and local and national safeguarding trends and topics.
- Maintaining a school and college ethos which promotes a positive, supportive, and secure environment, and which gives pupils a sense of them being valued.

- The school behaviour policy, anti-bullying policy and child-on-child abuse policy which is kept up to date with national and local guidance and which is aimed at supporting vulnerable pupils in our school and college.
- Our school and college will proactively ensure that all children know that some behaviours are unacceptable and will need to be addressed but as members of our school and college they are valued and will be supported through the time required to deal with any abuse or harm that has occurred, or outcomes from incidents.
- The school works in partnership with Parents and Carers to regularly modify behaviour; behavioural support is provided by Heads of Year, Assistant Heads of Year and wider pastoral team, with tutors being the first port of call. Student support is also provided by way of Student Services and mentorship with more specialist support provided within 'The Hub'. The Attitude to Learning Team, provide more targeted behavioural support. Learning Support, supports students with specific learning and emotional needs.
- Liaison with other agencies that support the pupil such as Children's Social Care (in line with the Pathway to Provision Version 9.1, published in May 2021), Behaviour and Attendance Service and Education Psychology Service, use of Complex Case Resolution Meetings and the Early Help Assessment Form (EHAF), etc.
- Ensuring that, where a pupil leaves and is subject to a child protection plan, child in need plan or where there have been wider safeguarding concerns, their information is transferred to the new school immediately or within **5 working days** and that the child's social worker is informed.
- Ensuring that the vulnerability of children with special educational needs and or disabilities is recognised and fully supported all staff but specifically by the SENDCO and learning support team.
- Where a child discloses a concern or informs of an incident that has involved them in an incident involving sexual violence and or sexual harassment the staff member will ensure the child (victim) is taken seriously, kept safe and never be made to feel like they are creating a problem for reporting abuse, sexual violence, or sexual harassment.
- The staff member if not the designated safeguarding lead Jen Gray, will be informed immediately, and actions taken in accordance with the school's policy on child-on-child/sexual violence and sexual harassment between children in school and college policy.
- All students are provided with advice and support during safeguarding assemblies, Personal Development and RSHE lessons. Additional support is provided at Student Services, Learning Support Centre (LSC), 'The Hub', Pastoral staff and via information posters and leaflets. Staff are aware of a dedicated email address for the DSL to seek advice. Students can seek support through the school website and disclose anonymously.

## 11. Safe Staff and Safe Recruitment

- The leadership team, governing body and Nova Education trust of the Toot Hill school and college will ensure that all safer working practices and recruitment procedures are followed in accordance with the guidance set out in KCSiE 2023 Part Three and advised by Nova Education Trust HR Services policy and practice guidance.
- School leaders, staff and members of the Nova Education Trust will be appropriately trained in safer working practices and access the safer recruitment training advised by NCC HR Service the Trust.
- Statutory pre-employment checks and references from previous employers are an essential part of the recruitment process. We will ensure we adopt the appropriate necessary procedures to carry out the checks required and where any concerns arise, we will seek advice and act in accordance with national guidance.
- The school and college have in place recruitment, selection, and vetting procedures in accordance with KCSiE 2023 Part Three and maintains a Single Central Record (SCR), which is reviewed regularly and updated in accordance with KCSiE 2023 Part Three paragraphs 206 to 351.
- Staff will have access to advice on the boundaries of appropriate behaviour and will be aware of the School Employee Code of Conduct, which includes contact between staff and pupils

outside the work context. Concerns regarding low-level concerns will be included in our Code of Conduct from 1 September 2023 in line with KCSiE Part Four Section two. Staff can access a copy of this in the staffroom or via the Nova Gateway.

- Newly appointed staff and volunteers will be informed of our arrangements for safer working practices before beginning working and contact with pupils.
- In the event of any complaint or allegation against a member of staff, the headteacher (or the Designated Safeguarding Lead) if the headteacher is not present, will be notified immediately. If it relates to the headteacher, the chair of governors or Nova education trust will be informed without delay. We will respond to all allegations robustly and appropriately in collaboration with the Local Authority Designated Officer (LADO), LADO Allegation Officers and HR Business Partner or HR Service.
- Staff may find some of the issues relating to child protection and the broader areas of safeguarding upsetting and may need support which should be provided by the school and their Human Resources Team.
- Advice and support will be made available by the Safeguarding Children in Education Officer (SCiEO), LADO and NCC HR where appropriate to the leadership team.
- All new employees will be appropriately inducted to their role and a link to the [Induction Checklist for Safer Recruitment](#) can be accessed from HR's guidance section of the School Portal.
- The school ensures that all adults who supervise children on work experience have the correct policies and procedures in place to protect children. This audited before any placements are commissioned.
- All new staff, supply staff volunteers, contractors, and visitors have safeguarding procedures specific to Toot Hill shared with them and additional safeguarding training in their induction.
- Toot Hill school ensures that we obtain written confirmation any alternative provision provider that we use and that that appropriate safeguarding checks have been conducted on individuals working at the establishment.
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## 12. Roles and Responsibilities

### 12.1 All staff and volunteers

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone in our school and college who comes into contact with children and their families have a role to play in safeguarding children. All staff in our school and college consider, at all times, what is in the best interests of children.

All staff within our school are particularly important as they are in a position to identify concerns early and provide help to children to prevent concerns from escalating. All staff contribute to providing a safe environment in which children can learn by maintaining positive relationships which are underpinned by the Work Hard; Be Kind; Take Pride ethos and our PRIDE values. By building strong relationships, maintain calm, safe, focused learning environments and being proactive on their duties and site supervision, all staff play their role in safeguarding children.

All staff, especially the Pastoral and safeguarding teams will work with parents/carers, social care and external agencies to address safeguarding and child protection concerns. All our staff are aware of the early help process and understand their role in this. This includes being able to identify emerging problems to recognise children who may benefit from early help. Staff know in the first instance to discuss their concerns with the Designated Safeguarding Lead and understand they may be required to support other agencies and professionals in assessments for early help.

Toot Hill School recognise that a child's experiences of adversity and trauma can leave them vulnerable to further harm, as well as educational disadvantage in facing barriers to attendance,

learning, behaviour and mental health. Additional support is provided outside the classroom from staff in Student Services, more specialist support within 'The Hub', non-teaching Pastoral Leads and Learning Support.

Connor Rossin is the DSL for specific mental health needs. He arranges strategic overview meetings and oversees safety plans and modifies timetables if necessary. The 'Hub' operates on a referral-based approach which there may be a waiting list or a prioritisation based on of specific pupils level of need/risk. Pupils require appointments and regular ½ termly reviews in order to access the facility. A variety of external agencies may deliver 1-1 or group work out of the Hub to support pupils with their mental health.

All staff within our school and college are particularly important as they are in a position to identify concerns early and provide help to children to prevent concerns from escalating.

