



Child Protection Policy (Including the Safeguarding of all children.)

IMPORTANT

**ARBOUR ACADEMY WILL NOT TOLERATE ANY FORM OF ABUSE,
RADICALISATION OR EXTREMISM TOWARDS CHILDREN OR YOUNG
PEOPLE**

ARBOUR ACADEMY MISSION STATEMENT

Caring for young people and their families, providing them with opportunities to learn and flourish.

ARBOUR ACADEMY MORAL PURPOSE

Our intent is to work with children and their families, schools and a range of professionals, including medical staff to support pupils to attend school, to engage with and enjoy learning, to achieve and to become confident and independent adults living fulfilled lives.

WORRIED ABOUT A CHILD?

If you are worried about a child or young person speak to a member of staff immediately.

“Safeguarding is everybody’s responsibility”

**Date of Issue: September 2023
Date of Last Review: September 2023
Date of Next Review: September 2024**

Contents	
Key Contacts	6
Introduction.....	8
There are three main elements to our Safeguarding Policy:.....	9
School Commitment	10
Roles and Responsibilities	11
Designated Safeguarding Lead	11
The Designated Safeguarding Lead will:	12
Designated Cared for Children Lead	14
Governing Bodies	14
Named Governor for Child Protection.....	14
Head Teacher	15
Professional Curiosity.....	15
What is abuse and neglect?	16
Definitions of child abuse.....	16
Physical abuse	16
Emotional Abuse	16
Sexual Abuse	17
Neglect.....	17
Signs of Abuse	18
Abuse	19
Physical Abuse	19
Emotional Abuse	20
Sexual Abuse/Violence/Harassment	21
Neglect	23
Domestic Abuse	25
Operation Encompass	25
National Domestic Abuse Helpline	25
Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE).....	26
Indicators of child criminal and sexual exploitation may include:.....	26
Potential vulnerabilities include:.....	27
Serious violence	27
Mate Crime.....	28
Who is affected?.....	29
Indicators of Mate Crime	29
Ongoing risks of Mate Crime	29
What does this mean for Schools?	30
Stalking.....	30
What is Stalking?	30
Examples of Stalking behaviours.....	30
The Stalking FOUR	31
Cyber & Digital Stalking.....	31
What does Cyber Stalking look like?	31
What can we do?.....	32
Stalking Support services	32
Knife Crime.....	32
Operation Sycamore.....	32
Children Missing from Education or absent from Education	33
Online Safety	33
County Lines	34

Female Genital Mutilation (FGM)	35
Forced marriage	35
Child Abuse Linked to Faith and Belief	36
Beliefs and abuse include	36
Witchcraft	36
Children at risk CALFB	36
Children highlighted to be more at risk of CALFB.....	37
Warning signs and indicators	37
Health Implications	37
The Justifications.....	38
Barriers to identification	38
Considerations when identifying CALFB	39
Mental Health	39
Peer on Peer Abuse/ Child on Child abuse	40
Trafficking.....	41
Private Fostering	41
Elective Home Education (EHE).....	41
Alternative provision	42
Upskirting	42
Multi Agency Working.....	42
Procedures – Early Intervention	42
Child Protection	43
Whistle Blowing	45
Training and Support.....	45
Online Safety	45
Opportunities to teach safeguarding.....	45
The use of Reasonable Force	45
Information Sharing and Confidentiality.....	47
Records and monitoring	49
Child protection conferences	50
Supporting pupils at risk	51
Children with special educational needs or disabilities (SEND).....	52
Children who are lesbian, gay, bi, or trans (LGBTQ+).....	52
Traditional British Values.....	52
Modern Slavery and the National Referral Mechanism	52
Preventing Radicalisation	53
Extremism	53
Radicalisation	53
Terrorism	53
The Prevent Duty.....	54
Channel	54
Safer schools, safer staff.	55
Safer Recruitment.....	55
Use of school or college premises for non-school/college activities	56
Organisations or Individuals using school premises	56
Kings Multi Academy Trust support.....	57
Dual reporting.....	57
Appendix 1:	57
Salford’s Support and Safeguarding (formerly the 'thresholds of need and response').....	57

Appendix 2:	58
School Child Protection Procedures	59
Staff should never:.....	59
What should the DSL consider right at the outset?.....	60
Feedback to Staff Who Report Concerns to the DSL.	60
Thresholds for Referral to the Bridge Partnership	60
Referrals to the Bridge Partnership	60
Universal Services and Self-Help	61
Targeted and Co-ordinated Early Help	61
Child In Need (CIN)	61
Specialist Assessment.....	61
Is this a Child In Need?	62
Is this a Child Protection Matter?.....	62
Making Referrals to CSC	62
Bridge Partnership Responses to Referrals and Timescales	64
Feedback from the Bridge Partnership	64
Risk Assessment 'Checklist'	65
Appendix 3:	66
Taking action on child welfare/protection concerns in school	66
Appendix 4:	67
Responding to a disclosure	67
Appendix 5:	70
Operation Encompass	70

Key Contacts

Designated Safeguarding Lead – Michelle Peart

Deputy Safeguarding Lead – Donna Hindley

Named Governor for Child Protection/Designated Safeguarding Governor – Jacqui Hughes

Designated Looked after children lead – Julie Owen

Designated Mental Health Lead – Julie Owen

Prevent Lead Donna Hindley

Named Appropriate Adults – Donna Hindley and Michelle Peart

The Bridge Partnership for child protection referrals – tel: 0161 603 4500 or visit <https://www.salford.gov.uk/children-and-families/safeguarding-children/worried-about-a-child/>

GMP Public Protection Investigation Unit (PPIU) – for referrals/consultation about crime-related safeguarding concerns – tel: 0161 856 5171 or e mail parklane.ppiu@gmp.police.uk

**Managing allegations against an employee including supply volunteers - Local Authority Designated Officer (LADO) tel: 0161 603 4350 / 4445
Managing allegations against adults who work with children | Salford Safeguarding Children Partnership**

Worried About a Child?

All reports or enquiries concerning the welfare or safety of a child must go straight to The Bridge Partnership on 0161 603 4500 as the first port of call. This applies to reports from council staff, the public, partners and outside agencies. All referrals and request for support concerning the welfare or safety of a child must go through the Bridge Partnership via the online Salford City Council's portal and information hub for services to Children, Young people and families at <https://childrensportalehm.salford.gov.uk/web/portal/pages/home>

If a child is in immediate danger of being harmed, or if a child is home alone, the police should be called on 999.

This policy should be considered alongside school child protection procedures (Appendix 2) and other related policies such as:

- Staff Codes of Conduct
- Behaviour Policy
- Anti-bullying
- Health and Safety
- E-safety
- Whistleblowing
- Safer Recruitment
- PSHE/RSE
- Children Missing from Education
- Female Genital Mutualisation FGM
- Equality and Diversity Policy

NB This list is not exhaustive

The aim of this policy is:

To safeguard and promote the welfare and well-being of children and young people at our school.

To ensure ARBOUR's aims focus on ensuring that good outcomes for all children are achieved.

To support the principles underpinning the children's Acts of 1989 and 2004 and Keeping Children Safe in Education 2023 and Working Together to Safeguard Children 2018.

