



THE WOLDS & VALE FEDERATION



**North Yorkshire Safeguarding Children
Partnership**

School Child Protection Manual

Updated September 2023

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Section B - School Safeguarding Audit

To follow

1. Allegations regarding person(s) who work or volunteer with Children

Schools should follow the NYSCP Managing Allegations Procedures [NYSCP \(safeguardingchildren.co.uk\)](https://www.nyscp.org.uk/safeguardingchildren.co.uk) when an allegation is made against any person working in or on behalf of the school, or any other person who works with children, (including supply staff, volunteers and contractors) that they have:

- a. behaved in a way that has harmed a child or may have harmed a child
- b. possibly committed a criminal offence against or related to a child or
- c. behaved towards a child or children in a way that indicates they may pose a risk of harm to children
- d. behaved or may have behaved in a way that indicates they may not be suitable to work with children.

Allegations management in the school will be undertaken by the Headteacher or principal or (where the Headteacher or principal is the subject of an allegation) the chair of governors or the chair of the management committee or proprietor of an independent school (the 'case manager'). Where the Headteacher is the sole proprietor, or where there is a conflict of interest in reporting to the Headteacher, this should be reported directly to the LADO.

The school has procedures in place to make a referral to the Disclosure and Barring Service (DBS) if a person in regulated activity has been dismissed or removed due to safeguarding concerns or would have been had they not resigned. **This is a legal duty and failure to refer when the criteria are met is a criminal offence.**

Where the school dismisses or ceases to use the services of a teacher because of serious misconduct or might have dismissed them or ceased to use their services had they not left first, they **must** consider whether to refer the case to the Secretary of State (via the Teaching Regulation Agency).

Supply teachers

Where the school is not the employer of an individual, they still have responsibility to ensure allegations are dealt with appropriately and that they liaise with the relevant parties (this includes supply teachers and volunteers).

Whilst the school is not the employer of supply teachers who are engaged through a third party, they should ensure allegations are dealt with properly. In no circumstances should a school decide to cease to use a supply teacher due to safeguarding concerns without finding out the facts and liaising with the LADO to determine a suitable outcome. Agencies should be fully involved and fully cooperate in any enquiries, but the school will usually take the lead.

The school will always follow: The NYSCP procedures and [DfE Guidance Keeping Children Safe in Education](#) 2023 part 4:

The school will immediately contact the Duty Local Authority Designated Officer (LADO) on **01609 533080** and then, where appropriate, submit a [LADO referral form](#) within one working day:

Where a child may have suffered significant harm, the school will also submit a referral to Children's Social Care.

Detailed and accurate records will be made to include decisions, actions taken, and reasons for these. All records will be retained securely in line with school procedures. In our school the procedures are recording incidents, responses, actions and further communications with external partners – such as the LADO and the supply agency on CPOMS.

Initial Action

- The person who has received an allegation or witnessed an event **MUST** immediately inform the Headteacher or principal, (the senior manager,) make a record and have regard to the school's whistleblowing procedure
- In the event that an allegation is made against the Headteacher or Principal the matter will be reported to the alternative 'senior manager' as described above
- In the event of an allegation being made against the Headteacher or Principal, where they are also the sole proprietor of an independent school, allegations will be reported directly to the LADO
- The senior manager will take steps, where necessary, to secure the immediate safety of children and any urgent medical needs
- The member of staff will not be approached at this stage unless it is necessary to address the **immediate** safety of children
- The senior manager may need to clarify any information regarding the allegation, however no person will be formally interviewed or asked to write a formal statement at this stage
- The senior manager will consult with the Duty LADO (**01609 533080**) in order to determine if it is appropriate for the allegation to be dealt with by school or if there needs to be a referral to social care and/or the police for investigation
- Consideration will be given throughout to the support and information needs of pupils, parents and staff

Where an Early Years' provider is registered with OFSTED, the provider must inform Ofsted of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere). The provider must also notify Ofsted of the action taken in respect of the allegations. These notifications will be made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made. Please also see additional requirements in the EYFS 2021.

(Schools are advised to amend this section to reference their individual procedures and may wish to refer further to NYSCP Practice Guidance and their Disciplinary Procedures.)

Schools should have policies and processes to deal with Low Level Concerns that do not meet the harm threshold, to record concerns and take appropriate action to safeguard children, in line with Keeping Children Safe in Education 2023 Part 4 section 2. The Wolds and Vale Federation does this through the processes and procedures as set out in the Addendum to the Staff Code of Conduct.

Where schools receive an allegation relating to an incident that happened when an individual or organisation was using their school premises running activities for children, they should follow their safeguarding policies and procedures, including informing the LADO.

2. Alternative Provision

This school is committed to safeguarding our children even if they are placed in alternative provision for a period within the school day/week. We therefore seek written reassurance that any Alternative Provision provider has acceptable safeguarding practices in place including, a child protection policy, their response to concerns about a child, safer recruitment processes; attendance and child missing education procedure, and appropriate information sharing procedures. The school will also obtain a written statement from the provider that they have completed all the vetting and barring checks that are necessary on their staff i.e. those checks that we would otherwise perform in respect of our own staff.

Alternative Provision

The cohort of pupils in Alternative Provision often have complex needs, it is important that governing bodies and proprietors of these settings are aware of the additional risk of harm that their pupils may be vulnerable to.

Guidance is available at:

- [Alternative provision - DfE Statutory Guidance](#)
- [Education for children with health needs who cannot attend school - DfE Statutory Guidance](#)

Where we place one of our pupils with an alternative provision provider, we continue to be responsible for the safeguarding of our pupil, and will seek written assurances in order to be satisfied that the provider meets the needs of our pupil.

3. Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE)

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

Child Criminal Exploitation (CCE):

Some specific forms of CCE can include children being forced or manipulated into transporting drugs or money through county lines, working in cannabis factories, shoplifting or pickpocketing. They can also be forced or manipulated into committing vehicle crime or threatening/committing serious violence to others.

Children can become trapped by this type of exploitation as perpetrators can threaten victims (and their families) with violence or entrap and coerce them into debt. They may be coerced into carrying weapons such as knives or begin to carry a knife for a sense of protection from harm from others. As children involved in criminal exploitation often commit crimes themselves, their vulnerability as victims is not always recognised by adults and professionals, (particularly older children), and they are not treated as victims despite the harm they have experienced. They may still have been criminally exploited even if the activity appears to be something they have agreed or consented to.

It is important to note that the experience of girls who are criminally exploited can be very different to that of boys. The indicators may not be the same, however professionals should be aware that girls are at risk of criminal exploitation too. It is also important to note that both boys and girls being criminally exploited may be at higher risk of sexual exploitation.

Further information about CCE including definitions and indicators is included in KCSIE 2023 Annex B

Child Sexual Exploitation (CSE):

CSE is a form of child sexual abuse. Sexual abuse may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing, and touching outside clothing. It may include non-contact activities, such as involving children in the production of sexual images, forcing children to look at sexual images or watch sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse, including via the internet.

CSE can occur over time or be a one-off occurrence, and may happen without the child's immediate knowledge e.g. through others sharing videos or images of them on social media.

CSE can affect any child, who has been coerced into engaging in sexual activities. This includes 16 and 17 year olds who can legally consent to have sex. Some children may not realise they are being exploited e.g. they believe they are in a genuine romantic relationship.

Further information about CSE including definitions and indicators is included in KCIE 2023 Annex B (pages 142-144).

The DfE provides: [Child sexual exploitation: definition and guide for practitioners](#)

County Lines:

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

Children can be targeted and recruited into county lines in a number of locations including schools (mainstream and special), further and higher educational institutions, pupil referral units, children's homes and care homes.

Children are also increasingly being targeted and recruited online using social media. Children can easily become trapped by this type of exploitation as county lines gangs can manufacture drug debts which need to be worked off or threaten serious violence and kidnap towards victims (and their families) if they attempt to leave the county lines network.

A number of the indicators for CSE and CCE as detailed above may be applicable to where children are involved in county lines. Some additional specific indicators that may be present where a child is criminally exploited through involvement in county lines are children who:

- go missing and are subsequently found in areas away from their home;
- have been the victim or perpetrator of serious violence (e.g. knife crime);
- are involved in receiving requests for drugs via a phone line, moving drugs, handing over and collecting money for drugs;
- are exposed to techniques such as 'plugging', where drugs are concealed internally to avoid detection;

- are found in accommodation that they have no connection with, often called a ‘trap house or cuckooing’ or hotel room where there is drug activity;
- owe a ‘debt bond’ to their exploiters;
- have their bank accounts used to facilitate drug dealing.

Further information on the signs of a child’s involvement in county lines is available in guidance published by the [Home Office](#).

NYSCP Guidance on Criminal Exploitation and County Lines is [here](#).

Modern Slavery and the National Referral Mechanism:

School recognises that modern slavery encompasses human trafficking and slavery, servitude and forced or compulsory labour, it can include sexual exploitation and the removal of organs. Trafficking is where children and young people are tricked, forced or persuaded to be moved or transported and then exploited, forced to work or sold. Children are trafficked for sexual and criminal exploitation, benefit fraud, forced marriage, domestic slavery, forced labour, committing crime like theft, county lines. School will consider whether a referral to the National Referral Mechanism (NRM) should be undertaken in order to safeguard that child and/or other children. National NRM guidance available [here](#).

MACE (Multi-Agency Child Exploitation):

Within North Yorkshire, the identification, risk assessment, risk management, investigation and recovery with regards to all forms of Child Exploitation and Contextual Safeguarding are covered by our Multi-Agency Child Exploitation (MACE) and Contextual Safeguarding arrangements. MACE is an umbrella term for the following vulnerabilities Child Criminal Exploitation (including County Lines), Child Sexual Exploitation, Missing from Home, Modern Slavery and Human Trafficking, Online Child Exploitation, Harmful Sexual Behaviour and Wider Contextual Safeguarding. The Level 1 MACE arrangements encompass the risk identification, risk assessment and risk management of children and young people who may be at risk of exploitation for more information see [here](#) and the Level 2 MACE arrangements relate to the multi-agency information sharing and problem solving of hotspots/locations, persons who may pose a risk of exploitation and themes for more information see [here](#). MACE Level 2 meetings should be regularly attended by DSLs for schools, for more information about those meetings please email MACE@northyorks.gov.uk. The NYSCP MACE Practice guidance can be found on the NYSCP website [here](#).

4. Confidentiality

School has regard to DfE guidance on Information Sharing:

'Fears about sharing information cannot be allowed to stand in the way of the need to safeguard and promote the welfare of children and young people at risk of abuse or neglect.'

School ensures the child's wishes or feelings are taken into account when determining what action to take and what services to provide to protect individual children through ensuring there are systems in place for children to express their views and give feedback. School ensures that staff members do not promise confidentiality to the child and always act in the best interests of the child.