DSL or Pastoral staff are always available for meetings and to provide support and advice should parents/carers come to school to seek advice. Our DSLs work with social care and safeguarding partners to ensure children subject to child protection, child in need and LAC plans are kept safe and the child's needs are met. The school recognises the importance of the requirement to meet with social workers during the school day and always accommodates these meetings as required. Students, parents and carers are advised of the support available via regular email updates, updates / referrals on the school website, the Weekly Bulletin, assemblies, information in Year areas, and meetings within 'The Hub'.

Children, parents and carers can find additional support, in school and through the school website. The safeguarding team also provide safeguarding emails, bulletins and posters sharing the details of a range of support agencies with parents and children.

To enable a safe environment both in and when out of school on trips or extended learning opportunities, staff complete EVOLVE risk assessments, ensure compliance regarding essential staff: student ratios, EV4 forms, emergency contact details etc. Students are expected to follow our key Respect Rules at all times which ensure safety. Staff are made fully aware of any key students who will require any particular support and / or supervision.

All our staff are aware of the early help process and understand their role in this. This includes being able to identify emerging problems to recognise children who may benefit from early help. Staff know in the first instance to discuss their concerns with the Designated Safeguarding Lead and understand they may be required to support other agencies and professionals in assessments for early help.

We acknowledge the importance of children and social workers meeting during the school day where required and will always endeavour to facilitate this. Our DSLs team work collaboratively with social care and safeguarding partners to ensure children subject to child protection, child in need and LAC plans are kept safe, and the child's needs are met.

Parents/ carers are welcome to come into school to seek support and advice or contact the safeguarding or pastoral teams. Posters around the school signpost children, parents and visitors to as to how to contact the DSL team or how to use the school website for further support or to contact the DSL team.

The Senior DSL and deputies (DSL team) maintains a key role in raising awareness amongst staff about the needs of children who have or who have had a social worker and the barriers that those children might experience in respect of attendance, engagement and achievement at schools or college.

The Senior DSL along with the Designated Teacher can inform the Governing body and Headteacher the number of children in their cohort who have or who have had a social worker and appropriate information is shared with teachers and staff on individual children's circumstances

The Designated Teacher and Senior Designated Safeguarding Lead maintain data for children who have looked after status and for children who have been involved in the care system.

The Designated Teacher maintains good links with the Virtual School Head to promote the educational achievement of previously looked after children. The role of virtual school heads was extended in June 2021, to include a non-statutory responsibility for the strategic oversight of the educational attendance, attainment, and progress of children with a social worker. The virtual school head should identify and engage with key professionals, helping them to understand the role they have in improving outcomes for children. This should include Designated Safeguarding Leads, social workers, headteachers, governors, Special Educational Needs Co-ordinators, mental health leads, other local authority officers. Where further support is needed for SEND students, the DSL team will work with wider support services such as SENDIASS, Parent Partnership and Springboard.

## **12.2 Staff responsibilities**

All staff have a key role to play in identifying concerns and provide early help for children.

### **To achieve this, they will:**

- Establish and maintain an environment where children feel secure, are encouraged to talk and are listened to.
- Ensure children know that there are adults in the school who they can approach if they are worried or have concerns.
- Plan opportunities within the curriculum for children to develop the skills they need to assess and manage risk appropriately and keep themselves safe.
- Lead and ensure robust arrangements and procedures are in place to effectively manage and regularly monitor the school and college online safety, and specifically appropriate filtering and monitoring on school devices and school networks which are reflected in this Child Protection Policy, including awareness of ease of access to mobile phone networks. In agreement with the Governing body and Nova Education Trust
- Attend training in order to be aware of and alert to the signs of abuse.
- Maintain an attitude of "it could happen here" with regards to safeguarding.
- Record their concerns if they are worried that a child is being abused and report these to the DSL as soon as practical that day. If the DSL is not contactable immediately a Deputy DSL should be informed.
- Be prepared to refer directly to social care, and the police if appropriate, if there is a risk of significant harm and the DSL or their Deputy is not available.
- Follow the allegations procedures if the disclosure is an allegation against a member of staff.
- Follow the procedures set out by the NSCP and take account of guidance issued by the DfE KCSiE 2023.
- Support pupils in line with their child protection plan, child in need plan, LAC Care Plan.
- Treat information with confidentiality but never promising to "keep a secret."
- Notify the DSL or their Deputy of any child on a child protection plan or child in need plan who has unexplained absence.
- Have an understanding of early help and be prepared to identify and support children who may benefit from early help.
- Liaise with other agencies that support pupils and provide early help.
- Ensure they know who the DSL and Deputy DSLs are and know how to contact them.
- Have an awareness of the Child Protection Policy, the Behaviour Policy, the Staff Behaviour Policy (or Code of Conduct), procedures relating to the safeguarding response for children who go missing from education and the role of the DSL.
- Toot Hill School and College engage in learning opportunities or partnership work with such as the NSPCC, TETC team, Police Early Interventions Officers, PCSO's, counselling services used, Health professionals etc.

## **12.3 Senior Leadership/Management Team**

Senior Leadership/Management Team responsibilities:

- Contribute to inter-agency working in line with HM Working Together to Safeguard Children 2018 (updated December 2020) guidance.
- Provide a co-ordinated offer of early help when additional needs of children are identified.
- Ensure all staff, supply staff and volunteers are alert to the definitions of abuse and indicators, and through access to regular training opportunities and updates.
- Ensure staff are alert to the various factors that can increase the need for early help.
- Working with Children's Social Care, support their assessment and planning processes including the school's attendance at conference and core group meetings as appropriate.
- Carry out tasks delegated by the governing body and Nova Education Trust such as training of staff and volunteers, safer recruitment and maintaining of a single central register.
- Provide support and advice on all matters pertaining to safeguarding and child protection to all staff regardless of their position within the school.
- Treat any information shared by staff or pupils with respect and follow agreed policies and procedures.
- Ensure that allegations or concerns against staff including low-level concerns are dealt with in accordance with guidance from Department for Education (DfE KCSiE 2023 Part Four 'Allegations made against/Concerns raised in relation teachers including supply teachers, other staff, volunteers, and contractors in Sections One and Two.
- Nottinghamshire Safeguarding Children Partnership (NSCP) and Nottinghamshire County Council (NCC).

## **12.4 Teachers (including ECT's) and Headteachers – Professional Duty**

The Teachers Standards 2012 (updated 13 December 2021) remind us that teachers, newly qualified teachers and headteachers should safeguard children and maintain public trust in the teaching profession as part of our professional duties.

The Children and Social Work Act of 2017, places responsibilities for Designated Teacher to have responsibility for promoting the educational achievement of children who have left care through adoption, special guardianship, or child arrangement orders or who were adopted from state care outside England and Wales.

Jenny Brennan is our safeguarding officer and is also our delegated Designate Teacher for CLA pupils working with the Senior DSL and school leader Jen Gray. Jenny's position is widely publicised within the school. She regular meets with staff, mentors' co-ordinates personal support packages for CLA students through our Premium+ Scheme.