Introduction

- Arbour Academy is part of the Kings Academy Trust. This policy sets out Arbour Academy's commitment to safeguarding and promoting the welfare of children who attend the school.
- All staff are particularly important, as they are in a position to identify concerns early, provide help for children, promote children's welfare and prevent concerns from escalating.
- Our Centre fully recognises the contribution it can make to protect children and support pupils in school and beyond'.
- All staff have a responsibility to provide a safe environment in which children can learn.
- All staff should be prepared to identify children who may benefit from early help. Early help means providing support as soon as a problem emerges at any point in a child's life, from the foundation years through to teenage years

- Any staff member who has a concern about a child's welfare should follow the referral process. Staff should expect to support social workers and other agencies following any referral.
- Arbour Academy has a Designated Safeguarding Lead and Deputy who support staff to carry out their safeguarding duties. The designated safeguarding lead (and the deputy) are most likely to have a complete safeguarding picture and be the most appropriate person to advise on the response to safeguarding concerns.
- The Teachers' Standards 2012 states that teachers and Head teachers should safeguard children's well-being and maintain public trust in the teaching profession as part of their professional duties.
- All staff should be aware of the Child Protection Policy, Behaviour Policy, Code of Conduct, Missing from Education procedures and the role of the DSL.

There are three main elements to our Safeguarding Policy:

- **Prevention:** (preventing the impairment of children's mental and physical health or development) E.g. positive school atmosphere, teaching and pastoral support to pupils.
- **Protection:** (protecting children from maltreatment) By following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to Child Protection concerns.
- **Support:** (ensuring that children grow up in circumstances consistent with the provision of safe and effective care and taking action to enable all children to have the best outcomes)

Children includes everyone aged 18 and below.

This policy applies to all adults, including temporary staff, volunteers and governors. The policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004; the Education Act 2002, and in line with government publications: 'Working Together to Safeguard Children' 2018, Revised Safeguarding Statutory Guidance 2 'Framework for the Assessment of Children in Need, and their Families' 2000, Information sharing advice for safeguarding practitioners (2018) and 'What to do if You are Worried a Child is Being Abused' 2015. The guidance reflects, 'Keeping Children Safe in Education' September 2023.

The Governing body takes seriously its responsibility under section 175 of the Education Act 2011 to safeguard and promote the welfare of children; and to work together with other agencies to ensure adequate arrangements within our school to identify, assess, and support those children who are suffering harm.

Access to the site is monitored closely at all times. All of our staff and Governors have had Enhanced DBS checks because of the nature of their regulated activity. All visitors will be asked to sign in with Reception on arrival at the premises and show photographic ID. If they are in regulated activity, we need to ascertain if they have an Enhanced DBS in place and will seek advice from the agency they are associated with. These visitors will be issued with a Green visitor badge. All other visitors will be issued

with a Red visitors badge and must be escorted whilst on the premises at all times. Parents visiting the school for open evenings, assemblies or sporting events will be supervised and will not need badges issued.

Arbour Academy's Commitment

'We recognise that high self- esteem, mental and physical health & wellbeing, confidence, peer support and clear lines of communication with trusted adults helps all children, and especially those at risk of or suffering harm from abuse or neglect.'

Our school will therefore:

- Adopt the **Salford Standards for Listening** and establish/maintain an ethos where children feel secure, are encouraged to talk and are listened to: <https://safeguardingchildren.salford.gov.uk/professionals/salford-standards-for-listening-to-families/>
- Ensure that children know that there are adults in the school who they can approach if they are worried or are in difficulty.
- Establish and maintain an ethos where children are supported with their Emotional and Mental Well Being

Roles and Responsibilities

All adults working with or on behalf of children have a responsibility to protect children. Safeguarding and promoting the welfare of children is **everyone's** responsibility. **Everyone** who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child centred. This means that they should consider, at all times, what is in the **best interests** of the child.

There are, however, key people within schools and the Local Authority who have specific responsibilities under Safeguarding and child protection procedures. The names of those carrying these responsibilities in the school for the current year are listed at the beginning of this document. However, No single practitioner can have a full picture of a child's needs and circumstances. If children and families are to receive the right help at the right time, **everyone** who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.

Designated Safeguarding Lead

Governing bodies and proprietors will; ensure an appropriate senior member of staff, from the school or college leadership team, is appointed to the role of designated safeguarding lead. The designated safeguarding lead will take lead responsibility for safeguarding and child protection (including online safety). This will be explicit in the role holder's job description. (As outlined in Annex C of Keeping Children Safe in Education September 2023.)

The role of the designated safeguarding lead carries a significant level of responsibility, and they will be given the additional time, funding, training, resources and support they need to carry out the role effectively. Their additional responsibilities include providing advice and support to other staff on child welfare, safeguarding and child protection matters, taking part in strategy discussions and inter-agency meetings, and/or supporting other staff to do so, and contributing to the assessment of children.

Any deputies will be trained to the same standard as the designated safeguarding lead and the role will be explicit in their job description.

During term time the designated safeguarding lead (or a deputy) will always be available (during school or college hours) for staff in the school or college to discuss any safeguarding concerns. If not available in person, the school will in exceptional circumstances inform staff of how the DSLs can be contacted.

The Designated Safeguarding Lead will ensure that all New Staff and Governors receive safeguarding and child protection training at induction and make sure all staff and Governors aware of any training opportunities and the latest local policies on local safeguarding arrangements.

The designated safeguarding lead is expected to refer cases of suspected abuse and neglect to the local authority children's social care and to the Channel programme where there is a radicalisation concern.

The Designated Safeguarding Lead (DSL) is Michelle Peart, the Deputy DSL is Donna Hindley, both are members of SLT. We have ensured:

- proven and documented competency on the part of the appointee
- robust arrangements for the DSL and Deputies to liaise weekly through Safeguarding Supervision meetings where they can discuss child protection and safeguarding issues and actions.
- sufficient direction and support is given to the appointee so that they are recognised within the school community as fulfilling this role with confidence and competence
- a clear school Child Protection/safeguarding policy that sets out for all stakeholders the respective roles and other arrangements for safeguarding in the school.

The Designated Safeguarding Lead will:

- Ensure that he/she has attended basic awareness 1 day CP training and refresher training annually and will attend the SSCP 2day Foundation training and at two yearly intervals attends refresher training to keep knowledge and skills up to date.
- Ensure that the Head Teacher is kept fully informed of any concerns – especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations. This will include being aware of the requirement for children to have an Appropriate Adult. Further information can be found in the Statutory guidance - [PACE Code C 2019 \(accessible\) - GOV.UK \(www.gov.uk\)](#)
- Liaise with the local authority and work with other agencies in line with *Working Together to Safeguard Children 2018*. There should always be cover for this role.
- Work with the Headteacher and relevant strategic leads, taking lead responsibility for promoting educational outcomes by knowing the welfare, safeguarding and child protection issues that children in need are experiencing, or have experienced, and identifying the impact that these issues might be having on children's attendance, engagement and achievement at school or college. This includes:
 - ensuring that the school or college knows who its cohort of children who have or have had a social worker are,
 - understanding their academic progress and attainment, and maintaining a culture of high aspirations for this cohort, and
 - supporting teaching staff to provide additional academic support or reasonable adjustments to help children who have or have had a social worker reach their potential, recognising that even when statutory social care intervention has ended, there is still a lasting impact on children's educational outcomes
- Ensure that he/she attends all Designated Teacher Seminars on behalf of the school (or arranges for the Deputy DSL to attend if exceptionally unable to do so themselves).