The school confidentiality policy indicates:

- a) when information must be shared with police and Children and Families' Service where the child/young person is / may be at risk of significant harm
- b) when the pupil's and/or parent's confidentiality must not be breached

5. Curriculum

The school is committed to ensuring that pupils are aware of behaviour towards them that is not acceptable, how they can keep themselves safe, how to share a concern and complain. All pupils are informed that we have a Designated Safeguarding Lead with responsibility for child protection and who this is. We inform pupils of whom they might talk to, both in and out of school, their right to be listened to and heard and what steps can be taken to protect them from harm. Children are taught about how to keep themselves and others safe, including online. It is recognised that effective education will be tailored to the specific needs and vulnerabilities of individual children, including children who are victims of abuse, and children with special educational needs or disabilities.

The school has implemented the [statutory requirements of relationships and sex education and health education which is compulsory for all schools from September 2020](#) . The statutory requirements could be taught through a wider Personal, Social, Health Education (PSHE) curriculum which incorporates an age-related, progressive and comprehensive curriculum, for pupils to be taught about aspects of safeguarding in order to develop the knowledge and skills they need to recognise when they are at risk and how to get help when they need it including on-line safety.

We do this by:

- developing pupils' age-appropriate understanding of healthy and respectful relationships through appropriate relationship and sex education, including awareness of relationship abuse, and other abuse, sexual violence and harassment, child on child abuse, bullying, prejudice-based bullying and violence based on a person's sexual orientation, gender, faith or race, hate crime,
- the concepts of, and laws relating to, sexual consent, sexual exploitation, abuse, grooming, coercion, harassment, rape, domestic abuse, so called honour-based

abuse such as forced marriage and Female Genital Mutilation (FGM), and how to access support

- what constitutes sexual harassment and sexual violence and why these are always unacceptable
- stereotyping, prejudice and equality including bullying, prejudice-based bullying and violence based on a person's sexual orientation, gender, faith or race, hate crime,
- enabling pupils to recognise online and offline risks to their well-being – for example, risks from criminal and sexual exploitation, domestic abuse, female genital mutilation, forced marriage, substance misuse, gang activity, radicalisation and extremism – and making them aware of the support available to them
- enabling pupils to recognise the dangers of inappropriate use of mobile technology and social media and the impact on sexual behaviour, for example sexting and accessing pornography
- developing pupils' confidence, resilience and knowledge so that they can keep themselves mentally healthy
- body confidence and self-esteem
- developing and deepening pupils' understanding of the fundamental British values of democracy, individual liberty, the rule of law and mutual respect and tolerance, recognising how pressure from others can affect their behaviour, including the risks of radicalisation to extremist behaviour
- ensuring pupils have the opportunity to discuss controversial issues and develop tolerance and respect for others
- making available appropriate local and online advice.

The school has updated the curriculum aspects of related policies to ensure that they are aligned to our child protection policy. This includes the school's online safety, relationships and sex education, substance misuse, smoke-free, and vape-free, equalities and anti-bullying policies.

Training needs of staff are regularly reviewed to ensure that staff delivering safeguarding aspects of PSHE or online safety have the appropriate knowledge and skills.

The school monitors and evaluates the impact of the safeguarding taught curriculum provision through our school based monitoring and evaluation processes which include lesson observation, work scrutiny, feedback from pupils, staff and parents/carers and data from the bi-annual Growing Up in North Yorkshire survey.

The following Information is made available to pupils to support them should they need access to independent guidance and advice: safeguarding posters as displayed throughout the schools with names and photos of safeguarding leads and safeguarding IEB member, Childline Number is shared, safeguarding message shared through weekly assemblies, PSHE lessons, PSHE enrichment and via our Well Being Team.

The school's has additional arrangements for consulting with and listening to pupils

including regular pupil voice surveys, adults being available on a daily basis to listen to and respond to children as and when needed. All adults within our Federation are promoted as trusted adults to our children. The children may choose who they wish to talk to.

We make pupils aware of these arrangements by sharing messages in weekly assemblies, discussing Big Questions during Hub visits, weekly PSHE lessons and frequent PSHE enrichment activities and during daily conversations with children.

6. Curriculum resources and support for schools

Our Federation accesses the PSHE curriculum, resources and assessment tools from Kapow, our chosen curriculum platform. The weekly PSHE Lessons are enriched on occasions with materials as suggested and planned in conjunction with the North Yorkshire Safeguarding Advisory Service. The curriculum supports all aspects of PSHE, including safeguarding aspects at an age appropriate level .

7. Cybercrime

Cybercrime is criminal activity committed using computers and / or the internet. Children with particular skill and interest in computing and technology may inadvertently, or deliberately, stray into cyber-dependent crime.

Additional advice can be found at: [Cyber Choices](#), and [National Cyber Security Centre - NCSC.GOV.UK](#) . Cyber Choices aims to intervene where young people are at risk of committing or being drawn into low-level cyber-dependent offences and divert them to a more positive use of their skills and interests.

8. Domestic Abuse

The [Domestic Abuse Act 2021](#) received Royal Assent on 29 April 2021. The Act introduces the first statutory definition of domestic abuse and recognises the impact of domestic abuse on children, as victims in their own right, if they see, hear or experience the effects of abuse. The statutory definition of domestic abuse, ensures that different types of relationships are captured, including ex-partners and family members. The definition captures a range of different abusive behaviours, including physical, emotional and economic abuse and coercive and controlling behaviour. Both the person who is carrying out the behaviour and the person to whom the behaviour is directed towards must be aged 16 or over and they must be “personally connected”.

Domestic abuse can encompass a wide range of behaviours and may be a single incident or a pattern of incidents. That abuse can be, but is not limited to, psychological, physical, sexual, financial or emotional. 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.

Types of domestic abuse include intimate partner violence, abuse by family members, teenage relationship abuse and child/adolescent to parent violence and abuse. Anyone can be a victim of domestic abuse, regardless of gender, age, ethnicity, socio-economic status, sexuality or background and domestic abuse can take place inside or outside of the home.

All children can witness and be adversely affected by domestic abuse in the context of their home life where domestic abuse occurs between family members. Experiencing domestic abuse and / or violence can have a serious, long lasting emotional and psychological impact on children. In some cases, a child may blame themselves of the abuse or may have had to leave the family home as a result.

Operation Encompass

Where police are called to an incident of domestic abuse, where there are children in the household who have experienced the domestic incident, the police will inform the key adult in school before the child or children arrive at school the following day.

Refuge run the National Domestic Abuse Helpline, 24 hours a day on 0808 2020 247.
Advice is available at:

- [NSPCC- UK domestic-abuse Signs Symptoms Effects](#)
- [Safe Lives: young people and domestic abuse](#)

NYSCP guidance is also available:

- <https://www.safeguardingchildren.co.uk/professionals/procedures-practice-guidance-and-one-minute-guides/domestic-abuse/>

9. Early Years (provision for Children 0-5 years)

Schools are required to comply with the statutory framework for the early years foundation stage 2021 [Statutory framework for the early years foundation stage \(publishing.service.gov.uk\)](#)

Section 3 – The safeguarding and welfare requirements. In para 3.3, the guidance clarifies that schools are not required to have separate policies to cover EYFS requirements provided the requirements are already met through an existing policy. The school has evaluated the content of the EYFS framework to confirm if there are any aspects that are not already included in existing policies and has ensured that any gaps are covered by producing further policy documentation.

10. Host Families, homestay during exchange visits

School arranged homestay – suitability of adults in UK host families

When arranging a homestay, we will consider the suitability of the adults in the respective families who will be responsible for the visiting child during the stay.

In circumstances where we arrange for a visiting child to be provided with care and accommodation in the UK (including where we engage a company to make those arrangements) in the home of a family to which the child is not related the responsible adults will be engaging in regulated activity for the period of the stay. In such cases and where we have the power to terminate such a homestay we are the regulated activity provider.

Where the child's parent(s) or a student themselves arranges their own homestay, this would be a private arrangement therefore we would not be the regulated activity provider

When we arrange a homestay we will consider what intelligence/information will best inform our assessment of the suitability of the adults in those families who will be responsible for the visiting child during the stay and use our professional judgement to decide what is relevant. We will obtain a DBS enhanced certificate with barred list information.

In addition to those engaging in regulated activity, we will decide whether we consider it necessary to obtain a DBS enhanced certificate in respect of anyone aged 16 or over in the household.

Suitability of adults in host families abroad

It is not possible to obtain criminality information from the DBS about adults who provide homestays abroad. We will liaise with partner schools abroad, to establish a shared understanding of, and agreement to the arrangements in place for the visit. We will use professional judgement to satisfy ourselves that the arrangements are appropriate and sufficient to safeguard every child who will take part in the exchange and make parents aware of agreed arrangements.

11. Partnership with Parents and Carers

The school shares a purpose with parents to keep children safe from harm and to have their welfare promoted. Safeguarding posters are displayed outside of school containing information with contact details for school safeguarding leads as well as external services. Safeguarding information is also included in the weekly newsletter. Specific newsletters regarding safeguarding are shared with parents as well as monthly e-safety newsletters.

We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission, or it is necessary to do so in order to protect a child.

School will share with parents any concerns we may have about their child unless to do so may place a child at risk of harm.

We encourage parents to discuss any concerns they may have with child's class teacher in the first instance and then, if needed, with the Headteacher. The Chair of the IEB can also be contacted via either school if needed.

The child protection policy should be available publicly either via the school or college website or by other means.

We make parents aware of our policy [by sharing a direct link to our schools' websites and alerting them to the fact that is available to view at any time.](#)

12. Partnerships with other agencies

The school recognises that it is essential to establish positive and effective working relationships with other agencies. The Federation advocates close working partnerships with Children's Social Care, Early Help, Children and Families Service, the Police, Health colleagues, SEN colleagues and other external agencies as needed.

All schools and colleges should allow access for children and families service staff from the host local authority and, where appropriate, from a placing local authority, for that authority to conduct, or to consider whether to conduct, an assessment including under section 17 or section 47. Consent from the parent and child (where of sufficient age and understanding) is required for assessments by the Early Help service or under section 17.

School complies with the requirement under the Children Act 2004 to co-operate with other organisations and agencies in activities relating to children.

13. Child on child abuse/Child on child abuse including Sexual Violence and Sexual Harassment

The statutory guidance in relation to child-on-child sexual violence and sexual harassment is contained in KCSiE 2023 Part five.

All staff should be aware that children can abuse other children (often referred to as child-on-child abuse), and that it can happen both inside and outside of school or college and online. It is important that all staff recognise the indicators and signs of child-on-child abuse and know how to identify it and respond to reports.

All staff should understand, that even if there are no reports in their schools or colleges it does not mean it is not happening, it may be the case that it is just not being reported. As such it is important if staff have **any** concerns regarding child-on-child abuse they should speak to their designated safeguarding lead (or deputy).

It is essential that **all** staff understand the importance of challenging inappropriate behaviours between peers, many of which are listed below, that are actually abusive in nature. Downplaying certain behaviours, for example dismissing sexual harassment as “just banter”, “just having a laugh”, “part of growing up” or “boys being boys” can lead to a culture of unacceptable behaviours, an unsafe environment for children and in worst case scenarios a culture that normalises abuse leading to children accepting it as normal and not coming forward to report it.