## **12.5 Designated Safeguarding Lead**

We have a Senior Designated Safeguarding Lead who takes lead responsibility for safeguarding children and child protection who has received appropriate training and support for this role. The Snr Designated Safeguarding Lead is a senior member of the school leadership team, and their responsibilities are explicit in their job description.

We also have a Deputy Safeguarding Lead, who will provide cover for the Senior Designated Safeguarding Lead when they are not available. Our Deputy Safeguarding Lead has received the same training as our Senior Designated Safeguarding Lead. They will provide additional support to ensure the responsibilities for child protection and safeguarding children are fully embedded within the school ethos and that specific duties are discharged. They will assist the Senior Designated Safeguarding Lead in managing referrals, attending child protection conferences, reviews, core

group meetings and other meetings of a safeguarding and protection nature to support the child/children.

Due to the size of the school, we do have a team of DSL's alongside the Snr DSL and Deputy DSL. All DSL's have completed the required training and their needs and wellbeing are overseen by the Snr Designated Safeguarding Lead to ensure that we can meet the needs of the children/ young people on roll. The DSL team meeting weekly to strategically review cases and emergent trends.

We acknowledge the need for effective and appropriate communication between all members of staff in relation to safeguarding pupils. Our Designated Safeguarding Lead will ensure there is a structured procedure within the school, which will be followed by all of the members of the school community in cases of suspected abuse.

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### **The Senior Designated Safeguarding Lead is expected to:**

#### **a) Manage Referrals**

- Refer cases of suspected abuse or allegations to the relevant investigating agencies.
- Support staff who make referrals to children's social care and other referral pathways.
- Refer cases where a person is dismissed or left due to risk/harm to a child and the DBS as required.
- Ensure arrangements are in place year-round for all staff and volunteers to seek advice, support and inform of safeguarding concerns, or incidents and disclosures that inform children are at risk of harm, or abuse, harm or bullying or sexual harm or harassment has occurred.
- Ensure appropriate systems are in place to manage and address online safety, access to mobile phone networks, especially for those children who are potentially at greater risk of harm, abuse, and exploitation and refer concerns where required linked to the PREVENT duty.
- The Senior DSL and DSL team to meet weekly so each member of the DSL team is fully informed and able to respond to the needs of children subject to safeguarding concerns. Vulnerable children or those subject to a safeguarding plan are discussed and monitored weekly. Children who are educated off site or attending an alternative provision placement have regular safeguarding site visits, transportation risk assessments if needed and are reviewed with a nominated member of staff at each placement.

#### **b) Work with others**

- Liaise with the headteacher/principal (where the Senior Designated Safeguarding Lead role is not carried out by the headteacher) to inform him/her of any issues and ongoing investigations.
- As required, liaise with the 'case manager' (as per Part Four of KCSiE 2023) and the LADO where there are child protection concerns/allegations that relate to a member of staff.
- Liaise with the case manager and the LADO/LADO Allegation Officer where there are concerns about a staff member.
- Liaise with staff on matters of safety and safeguarding and deciding when to make a referral by liaising with other agencies and acts as a source of support, advice, and expertise for other staff.
- Take part in strategy discussions or attend inter-agency meetings and/or support other staff to do so and to contribute to the assessment of children.

- Liaise with the local authority and other agencies in line with HM Working Together to Safeguard Children 2018 (updated December 2020) and the local Nottinghamshire Safeguarding Children Partnership procedures and practice guidance.
- The headteacher, designated safeguarding leads and governing body/trust are aware of the local arrangements put in place by Nottinghamshire Safeguarding Children Partnership (NSCP) and know how to access the NSCP website and training
- The Senior DSL and/or safeguarding officer attend all NCC Designated Safeguarding Lead Focus Group Meetings which take place half termly at schools/academies around the County and ensure that information to help raise awareness of emerging threats of risks is disseminated to staff.
- Our DSL team contribute to developing the curriculum as the RSHE and Personal development curriculum are expertly planned by the Senior DSL and Deputy DSL, using trends within school to inform carefully sequenced planning. Learning experiences for children and staff are also utilised through staff meetings, bulletins, staff notice board, briefings, and arranging additional classroom learning opportunities specific to emerging threats.
- Toot Hill School and College engage in learning opportunities and partnership work with a range of agencies such as the NSPCC, TETC team, IMARA, Equation, Police Early Interventions Officers, PCSO's, counselling services used, Health professionals etc.

### **c) Undertake training**

- Formal Designated Safeguarding Lead training will be undertaken every two years. Informal training and updating of knowledge and skills will be at regular intervals, undertaken at least annually.
- The Senior Designated Safeguarding Lead is responsible for their own training and should obtain access to resources or any relevant refresher training.
- The Senior Designated Safeguarding Lead is also responsible for ensuring all other staff with designated safeguarding responsibilities access up to date and timely safeguarding training and maintains a register or data base to evidence the training.

### **The training undertaken should enable the Designated Safeguarding Lead to:**

- Understand the assessment process for providing early help and intervention through the NSCP's Pathway to Provision Version 9.1, EHAF and the Early Help Unit.
- Have a working knowledge of how the Nottinghamshire Safeguarding Children Partnership operates, the conduct of a child protection conference, and be able to attend and contribute to these effectively when required to do so.
- Ensure that each member of staff has access to the child protection policy and procedures.
- Be alert to the specific needs of children in need, including those with special educational needs and or disabilities and young carers.
- Be able to keep detailed, accurate, secure written records of concerns and referrals.
- Understand the Prevent Duty and provide advice and support to staff on protecting and preventing children from the risk of radicalisation and being grooming into extremist behaviours and attitudes (KCSiE 2023 Annex A and B).
- Understand the reporting requirements for FGM.
- Understand and support children to keep safe when online and when they are learning at home (KCSiE 2022 Part Two – The Management of Safeguarding and page 111 to 116 and 134, 136 142 to 144, 152 and 158).
- Encourage a culture of protecting children, listening to children and their wishes and feelings.

### **d) Raise awareness**

- Ensure that the child protection policies are known, understood, and used appropriately.



- Ensure that the child protection policy is reviewed annually in consultation with staff members, and procedures are updated and reviewed regularly and implemented, and that the governing body is kept up to date and actively involved.
- Work strategically to ensure policies and procedures are up to date and drive and support development work within the school.
- Ensure that the child protection policy is available to parents and carers and uploaded to the school website and make parents/carers aware that referrals may be made about suspected abuse or neglect.
- Ensure all staff receive induction training covering child protection before working with children and can recognise and report any concerns immediately as they arise.

#### **e) Child Protection file**

- The Senior Designated Safeguarding Lead is responsible for ensuring that when a child leaves the school or college their 'child protection,' 'child in need' file or 'confidential' file is transferred to the new school or college at the same time the child goes on roll of its new school or education provision.
- A record of the number of children open and subject to CP, CiN and LAC concerns is maintained and shared with the governing body annually.
- A record or data on the cohort of children having or have had a social worker and social care involvement will be maintained.
- Our school and college will maintain, keep and storing records, where a concern about a child has been identified in accordance with statutory guidance in KCSiE 2023.