- Ensure that all staff who work with children undertake appropriate training to equip them to carry out their responsibilities for safeguarding children effectively and that this is kept up to date by refresher training at 18 month intervals
- Ensure that all new staff receive safeguarding children induction within 15 working days of commencement of their contract.
- Ensure that temporary staff and volunteers are made aware of the school's arrangements for safeguarding children within 7 working days of their commencement of work.
- Ensure that the school operates within the legislative framework and recommended guidance.
- Ensure that all staff and volunteers are aware of the Greater Manchester and Salford Safeguarding Children Procedures.
- Ensure that the Designated Governor for Safeguarding is kept fully informed of any concerns and develop effective working relationships with other agencies and services.
- Decide upon the appropriate level of response to specific concerns about a child e.g. discuss with parents, or refer to the Bridge Partnership.
- Liaise and work with Salford's the Bridge Partnership over suspected cases of child abuse.
- Ensure that accurate safeguarding records relating to individual children are kept separate from the academic file in a secure place, marked 'Strictly Confidential' and are passed securely should the child transfer to a new provision. The originating school should consider whether it needs to retain a copy of the records (for example, if a sibling continues to attend the school). If a copy is retained the reason for this should be recorded
- Submit reports to, and ensure the school's attendance at, child protection conferences contributing to decision making.
- Ensure the school's delivery of actions planned to safeguard the child (e.g. through core group participation).
- Ensure that the school effectively monitors children, about whom there are concerns, including notifying Salford's The Bridge team when there is an unexplained absence of more than two days for a child who is the subject of a child protection plan
- Provide guidance to parents, children and staff about obtaining suitable support and advice in respect of concerns about the child's welfare.
- The DSL/Deputy will always be available during school hours.
- Liaise with the Mental Health Lead and, where available, The Mental Health Support Team within the school, where safeguarding concerns are linked to mental health.

Designated Cared for Children Lead

(Salford have adopted the term Cared for Children. Keeping Children Safe in Education 2023 refers to this cohort as Looked After Children)

Governing Bodies of maintained schools and proprietors of academy schools must appoint a designated teacher to promote the educational achievement of children who are looked after and to ensure that this person has appropriate training. (refer to the Looked After Children Policy and Procedures for more detail)

The Designated Cared for Children Leads will work in partnership with the Designated Safeguarding Leads, The Mental Health Lead, and the Virtual School Head to ensure the safeguarding vulnerabilities for Cared for Children are appropriately met. In addition, the Virtual School Head receives pupil premium plus additional funding based on the latest published numbers of children looked after in the authority. In maintained schools and academies, the Cared for Children Designated Lead will work with the virtual school head to discuss how that funding can be best used to support the progress of Cared for Children in the school and meet the needs identified in the child's personal education plan.

Governing Bodies

Governing bodies, management committees and proprietors must ensure that they comply with their duties under legislation. They must have regard to the Keeping Children Safe in Education 2023 guidance, ensuring that Safeguarding policies, procedures and training in their schools or colleges are effective and comply with the law at all times

Governing bodies and proprietors will ensure that all governors and trustees receive appropriate safeguarding and child protection (including online) training at induction. This training will equip them with the knowledge to provide strategic challenge to test and assure themselves that the safeguarding policies and procedures in place in schools and colleges are effective and support the delivery of a robust whole school approach to safeguarding. All Governor Safeguarding training will be regularly updated.

Governing bodies and proprietors will be aware of their obligations under the Human Rights Act 1998 21, the Equality Act 2010 22, (including the Public Sector Equality Duty 23), Data Protection Act 2018, and the UK General Data Protection Regulation (UK GDPR) and their local multi-agency safeguarding arrangements.

Named Governor for Child Protection

Jacqui Hughes is the named Governor for Safeguarding and Child Protection. Jacqui Hughes is Vice Chair of the Local Governing Board of the Centre and sits on the board of Trustees for Kings Academy Trust.

Governing bodies (and proprietors) will ensure online safety is an interrelated theme whilst devising and implementing their whole school or college approach to safeguarding and related policies and procedures, planning the curriculum and parental engagement.

They will ensure the school has appropriate filtering and monitoring systems in place which regularly review their effectiveness. All staff are to understand their role in this and DSLs are expected to have the 'lead responsibility'. Please follow the link below to see the newly published standards around filtering and monitoring.

<https://www.gov.uk/guidance/meeting-digital-and-technology-standards-in-schools-and-colleges/filtering-and-monitoring-standards-for-schools-and-colleges>

The role of the Named Governor is key to ensuring that the Governing Board fulfils its responsibilities in respect of safeguarding children. The Named Governor will therefore ensure that the school:

- Has an effective safeguarding children policy in place that follows local procedures. This must include procedures to minimise the risk of child-on-child sexual harassment and abuse. Policies will be reviewed annually.
- Recruits staff and volunteers in line with safer recruitment processes.
- Has procedures for dealing with allegations of abuse made against staff, including supply staff and volunteers.
- Has a designated senior member of staff for dealing with safeguarding children issues.
- Ensure that **all** staff receive regular safeguarding and child protection updates, including online) (for example, via email, e-bulletins, staff meetings) as required, but at least annually. This will provide them with relevant skills and knowledge to safeguard children effectively, both on-line and in their daily life.
- Ensure that those staff who work directly with children read **at least** Part One and Annex A of this guidance and have the mechanisms in place to assist staff to understand and discharge their role and responsibilities as set out in Part One of Keeping Children Safe in Education.
- Provides regular quality assurance reports to the Governing Board in relation to policy, procedures, audits and Section 11 statutory requirements.
- Liaises with the Headteacher to ensure that deficiencies in safeguarding arrangements are remedied without delay.

Head Teacher

The Head Teacher has prime responsibility for leading the school in fulfilling the ethos and policies set down by the governing body and Kings Academy Trust including those set out above in the responsibilities for the Named Governor.

In such a role the Head Teacher will ensure that safeguarding is central to whole school policy and practice, embedded in the delivery of the curriculum and in all systems for managing the school.

Part of the means of demonstrating such leadership is in attending SSCP training at least once every 2 years. Such leadership is also demonstrated by embedding safeguarding awareness into the school's organisational development and training programmes.

Professional Curiosity

All staff will be aware that children may not feel ready or know how to tell someone that they are being abused, exploited, or neglected, and/or they may not recognise their experiences as harmful. For example, children may feel embarrassed, humiliated, or

are being threatened. This could be due to their vulnerability, disability and/or sexual orientation or language barriers. This will not prevent staff from having a professional curiosity and speaking to the designated safeguarding lead if they have concerns about a child. Exercising professional curiosity and knowing what to look for is vital for the early identification of abuse and neglect.

What is abuse and neglect?

All staff should be aware of the indicators of abuse and neglect so they are able to identify cases of children who need help or protection. If staff are unsure they must speak to the DSL. All staff should be aware that safeguarding incidents and/or behaviours can be associated with factors outside the school or college and/or can occur between children outside of these environments. All staff, but especially the designated safeguarding lead (and deputies) should consider whether children are at risk of abuse or exploitation in situations outside their families. Extra-familial harms take a variety of different forms and children can be vulnerable to multiple harms including (but not limited to) sexual exploitation, criminal exploitation, and serious youth violence.