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

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

All staff should be clear as to the school’s or college’s policy and procedures with regards to child on child abuse and the important role they have to play in preventing it and responding where they believe a child may be at risk from it.

Serious violence

All staff should be aware of the indicators, which may signal children are at risk from, or are involved with serious violent crime. These may include increased absence from school, a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or a significant change in wellbeing, or signs of assault or unexplained injuries. Unexplained gifts or new possessions could also indicate that

children have been approached by, or are involved with, individuals associated with criminal networks or gangs and may be at risk of criminal exploitation.

All staff should be aware of the range of risk factors which increase the likelihood of involvement in serious violence, such as being male, having been frequently absent or permanently excluded from school, having experienced child maltreatment and having been involved in offending, such as theft or robbery. Advice for schools and colleges is provided in the Home Office's "[Advice to schools and colleges on gangs and youth violence](#)" and its [Criminal exploitation of children and vulnerable adults: county lines](#) guidance.

Additional information and support

DfE advice "[Child abuse concerns: guide for practitioners](#)" provides more information on understanding and identifying abuse and neglect. Examples of potential indicators of abuse and neglect are highlighted throughout the advice and will be particularly helpful for school and college staff. The [NSPCC](#) website also provides useful additional information on abuse and neglect and what to look out for.

Annex B of KCSIE 2023 contains important additional information about specific forms of abuse and safeguarding issues. School and college leaders and those staff who work directly with children should read the annex.

Where the concerns are of a sexual nature the DSL will have regard to the NYSCP guidance [Children and Young People Who Display Sexualised Behaviour](#)

Where there are concerns or allegations of youth generated sexual imagery, (often referred to as 'sexting') these must always be reported to the DSL, who will have regard to the guidance:

- Gov.uk guidance on [Sharing nudes and semi-nudes: advice for education settings working with children and young people](#)

School will make children and young people aware of the new Childline and Internet Watch Foundation (IWF) tool which helps children and young people to report a nude image or video of themselves that has been shared online. The IWF can then take steps to remove it from the Internet. More information from the IWF can be found [HERE](#) and the Childline reporting tool, 'Report Remove', can be found [HERE](#).

The DSL, having had regard to this guidance, will make referrals to police and children's social care where appropriate.

The school will make every effort to minimise the risk of child-on-child abuse by teaching pupils, in an age appropriate way about:

- how to recognise, understand and build healthy relationships; self-respect and respect for others; commitment;
- tolerance;
- boundaries;
- consent;
- how to manage conflict; and
- how to recognise unhealthy relationships.

Awareness is raised through weekly, age appropriate PSHE lessons, including relationships and sex education. External materials at an age appropriate level are also used where needed.

Ongoing staff development and training covers all aspects of safeguarding. This training is continuous throughout the school year and in addition to the Statutory Safeguarding Training undertaken by all child facing staff at the beginning of each school year.

A document is available at the end of this guidance to support schools to review and put in place effective practice in relation to Child-on-child Sexual Harassment, Online Sexual Abuse and Sexual Violence.

14. Child on child Sexual Harassment, Online Sexual Abuse and Sexual Violence

Supporting Effective Practice

Child on child Sexual Harassment, Online Sexual Abuse and Sexual Violence

At The Wolds and Vale Federation], we recognise that even if there are no reported cases of child-on-child sexual harassment, online sexual abuse and sexual violence (including sexualised language), such abuse may still be taking place in our school and is not being reported. The assumption that such abuse is happening is in line with government and Ofsted recommendations.

At The Wolds and Vale Federation, we have a **zero-tolerance** approach to abuse. It is never to be passed off as “banter”, “just having a laugh”, “part of growing up” or “children being children” as we know that can lead to a culture of unacceptable behaviours and an unsafe environment for our children and young people.

We recognise that it is **more likely** that girls will be victims and boys perpetrators, but all child on child abuse is unacceptable and is taken seriously. We will ensure that no child or young person is ever made to feel ashamed for making a report.

All staff have undertaken training to recognise the different forms that peer or peer abuse can take, including:

- bullying (including cyberbullying, prejudice-based and discriminatory bullying);
- abuse in intimate personal relationships between peers;
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (this may include an online element which facilitates, threatens and/or encourages physical abuse);
- sexual violence, such as rape, assault by penetration and sexual assault; (this may include an online element which facilitates, threatens and/or encourages sexual violence);
- sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be standalone or part of a broader pattern of abuse;
- causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party;

- consensual and non-consensual sharing of nude and semi-nude images and or videos (also known as sexting or youth produced sexual imagery);
- upskirting, which typically involves taking a picture under a person’s clothing without their permission, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm; and
- initiation/hazing type violence and rituals (this could include activities involving harassment, abuse or humiliation used as a way of initiating a person into a group and may also include an online element).

Actions school needs to implement:	Action(s) identified by the school to ensure this is effectively implemented (time scale and person(s) responsible):	Monitoring the effectiveness of the schools actions on outcomes for children:	Supporting information and resources (add details of any additional resources used):
School ensures that staff are confident to recognise and report concerns.	Statutory and ongoing training for staff on all aspects of safeguarding – recognising, responding, reporting using agreed policies and procedures.	Ongoing staff training is monitored through weekly quizzes, weekly discussions , half termly staff meetings and further training as and when appropriate. Staff response to ongoing training is monitored and further training and development planned and delivered as needed.	<i>Keeping Children Safe in Education 2023 Part five: Child-on-child sexual violence and sexual harassment</i> <i>‘What to do if you’re worried a child is being abused’</i> <u>Online Sexual Harassment Guidance and Policy from the School of Sexuality Education:</u> https://schoolofsexed.org/guidance-for-schools
School has put in place robust procedures to minimise the risk of child on child abuse.	Increased vigilance from staff in all areas of school, in conversations with children and close observation and professional curiosity from all staff.	Information is shared through weekly face to face meetings, staff meetings, quizzes and through policies such as the Behaviour and Relationship policy, the Child Protection	<i>Beyond Referrals: levers for addressing harmful sexual behaviour in schools (Contextual Safeguarding Network)</i> • <i>Student Survey</i>

	<p>Ongoing staff development and training around vigilance and embedding a culture of safeguarding</p>	<p>policy, PSHE curriculum and through our designated members of staff for Mental Health and Well Being.</p>	<ul style="list-style-type: none"> • <i>Staff Survey</i> • <i>Parents' Survey</i> • <i>Reviewing Policies and Procedures</i> • <i>Reviewing Safeguarding and Behaviour Logs in Schools</i> • <i>Hotspot Mapping Guidance</i> <p><i>Pre-recorded webinars to support some aspects of the toolkit including effective Student Engagement</i></p> <p>https://www.csnetwork.org.uk/en/beyond-referrals-levers-for-addressing-harmful-sexual-behaviour-in-schools</p>
<p>The School curriculum covers relationships, sex and health education and specifically addresses sexual harassment, online abuse, sexual violence and issues of consent and healthy relationships.</p>	<p>Weekly PSHE lessons Lesson observations Work scrutiny Pupil Voice</p>	<p>The curriculum is planned and delivered using resources from the chosen platform – Kapow. Other materials as shared and suggested by the North Yorkshire Safeguarding Advisory Service as used to enrich the curriculum as needed.</p>	<p>Online Sexual Harassment: Guidance for Students <i>This document provides guidance for young people on what online behaviours constitute sexual harassment, and what to do if they experience any form of online harm</i></p> <p>https://schoolofsexed.org/guidance-for-schools</p> <p>PSHE association teachers guidance on teaching about consent https://pshe-association.org.uk/consent</p>

			<p>Project de Shame Teaching resources to use with 9–12-year-olds – Just a joke- sexualised online bullying problematic online sexual behaviour, with a focus on online sexual harassment e.g. bullying or harmful behaviour online based on gender or sexual orientation stereotypes, body-shaming, nudity and sexually explicit content.</p> <p>https://www.childnet.com/resources/just-a-joke</p> <p>Step Up, Speak Up! Teaching Toolkit for 13-17 year old issue of online sexual harassment amongst 13–17-year-olds. Increase awareness and understanding on peer-on-peer online sexual harassment</p> <ul style="list-style-type: none"> • Address responses to those targeted, including tackling victim-blaming culture • Call on young people to report if they see it happening online
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			https://www.childnet.com/resources/step-up-speak-up/teaching-toolkit
School has systems in place for children and young people to confidently report abuse and know their concerns will be treated seriously.	Information is shared visually around our schools with pictures and names of safeguarding leads Messages and information around reporting and talking to an adult in school are continuously shared in weekly assemblies, during day to day conversations with children and through the embedding of our safeguarding culture.	Pupil Voice shows that children know who they can talk to in school	<i>Peer-on-peer abuse toolkit</i> <i>(Farrer and Co) Legal provider Farrer & Co's Safeguarding Unit, in collaboration with Dr Carlene Firmin, MBE, from the University of Bedfordshire, peer-on-peer abuse toolkit which was updated in 2019:</i> https://www.farrer.co.uk/news-and-insights/peer-on-peer-abuse-toolkit/ <u>NAHT and PSHE association</u> <i>guidance on preventing and responding to sexual harassment and sexual violence between children and young people</i> https://www.naht.org.uk/Advice-Support/Topics/Pupil-support-and-safeguarding/ArtMID/555/ArticleID/1038/Preventing-and-responding-to-sexual-harassment-and-sexual-violence-between-children-and-young-people

			<p>Harmful sexual behaviour prevention toolkit (Lucy Faithfull Foundation) Stop It Now! https://www.stopitnow.org.uk/wp-content/uploads/2020/10/Stop_It_Now_harmful_sexual_behaviour_prevention_toolkit_Oct_2020.pdf https://www.stopitnow.org.uk/resources/</p> <p>Agenda to support schools work effectively engage with pupils in conversations about healthy relationships and challenge gender based and sexual violence. https://agendaonline.co.uk/welcome/</p>
<p>School has processes in place to handle reports of sexual violence and harassment both on and off the school premises.</p>	<p>Staff are trained on reporting incidents of sexual violence both on and off the school premises. Staff are also trained to direct parents or carers in need of support into school to safeguarding leads.</p>	<p>Direct work with our Well Being Team can be carried out with children affected by sexual violence.</p>	
<p>School has process in place as to how victims, perpetrators and any other children or young affected by</p>	<p>Robust sequence of events following an allegation of child on child abuse including support for all parties involved</p>	<p>Direct work with our Well Being Team and/or external partners would be carried out with children affected by child on</p>	

<p>child on child abuse will be supported.</p>	<p>are in place.</p>	<p>child abuse. This would be applicable to all parties involved,</p>	
<p>School recognises the factors that increase vulnerability or potential vulnerability such as mental ill health, domestic abuse, children with additional needs, and children from groups at greater risk of exploitation and/or of feeling unable to report abuse (for example, girls and LGBT children).</p>	<p>Ongoing staff training and development ensures all staff are able to recognise the signs and symptoms of a variety of safeguarding issues. Staff are trained to respond to a child appropriately if they disclose information Staff are trained how to record information accurately and appropriately Staff are trained in how to report and share information with safeguarding leads in a timely manner</p>	<p>All adults are trained to make themselves available to a child who wishes to make a disclosure. There is a designated quiet space (the Hub) for children and adults to go to if a child wishes to make a disclosure away from other children/the main body of the school. Adults are trained in response, recording and reporting of disclosures Staff are trained in alternative methods to a child talking during a disclosure – eg: drawing, painting, role play, “side by side” activities to break down barriers to allow for a full disclosure.</p>	

15. Prevent, Protect and Prepare and Channel

Prevent:

In order to fulfil the Prevent duty, it is essential that staff are able to identify children who may be susceptible to radicalisation, and know what to do when they are identified. Protecting children from the risk of radicalisation is seen as part of schools' wider safeguarding duties, and is similar in nature to protecting children from other harms (e.g. drugs, gangs, neglect, sexual exploitation), whether these come from within their family or are the product of outside influences.