At Toot Hill School and College, we have operated an electronic monitoring and storage system called CPOMS. All concerns and incidents that are reported are recorded, and a log of actions are kept and reviewed. We also have a number of paper safeguarding files which are locked away in a secure cabinet away from all classrooms separate from the main student files. Secure delivery of files to transfer destination is arranged and a receipt is obtained to advise the file has been received. This is always completed in a timely manner. Files for children attend Alternative Provision or whom have gone to EHE are kept by the DSL at Toot Hill School.

#### **f) Availability**

- During term time the Senior Designated Safeguarding Lead (or a Deputy) will always be available (during school or college hours) for staff in the school or college to discuss any safeguarding concerns. In the absence of the Designated Safeguarding Leads a member of the senior leadership team will be nominated to provide cover. Appropriate arrangements will also need to be in place all year round for any out of school hours' activities in line with the guidance contained in DfE KCSiE 2023 Part Two and Annex C.

## **12.6 Headteacher**

**The Headteacher of the school will ensure that:**

- The policies and procedures adopted by the governing body and Nova Education Trust, (particularly those concerning referrals of cases of suspected abuse and neglect), are understood, and followed by **all** staff.
- The school and college maintain an up-to-date Single Central Record (SCR) which is reviewed regularly and is compliant with statutory guidance.
- Sufficient resources and time are allocated to enable the Designated Safeguarding Lead and other staff to discharge their responsibilities, including taking part in strategy discussions and inter-agency meetings, and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice with regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle-blowing policies.

- The Headteacher will ensure all staff including supply teachers and volunteers have access to and read and understand the requirements placed on them through: - the school and college Child Protection Policy; the Staff Code of Conduct Policy.
- The Headteacher will ensure there are mechanisms in place to assist staff to fully understand and discharge their role and responsibilities as set out in KCSiE 2023.
- Where there is an allegation made against a member of staff (either paid or unpaid) that meets the criteria for a referral to the LADO, then the headteacher or principal will discuss the allegation immediately with the LADO (within 24 hours) and ensure that cases are managed as per Part Four: Allegations made against/Concerns raised in relation to teachers, including supply teachers, other staff, volunteers, and contractors in KCSiE 2022. If the allegation is against the Headteacher/Principal, then the Chair of the Governing Body will manage the allegation – see below.
- Where an allegation is made against the Headteacher, Principal or equivalent, the Executive Head teacher, Sandy Paley and the Chair of the Governing Body and Director of Safeguarding, Leah Miller (Nova Education Trust ) must be informed in the first instance, as well as the Local Authority Designated Officer (LADO)

## 12.7 Governing Body and Multi- Academy Trust

**We recognise our Governing body/Trust has a strategic leadership responsibility for our school and college 's safeguarding arrangements and must ensure they comply with their duties under legislation and must have regarding to KCSiE 2023, ensuring policies, procedures and training in our school and college are effective and comply with the law at all times.**

**The governing body/trust will be collectively responsible for ensuring that safeguarding arrangements are fully embedded within the school's ethos and reflected in the school's day to day safeguarding practices by:**

- Ensuring there is an individual member of the governing body to take leadership responsibility for safeguarding and champion child protection issues in the school.
- Ensuring that the school has effective policies and procedures in line with statutory guidance (Working Together to Safeguard Children 2018, updated December 2020) as well as with local NSCP guidance and monitors the school's compliance with them.
- Ensuring that safeguarding policies and procedures are in place for appropriate action to be taken in a timely manner to promote a child's welfare.
- Recognising the importance of information sharing between agencies through the statutory guidance provided within KCSiE 2023 Annex C page 166 to 170 and paragraphs 56 to 57, 115 to 121, 375, to 390, 476, 540 and 543 and page 158, the additional clarification about GDPR and withholding information.
- Ensuring cooperation with the local authority and other safeguarding partners.
- Appointing a Senior Designated Safeguarding Lead from the leadership team to take lead responsibility for child protection/safeguarding and that a Designated Teacher for Looked After Children is appointed and appropriately trained.
- Ensuring that all staff, supply teachers and governors read and fully understand at least KCSiE 2023 Part One and or Annex A as a minimum and ensure that there are mechanisms in place to assist staff to understand and discharge their role and responsibilities as required within the guidance.
- Ensuring that the governing body understands it is collectively responsible for the school's safeguarding arrangements, even though a governor will be nominated as the 'Safeguarding Governor' and person who will champion all safeguarding requirements.'
- All members of the governing body will undertake safeguarding training to ensure they have the knowledge and information needed to equip them with the knowledge to provide strategic challenge to test and assure themselves that the safeguarding policies and procedures in place are effective and support the delivery of robust 'safeguarding arrangements and act as the 'critical friend'. This training must focus on their strategic role and not on operational procedures.

- The Chair of Governors and named Safeguarding Governor will access role specific training to enable them to comply and discharge their child protection/ safeguarding responsibilities including should any allegations be made against the Headteacher/ Principal.
- The Governing body will collectively ensure there is a training strategy in place for all staff, including the headteacher, so that child protection training is undertaken with refreshed in line with KCSiE 2023 and NSCP guidance.
- Ensuring that staff undergo safeguarding child protection training at induction and that there are arrangements in place for staff to be regularly updated to ensure that safeguarding remains a priority.
- Ensuring that temporary staff and volunteers who work with children are made aware of the school's arrangements for child protection and their responsibilities
- Ensuring there are procedures in place to manage allegations against staff and exercise disciplinary functions in respect of dealing with a complaint KCSiE 2023 Part Four Section One.
- Ensuring that arrangements/procedures are in place to manage and provide clarity on the process for sharing 'low level' concerns, which should be referred to within the school/college Staff Code of Conduct, (Allegations and concerns about a staff member that after initial consideration by the 'case manager' do not meet the criteria for a referral to LADO).
- Ensuring when making a referral to the LADO Service a LADO referral form is fully completed.
- Ensuring a response if there is an allegation against the headteacher by liaising with the LADO or other appropriate officers within the local authority.
- Ensuring appropriate responses to children who go missing from education, particularly on repeat occasions, to help identify the risk of abuse, including child sexual exploitation and going missing in future.
- Be aware of the issues involving the complexity of serious violence and sexual violence and sexual harassment between children and ensure the school and college has policy, procedures and staff are trained (including the DSL and Senior Leadership) to recognise and respond to incidents and resources to manage actions and support for those involved.
- Be alert and respond to harmful online challenges and hoaxes, including providing information and advice to parents and carer and informing where to get help and support.
- Be alert to the growing concerns involving knife crime and ensure the school and college works closely with the police and safeguarding partners to raise awareness of the impact of such crime and adopt proactive practice to address concerns locally and within the community.
- Ensuring appropriate filters and monitoring systems are in place to protect children online and children are taught about keeping safe online through the curriculum.
- Giving staff the opportunities to contribute and shape safeguarding arrangements and child protection policy.
- When the school and college premises are used for non-school/college activities the Governing body/trust will seek assurances that the body concerned has appropriate safeguarding and child protection policies and procedures in place, and inspect them as needed, including liaising with the Head teacher/ trust. This will apply regardless of whether or not children who attend the provision are on the school or college roll.
- Any safeguarding concerns involving outside organisations will be addressed through our school and college safeguarding policies and procedures and in line with Nottinghamshire Safeguarding Children Partnership procedures (KCSiE 2023 paragraph 377).
- Prevent people who pose a risk of harm from working with children by adhering to statutory responsibilities to check staff who work with children, making decisions about additional checks and ensuring volunteers are supervised as required.
- Ensure at least one person on an interview panel has completed safer recruitment training.
- Inform any new prospective employees' candidate that our school and college will carry out online social media checks are completed (KCSiE 2023 Part Three Safer Recruitment).
- Recognising that certain children are more vulnerable than others, such as looked after children and children with special educational needs and disabilities.
- Be open to accepting that child abuse and incidents can happen within the school and college and be available to act decisively upon them.