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children.

Definitions of child abuse

There are four main categories of child abuse.

- Physical Abuse
- Emotional Abuse
- Sexual Abuse
- Neglect

Physical abuse

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

Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal

social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

The sexual abuse of children by other children is a specific safeguarding issue in education.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment)

- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate care-givers)
- Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

All staff should be aware of indicators, which may signal that children are at risk from, or involved with serious violent crime. Advice for schools is provided in the Home Office's [Preventing youth violence and gang involvement and its Criminal exploitation of children and vulnerable adults: county lines guidance](#).

All staff should have an awareness of safeguarding issues that can put children at risk of harm. We must always be aware there are also other specific safeguarding issues that put children at risk such as:

- child sexual/criminal exploitation (CSE/CCE)
- bullying including cyber bullying
- domestic abuse
- drugs/alcohol abuse
- Child missing in education
- fabricated or induced illness
- faith abuse

- female genital mutilation (FGM)
- forced marriage
- gangs and youth violence
- Honour based abuse
- Peer on peer/child on child abuse
- gender-based violence/violence against women and girls (VAWG)
- mental health
- sexting
- teenage relationship abuse
- trafficking
- upskirting
- sexual harassment
- initiation/hazing type violence and rituals
- Child Abuse Linked to Faith & Beliefs
- Mate Crime
- Stalking

If you have concerns about another staff member who may pose a risk of harm to children this should be referred to the Head teacher/Principal. If the concerns are about the Head teacher/Principal, then you should report it to the Chair of Governors/Chair Person of Trust Board.

NB Keeping Children Safe in Education 2023 contains links to further Guidance and support.

Signs of Abuse

Recognising child abuse is not easy. Sometimes the signs are not obvious and sometimes signs that appear to be indicative of abuse can be due to other causes. Therefore, it is very important that you use these signs to help you think about the concerns you have and how you will describe these when making a referral or consulting with the Bridge Partnership team.

These definitions and indicators only serve as a guide to assist you. Remember that children may exhibit some of these indicators at some time, and that the presence of one or more is not necessarily proof that abuse is occurring. There may be other reasons for changes in behaviour such as bereavement, significant changes in family relationships, including the birth of a new baby in the family or problems between parents/carers.

It is not your responsibility to decide whether or not child abuse has taken place or if a child is at significant risk of harm from someone. You do, however, have a responsibility and duty to act in order that the appropriate agencies can investigate and take any necessary action to protect a child. The social worker or police officer will always want to understand your concerns about the child in the context of the child's development and relationships.

The following information should help you to be more alert to the signs of possible abuse and to provide the necessary information when reporting your concerns.

Abuse

Abuse is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children.

Physical Abuse

Most children in daily life will collect cuts and bruises. But each child is different and any perceived injuries should be interpreted in light of:

- the child's medical and social history
- the child's developmental stage
- the explanation given for the injury

Most accidental bruises are seen over bony parts of the body, e.g. elbows, knees, shins, and often on the front of the body.

Important indicators of physical abuse are bruises or injuries that are either unexplained or inconsistent with the explanation given, or visible on the 'soft' parts of the body where accidental injuries are unlikely, e.g. cheeks, abdomen, back and buttocks.

The physical signs of abuse may include:

- Bruising, marks or injuries on any part of the body that are unexplained or not consistent with the explanation given for them
- Injuries which occur to the body especially in clusters and in places which are not normally exposed to falls or rough games
- Injuries which have not received medical attention or there has been a delay in getting medical attention (although note that burn injuries are often delayed in presentation due to blistering taking place sometime later)
- Cigarette burns
- Human bite marks
- Broken bones
- Scalds
- Multiple burns

Changes in behaviour that can also indicate physical abuse:

- fear of parents being approached for an explanation
- fear of further enquiries being made

- aggressive behaviour or severe temper outbursts
- flinching when approached or touched
- reluctance to get changed, for example in hot weather, or to participate in games or swimming
- depression
- withdrawn behaviour
- running away from home or school

Emotional Abuse

Emotional abuse can be difficult to identify, as there may be no outward physical signs.

There may be a developmental delay due to a failure to thrive and grow – but this will usually only be evident if the child puts on weight in other circumstances, for example when hospitalised or away from their parents' care.

Children who appear well-cared for may nevertheless be emotionally abused by being taunted, put down or belittled. They may receive little or no love, affection or attention from their parents or carers.

Emotional abuse can also take the form of children not being allowed to mix or play with other children.

Changes in behaviour or presentation which can indicate emotional abuse include:

- Depression, aggression, extreme anxiety, changes or regression in mood or behaviour, particularly where a child withdraws or becomes clingy
- Neurotic behaviour e.g. sulking, hair twisting, rocking
- Obsessions or phobias
- Sudden underachievement or lack of concentration
- Seeking adult attention and not mixing well with other children
- Sleep or speech disorders
- Negative statements about self
- Extreme shyness or passivity
- Running away, stealing and lying
- Being unable to play
- Fear of making mistakes
- Sudden speech disorders
- Self-harm
- Fear of parent being approached regarding their behaviour
- Developmental delay in terms of emotional progress
- Reporting parental violence or discord (i.e. exposure to domestic violence)

Sexual Abuse/Violence/Harassment

Sexual abuse is known to take place against children and young people of all ages, including infants and toddlers.

Usually, in cases of sexual abuse it is the child's behaviour that may cause you to become concerned, although physical signs can also be present.

Children who tell about sexual abuse do so because they want it to stop. It is important, therefore, that they are listened to and taken seriously.

It is not just adult men who sexually abuse children – there are increasing numbers of allegations of sexual abuse of children against women and sexual abuse can also be perpetrated by other children or young people.

The physical signs of sexual abuse may include:

- pain or itching in the genital area
- bruising or bleeding near genital area
- sexually transmitted disease
- vaginal discharge or infection
- repeated urinary infections
- stomach pains
- discomfort when walking or sitting down
- pregnancy

Changes in behaviour or presentation, which can also indicate sexual abuse include:

- any allegation by the child of sexual abuse
- sudden or unexplained changes in behaviour e.g. becoming aggressive or withdrawn
- fear of being left with a specific person or group of people
- having nightmares and severe or persistent sleep disturbance
- running away from home
- sexual knowledge beyond their age or developmental level; preoccupation with sexual matters
- sexual activity through drawings, language or play
- bedwetting
- eating problems such as overeating or anorexia
- self-harm or mutilation, sometimes leading to suicide attempts
- saying they have secrets they cannot tell anyone about
- substance or drug abuse

- suddenly having unexplained sources of money
- not being allowed to have friends (particularly in adolescence)
- acting in a sexually explicit way towards adults

This is known as Child on Child sexual violence and sexual harassment.

Reports of sexual violence and sexual harassment are likely to be complex and require decisions to be made. Preplanning, effective training and effective policies will provide Arbour Academy with the foundation for a calm, considered and appropriate response to any allegations.

Decisions are for Arbour Academy to make on a case-by-case basis, with the designated safeguarding lead (or a deputy) taking a leading role and using their professional judgement, supported by other agencies, such as children's social care and the police as required.

Responding to reports of sexual violence and sexual harassment

Our initial response to a report from a child is important. It is essential that all victims are reassured that they are being taken seriously and that they will be supported and kept safe. A victim should never be given the impression that they are creating a problem by reporting sexual violence or sexual harassment. Nor should a victim ever be made to feel ashamed for making a report.