The DSL should consider if it would be appropriate to share any information with the new school in advance of a child leaving, if that would allow the new school to continue supporting victims of abuse or those receiving support through the Channel programme.

- **Extremism** is the vocal or active opposition to our fundamental values, including democracy, the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. This also includes calling for the death of members of the armed forces.
- **Radicalisation** refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.
- **Terrorism** is an action that endangers or causes serious violence to a person/people; causes serious damage to property; or seriously interferes or disrupts an electronic system. The use or threat **must** be designed to influence the government or to intimidate the public and is made for the purpose of advancing a political, religious or ideological cause.

Schools can also build pupils' resilience to radicalisation by promoting fundamental British values and enabling them to challenge extremist ideologies. The Prevent duty is not intended to stop pupils debating controversial issues. On the contrary, school should provide a safe space in which children, young people and staff can understand the risks associated with terrorism and develop the knowledge and skills to be able to challenge extremist arguments. The statutory framework for the Early Years Foundation Stage sets standards for learning, development and care for children from 0-5, thereby assisting their personal, social and emotional development and understanding of the world.

Roles and responsibilities:

- The strategic Prevent lead in school is the Headteacher (DSL) and the Deputy Head (DDSL)
- If not the DSL, they liaise with the DSL at all times
- They understand the expectations and key priorities to deliver Prevent and this is embedded within safeguarding procedure
- The senior leadership team and governing body are aware of the Prevent Strategy

and its objectives

- There is a clear awareness of roles and responsibilities throughout the school / college / setting regarding Prevent
- The Prevent agenda and its objectives has been embedded within the appropriate safeguarding processes
- The school's premises do not give a platform for extremist speakers and events
- School provides a broad and balanced curriculum that that promotes fundamental British values and Spiritual, Moral, Social and Cultural Education (SMSC), helping protect pupils against extremism and developing strong community cohesion
- Links to curriculum resources can be found in the PSHE Entitlement Framework at <http://cyps.northyorks.gov.uk/health-wellbeing-pshe>

Training:

- A training plan is in place so that key staff, including senior leaders and governors, understand the risk of radicalisation and extremism and know how to recognise and refer children who may be susceptible
- Details of training courses including frequency and availability are cascaded to all relevant staff
- Further training on the Prevent agenda, such as around Far Right Extremism is made available to the Safeguarding, pastoral and PSHE leads where appropriate
- There is appropriate staff guidance and literature available to staff on the Prevent agenda
- Staff are aware of curriculum resources and teaching strategies to teach pupils about extremism and the risk of radicalisation
- All staff in the organisation have accessed appropriate prevent training for their role

For further information and links to key documents see:

- <http://cyps.northyorks.gov.uk/prevent>

North Yorkshire Community Safety Partnership [Working with Individuals Vulnerable to Extremism in Education Settings \(Practice Guidance\)](#)

The Home Office e-learning training package on Introduction to the Prevent Duty is available [here](#). All staff and governors should have completed this training.

There are 2 further Home Office e-learning modules:

- [Prevent referrals e-learning](#) supports staff to make Prevent referrals that are robust, informed and with good intention (eg suitable for DSLs)
- [Channel awareness e-learning](#) is aimed at staff who may be asked to contribute to or sit on a multi-agency Channel panel

A programme of 'Prevent' training and consultancy is available to schools through the

[NYSCP](#) website.

Referrals:

- An appropriate internal Prevent risk assessment and referral process is in place
- All staff including the Prevent lead/ DSL follows the [NYSCP procedures](#)
- Partner agency communication channels are in place
- An audit trail for notification reports/referrals exists
- Prevent referrals/notifications are managed or overseen by The Prevent lead
- A process is in place to identify and develop 'lessons learnt'

Protect and Prepare:

As part of the UK Counter Terrorism Strategy (CONTEST), public places are asked to consider the risk of a terrorist attack and what preparations could be made to mitigate that risk. The North Yorkshire Schools' Emergency Procedures guidance, requires schools to:

- Ensure all staff undertake the [Action Counters Terrorism \(ACT\) Awareness Training](#)
- Assess the security of the school site and make necessary improvements
- Develop lock down and invacuation procedures
- Teach pupils how to stay safe if they were caught up in an attack- [Run, hide, tell guidance](#)

The guidance can be accessed at:

- <https://cyps.northyorks.gov.uk/school-emergency-response>

The Prevent Duty

The school understands that it is subject to a duty under section 26 of the Counter Terrorism and Security Act 2015 and that this is part of its wider safeguarding obligations.

Channel

The school understands that Channel is a voluntary, confidential support programme which focusses on providing support at an early stage to people who are identified as being susceptible to being drawn to terrorism.

[NYSCP \(safeguardingchildren.co.uk\)](http://safeguardingchildren.co.uk)

16. Pupil Information

In order to keep children safe and provide appropriate care for them the school requires accurate and up to date information regarding:

- names (including any previous names), address and date of birth of child
- names and contact details of persons with whom the child normally lives
- names and contact details of all persons with parental responsibility (if different from above)
- where possible three emergency contact details (if different from above), ensuring that if the person(s) with parental responsibility is unable to collect this person, who could collect the child and keep them safe until either the person(s) with parental responsibility is available or a more suitable arrangement is made. The school encourages all parents and carers to provide more than one emergency contact, providing the school with additional options to make contact with a responsible adult when a child absent from education is identified as a welfare and/or safeguarding concern
- details of any persons authorised to collect the child from school (if different from above)
- any relevant court orders in place including those which affect any person's access to the child (e.g. Residence Order, Contact Order, Care Order, Special Guardianship Order, Injunctions etc.)
- if the child is or has been subject to a Child Protection Plan
- name and contact detail of key persons in other agencies, including GP
- any other factors which may impact on the safety and welfare of the child

The school will collate, store and agree access to this information on Scholar Pack and within the child's school records.

17. Related School Safeguarding Policies

Safeguarding is not just about protecting children from deliberate harm (child protection). It includes:

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

Safeguarding action may be needed to protect children and learners from:

- neglect
- physical abuse
- sexual abuse
- emotional abuse
- racist, disability and homophobic, transphobic and biphobic abuse
- gender-based violence/violence against women and girls

- radicalisation and/or extremist ideologies
- child sexual exploitation and trafficking
- child criminal exploitation and county lines
- risks linked to using technology and social media, including online bullying; and the risks of being groomed online for exploitation or radicalisation; and risks of accessing and generating inappropriate content, for example 'sexting'
- the impact of new technologies on sexual behaviour, for example Youth Produced Sexual Imagery, (sexting) and accessing pornography
- teenage relationship abuse
- child on child abuse
 - serious violence, including knife crime
 - bullying (including online bullying and prejudice-based bullying)
 - physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;
 - sexual violence and sexual harassment
 - sexting (also known as youth produced sexual imagery)
 - initiation / hazing type violence and rituals
 - upskirting
- substance/drug misuse
- issues that may be specific to a local area or population, for example gang activity and youth violence
- domestic abuse
- So called 'honour –based' abuse
 - female genital mutilation
 - forced marriage
 - Breast-ironing ¹
- faith abuse
- fabricated or induced illness
- mental health issues
- poor parenting, particularly in relation to babies and young children

It relates to aspects of care and education, including:

- children absent from education
- children with family members in prison
- homelessness
- children's and learners' health and safety and well-being including their mental health

¹ **Breast-Ironing:** Involves flattening a girl's chest with a hot stone or other objects to delay breast growth, as child abuse. CPS legal guidance makes clear to police and prosecutors that breast-ironing is a crime even if it is said that the victim has consented. The offences to be considered by prosecutors include child cruelty and causing or allowing a child to suffer serious harm. Both crimes are punishable by up to ten years in prison.

- meeting the needs of children who have special educational needs, disabilities or physical health issues
- the use of reasonable force
- meeting the needs of children and learners with medical conditions
- providing first aid
- alternative provision
- intimate care and emotional well-being
- online safety and associated issues
- appropriate arrangements to ensure children's and learners' security, taking into account the local context.
- children not collected from school
- lost children

It relates to other policies including:

- Private fostering
- Complaints
- Admissions
- Safer recruitment
- Key person
- Teaching and learning
- Partnership with parents
- Confidentiality
- Record keeping
- Administering medication
- Intimate care
- Disciplinary procedure
- Whistle blowing
- Acceptable use of ICT
- Educational Visits (guidance is available [here](#) (schools will be required to have a Service Level Agreement with NYC to access this guidance)

[NYC Guidance](#) for schools is available for PSHE (including relationships and sex education) / Health and Wellbeing

[NYC Online Safety Guidance](#) updated 2021 for schools and settings which includes sample acceptable use policies

New Guidance for [safer working practice for those working with children and young people in education settings](#) issued in May 2019

[NYC: Guidelines](#) for dealing with and reporting prejudice-based incidents, hate incidents and hate crimes in schools and settings (updated October 2019)

Hate Incidents should be reported to the local authority through the online reporting tool in the [NYC Guidelines for Dealing with and Reporting Prejudice Based Incidents and Hate Crimes in Schools and Settings](#) . The guidance can be found [here](#)

Any prejudice-based incident, hate incident and / or hate crime must always be reported to the Designated Safeguarding Lead in order to identify appropriate follow-up. Online reports are shared with the multi-agency Hate Crime Working Group, in order to identify common themes and inform future approaches to tackling hate crime

18. Safer Recruitment and Selection

The school pays full regard to DfE guidance [Keeping Children Safe in Education](#) the [Protection of Freedoms Act 2012](#); the [Childcare \(Disqualification\) and Childcare \(Early Years Provision Free of Charge\) \(Extended Entitlement \) \(Amendment\) Regulations 2018](#) under [S75](#) of the [Childcare Act 2006](#) and [NYHR Schools' Recruitment procedures and guidance](#) (login required).

We ensure that all appropriate measures are applied in relation to everyone who works in or on behalf of the school who is likely to be perceived by the children as a safe and trustworthy adult and follow guidance on checking volunteers and contractors, and [NYC Education and Skills guidance](#) on checking host families for educational visits and work experience providers.