## **12.8 Looked After Children – The Role of Designated Teacher**

- A teacher is appointed who has responsibility for promoting the educational achievement of children who are looked after. They have the appropriate training. The Designated Teacher will work with the Virtual School to ensure that the progress of the child is supported.
- The Designated Safeguarding Lead will also have details of the child's social worker and the name of the Assistant Head of the Virtual School. The Designated Safeguarding Lead will work closely with the Designated Teacher, as we recognise that children may have been abused or neglected before becoming looked after. We will ensure their ongoing safety and wellbeing as well as supporting their education, through linking with their social worker, carers, and parents where appropriate.
- We also recognise those children who were previously Looked-After potentially remain vulnerable and all staff will be informed of the importance of maintaining support for them through our school and college pastoral system. As a school and college we will continue to recognise the importance of working with agencies and take prompt actions where necessary to safeguard these children, who may remain vulnerable.

## **13. Children with Special Educational Needs**

We recognise that children with special educational needs (SEN) and or disabilities can face additional safeguarding challenges on and offline. Children with SEN and or disabilities are especially vulnerable when identifying concerns due to their impaired capacity to resist or avoid abuse. They may have speech, language and communication needs which may make it difficult to tell others what is happening.

All staff are aware that additional barrier can exist when recognising abuse and neglect for children with SEND and be more prone to peer group isolation or bullying (including prejudice-based bullying) than other children. They may not always show outward signs and may have communications barriers and difficulties in reporting challenges, especially involving exploitation or incidents involving child-on-child harm, abuse, or harassment and particularly where that harassment or harm is of a sexual nature. Our staff's vigilance will be a supporting factor to keeping all children safe.

Our policy reflects the fact that additional barriers can exist when recognising abuse and neglect in this group of children which include:

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration.
- children with SEN and disabilities can be disproportionately impacted by things like bullying, without outwardly showing any signs; and communication barriers and difficulties in overcoming their ability to disclose incidents or the risk of harm they feel subject to,
- addressing individual behaviour concerns and incidents considering the child's SEN and disabilities.
- recognising and having in place additional support for example to teach, advise, mentor and support children with SEND from online harms, hoaxes, bullying, grooming and radicalisation and enable them to have confidence and the ability to stay safe online, either in schools or outside the school environment.

## **14. Safeguarding Training**

All our staff are aware of systems within Toot Hill school and college and these are explained to them as part of staff induction, which include our child protection policy; the employee code of conduct and the role of the Designated Safeguarding Lead and Keeping Children Safe in Education 2022.

Our school and college utilise an induction checklist when staff are inducted which includes the above, but also other policy and procedural information.

All our staff receive safeguarding and child protection training which is updated every three years. In addition, to this training all staff members receive child protection and safeguarding updates when required, but at least annually. This is delivered by the Senior DSL termly, to ensure that all staff are kept up-to-date with any local or national changes to safeguarding guidance, or where appropriate online CPD or external providers.

In addition to this training, all staff members receive child protection and safeguarding updates when required, from the safeguarding team and are kept up to date with any local or national changes to safeguarding guidance in staff safeguarding bulletins and CPL. DSL leads deliver essential training and safeguarding guidance to all and specifically Pastoral staff. Safeguarding is an agenda item at every weekly SLT meeting. In addition, the Nova Safeguarding Lead provides whole staff training every three years. All staff also have access to the National College and are signposted to external training to supplement their knowledge.

All our staff are aware of the process for making referrals to children's social care and for statutory assessments under the Children Act 1989 and understand the role they may have in these assessments. All staff have access to the National College online CPL to develop their knowledge and understanding. The DSL team know how to access the NSCP website and can access additional training opportunities. The Senior DSL Jen Gray attended termly Nottinghamshire Safeguarding Children Partnership (NSCP) update training and will then disseminate this to the DSL team and SLT if necessary.

All our staff know what to do if a child is raising concerns or makes a disclosure of abuse and/or neglect. Staff will maintain a level of confidentiality whilst liaising with the Designated Safeguarding Lead and children's social care. Our staff will never promise a child that they will not tell anyone about a disclosure or allegation, recognising this may not be in the best interest of the child.

## 15. Taking action where concerns are identified

Our staff recognise the difference between concerns about a child and a child in immediate danger.

If staff have concerns about a child, they will need to decide what action to take. A discussion should take place with the Senior Designated Safeguarding Lead, to agree a course of action.

If a child is in immediate danger or risk of harm a referral will be made immediately to the Multi-Agency Safeguarding Hub and/or immediately to the police if at imminent risk of harm by the member of staff if required, with the Designated Safeguarding Lead being informed of the referral.

**If a child chooses to tell a member of staff about alleged abuse, there are a number of actions that staff will undertake to support the child:**

- The key facts will be established in language that the child understands, and the child's words will be used in clarifying/expanding what has been said.
- No promises will be made to the child, e.g., to keep secrets.
- Staff will stay calm and be available to listen.
- Staff will actively listen with the utmost care to what the child is saying.
- Where questions are asked, this should be done without pressurising, and only using open questions.
- Leading questions should be avoided as much as possible
- Questioning should not be extensive or repetitive
- Staff will not/ should not put words in the child's mouth but will subsequently note the main points carefully.