All staff are trained to manage a report in line with our local authority's policy, which dictate exactly how reports should be managed.

When there has been a report of sexual violence, the designated safeguarding lead (or a deputy) should make an immediate risk and needs assessment. Where there has been a report of sexual harassment, the need for a risk assessment should be considered on a **case-by-case** basis. The risk and needs assessment should consider:

- the victim, especially their protection and support;
- the alleged perpetrator; and
- all the other children (and, if appropriate, adult students and staff) at Arbour Academy, especially any actions that are appropriate to protect them.

Risk assessments will be recorded (written or electronic) and should be kept under review. At all times, Arbour Academy will actively consider the risks posed to all their pupils and students and will put adequate measures in place to protect them and keep them safe.

The designated safeguarding lead (or a deputy) should ensure they are engaging with children's social care and specialist services as required.

Where there has been a report of sexual violence, it is likely that professional risk assessments by social workers and or sexual violence specialists will be required.

The risk assessment is not intended to replace the detailed assessments of expert professionals. Any such professional assessments should be used to inform our approach to supporting and protecting our pupils and students and updating our own risk assessment.

Action following a report of sexual violence and/or sexual harassment

What to consider

Arbour Academy will carefully consider any report of sexual violence and/or sexual harassment. The designated safeguarding lead (or deputy) is likely to have a complete safeguarding picture and be the most appropriate person to advise on the school's initial response. Important considerations will include:

- The wishes of the victim in terms of how they want to proceed. This is especially important in the context of sexual violence and sexual harassment. Victims should be given as much control as is reasonably possible over decisions regarding how any investigation will be progressed and any support that they will be offered;
- The nature of the alleged incident(s), including: whether a crime may have been committed and consideration of harmful sexual behaviour;
- The ages of the children involved;
- The developmental stages of the children involved;
- Any power imbalance between the children. For example, is the alleged perpetrator significantly older, more mature or more confident?
- Does the victim have a disability or learning difficulty?
- If the alleged incident is a one-off or a sustained pattern of abuse;
- Are there ongoing risks to the victim, other children, adult students or school or college staff; and
- Other related issues and wider context.

As always when concerned about the welfare of a child, all staff should act in the best interests of the child. In all cases, Arbour Academy should follow general safeguarding principles as set out throughout this policy. Immediate consideration should be given as to how best support and protect the victim and the alleged perpetrator (and any other children involved/impacted).

The starting point regarding any report should always be that sexual violence and sexual harassment is not acceptable and will not be tolerated. Especially important is not to pass off any sexual violence or sexual harassment as 'banter', 'part of growing up' or 'having a laugh'

Any report to the police will generally be in parallel with a referral to children's social care. At this stage, Arbour Academy will inform parents or carers unless there are compelling reasons not to, for example, if informing a parent or carer is likely to put a child at additional risk.

Neglect

Neglect can be a difficult form of abuse to recognise but it has some of the most lasting and damaging effects on children.

The physical signs of neglect may include:

- constant or frequent hunger, sometimes stealing food
- constantly dirty or 'smelly'
- loss of weight, or constantly underweight
- inappropriate clothing for the conditions.
- Frequent diarrhoea
- Untreated illnesses, injuries or physical complaints

Changes in behaviour or presentation, which can also indicate neglect may include:

- frequent tiredness
- overeating
- not requesting medical assistance and/or failing to attend appointments
- having few friends
- mentioning being left alone or unsupervised.

As well as the four main categories of abuse we ask staff to be vigilante for the following:

Domestic Abuse

Recognising the impact of domestic abuse on children as victims in their own right, as per the Domestic Abuse act 2021, a. If they see, hear or experience the effects of abuse The Domestic Abuse Act 2021 defines domestic abuse as any of the following behaviours, either as a pattern of behaviour, or as a single incident, between two people over the age of 16, who are 'personally connected' to each other:

- physical or sexual abuse;
- violent or threatening behaviour;
- controlling or coercive behaviour;
- economic abuse (adverse effect of the victim to acquire, use or maintain money or other property; or obtain goods or services); and
- psychological, emotional or other abuse.

Operation Encompass

Operation Encompass operates in the majority of police forces across England. It helps police and schools work together to provide emotional and practical help to children. The system ensures that when 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 (usually the designated safeguarding lead) in school before the child or children arrive at school the following day. This ensures that the school has up to date relevant information about the child's circumstances and can enable support to be given to the child according to their needs. Police forces not signed up to operation encompass will have their own arrangements in place.

See Annex 5

National Domestic Abuse Helpline

Refuge runs the National Domestic Abuse Helpline, which can be called free of charge and in confidence, 24 hours a day on 0808 2000 247. Its website provides guidance

and support for potential victims, as well as those who are worried about friends and loved ones. It also has a form through which a safe time from the team for a call can be booked.

Additional advice on identifying children who are affected by domestic abuse and how they can be helped is available at:

- NSPCC- UK domestic-abuse Signs Symptoms Effects
- Refuge what is domestic violence/effects of domestic violence on children
- SafeLives: young people and domestic abuse.

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

Both CSE and CCE are forms of abuse and both occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child into sexual or criminal activity. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, sexual identity, cognitive ability, physical strength, status, and access to economic or other resources. In some cases, the abuse will be in exchange for something the victim needs or wants and/or will be to the financial benefit or other advantage (such as increased status) of the perpetrator or facilitator.

The abuse can be perpetrated by individuals or groups, males or females, and children or adults. The abuse can be a one-off occurrence or a series of incidents over time, and range from opportunistic to complex organised abuse. It can involve force and/or enticement-based methods of compliance and may, or may not, be accompanied by violence or threats of violence. Victims can be exploited even when activity appears consensual and it should be noted exploitation as well as being physical can be facilitated and/or take place online.

It is important to note that some young people being exploited may show no sign of this abuse, which is why we must be vigilante. For more information and downloadable documents go to Salford Safeguarding Children Board (SSCP) web site: <https://safeguardingchildren.salford.gov.uk/>

Indicators of child criminal and sexual exploitation may include:

- Acquisition of money, clothes, mobile phones, etc. without plausible explanation;
- Gang-association and/or isolation from peers/social networks;
- Exclusion or unexplained absences from school, college or work;
- Leaving home/care without explanation and persistently going missing or returning late;
- Excessive receipt of texts/phone calls;
- Returning home under the influence of drugs/alcohol;
- Inappropriate sexualised behaviour for age/sexually transmitted infections;

- Evidence of/suspicions of physical or sexual assault;
- Relationships with controlling or significantly older individuals or groups;
- Multiple callers (unknown adults or peers);
- Frequenting areas known for sex work;
- Concerning use of internet or other social media;
- Increasing secretiveness around behaviours; and
- Self-harm or significant changes in emotional well-being.
- suffering from changes in emotional well-being;

Relating to CSE

- children who suffer from sexually transmitted infections or become pregnant

Potential vulnerabilities include:

Although the following vulnerabilities increase the risk of child sexual exploitation, it must be remembered that not all children with these indicators will be exploited.

Child sexual exploitation can occur without any of these issues.