It is vital that schools create a culture of safer recruitment and, as part of that, adopt written recruitment and selection policies and procedures that help deter, reject or identify people who might abuse children. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous educational and employment history and ensuring that a candidate has the health and physical capacity for the job. The school will take a planned approach to recruitment and ensure it takes appropriate safeguarding actions at each stage of the process. The selection decision will be appropriately recorded and a copy of relevant documents, including those used to verify the successful candidate's identity, right to work and required qualifications, will be kept on their personal file. As part of the shortlisting process schools should consider carrying out an online search as part of their due diligence.

Online searches should only be completed on shortlisted candidates for interview and assessment and should focus on gaining an insight only into the applicant's suitability to work with children. Schools and colleges should inform shortlisted candidates that online searches may be done as part of due diligence checks. It is recommended that the person undertaking searches receives suitable training and guidance and as a minimum, is Safer Recruitment trained. The person carrying out the online searches should not be otherwise involved in the recruitment process. The same search engine should be used for all searches to establish what relevant information is publicly available online. Searches of social media sites such as Facebook are not recommended, however LinkedIn may be

useful to compare against employment history declared in the candidate's application form. The specific searches and search engine used (for example www.google.com), conducted on a candidate should be recorded. Prior to the interview and assessment stage, the panel should consider the findings of the searches and decide how they intend to make further enquiries with the candidate. Any concerns should be explored with the candidate and their responses recorded, along with the decision made.

All NYC school staff are made aware that they are required to notify their line manager of any convictions or cautions during employment with the Council or if they receive a Penalty Notice for Disorder. For those who drive on business at any point during their employment (Authority's vehicle or own vehicle), this includes all motoring offences dealt with through the courts and penalty points on driving licences - whether awarded by a court or through fixed penalty notices.

Early Years' Staff are made aware that they are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment at the school/setting) or any circumstances which could lead to consideration of disqualification.

Where staff move from positions that are not providing education into a new position where they are, then they will be treated as a new member of staff and all appropriate checks for the post carried out.

The school must keep a Single Central Record detailing a range of checks carried out on their staff (including supply staff, and teacher trainees on salaried routes) who work at the school and, additionally, for independent schools, including academies and free schools, all members of the proprietor body.

Statutory requirements are such that:

- an Enhanced DBS check with Children's Barred List Check is obtained for all new paid appointments to the school's workforce and for unsupervised volunteers working in regulated activity
- a risk assessment will be undertaken by the Headteacher to decide whether to obtain an Enhanced DBS check for any volunteer not engaging in regulated activity. The risk assessment will consider a range of factors including the nature of the work, the regularity, frequency, duration and nature of contact with children, the level of supervision of the volunteer, what is known about the volunteer, including formal or informal information offered by staff, parents and other volunteers, whether the volunteer has other employment or undertakes activities where referees can advise on suitability. Details of the risk assessment will be recorded and retained on file (see [KCSIE](#))

- an Enhanced DBS check without Barred List Check, is obtained for maintained school governors and members of the proprietary body of an independent school, including academies and free schools (see [KCSIE](#))
- schools will satisfy themselves that any contracted staff are DBS checked where appropriate (see [KCSIE](#))
- schools will ensure that a check of any teacher prohibitions, including interim orders, is made on all those undertaking teaching work (see [KCSIE](#))
- Academies, Independent and Free and Schools will ensure a check of any Section 128 direction for those taking up a management position. Maintained school must undertake this check for all governors.
- all new appointments to the school workforce who have lived outside the UK are subject to additional checks as appropriate (see [KCSIE](#))
- schools must satisfy themselves that agency and third-party staff have undergone the necessary checks by seeking written confirmation from the relevant employer
- identity checks and confirmation of a right to work in the UK must be carried out on all appointments to the school workforce before the appointment is made
- evidence must be obtained of professional qualifications for teaching staff including the award of QTS and completion of statutory induction, if applicable

Childcare Disqualification

For staff who work in childcare provision or who are directly concerned with the management of such provision, schools need to ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations. <http://www.legislation.gov.uk/uksi/2018/794/contents/made>

Since 1 January 2010 it has been mandatory that any appointments of maintained school staff are made by a recruitment panel that includes at least one person who has been trained in safer recruitment. Ofsted will request evidence as part of their inspections that each recruitment panel meets this requirement.

Jo Mould (Headteacher), Leanne Walker (Deputy Head), Jane Pepper, Corinne Cross and Simon England (School Governors) have undertaken accredited training in Safer Recruitment and one of the above will be involved in all staff and volunteer appointments and arrangements (including, where appropriate, contracted services).

Training is available as follows:

- Accredited face to face training for individuals or groups of schools through [North Yorkshire Education Services](#)
- [NSPCC on line and face to face training](#)

Visitors

“Schools and colleges should not request DBS checks and barred list checks, or ask to see existing DBS certificates, for visitors such as children’s relatives or other visitors attending a sports day. Headteachers and principals should use their professional judgment about the need to escort or supervise visitors.”

KCSIE 2023

19. Safer Working Practice

“All staff members should be aware of systems within their school which support safeguarding and these should be explained to them as part of staff induction. This includes: the school’s child protection policy; the Staff Code of Conduct, the safeguarding response to children who are absent from education, particularly on repeat occasions and / or prolonged periods; and the role of the designated safeguarding lead (including the identity of the designated safeguarding lead and any deputies).”

KCSIE 2023

This guidance was updated in February 2022 via the safer recruitment consortium, this guidance can be accessed [here](#)

Staff behaviour policy

The school is required to have in place a Staff Code of Conduct. The school adopts and makes all staff and volunteers aware on induction of the *Guidance for Safer Working Practice for those working with Children and Young People in Education Settings* can be accessed [here](#) and [here](#). In addition the information provided by the [NSPCC](#) to ensure that staff are aware of behaviours which should be avoided and that staff and children are safe. *(Or insert alternative arrangement/behaviour policy.....)*

Safer working practice ensures that pupils are safe and that all staff:

- are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions
- work in an open and transparent way
- discuss and/or take advice from school management over any incident which may give rise to concern
- record any incidents or decisions made
- apply the same professional standards regardless of gender or sexuality
- are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them

20. Self-Harm and Suicidal Ideation

Self-harm and self-injury

Self-harm and self-injury are ways that some young people cope with difficult and distressing feelings. This can be putting themselves in risky situations but also can be injuring themselves in some way. Sometimes this can be simply experimenting in risk taking behaviours in the same way as experimenting with drugs and alcohol and may not always be a sign of difficult and distressing feelings. It is not usually about ending their life, however sometimes young people feel unsure whether they want to die or not.

Some young people do have suicidal thoughts and feelings and sometimes they harm themselves in ways that are very dangerous, and it is possible that they could accidentally kill themselves.

Some examples of how young people may self-injure include:

- Cutting or burning.
- Taking an overdose of tablets (whether these are prescribed or not).

Self-harm can include anything that causes an injury but can also be about taking risks. It can also involve using alcohol or drugs excessively – though many young people do not see this as self-harm or self-injury. Recognising these behaviours can be as important as those that are obvious, such as cutting.

Self-harming is always dangerous, even if it is not intended to be, one example of this is superficial cutting. This may not require an immediate response but it is still probably a sign of emotional distress and the young person still needs support. As a member of staff you may wish to get advice and support to help you work with the student to access services.

Suicide

Paradoxically, self-harm can be a coping mechanism to dull mental distress with the aim to preserve life, which can be a difficult concept to understand. Despite this clear distinction, young people who self-harm are known to be in a high risk group for future suicide; however suicidal feelings are likely to originate from the issues behind the self-harm rather than the self-harm itself. In some cases death occurs as a result of self-harm but is not the intention.

Suicide is still a rare event in young people; attempted suicides are uncommon in childhood and early adolescence, but increase markedly in the late teens and continue to rise until the early 20s. Nevertheless, all people working with children/young people must be aware of the potential for someone to complete suicide and must work together to ensure that no child/young person feels suicide is their only option.

You may feel anxious about asking a child/young person if they are self-harming or considering suicide; however, it is important to talk about it even if you find it uncomfortable.

Remember: It is a myth that you may put the idea into their head.

Questions you could ask include:

- Are you having suicidal thoughts?
- Are you planning to self-harm?
- Are you considering taking your own life?
- What is happening for you?
- How is this affecting you?
- What help do you need?
- What would you like to happen next?

If you feel that the child/young person is at risk of self-harm or suicide, then it is necessary to understand the seriousness and immediacy of the risk. Depression, hopelessness and continuing suicidal thoughts are known to be associated with risk.

If the child/young person talks about killing themselves always take this seriously as many people who do complete suicide have previously told a professional about their intention. The following warning signs suggest that the risk is high:

- Current self-harm, especially if it poses a risk to the child/young person's health and wellbeing.
- Thoughts of suicide are frequent and not easily dismissed.
- Specific plan to complete suicide.
- Access to the means to complete suicide (for example, stockpiling tablets).
- Significant drug or alcohol abuse.
- Situation felt to be causing unbearable pain or distress.
- A friend or family member who has died by suicide.
- Previous, especially recent, suicide attempt.
- Evidence of current mental illness.
- Limited protective factors that may prevent them from attempting suicide or harming themselves, for example, socially isolated, poor relationships with parents/carers etc.
- No support mechanisms when distressed.

Self-Harm and Suicidal Ideation Pathway

The NYSCP Self-Harm and Suicidal Ideation Pathway has been developed for staff working with children and young people in North Yorkshire under the age of 18 (under 25 for those with disabilities or for care leavers) who self-harm or feel suicidal. It is not aimed at people who work within the mental health sector; instead, it is targeted at people who work with children/young people in a wide range of settings, including as schools.

The guidance sets out key principles and ways of working but does not prescribe how to act in individual situations. It is not intended to override individual organisational or professional guidelines where they exist. It can however be used as a prompt for discussions about

organisational approaches to working with self-harm and suicidal intent, or to highlight individuals' skills or training needs.

To access the Self-Harm and Suicidal Ideation Pathway visit the North Yorkshire Safeguarding Children Partnership website at:

- www.safeguardingchildren.co.uk/shsip

The school has in place a self-harm and suicide ideation policy which is identified below. *All schools should adopt policies for self-harm and suicidal ideation. The following model policies have been developed for schools to adopt:*

Model Self-Harm Policy

Self-Harm Policy	The Wolds and Vale Federation
Document Status	
Date of next review	September 2024 Committee
Success Criteria for review completion	Responsibility Chair
Date of Policy Creation	Responsibility Headteacher and IEB September 2023
Date of Policy Adoption by Governing Body	September 29 th 2023
Method of Communication (e.g. Website, etc.)	

1. Introduction and Context

1.1 Recent research indicates that up to one in ten young people in the UK engage in self-harming behaviours, and that this figure is higher amongst specific populations, including young people with special educational needs. School staff can play an important role in preventing self-harm, building resilience and supporting pupils, peers and parents of pupils currently engaging in self-harm.