- A full written record will be kept by the staff duly signed and dated, including the time the conversation with the child took place, outline what was said, comment on the child's body language etc.
- It is not appropriate for staff to make children write statements about abuse that may have happened to them or get them to sign the staff record.
- Staff will reassure the child and let them know that they were right to inform them and inform the child that this information will now have to be passed on.
- The Designated Safeguarding Lead will be immediately informed unless the disclosure has been made to them.
- Information should be shared with children's social care without delay, either to the child's own social worker or to the MASH. Children's Social Care will liaise with the police where required, which will ensure an appropriate police officer response rather than a uniformed response.
- The Police would only therefore be contacted directly in an emergency or if a child is in immediate risk of harm, abuse, or danger.
- If unsure, the MASH has available a Consultation Phone Line during office hours where a conversation (without naming children) can be used to speak with a qualified social worker. No record of the conversation will be made it is purely an advice line.

**Staff should never attempt to carry out an investigation of suspected child abuse by interviewing the child or any others involved especially if a criminal act is thought to have occurred. The only people who should investigate child abuse and harm are Social Care, Police, or the NSPCC.**

## 16. Confidentiality

We recognise that all matters relating to child protection are confidential; however, a member of staff must never guarantee confidentiality to children; children will not be given promises that any information about an allegation will not be shared.

Where there is a child protection concern it will be passed immediately to the Designated Safeguarding Lead and/or to children's social care. When a child is in immediate danger children's social care/the police will be contacted.

The Headteacher or Senior Designated Safeguarding Lead will disclose personal information about a pupil to other members of staff, including the level of involvement of other agencies, only on a 'need to know' basis.

All staff are aware that they have a professional responsibility to share information with other agencies in order to safeguard children. They are aware that the Data Protection Act 1998 should not be a barrier to sharing of information where failure to do so would result in a child being placed at risk of harm.

We acknowledge further guidance can be found by visiting Nottinghamshire Safeguarding Children Partnership website: <https://www.nottinghamshire.gov.uk/nscp>

## 17. Information Sharing

Effective sharing of information between practitioners and local organisations and agencies is essential for early identification of need, assessment, and service provision to keep children safe. Serious Case Reviews (SCRs) now known as Rapid Reviews (RRs) have highlighted that missed opportunities to record and thereby understand the significance of sharing information in a timely manner can have severe consequences for the safety and welfare and well-being of children (Working Together to Safeguard Children 2018, updated December 2020).

*We will adopt the information sharing principles detailed in statutory safeguarding guidance contained within:*

- *DfE KCSiE 2023 has several sections which provide clarity on information sharing processes and GDPR including within Annex C which makes clear the powers to hold and use information when promoting children's welfare.*
- *HM Working Together to Safeguard Children 2018 Paragraph 23 to 27 and on pages 20 and 21.*
- *HM Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents, and carers (which has been updated to reflect the General Data Protection Regulation (GPDR) and Data Protection Act 2018.*
- *Nottinghamshire Safeguarding Children Partnership (NSCP) Policy and Practice Guidance.*
- *All staff, governors and trust members have completed GDPR Information Sharing training.*

## **18. Recording and Monitoring**

**(KCSiE 2023 paragraphs 68 to 70, Part Four, Part Five, Annex C)**

At Toot Hill School and College, we have operated an electronic Safeguarding Portal App for the past three years these records are archived as we have transitioned to CPOMs in Sept 2022. We also have a number of safeguarding files which are locked away in a secure cabinet away from all classrooms separate from the main student files. Secure delivery of files to transfer destination is arranged and a receipt is obtained to advise the file has been received. CPOMS files show a clear chronology so that a child's journey can be reviewed, this allows us to record support and engagement with statutory agencies, including Social Care, Early Help, Police, CAMHS, Health and other services. Cases are reviewed half termly by the DSL team.

Any concerns about a child will be recorded in writing within 24 hours. All records will provide a factual and evidence-based account and there will be accurate recording of any actions. Records will be signed, dated and, where appropriate, witnessed. Where an opinion or professional judgement is recorded this should be clearly stated as such.

At no time should an individual teacher/member of staff or school be asked to or consider taking photographic evidence of any injuries or marks to a child's person; this type of behaviour could lead to the staff member being taken into managing allegations procedures. The body maps should be used in accordance with recording guidance and to support clarity for example of areas of injury, marks and bruising and or touching.

Any concerns should be reported and recorded without delay to the appropriate safeguarding services e.g., MASH or the child's social worker if already an open case to social care.

A chronology will be kept in the main school file prior to the commencement of a concern file. Staff, particularly pastoral staff, will record any minor concerns on the chronology and will take responsibility for alerting the Designated Safeguarding Lead should the number of concerns rise or, in their professional judgement, become significant. At the point at which a concern file (see below) is commenced then the chronology can be transferred to the concern file.

Safeguarding, child protection and welfare concerns will be recorded and monitored via the school's electronic safeguarding system, CPOMs.

Our school and college will ensure all our files will be available for external scrutiny for example by a regulatory agency or because of a serious case review or audit.

### **Recording Practice**

Timely and accurate recording will take place when there are any issues regarding a child.

A recording of each and every incident or concern for the child will be made, including any telephone calls to other professionals. These will also be recorded on the chronology and kept within the child protection file for that child, as over time they are likely to help identify any patterns or emerging risks and needs. This will include any contact from other agencies who may wish to discuss concerns relating to a child. Actions will be agreed, and roles and responsibility of each agency will be clarified, and outcomes recorded.

The chronology will be brief and log activity; the full recording will be on the record of concern.

Further detailed recording will be added to the record of concern and will be signed and dated. Records will include an analysis of the event or concerns and will take account of the holistic needs of the child, and any historical information held on the child's file.

Support and advice will be sought from social care, or early help whenever necessary. In this way a picture can emerge, and this will assist in promoting an evidence-based assessment and determining any action(s) that needs to be taken.

This may include no further action, whether an EHAF should be undertaken, or whether a referral should be made to MASH/Children's Social Care in- line with the NCC Pathway to Provision Version 9.1 document published May 2021, or any later edition made available by Nottinghamshire Safeguarding Children Partnership.

Such robust practice across child protection and in safeguarding and promoting the welfare of children will assist the school and DSL team in the early identification of any concerns which may require addressing further and the prevention of future harm, risk, or abuse.

The Designated Safeguarding Lead will have a systematic means of monitoring children known or thought to be at risk of harm (through the concern file and through an ongoing dialogue with pastoral staff). They will ensure that we contribute to assessments of need and support multi-agency plans for those children.

## Why recording is important

Our staff will be encouraged to understand why it is important that recording is comprehensive and accurate and what the messages from serious case reviews are in terms of recording and sharing information. It is often when a chronology of information is pieced together that the level of concern escalates or the whole or wider picture becomes known.

At Toot Hill School and College, we operate an electronic Safeguarding system called CPOMs. We also have a number of safeguarding files which are locked away in a secure cabinet away from all classrooms separate from the main student files. Secure delivery of files to transfer destination is arranged and a receipt is obtained to advise the file has been transferred.

We acknowledge without information being recorded it can be lost. This could be crucial information, the importance of which is not always necessarily apparent at the time. On occasions, this information could be crucial evidence to safeguard a child or be evidence in future criminal prosecutions.