- Having a prior experience of neglect, physical and/or sexual abuse;
- Lack of a safe/stable home environment, now or in the past (domestic abuse or parental substance misuse, mental health issues or criminality, for example);
- Recent bereavement or loss;
- Social isolation or social difficulties;
- Absence of a safe environment to explore sexuality;
- Economic vulnerability;
- Homelessness or insecure accommodation status;
- Connections with other children and young people who are being sexually exploited;
- Family members or other connections involved in adult sex work;
- Having a physical or learning disability;
- Being in care (particularly those in residential care and those with interrupted care histories); and
- Sexual identity.

Serious violence

All staff will be aware of the indicators, which may signal children are at risk from, or are involved with serious violent crime including:

- 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
- 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 will also 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
- having been involved in offending, such as theft or robbery

Mate Crime

What is Mate Crime?

Mate crime is the exploitation of a vulnerable person by someone claiming to be their friend. Mate Crime is a specific kind of Hate Crime.

Often the perpetrator will appear to be a 'genuine' friend to both the vulnerable person and any observers of the relationship.

However, the perpetrator may use abusive or harmful behaviour to maintain or begin their exploitation of the person including:

- Threats of harm
- Saying things to create feelings of worthlessness or dependency
- Actual physical assault or restraint
- Withholding of medication or possessions important to the person
- Covert or overt use of drugs or alcohol

Once 'befriended' examples of exploitation can include (but are not limited to):

- Financial Abuse – stealing money, coercion into spending money or giving away possessions
- Forced labour
- Sexual Abuse – Coercion into prostitution or other sexual exploitation
- Physical Abuse – exert force to control the individual
- Criminal exploitation – Coercion or grooming to commit criminal offences e.g. buying/selling drugs, stealing
- Emotional Abuse – manipulate or mislead the person, make them feel worthless

Who is affected?

Mate crime can affect anyone who is vulnerable. This includes anyone who is either:

- Vulnerable due to their circumstances.
- Vulnerable because they lack the key social skills required to recognize a 'fake' friend.
- Historically those targeted are usually socially isolated or living on their own. This is clearly intentional as it reduces the likelihood that the perpetrator's behaviour will be challenged by others.
- However, with the increase in social media use, perpetrators are now also targeting vulnerable people online, where they may not be living on their own but living with others or in a family environment.

Indicators of Mate Crime

- Changes in behavior - becoming more withdrawn or increase in risk taking
- Changes in appearance - taking less or more care of themselves, looking dirty or scruffy, weight loss
- Financial difficulty - bills not paid, unable to buy food
- Changes to household environment - missing possessions, rubbish, unusual items such as cigarettes, alcohol, more noise, house is a mess, parties
- Changes in routine and regular activities
- Withdrawing from existing networks of support, family, friends, activities and services
- Unexplained injuries
- Secretive or increased mobile phone or social media use
- Talking about new 'friends'
- Goods or packages arriving at a person's house (and then being collected by someone else soon after)
- Suddenly changing a will

Ongoing risks of Mate Crime

- The vulnerable person may have been experiencing the exploitation or abuse for a significant amount of time before seeking help.
- The perpetrator is likely to have access to their home or an ability to coerce their way inside.
- The vulnerable person may be dependent on the perpetrator in some way.
- The risk of harm could increase after seeking help as the perpetrator tries to take back control.

- The perpetrator is unlikely to let the vulnerable adult simply 'walk away' from the relationship.

What does this mean for Schools?

- Mate Crime is an issue for vulnerable children in much the same way as it is for vulnerable adults, although the perpetrators are usually less calculated in their approach.
- It is often mislabeled as 'bullying'. All too often the advice given to vulnerable children is to 'ignore the bully' and the consequences for the 'bully' can be negligible.
- Educating children is a major way that the risk of Mate Crime can be reduced.
 - What makes a good friend
 - How to recognize a 'fake' friend
 - What to do if someone behaves in a way they do not like and how to seek help
- The behavior of the children who perpetrate Mate Crime should also be challenged. They need to understand the impact of Mate Crime and what the consequences are for them should they choose to exploit those who are vulnerable.
- Sometimes the vulnerable adult will know that their 'friend' is not really their 'friend'. However, for some vulnerable adults and also for children, they may not realise that their 'mate' is not really a friend.
- Whilst it is important to talk about concerns, it may take some time for them to understand the concerns others have and accept that their 'friend' is not their friend.

Stalking

What is Stalking?

- Stalking is a crime of power and control which can have a devastating impact on victims.
- No definition of stalking within legislation.
- The Police and CPS have adopted the description: a pattern of unwanted, fixated and obsessive behaviour which is intrusive. It can include harassment that amounts to stalking, or stalking that causes fear of violence or serious alarm or distress.
- If the behaviour is persistent and clearly unwanted, causing fear, distress or anxiety then it is stalking.

Examples of Stalking behaviours

- Following a person
- Contacting, or attempting to contact, a person

- Publishing statements or material about the victim
- Monitoring the victim including online
- Loitering
- Interfering with property
- Watching or spying on a person
- Regularly sending unwanted gifts

The Stalking FOUR

Consider the acronym FOUR when determining stalking behaviours. Are they:

F **Fixated**

O **Obsessive**

U **Unwanted**

R **Repeated**

The acronym is used throughout the country to determine whether behaviour is stalking behaviour. It is important to listen to all of the things that are going on. Leaving one gift wouldn't be constituted as stalking but this may be part of a series of other behaviours.

Cyber & Digital Stalking

Cyber and Digital Stalking is the use of the internet, email or other electronic communications to stalk someone. It may occur as part of a wider stalking campaign or may be conducted entirely electronically.

What does Cyber Stalking look like?

- Sending unwanted messages via e-mail or social media
- Identity theft
- E-mail / Social Media account hacking
- Using Social Media to monitor an individual
- Using any electrical device to monitor somebody's whereabouts
- Setting up fake profiles/accounts
- Using applications to access somebody's webcam
- Using others to gather information on an individual
- Higher intensity
- Hacking social media accounts
- Using other internet sites to send messages

- Setting up accounts on Instagram, snap chat posing as the victim
- Setting up 100s of accounts daily to send messages
- Location settings

What can we do?

Victims want it to stop

- LISTEN BELIEVE AND VALIDATE
- Complete the S-DASH
- Discuss history and previous events
- Encourage the victim to keep a log of incidents and gather evidence
- Advise the victim to protect themselves online
- Support the victim in making a report to the police
- SAFEGUARDING
- Access professional advice & support

Victims should always be encouraged to make a report to the police but if there are Safeguarding concerns DSLs will follow normal Safeguarding Procedures. When reporting should say they want to report being a victim of stalking so that it can be identified straight away.

Stalking Support services

- Victims should be encouraged to contact support services for emotional and practical support and for safety planning advice
- National services
 - Suzy Lamplugh <https://www.suzylamplugh.org/>
 - Paladin <https://paladinservice.co.uk/>
 - Alice Ruggles <https://www.alicerugglestrust.org/>
- Local service
 - GM Victim Services <http://www.gmvictims.org.uk/>

Knife Crime

Operation Sycamore

In the event that a pupil of ARBOUR Academy attended school/college carrying a weapon, in particular a knife, ARBOUR Academy would refer to Operation Sycamore policy, which would include either a referral being completed and emailed directly to GMP using Gulf@GMP.Police.UK or dial 999 if immediate response is needed.