2. Purpose

2.1 This document is a policy for staff working in this school who may be supporting pupils who self-harm.

3. Aims

3.1 To adhere to the NYC Self-Harm Guidance protocol.

3.2 To develop outstanding practice within this school to help and support pupils who self-harm.

4. Definition of Self-Harm

4.1 Self-harm is any behaviour where the intent is to deliberately cause harm to one's own body.

5. Roles and responsibilities

The Governing Body

5.1 The governing body has the legal duty to safeguard and promote the welfare of their pupils. There may be a nominated governor who has responsibility for safeguarding who will have an oversight for provision for pupils who self-harm.

The Headteacher

5.2 The Headteacher has responsibility for establishing effective safeguarding procedures with regard to self-harm, thereby ensuring the duty of care of pupils and staff.

Staff

5.3 Pupils may choose to confide in any member of school staff if they are concerned about their own welfare, or that of a peer.

Referral procedures are:

(Insert)

5.4 This includes all staff being aware of the North Yorkshire pathway of support for children and young people who deliberately self-harm.

6. Training

6.1 Schools are recommended to access training regularly on self-harm. Staff giving support to pupils who self-harm may experience all sorts of reactions to this behaviour in pupils

(e.g. anger, helplessness, rejection); it is helpful for staff to have an opportunity to talk this through with work colleagues or senior management.

6.2 Staff taking this role should take the opportunity to attend training days on self-harm or obtain relevant literature. Induction procedures for all staff, outlined below, will include training on Self-Harm, Child Protection procedures and setting boundaries around Confidentiality.

(Insert)

7. Monitoring and Evaluation

7.1 The designated governor who has responsibility for safeguarding will monitor the systems yearly and following any incident of self-harm.

7.2 Policy reviewed on:

(Insert)

By:

(Insert)

Model Suicide Ideation Policy

Suicide Ideation Policy	The Wolds and Vale Federation
Document Status	
Date of next review	Responsibility Committee September 2024
Success Criteria for review completion	Responsibility Chair
Date of Policy Creation	Responsibility Chair of IEB September 2023
Date of Policy Adoption by Governing Body	September 29 th 2023
Method of Communication (e.g. Website, etc.)	Website

1. Statement of purpose

- a. The Wolds and Vale Federation is aware that suicide is the leading cause of death in young people and that we play a vital role in helping to prevent young suicide.
- b. Our Federation want to ensure that pupils and staff are as suicide-safe as possible and that our governors, parents and carers, teaching staff, support staff, pupils and other key stakeholders are aware of our commitment to be a Suicide-Safer Federation.

2. Our beliefs about suicide and contributory factors. The Wolds and Vale Federation acknowledges that:

a. Suicidal thoughts are common

We acknowledge that thoughts of suicide are common, especially among young people.

b. Suicide is complex

We believe that every suicide is a tragedy. There are a number of contributory factors surrounding a suicide and the reasons are often complex and individual to that person. However, we believe that there are lessons that may be learned from each death that may help prevent future deaths.

c. Stigma inhibits learning – stigma can kill

We recognise that the stigma surrounding suicide and mental illness can be both a barrier to seeking help and a barrier to offering help. The Wolds and Vale Federation is dedicated to tackling suicide stigma. We will promote open, sensitive talk in our language and in our working relationships that does not stigmatise and perpetuate taboos.

d. Suicide prevention is everyone's business

We recognise that pupils and staff may seek out someone who they trust with their concerns and worries. We will endeavour to facilitate the reporting of any risks or concerns.

e. Safety is very important

We will seek to support our pupils and staff, working in partnership with family, caregivers, external agencies and other professionals as appropriate to enhance suicide-safety and reduce the risk of suicide in pupils and staff.

f. Suicide is a difficult thing to talk about

We know that a pupil who is suicidal may find it very difficult to make their feelings known and speak openly about suicide. We will provide trained adults who are able to identify when a pupil may be struggling with thoughts of suicide.

g. Talking about suicide does not create or increase risk

We recognise that talking to someone about suicide does not put them at additional risk. One of the only ways to really know if a person is contemplating suicide it to ask. We recognise that asking someone if they are feeling suicidal may seem difficult but it is important to ensure that you can take the right actions to reduce the risk of suicide.

h. Those with personal experience have a unique role to play in the development and refinement of this Suicide-Safer Policy

We will endeavour to involve anyone from our community who has personal experience of suicide, either having struggled themselves or supported someone with thoughts of suicide.

3. How we help ensure an active person-centred suicide prevention and intervention policy

- a. The Wolds and Vale Federation has a named individual who is responsible for the design, implementation and maintenance of this policy.
- b. The Wolds and Vale Federation has staff trained that understand this policy and are trained in Suicide Intervention. We will ensure that all staff have undertaken Suicide Intervention Training and where appropriate to the role additional training is undertaken. The Designated Safeguarding Lead will be the point of escalation for any concerns about a pupil or young person. We will keep confidential records of pupils at risk of suicide to ensure some continuity of care within the intervention model.
- c. We will endeavour to ensure that all our staff are suicide aware. This means that all staff inductions will include suicide awareness, i.e. how to spot signs, what to do and how to escalate any concerns whether this is in relation to a pupil or member of staff.
- d. We will ensure that all pupils are suicide aware. This means that we will ensure that as part of the planned Personal, Social, Health Education (PSHE) curriculum there is age-appropriate learning which equips our pupils to know how to spot signs, what to do and how to escalate any concerns to a member of school staff .
- e. We will be clear about how we enhance the physical safety of our environment including the removal of potential ligature points, restricting access to places which facilitate jumping, and securely storing harmful substances.
- f. We recognise that the need to protect someone's life must be balanced against the need to protect their confidentiality. We therefore routinely ask all pupils over 18 and members of staff for permission to share any serious concerns for their welfare with an emergency contact of their choice. Should any pupil or member of staff who is known to have suffered from suicidal thoughts and is presently believed to be at risk, leave the Federation unexpectedly for whatever reason, we will endeavour to inform their emergency contacts of their vulnerable state and the police as appropriate.
- g. We recognise that anyone may experience periods of poor mental health while attending our school or college. We will endeavour to put in place mechanisms which allow staff that have regular interaction and be able to flag or review any concerns about individuals including suspected suicidal thoughts. Ideally this flagging will be verbal and immediate with follow up recording on CPOMS.. Students that are flagged in this way will be reviewed regularly and routinely by nominated staff so that patterns of concerning behaviour can be spotted and the necessary steps can be put in place to keep them safe, including meeting them face to face.
- h. We recognise that whilst rare, young people can be particularly susceptible to suicide contagion where one such loss can lead to or be linked to further links deaths within a particular community or establishment. We acknowledge that

early identification of such a situation or an emerging cluster requires vigilance and effective communication from all relevant partners. In such circumstances a coordinated, multi-agency response led by Public Health teams is essential and The Wolds and Vale Federation will cooperate in any multi-agency activity.

- i. If a child moves schools and there are concerns that they may be at risk of self-harm or suicide, The Wolds and Vale Federation will share their concerns with the child's new school/college to ensure that they can be supported. Information will be shared promptly and will be proportionate to the level of identified risk.
- j. When we identify a pupil or member of staff is at risk of suicide and external services are engaged, such as a hospital A&E department or a crisis centre, we will have explicit guidelines on the pathways that apply. Those guidelines will be developed in co-operation with the external services and will be reviewed regularly as the provision of such services change over time.

4. How we help ensure a sensitive and safe and sensitive postvention provision

- a. The Wolds and Vale Federation will have trained staff whose role it is to respond in the event of a suicide. Each member of our trained staff will have a defined responsibility within our plan including leadership, family liaison and any communications with external agencies, including the media.
- b. The Wolds and Vale Federation will be clear about how we deal with an inquest after someone has died by suicide in our school or college. We will support the authorities in their work but will be mindful of the distress an inquest causes to the bereaved people. We will also be mindful of the impact supporting an inquest can have on staff.
- c. We will record and monitor deaths by suicide and the impact on the community. This will include on-going monitoring of pupil deaths including suicides, suspected suicides and, if possible, self-harm. Monitoring of self-harm might be done through the collection of information from pupil support services and pupil health services.

5. We will also:

- Record and monitor the uptake of bereavement support services by pupils after a suicide
- Survey pupils regarding how supported they feel
- Assess the impact of interventions on staff
- Review lessons learned and any suggested changes to procedures and provision of well-being services
- Monitor multiple events, such as two suicides in a relatively short period of time (e.g. one term) which may or may not be connected and could indicate a possible suicide cluster, including investigating possible connections between individuals, their circumstances and their suicidal behaviour.

6. Ongoing support and development of our policy and practice

- a. Our Leadership Team will ensure that ongoing reviews take place that processes are updated in line with best practice and that on-going training is undertaken when necessary.

- b. Where possible we will include or consult with members of our community who have personal experience of suicidal ideation, either their own or as a concerned other, in the design, development and continuous refinement of this policy.

21. Staff Induction and Training

School governors and proprietors are responsible for ensuring that staff are competent to carry out their responsibilities for safeguarding and promoting the welfare of children and creating an environment where they feel able and are supported in their safeguarding role.

Schools should, through training needs analysis, determine what level of training individual staff will require, depending on their roles and responsibilities.

Staff must be able to:

- understand the policy and procedures
- understand individual staff responsibilities to ensure that concerns for the safety of a child are effectively addressed
- identify signs of possible abuse and neglect at the earliest opportunity
- be aware of and understand their role in the early help process
- respond to concerns in a timely and appropriate way
- communicate appropriately with children
- understand the role of the DSL
- be aware of external avenues for notifying concerns including the use of escalation and whistle-blowing procedures
- comply with record-keeping requirements
- recognise grooming behaviour by adults including inappropriate sexual comments, excessive one-to-one attention or inappropriate sharing of images
- recognise normal and concerning sexual behaviours of children
- have up to date knowledge of safeguarding issues
- understand the requirements of the Prevent duty on protecting children from radicalisation
- recognise the unique risks associated with online safety
- recognise the additional risks that children with SEN and disabilities face online
- understand the safeguarding response to children who are absent from education

Induction

All staff (including temporary staff, school governors and volunteers) are provided with the school's child protection policy, the behaviour policy, the staff code of conduct, information on the safeguarding response of children who are absent from education and informed of school's child protection arrangements including the role and identity of the DSL and any deputies.

Staff undergo safeguarding and child protection training (including online safety, and also

the expectations, applicable roles and responsibilities in relation to filtering and monitoring). All staff should be provided with and read Part One, Part Five and Annex B of KCSIE, and information on the role and identify of the DSL. This should be provided to all staff on induction. Please insert you approach for temporary staff, volunteers, and contractors e.g. 'A proportionate and risk-based approach will be taken to the level of information that is provided to temporary staff, volunteers, and contractors';

Safeguarding Children: New Online Learning Child Protection Basic Awareness Package can be accessed via the NYSCP site <http://www.safeguardingchildren.co.uk/learning-improvement/training-courses>.

Staff training

In addition to the training at induction, staff training should be regularly updated.

All staff should also receive regular safeguarding and child protection updates (for example via email, e-bulletins, staff meetings) as required, and at least annually, to provide them with the relevant skills and knowledge to safeguard children effectively.