## 19. Managing allegations against staff

### Allegations against staff (except the Headteacher)

- Any concerns raised and/or allegations made about a member of staff must be reported **directly to the Headteacher** immediately. In the absence of the Headteacher, this must be go the Deputy Headteacher. Upon review of the concern raised, the Headteacher (or nominated other) may contact the **Local Authority Designated Officer (LADO)** for further advise or to make a formal referral.



- Concerns raised against staff do not get recorded on the pupil information system, CPOMs. Instead are retained by the Headteacher separately.

### **Allegations against the Headteacher**

- Where an allegation is made against the Headteacher, Principal or equivalent, must be **reported to the Chair of the Governing Body and Trust Director of Safeguarding** immediately. Upon review of the concern raised, the Trust Director of Safeguarding may contact the **Local Authority Designated Officer (LADO)** for further advise or to make a formal referral.
- Concerns raised against staff do not get recorded on the pupil information system, CPOMs. Instead are retained by the Chair of Governors and Trust Director of Safeguarding separately.

## **20. The Child Protection (CP), Child in Need (CiN) or Confidential file**

**(KCSiE 2023 Annex C pages 166 to 170 and paragraphs 68,102,122, 123, 540 and 543).**

The establishment of a Child Protection, CiN or Confidential Safeguarding file, which is separate from the child's main school file, is an important principle in terms of storing and collating information about children which relates to either a child protection or safeguarding concern or an accumulation of concerns about a child's welfare which are outside of the usual range of concerns which relate to ordinary life events. It should be borne in mind that what constitutes a 'concern' for one child may not be a 'concern' for another and the child's particular circumstances will need to be taken into account for example if a child is subject to a child protection plan, CiN plan or has looked after status (LAC). Professional judgement will therefore be an important factor when making this decision and will need clear links between pastoral staff and those with Designated Safeguarding Lead responsibilities in school.

### **A 'child protection' or 'confidential' file should be commenced in the event of:**

- A referral to MASH/Children's Social Care.
- A number of minor concerns on the child's main school file.
- Any child open to social care.

The school and college will keep electronic records of concerns about children even where there is no need to refer the matter to MASH/Children's Social Care (or similar) immediately, but these records will be kept within the separate concerns file.

Records will be kept up to date and reviewed regularly by the Snr Designated Safeguarding Lead, to evidence and support actions taken by staff in discharging their safeguarding arrangements. Original notes will be retained (but clearly identified as such) as this is a contemporaneous account; they may be important in any criminal proceedings arising from current or historical allegations of abuse or neglect.

All staff are expected to log concerns on CPOMs, any member of staff without access to a laptop should speak directly to a DSL, who will then log the concern. File security is managed as all staff with a CPOMS log in, sign a user agreement and DSL's have a triple authentication log in process.

The 'confidential' file can be active or non-active in terms of monitoring i.e., a child is no longer LAC, subject to a child protection plan or EHAF and this level of activity can be recorded on the front sheet as a start and end date. If future concerns arise, they can be re-activated and indicated as such on the front sheet and on the chronology as new information arises.

**Transfer of child's child protection file, child in need, LAC, or confidential file (statutory requirement):**

Our school and college will adopt the file transfer guidance contained in KCSiE 2023 and ensure when a child moves school/education provision their child protection/confidential file is sent securely to their new educational setting when the child starts/ leaves the school/academy.

For those children subject of social care and safeguarding agency involvement will ensure the file is able to evidence the child's journey and include key information as described in KCSiE 2023 Should a child subject to social care involvement transfer schools, college, or education provider we will ensure the child's child protection or confidential file move is transferred within 5 days as required by KCSiE.

Our Senior DSLs will liaise directly with the receiving school, college or alternative placement and hold a discussion to share important information to support the child's transfer to ensure the child remains safeguarded, has any 'reasonable adjustments' agreed, and put in place and to ensure the changes experienced by the child are as smooth as possible to enable a positive integration experience and engagement with new staff and learning.

In accordance with KCSiE 2023 we will maintain information on cohorts of children who have been open to social care, have had a social worker or who are closed to social care and may have returned to the family home. This information will only be considered for sharing 'if appropriate' with the new school or provider in advance of the child leaving to allow for the new school to continue supporting the children who have had a social worker or been victims of abuse, including those who are currently receiving support through the 'Channel' programme. (KCSiE 2023 paragraph 123 and pages 150 to 152 and Annex C).

## **21. Safeguarding in the curriculum**

**(KCSiE 2023 paragraphs 124 to 140, Annex A & Annex C Online Safety paragraph 144 to 148).**

As a school and college, we will teach children in an age-appropriate way about youth produced imagery, on-line risks associated with social networking to prevent harm by providing them with the skills, attributes, and knowledge to help them navigate risks, including covering online safety, remote learning, filters and monitoring, information security, cyber-crime, reviewing online safety platforms and use of mobile technology. We will ensure appropriate filters and monitoring systems in place and regularly review their effectiveness

The education we provide for online safety will take into account the need for children to learn using online technologies in a safe environment whether that be in school and college, in the home or in a community environment. This will also be taught as part of a wider RSHE programme, as well as through other subject areas and ICT.

We will ensure a whole school approach is in place to promote giving children the space to explore key issues in a sensitive way and the confidence to seek the support of adults should they encounter problems or online harms, hoaxes or harassment including involving incidents of sexual violence and sexual harassment between children.

We will carefully consider mobile phone use and the new filtering and monitoring standard required by DfE and how this is managed in school and college and ensure it is reflected in our mobile and smart technology policy. This will include where children have unlimited and unrestricted access to the internet via mobile phone networks (i.e., 3G, 4G and 5G).

Our arrangements will be regularly reviewed to address this additional area of safeguarding as technologies change on a regular basis and having access to smart technology could mean some children, whilst at school/college, sexually harass, bully, and control others via their mobile and smart technology, share indecent images consensually and non-consensually (via large chat groups) and view and share pornography and other harmful content.

The Schools RSHE policy is available on the school website, along with schemes of work and medium-term plans for each Year group. This has been reviewed by parental and pupil consultation and is

carefully planned and sequenced to give students the best provision to safeguard themselves and others, both in society and online.

Regular updates are provided to parents regarding online safety and an extensive personal development curriculum is provided via timetabled Personal Development period, once a week, Active Tutoring, Respect Rules and regularly in assemblies. To educate and engage children and young people in learning how to keep themselves safe, visual posters can be seen in school, students are aware that they can access support via Student Services, The Hub or Learning Support.

Children and parents are made aware of on-line safety and how to keep themselves safe when using on-line resources and social media platforms, including Microsoft Teams when learning from home, in order to minimise the safeguarding risks. Information is discussed with pupils and emailed to parents about where they can seek advice, help and support. Toot Hill school is also working to achieve the National Online Safety award which provide additional online safety training for staff and parents. Where any tuition is commissioned in the home, safeguarding checks with the tutoring company who are in regular communication with a designated member of staff.