ARBOUR Academy would then follow their policy and procedures and complete a risk assessment for that individual child/pupil or group, this would then be shared with all staff to all were aware of any risks and reviewed on a regular basis in line with the risks posed both to others and to the individual.

Children Missing from Education or absent from Education

All staff should be aware that children going missing, particularly repeatedly, can act as a vital warning sign of a range of safeguarding possibilities. This may include abuse and neglect, which may include sexual abuse or exploitation and can also be a sign of child criminal/sexual exploitation including involvement in county lines. It may indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of female genital mutilation, so called Honour based abuse, or risk of forced marriage. Early intervention is necessary to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child going missing in future. Staff should be aware of their school's or college's unauthorised absence and children missing from education procedures. For further information, (see the Children Missing from Education policy)

This school monitors attendance carefully and will address poor or irregular attendance without delay.

The school will always follow up with parents/carers when pupils are not at school. This means we need to have a least two up to date contact numbers for parents/carers. Parents should remember to update the school as soon as possible if the numbers change.

In response to the guidance in Keeping Children Safe in Education (2023) the school has:

- Staff who understand what to do when children do not attend regularly, have appropriate policies, procedures and responses for pupils who go missing from education (especially on repeat occasions) or who are persistently absent from education, including persistent absences for part of the school day.
- Strategies in place to actively encourage disaffected and disengaged young people to re-engage with education opportunities within the school.
- Staff who know the signs and triggers for travelling to conflict zones, FGM and forced marriage.

Online Safety

The topic of online safety is considerable and can be linked to issues such as child sexual exploitation, bullying and radicalisation. Issues can be categorised into three areas of risk:

Content: being exposed to illegal, inappropriate or harmful material; e.g. Pornography, fake news, racist or radical and extremist views;

Contact: being subjected to harmful online interaction with other users; e.g. commercial advertising as well as adults posing as children or young adults; and

Conduct: personal online behaviour that increases the likelihood of, or causes, harm; e.g. making, sending and receiving explicit images, or online bullying.

The school will ensure it is proactive in addressing online safety through:

- Education of pupils through the curriculum;
- Keeping parents up to date on how to support keeping their children to keep safe online; the government has released new guidance for parents to support children's online activity.
<https://www.gov.uk/government/publications/coronavirus-covid-19-keeping-children-safe-online/coronavirus-covid-19-support-for-parents-and-carers-to-keep-children-safe-online>
- Reviewing online safety practices as part of a whole school approach to online safety;
- Filtering and monitoring to protect users but not leading to unreasonable restrictions;
- Staff training which is integrated, aligned and considered as part of the overarching safeguarding approach;
- Information sharing to enable the school community to be kept up to date. For further information, see government guidance Teaching online safety in school. <https://www.gov.uk/government/publications/teaching-online-safety-in-schools>

County Lines

County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs (primarily crack cocaine and heroin) into one or more importing areas [within the UK], using dedicated mobile phone lines or other form of "deal line".

Exploitation is an integral part of the county lines offending model with children and vulnerable adults exploited to move [and store] 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, further and higher educational institutions, pupil referral units, special educational needs schools, children's homes and care homes. Children are often recruited to move drugs and money between locations and are known to be exposed to techniques such as 'plugging', where drugs are concealed internally to avoid detection. Children can easily become trapped by this type of exploitation as county lines gangs create drug debts and can threaten serious violence and kidnap towards victims (and their families) if they attempt to leave the county lines network.

One of the ways of identifying potential involvement in county lines are missing episodes (both from home and school), when the victim may have been trafficked for the purpose of transporting drugs and a referral to the National Referral Mechanism should be considered. If a child is suspected to be at risk of or involved in county lines, a safeguarding referral should be considered alongside consideration of availability of

local services/third sector providers who offer support to victims of county lines exploitation.

Further information on the signs of a child's involvement in county lines is available in guidance published by the Home Office.

<https://www.gov.uk/government/publications/criminal-exploitation-of-children-and-vulnerable-adults-county-lines>

Female Genital Mutilation (FGM)

Professional in all agencies, individuals and groups in relevant communities need to be alert to the possibility of a girl being at risk of FGM, or already have suffered from FGM. There are a range of potential indicators that a child or young person may be at risk of FGM. Victims of FGM are likely to come from a community that is known to practice FGM. The girls involved may not be aware of the practice until it is too late. Sensitivity should always be shown when tackling the subject. Warning signs to watch out for are available on the SSCP or NSPCC website at

<https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/>

Staff **must** personally report to the police cases where they discover that an act of FGM appears to have been carried out and discuss any such case with the school's designated safeguarding lead and involve children's social care as appropriate. The duty does not apply in relation to **'at risk' or suspected cases** (i.e. where the staff member does not discover that an act of FGM appears to have been carried out, either through disclosure by the victim or visual evidence) or in cases where the woman is 18 or over. In these cases, teachers will follow local safeguarding procedures.

Forced marriage

Forcing a person into a marriage is a crime in England and Wales. A forced marriage is one entered into without the full and free consent of one or both parties and where violence, threats or any other form of coercion is used to cause a person to enter into a marriage. Threats can be physical or emotional and psychological. A lack of full and free consent can be where a person does not consent or where they cannot consent (if they have learning disabilities, for example). Nevertheless, some perpetrators use perceived cultural practices to coerce a person into marriage. Schools and colleges can play an important role in safeguarding children from forced marriage.

The Forced Marriage Unit (FMU) has created: Multi-agency practice guidelines: handling cases of forced marriage (pages 75-80 of which focus on the role of schools and colleges) and, Multi-agency statutory guidance for dealing with forced marriage, which can both be found at [The right to choose: government guidance on forced marriage - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/the-right-to-choose-government-guidance-on-forced-marriage) School and college staff can contact the Forced Marriage Unit if they need advice or information: Contact: 020 7008 0151 or email fmu@fcdo.gov.uk.

In addition, since February 2023 it has also been a crime to carry out any conduct whose purpose is to cause a child to marry before their eighteenth birthday, even if violence

Child Abuse Linked to Faith and Belief

Child abuse linked to faith and beliefs (CALFB) can be linked to

Witchcraft

Spirit Possession

Ritualistic and satanic abuse

Beliefs and abuse include....

- An evil force such as spirit possession, demons or the devil
- “has entered a child and acting through the child is controlling him/her to harm others or leading them astray”(traditionally seen in some Christian beliefs).
- The evil eye or djinns (traditionally known in some Islamic faiths context) and dakini (in the Hindu context).
- Ritual or mutilation murders where the killing of children is believed to bring supernatural benefits or the use of their body parts is believed to produce potent magical remedies.
- Use of belief in magic or witchcraft to create fear in children to make them more compliant when they are being trafficked for domestic slavery or sexual exploitation

Witchcraft

- Witchcraft is known by many terms; black magic, kindoki, ndoki, the evil eye, djinns, voodoo, obeah or child sourcerers. All linked to a genuine belief held by the family or carers (and in some cases, even the children themselves). That a child is able to use an evil force to harm others.
- The label of “witch” is attributed to an individual who is considered to possess “evil power to harm others”
- Accusations of witchcraft or spirit possession in a child have often been linked to negative life events, such as illness and unemployment, with children being held “responsible for events because of spirit possession”

Abuse of children can sometimes be linked to a parent, a caregiver or the wider community’s faith or belief in witchcraft, spirit or demonic possession and other forms of the supernatural. These beliefs can lead to children being blamed for a family’s bad fortune and lead to them being subsequently subjected to satanic abuse or practices which are harmful both physically and emotionally to a child.