In our school we do this by weekly meetings, weekly 1 Minute Reads, weekly 1 Minute Quizzes, half termly staff meetings, statutory training at the beginning of each academic year. Further training and development is planned and delivered in response to need when required. Training and development in conjunction with external partners is also facilitated when the need arises.

DSL Training

The designated safeguarding lead and any deputies should undergo training to provide them with the knowledge and skills to carry out the role. The training should be updated every two years.

In addition to their formal training, their knowledge and skills should be updated (for example via e-bulletins, meeting with other DLSs, or taking time to ready and digest safeguarding developments), at regular intervals and at least annually to keep up with any developments relevant to their role.

In our school we do this by undertaking on going and continuous professional development, as advised and shared by the North Yorkshire Safeguarding Advisory Service.

Child Protection Training Courses and Resources

Training for DSLs and staff can be accessed via North Yorkshire Education Services, or any other suitable alternative provider/s.

The **NYSCC Signs of Safety Conferencing Pathway** is an NYC course for DSLs who may

be invited to child protection conferences. This and other courses are available on [NYES](#) or through the [NYSCP](#) website.

NSPCC Courses can be accessed [here](#)

School Governors

In addition to undertaking safeguarding and child protection training, governors should also undertake training to ensure they are familiar with their responsibilities for the management of safeguarding as detailed in Part two of KCSIE 2023. This training should be regularly updated.

Online training / e-learning

Training is available from NYC Education and Skills team [here](#)

[Domestic Abuse Basic Awareness training](#)

[Forced Marriage Guidance](#)

[Introduction to Prevent E-Learning](#)

[Action Counters Terrorism \(ACT\) Awareness Training](#)

[Managing Sexualised Behaviour in Schools](#)

[Suicide Prevention](#)

Additional Training

Further training is available from the North Yorkshire Safeguarding Children Partnership including monthly masterclasses, DSL Termly Updates and more. Further information is available from:

- www.safeguardingchildren.co.uk/training-north-yorkshire/training-courses

22. Supervision, Support and Advice for Staff

All staff are given sufficient time, funding, supervision and support to fulfil their child welfare and safeguarding responsibilities effectively.

At The Wolds and Vale Federation, supervision provides support, coaching and training for staff and promotes the interests of children and fosters a culture of mutual support, teamwork and continuous improvement which encourages the confidential discussion of sensitive issues.

Supervision provides opportunities for staff to:

- discuss any issues – particularly concerning children’s development or wellbeing;
- identify solutions to address issues as they arise; and
- receive coaching to improve their personal effectiveness.

Regular staff appraisals are carried out to review their practice to ensure they improve; identify any training needs and secure opportunities for continued professional development for staff.

Staff will be supported and supervised by The Headteacher (DSL) and/or the Deputy (DDSL).

The designated safeguarding lead will be supported by *The Chair of the IEB*.

Child Protection advice and support is available from North Yorkshire Safeguarding Adviser and see Section B of this Manual.

23. Vulnerable Children

All staff are particularly sensitive to signs that may indicate possible safeguarding concerns and follow appropriate NYSCP/LA guidance: All staff are trained in recognising the signs and symptoms of a range of safeguarding issues and to maintain a high state of vigilance and professional curiosity at all times.

- Child Abduction and Community Safety Incidents (see [KCSIE 2023](#))
- [Searching, screening and confiscation at school](#)
- [Elective Home Education](#)
- [School Attendance](#)
- *Children and the courts*
 - [Advice for 5-11 year olds witnesses in criminal courts](#)
 - [Advice for 1-12 year olds witnesses in criminal courts](#)
 - [CAFCASS](#)
- Children Missing Education:
[National](#) and [NYC](#) guidance
- Children who run away or Missing from Home or Care:
[National](#) and [NYSCP](#) guidance
- Children with a Family Member in Prison
 - [NICCO](#) guidance
- Children and the Court System ([CAFCASS guidance](#) / [KCSIE 2023 page 144](#))

- Children not collected – [See cyps.info Child Protection and Safeguarding Schools](#)
- [Private Fostering](#)
- Child Sexual Exploitation/Grooming:
 - [National Guidance](#)
 - [NYSCP Be Aware Knowledge Hub](#)
 - [Online training](#)
- [Child Criminal Exploitation: County Lines](#) and [NYSCP guidance](#)
- [Preventing Bullying](#)
- Children who are at risk of or display self-harm and suicidal behaviour:
 - [Self-Harm](#) and Suicidal Ideation Pathway ([Section 3](#) includes resources specifically for schools)
 - [Online training](#)
- [Children and Young People who Display Sexually Harmful Behaviours](#)
 - [NSPCC Harmful Sexual Behaviour in Schools Training](#)
- [NYSCP Domestic Abuse Practice Guidance](#)
 - [Training](#)
- Drugs Advice for Schools
 - [NYC Substance Misuse Guidance for schools](#)
 - [Drugs: advice for schools](#)
 - [Information and advice on drugs](#)
- Honour Based Abuse (including Female Genital Mutilation, Forced Marriage and Breast-ironing)
 - [Female Genital Mutilation information and resources](#)
 - [Female Genital Mutilation: multi-agency statutory guidance](#)
 - [NYSCP Female Genital Mutilation Practice Guidance](#)
 - [Online Training](#)
 - [Forced marriage: statutory guidance and government advice](#)
 - [Forced marriage: Online Training](#)
 - “So-called honour-based abuse and forced marriage” CPS guidance including [Breast-ironing or flattening](#)
- [Homelessness code of guidance for local authorities](#)

- [Modern Slavery and Human Trafficking](#)
- Parental Mental Health:
 - [NYSCP Parental Mental Ill Health One Minute Guide](#)
- Radicalisation to extremist behaviour:
 - [Prevent Guidance](#)
 - [The use of social media for online radicalisation](#)
 - [Online training](#)
 - [School emergency response](#)
 - [NYCSP Working with Individuals Vulnerable to Extremism Practice Guidance](#)
 - [NYSCP Working with Individuals Vulnerable to Extremism in Education Settings Practice](#)
- [Serious Violence Strategy](#)
- [Sexual violence and sexual harassment between children in schools and colleges](#)
- [Sharing nudes and semi-nudes: advice for education settings working with children and young people](#)
- [NYSCP Perplexing Presentations, Fabricated and Induced Illness in Children Practice Guidance](#)



SECTION B - School Safeguarding Audit

To follow



THE WOLDS & VALE FEDERATION



SCHOOL BASED PROCEDURES

Appendix – Invacuation and Evacuation Protocols

Sherburn Church of England Primary School

Invacuation:

In the event of the need for children and staff to remain in their rooms for safety reasons, the following protocol will be followed:

- There will be short, continuous, bursts on the fire alarm.
- On hearing this, all blinds in classrooms will be drawn
- Children will be calmly asked to sit quietly underneath their tables and away from windows and doors.
- In classrooms where there are not enough tables (eg: EYFS/KS1 classroom and Nursery), children will be taken to the middle of the room and asked to sit quietly on the floor.
- A member of the class team will collect the Purple Medication Bag and have it on their person for the duration of the incident.
- Staff should sit near or next to children who may required medication during the incident in order to quickly and quietly administer and reassure.
- Adults will remain calm and explain to the children that this is keeping them safe.
- Radio and/or telephone communication is not to be used for the duration of the incident.
- SLT will work alongside and take advice from the emergency services for the duration of the incident
- Staff and children will remain safely in the classrooms until a member of SLT and/or emergency services visits the classroom to give the all clear.
- Parents will be informed by SLT/Administration Team following an incident and be directed to collect children as needed.
- Staff will attend a post incident briefing following any incident that requires invacuation.

Invacuation when children are outside:

In the event of the need for children and staff to remain in their rooms for safety reasons, the following protocol will be followed:

- Staff will blow 3 short sharp blasts on a whistle
- Staff will call to the children to “Go inside now!”
- Children will go back to their own classrooms
- Adults will ensure all external doors are securely closed and all blinds closed
- Adults and children will move away from all windows and doors
- Adults and children will remain in the classrooms until told it is clear to move.

Evacuation:

In the event of the need for children and staff to evacuate away from the school site (further than the school field as per usual fire evacuations), the following protocol will be followed:

- There will be a continuous ringing of the fire alarm.
- Classroom staff should collect the Purple Medication Bags as they leave the classroom
- Key people (SLT/Administration Team) will direct staff as they lead children out of classrooms to exit the site **either** by the entrance/egress gate **or** the main front door of the main building.
- Staff will lead children through the village to the **Village Hall**.
- A member of the Administration Team will collect the "Grab Bag" containing a copy of all contacts for all children and take to the Village Hall.
- A member of the Administration Team will go ahead to ensure the Hall is open and accessible for when children and staff arrive.
- Staff and children will remain at the Village Hall for the duration of the incident.
- The Administration Team will co-ordinate with parents to collect children if safe to do so.
- SLT will remain on site – if safe to do so – to co-ordinate with and take advice from emergency services.
- Staff will be allowed back onto the school site when deemed safe by emergency services.

Luttons Community Primary School

Invacuation:

In the event of the need for children and staff to remain in their rooms for safety reasons, the following protocol will be followed:

- There will be short, continuous, bursts on the fire alarm.
- On hearing this, all blinds in classrooms will be drawn
- Children will be calmly asked to sit quietly underneath their tables and away from windows and doors.
- If there are not enough tables children will be taken to the middle of the room and asked to sit quietly on the floor.
- A member of the class team will collect the Purple Medication Bag and have it on their person for the duration of the incident.
- Staff should sit near or next to children who may require medication during the incident in order to quickly and quietly administer and reassure.
- Adults will remain calm and explain to the children that this is keeping them safe.
- Radio and/or telephone communication is not to be used for the duration of the incident.
- SLT will work alongside and take advice from the emergency services for the duration of the incident
- Staff and children will remain safely in the classrooms until a member of SLT and/or emergency services visits the classroom to give the all clear.
- Parents will be informed by SLT/Administration Team following an incident and be directed to collect children as needed.
- Staff will attend a post incident briefing following any incident that requires invacuation.

Invacuation when children are outside:

In the event of the need for children and staff to remain in their rooms for safety reasons, the following protocol will be followed:

- Staff will blow 3 short sharp blasts on a whistle
- Staff will call to the children to “Go inside now!”
- Children will go into the classroom in the main building
- Adults will ensure all external doors are securely closed and all blinds closed
- Adults and children will move away from all windows and doors
- Adults and children will remain in the classrooms until told it is clear to move.

Evacuation:

In the event of the need for children and staff to evacuate away from the school site (further than the school field as per usual fire evacuations), the following protocol will be followed:

- There will be a continuous ringing of the fire alarm.
- Classroom staff should collect the Purple Medication Bags as they leave the classroom
- Key people (SLT/Administration Team) will direct staff as they lead children out of classrooms to exit the site **either** by the entrance/egress gate **or** the car park gate.
- Staff will lead children through the village to the **Church**
- A member of the Administration Team will collect the “Grab Bag” containing a copy of all contacts for all children and take to the Church.
- A member of the Administration Team will go ahead to ensure the Church is open and accessible for when children and staff arrive.
- Staff and children will remain at the Church for the duration of the incident.
- The Administration Team will co-ordinate with parents to collect children if safe to do so.
- SLT will remain on site – if safe to do so – to co-ordinate with and take advice from emergency services.
- Staff will be allowed back onto the school site when deemed safe by emergency services.