Our school's response to identifying, responding to, and managing concerns, incidents, or disclosures regarding sexual violence between children in school is address in the Child on Child abuse policy.

## 22. Links to other policies

This policy, together with the following, should be read alongside and in conjunction with other policies and statutory guidance regarding the safety and welfare of children. These together will make up the suite of policies to safeguard and promote the welfare of children in this school

- Accessibility Plan.
- Anti-Bullying revised for 2023-2024 (LA template policy in the process of being revised).
- Attendance Policy.
- Equality.
- Central Record of Recruitment and Vetting Checks.
- Complaints' Procedure Statement.
- Online Safety Policy.
- Freedom of Information.
- Female Genital Mutilation (FGM) Guidance
- Radicalisation – Prevent Duty- Prevent Action Plan)
- Health and Safety Disability Equality Action Plan.
- Home-school Agreement Document.
- Child on Child Abuse revised 2023-2024 (LA template policy in the process of being revised and includes- Sexual violence and sexual harassment and response to 'upskirting').
- Physical intervention/positive handling.
- Register of Pupil Attendance.
- School Access Policy.
- School Behaviour.
- Knife Crime Guidance 2022 (cross authority and in the process of being revised for September 2023).
- Relationships, Sex and Health Education (KCSiE paragraph 131).
- Mental and Physical Health (KCSiE 2023 Part One, Part Two and Annex A and paragraphs 165, 171 to 187).
- Special Educational Needs.
- CRB - Use of Reasonable Force Policy/ Guidance.
- Staff Behaviour (Code of Conduct policy).
- Staff Discipline Conduct and Grievance (procedures for addressing).
- School information published on a website.
- Visitors and VIP Guidance 2023-2024.

- *Whistle Blowing Policy.*
- *Guidance for NSPCC helpline and usage (KCSiE 2023 paragraph 466; when to call the police guidance from the NSPCC)*
- *NCC & NSCP Neglect Toolkit (available from the NSCP website).*

Nottinghamshire safeguarding Children Partnership Policy, Procedures and Practice Guidance link:  
<https://www.nottinghamshire.gov.uk/nscp/policy-procedures-and-guidance>

## **23. Helplines and reporting**

- Children can talk to a Child Line counsellor 24 hours a day about anything that is worrying them by ringing 0800 11 11 or in an online chat at <https://www.childline.org.uk/get-support/1-2-1-counsellor-chat/>
- Where staff members feel unable to raise an issue with their employer, or feel they have a genuine concern that is not being addressed we acknowledge they may wish to consider whistleblowing channels. Likewise, if parents and carers are concerned about their child, they can contact the NSPCC Helpline by ringing 0800 028 028 0295, or by emailing [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

## Appendix 1: LA reporting concerns flowchart

### Name of School/Academy/AP Child Protection & Safeguarding Flow Chart 'What to do if you are worried a child is being abused, at risk of harm or neglect'

#### Actions where there are concerns about a child's welfare in and outside of school

- Be alert to signs of abuse, question unusual behaviour or changes to presentation.

#### Where a child discloses abuse, neglect, sexual violence, sexual harassment, online harm

- Listen to what they say, keep calm, reassure they are right to tell, and you will take action to help keep them safe.
- Inform them you need to share the information and what you are going to do next
- Do not promise confidentiality, you will need to share/ report the information to appropriate services.
- **DO NOT DELAY, take any immediate necessary action to protect the child and ensure the Designated Safeguarding Lead is informed or member of SLT in the DSL's absence.**
- Do not question further or inform the alleged abuser.

#### Discuss concerns with the Snr Designated/Named Safeguarding Lead

- The Safeguarding Lead will consider further actions including consultation with Children's Social Care/ MASH (if a new concern).
- Concerns and discussion, decisions and reasons for decision should be recorded in writing and a 'confidential concerns' or a 'child protection' file should be opened, stored in line with the school child protection policy.
- At all stages the child's circumstances should be kept under review and re-refer if concerned to ensure the child's circumstances improve – **the child's best interests must come first.**

#### Still have concerns - Refer to MASH (Multi-Agency Safeguarding Hub) Social Care

Have child/families' personal details to hand and be clear about concern/allegations. Complete referral form.

#### Safeguarding concern Resolved /no longer held

Support has been agreed, record decisions and any follow up needed. actions.

**MASH Tel: 0300 500 80 90**  
**Consultation Line Tel: 0115 977 4247**

(Office Hours Monday to Friday)

Where safe consider **Early Help Service**

**If the child is at immediate risk dial 101 and ask for assistance**

Record all decisions and actions, working to agreed outcomes and within timescales. Escalate any emerging threats/concerns by adopting Nottinghamshire Safeguarding Children Partnership procedures.

[www.nottinghamshire.gov.uk/nscp](http://www.nottinghamshire.gov.uk/nscp)

**Out of hours  
Emergency  
Duty Team**  
**5.00pm –8.30am**  
**Tel: 0300 4564546**

**NSPCC Whistle  
blowing**  
**Tel: 0800 028 0285**  
**Police Tel:101**

**Unmet needs identified**  
Decide what actions are needed to support the child.

**Consult with the child  
young person, family, and  
relevant agencies:** Agree support, refer to NSCP guidance 'Pathway to Provision' version 9.1.

**Contacts:** For any allegations/concerns regarding an adult who works with (in either paid/voluntarily) employment with children contact the LA Designated Officer (LADO) for referrals Tel:- 0115 8041272. LADO Strategic Lead Tel: 0115 9773921  
Cheryl Stollery – LA Safeguarding Children in Education Officer Tel:- 0115 8041047

**This flow chart is a brief guide - Please refer to our School Child Protection Policy.**

## Appendix 2: Existing Injuries Form – Tool to support reflection



### Existing Injuries Form – Tool to support reflection

The recording of injuries which children have sustained outside of a care or education setting, including the explanation given by the child, their parent or carer, plays a key role in identifying safeguarding concerns. Lessons from Child Safeguarding Practice Reviews tell us that the reflection which takes place alongside the recording is also key, particularly in identifying patterns to injuries.

This tool has been co-designed by practitioners who are dealing with these issues on a day-to-day basis. Whilst it is for each setting to determine how they discharge their safeguarding responsibilities, this tool is being made available to support you in the difficult work you do, with the aim of keeping our children safe.

Are there existing safeguarding concerns or Children's Social Care current or past involvement?	Yes / No Comments:
When was the last injury(ies)?	Date(s) and injury(ies)
Is this part of a pattern?	Yes / No Comments:
Is the explanation consistent with the injury?	Yes / No Comments:
- Is the explanation concerning or are there conflicting explanations?	Yes / No Comments:
- Interpretation of level of risk	Low Medium High
Actions to be taken, either in response to the injury, or to reduce further risk. - What, By who, By when          Referral to MASH Y/N	
Signed by....  Role....  Date	Reviewed by (e.g., DSL) ....  Date....