Appendix to North Yorkshire Child Protection Policy and Child Protection Manual for Staff

It could happen here...it *does* happen here..."

All matters of safeguarding are dealt with in the highest levels of confidentiality, unless there is a need to share information to ensure the safety and welfare of a child/children.

Significant Concerns about a Child/Children

- If information has been received – from a disclosure or other sources – that indicates a child/children is/are in immediate danger or risk of being harmed or having been harmed, this **must** be reported verbally to the DSL (Jo Mould Headteacher) **immediately**.
- In the absence of the DSL (Jo Mould) it is to be reported to in the same way to the DDSL.
- The DSL/DDSL will:
 - Speak to the staff sharing the concern to gather further information and/or clarification as needed to aid ongoing investigations
 - Gather further information if needed in a timely and speedy manner
 - Seek advice from the MAST Professional Consultation Line if needed
 - Speak to parents to gather information - if appropriate.
 - Inform parents of any referrals being made – if appropriate
 - Make a referral to MAST if necessary
- Support will be offered to any member of staff who is affected by a disclosure that they have received from a child
- Information of the actions taken by the DSL/DDSL will be shared with staff members on a need to know basis
- If concerns persist, staff can refer back to the DSL/DDSL.
- If a staff member is not satisfied with the response from the DSL/DDSL, they may contact the Chair of the IEB (Jane Pepper).

Responding to a Disclosure from a Child/Children

- **All** staff in school have undergone safeguarding training, either as statutory or ongoing training.
- Staff are trained to respond to a child/children making a disclosure as follows:
 - React calmly
 - Be open that the conversation will have to be shared with the DSL/DDSL so that appropriate help and support can be found
 - Tell the child that what they are saying is important and notes will be taken so that everything is remembered.
 - Any notes should reflect **exactly** what the child/children has/have said – even if grammatically incorrect and to include inappropriate vocabulary if used by the child.
 - Notes can be used during the disclosure for clarification and to prompt the asking of open ended questions to the child/children
 - If clarification is needed, the adult is to wait for an appropriate moment to ask open questions

- Open questions to be used throughout – **professional curiosity**
 - Who?
 - What?
 - When?
 - Where?
 - How?
 - Why?
 - Can you tell me....?
 - Can you describe for me...?
 - Can you explain to me....?
- Reassure the child/children throughout the disclosure that they have done the right thing in sharing their situation and thank them for being brave and honest.
- Avoid making judgmental comments or facial expressions or body language in response to what the child/children share
- Verbal responses to be kept to a minimum as the child/children is/are speaking to allow them to share freely, but nonverbal gestures such as head nodding, eye contact and facial encouragement should be plentiful
- When the disclosure is complete, tell the child what will happen next – the adult will be sharing the information with the DSL/DDSL to ensure that the right help and support can be found
- **Do not promise to “fix” or “solve” situations but reassure the child/children that support will be sought**
- Thank the child for sharing their information and reiterate that they have done the right thing
- Ask another member of staff to sit with the child/children if appropriate whilst the DSL/DDSL is found

Following the receipt of a disclosure, staff should follow Flow Chart 1

Non Urgent Concerns about a Child/Children

- If there are non urgent concerns about a child/children, they should be reported to the DSL/DDSL via CPOMS as soon as possible after the concern is raised.
- Concerns may be raised by colleagues, parents and/or children. They may also be received from other members of the school or wider community.
- Support and training on the effective use of CPOMS is provided for all school staff as part of the statutory and ongoing safeguarding training.
- Information about how to share concerns verbally or via their own written notes is shared with members of staff who are not confident accessing IT.
- Where staff share causes for concerns in this non CPOMS way, the DSL/DDSL will scan notes onto CPOMS and write an incident report alongside the member of staff to ensure the content is accurate.
- Incident are tagged appropriately on CPOMS and staff tagged in if further actions are required

Reporting information on CPOMS does not replace a conversation

Flow Chart – Responding to a Disclosure from a Child/Children

**You have received a disclosure from a child/children
You have significant concerns about this child/children and their immediate safety**



**Contact the DSL/DDSL immediately after the disclosure is complete
Face to Face conversation
Bring notes from the disclosure
DSL/DDSL to aid staff to complete body map if appropriate, scan notes and complete
initial CPOMS report if needed**



**DSL/DDSL to confirm information with staff member
DSL/DDSL to gather further information if needed
DSL/DDSL to speak with parents if appropriate
DSL/DDSL to seek advice from MAST Professional Consultation Line if needed
DSL/DDSL to completed Universal Referral Form and refer to MAST if needed**



**DSL/DDSL to provide feedback to staff if appropriate
DSL/DDSL to offer support to staff member receiving disclosure if needed
Staff able to request feedback if required
If staff are not happy with the actions of DSL/DDSL contact Jane Pepper (Chair of IEB)**



**If concerns persist, refer back to the DSL/DDSL sharing new concerns
DSL/DDSL to update external agencies as needed and update CPOMS**

**All safeguarding concerns and incidents to be dealt with in the strictest confidence and
information shared on a need to know basis.**

Professional Consultation Line: 01609 535070

MAST: 0300 131 2131

**Flow Chart – Responding to an adult’s inappropriate behavior towards a child/children
Not the Headteacher**

Are you concerned about inappropriate and/or abusive behaviour towards children by a member of school staff (not the Headteacher) or a parent?



**Contact the DSL/DDSL
Face to face conversation in strictest confidence**



**DSL/DDSL to investigate and gather further information if needed
DSL/DDSL to contact Local Area Designated Officer (LADO) for advice if needed**



**DSL/DDSL to provide feedback to staff on a need to know basis
Incident Reporter can request feedback**



DSL/DDSL to make a referral to the LADO if needed



**If concerns persist, refer back to DSL/DDSL
DSL/DDSL to update LADO as needed**

**All conversations to be in the strictest confidence
LADO - 01609 533080**

Flow Chart – Responding to the Headteacher’s inappropriate behavior towards a child/children

Are you concerned about inappropriate or abusive behaviour towards children by the Headteacher?



Contact the Chair of the IEB – Jane Pepper
cofg@gladstone.n-yorks.sch.uk
Ask for an urgent phone call or face to face conversation



Chair of IEB to investigate as appropriate
Chair of IEB to contact LADO if needed and make a referral



Chair of IEB to provide feedback to staff on a need to know basis
Incident reporter can request feedback



If concerns persist, refer back to the Chair of the IEB

Flow Chart – Responding to a Low Level Concern regarding a colleague

**Do you have a low level concern about a colleague?
Do you need to self-refer regarding your own conduct towards a child/children?**

Inform the DSL/DDSL of concerns verbally in a timely manner

**Concerns can be shared anonymously if required
Concerns should be in writing and include details of the concern, the context and any action taken**

**The DSL/DDSL will investigate low level concerns and gather further information if needed
The DSL/DDSL will speak to the member of staff cited in the concern
The DSL/DDSL will seek advice from the LADO if needed**

The DSL/DDSL will share concerns with external agencies for supply staff/contractors and work collaboratively on any investigations.

**The DSL/DDSL will consider all information and follow the Child Protection and Whistleblowing Policies
The DSL/DDSL will agree on a course of action in response to the concerns shared in collaboration with the LADO and/or Chair of the IEB as needed**

Flow Chart – Responding to Child on Child Sexual Harassment and/or Abuse

A disclosure is made

The Victim should be reassured – confidentiality should not be promised
The allegation must be reported to the DSL/DDSL immediately and verbally
An incident report must be started on CPOMS

The Victim(s)

- *Immediate provision must be made for the physical and emotional safety.
- *This may include being removed from lessons and offered a safe space in school
- *They should then be given the opportunity to write a statement (or explain their allegation to a trusted adult of their choosing who will make a written record)
- *Record to be uploaded onto the CPOMS incident record
- *This may need to take place later on in the presence of a family member if chosen by the child/children.

The Alleged Perpetrator(s)

- *The DSL/DDSL will make an immediate Risk Assessment taking into account the age of the victim and perpetrator
- *Action may need to be taken to consider the possible isolation of the alleged perpetrator

Staff receiving the Disclosure

- *Staff must be given the time and space to write their account of the disclosure as soon as is practicable.
- *Staff must be advised to write in detail and to indicate where they have used the child/children's direct words
- *This should be recorded onto CPOMS directly or notes uploaded.

Decision to involve other agencies

The DSL/DDSL will collate all documents/responses and record all interactions and investigations on CPOMS. A decision will be made as to whether the allegation can properly be managed internally or whether other agencies should be involved.

The Victim(s)

- *Arrangements will be made for parents/carers to be notified of the allegation
- *Safety and support advice will be given to families and the DSL/DDSL will be assigned as their main contact
- *A record of all interactions with parents/carers will be logged on CPOMS

Alleged Perpetrator(s)

- *Arrangements will be made for parents/carers to be notified of the allegation
- *Safety and support advice will be given to the families and the DSL/DDSL will be assigned as their main contact
- *A record of all interactions with parents/carers will be logged on CPOMS

Staff receiving the Disclosure

- *The DSL/DDSL will discuss the written statement given by the member of staff to ensure clarity
- *Support and guidance will be offered to the member of staff including a named member of SLT for ongoing support if needed

Next Steps

The DSL/DDSL will lead on planning to include:

- *Appropriate support for the victim(s) and staff and appropriate support and sanctions for the perpetrator(s)
- *Ongoing risk assessments and control measures
- *Consultation with all parents/carers
- *Investigations of the allegation and decisions on their next steps
- *Consultation with Children's Social Care and /or police
- *Inform Local Authority as needed

Responding to Safeguarding Issues regarding Children with Special Educational Needs or Disabilities (SEND) or certain health issues

- The Wolds and Vale Federation ensures that the Child Protection Policy reflects the fact that additional barriers can exist when recognising abuse and neglect in this group of children. Children with Special Educational Needs or Disabilities (SEND) or certain health conditions can face additional safeguarding challenges. These can include:
 - Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's condition without further exploration;
 - These children being more prone to peer group isolation or bullying (including prejudice-based bullying) than other children;
 - The potential for children with SEND or certain medical conditions being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs;
 - Communication barriers and difficulties in managing or reporting these challenges; and
 - Cognitive understanding – being unable to understand the difference between fact and fiction in online content and then repeating the content/behaviours in the school or the consequences of doing so.
- There will be close liaison between the DSL, the DDSL and the SENDCO where there are any reports of abuse involving children with SEND; and
- We ensure that the Child Protection Policy reflects and addresses these additional challenges, and the school or college considers extra pastoral support and attention for these children, along with ensuring any appropriate support for communication is in place.