Children at risk CALFB

- Child abuse linked to faith or belief is not confined to one faith, nationality, ethnic group or community. Cases have been recorded worldwide across various religion including Christians, Muslims and Hindus.
- Not all with the belief go on to harm children. The number of known cases suggest that only a small minority of people who believe in witchcraft or spirit possession go on to abuse children.

Children highlighted to be more at risk of CALFB

- Children with disabilities.
- An albino child
- Children living away from home, in private fostering, not living with their birth parents or parent, due to parental death.
- Children whose parents have been branded as witches.
- Children who are seen as naughty or present with challenging behaviour.
- Left handed children

Warning signs and indicators

- A child's body showing signs or marks, such as bruises or burns, from physical abuse (including historical injuries/scaring)
- A child becoming noticeable confused, withdrawn, disoriented or isolated and appearing alone amongst other children.
- A child personal care deteriorating, for example through a loss of weight, being hungry, turning up to school without food or being unkempt with dirty clothes and even faeces smeared on to them.
- A child's attendance at school or college in school becomes irregular or there is a deterioration in a child's performance.
- A child is taken out of a school altogether without another school place having been arranged.
- A child reporting that they are or have been accused of being 'evil', and/or that they are having the 'devil beaten out of them'.
- The child or family may use words such as 'kindoki', 'djin', 'juju' or 'voodoo' - all of which refer to spiritual beliefs.
- It may be evident that the child's parent or carer does not have a close bond with the child.
- A child's attendance at school or college becomes irregular or there is a deterioration in a child's performance.
- Wearing unusual jewellery/items or in possession of strange ornaments/scripts

Health Implications

- **Physical:** This can involve beating, burning, cutting, stabbing, semi-strangulating, tying up the child, starving, bath sleeping, being kept away from school, or rubbing chilli peppers or other substances on the child's genitals or eyes.
- **Emotional:** Emotional abuse can occur in the form of isolation. A child may not be allowed near or to share a room with family members, and threatened with abandonment. The child may also be persuaded that they are possessed. The act of telling a child that they are possessed by an evil spirit or told that they are a witch can be emotionally abusive.

- **Neglect:** This can include the child's family and community failing to provide appropriate medical care, poor hygiene, nourishment, clothing or warmth and a lack of supervision, education and a safe environment.
- **Sexual:** Children who have been singled out in this way can be particularly vulnerable to sexual abusers within the family, community or faith organisation. These people exploit the belief as a form of control or threat. Children could also be subject to practices through the deliverance process that can be sexually abusive e.g. having to be bathed undressed in the presence of others. Trafficked children from some countries have been known to be subjected to practices designed to control them. Some of these practices involve using their pubic hair and undergarments in rituals.

The Justifications

- **Evil Spirits:** Belief in evil spirits that can 'possess' children is often accompanied by a belief that a possessed child can 'infect' others with the condition. This could be through contact with shared food, or simply being in the presence of the child.
- **Scapegoating:** A child could be singled out as the cause of misfortune within the home, such as financial difficulties, divorce, infidelity, illness or death.
- **Physical Difference/Disability:** A child could be singled out for having a physical difference or disability. Documented cases included children with learning disabilities, mental health issues, epilepsy, autism, stammers and deafness.
- **Bad Behaviour:** Sometimes bad or abnormal behaviour is attributed to spiritual forces. Examples include a child being disobedient, rebellious, overly independent, wetting the bed, having nightmares or falling ill.
- **Gifts and uncommon characteristics:** If a child has a particular skill or talent, this can sometimes be rationalised as the result of possession or witchcraft. This can also be the case if the child is from a multiple or difficult pregnancy. Once a child is branded by a faith leader, everyone else in the particular community or congregation believes this is the case.
- **Complex family structure:** Research suggests that a child living with extended family, non biological parents, or foster parents is more at risk. In these situations they are more likely to have been subject to trafficking and made to work in servitude.

Barriers to identification

- Many practitioners are unable to detect faith-based abuse and so the incidents are often recorded under the usual forms of abuse i.e. physical, emotional, sexual abuse and neglect without ever finding the source of the problem.
- Victims do not report faith-based abuse because they either believe the accusations that are made about them or they fear repercussions if they report the abuse. For example, they could fear that the evil spirit will turn against them or that the community will ostracise them for denouncing a faith leader.

- The beliefs are entrenched, families trust their faith leaders and truly believe that they are acting in the best interests of the child.
- A child might not know that witchcraft branding is child abuse. They might not know to report it as such, but might mentioned being called “a witch”.
- This must be investigated, and children should be spoken to, so they are able to talk about their experiences without distraction.
- Some cultures believe that what they are doing is for the good of the child and that they are helping rid him/her of demons. They may not understand that what they are doing is abusive and against the law.

Considerations when identifying CALFB

- Has there been a change in the family dynamic or structure?
- Are there comments being made about the child being ‘different’?
- Is the child different from other children in the family or community e.g. disabled, epileptic, suffer an illness?
- What is the relationship between the child and their carer? Are they directly related to the child?
- Is the parent or carer indicating that they are blaming the child for a family misfortune?
- Are they treated differently to the other children in the household?
- Does the child talk about being kept away from the family, isolated by the family i.e. kept in a room, forced to eat alone?
- Has the child or the family spoken about plans to send the child to another country (this may be for ‘deliverance’)?
- Has the child disclosed that they are or have been accused of being ‘evil’, being possessed/possessed by the devil?
- Does the child shy away from other children, believing that he/she may infect others?
- Does the child talk of ‘eating people’ or of ‘changing into an animal’?

Mental Health

All staff should also be aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation.

Only appropriately trained professionals should attempt to make a diagnosis of a mental health problem. Staff however, are well placed to observe children day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one.

Where children have suffered abuse and neglect, or other potentially traumatic adverse childhood experiences, this can have a lasting impact throughout childhood, adolescence and into adulthood. It is key that staff are aware of how these children’s experiences, can impact on their mental health, behaviour and education.

If staff have a mental health concern about a child that is also a safeguarding concern, immediate action should be taken, following their child protection policy and speaking to the designated safeguarding lead or a deputy.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/755135/Mental_health_and_behaviour_in_schools_.pdf

All Staff at Arbour Academy understand the importance of positive Mental Health and Emotional Well-being. Through the work of the Senior Mental Health Lead, Mental Health Leads and Champions, the school has a co-ordinated approach to both supporting vulnerable pupils and developing a Whole School Approach to mental well-being. The Mental Health Leads work closely with the Designated Safeguarding Lead to ensure that if staff have a mental health concern about a child that is also a safeguarding concern, immediate action will be taken and a referral will be made to the Designated Safeguarding Lead.

Peer on Peer Abuse/ Child on Child abuse

Staff should recognise that children are capable of abusing their peers and other young people. We ensure that our child protection policy includes procedures to minimise the risk of peer to peer/child on child abuse.

This type of abuse can manifest itself in many ways. Use of mobile phones is closely scrutinised. Sexting is a way that peers can abuse individuals. At Arbour Academy all phones are expected to remain out of sight during the school day, where pupils are unable to manage this by themselves they can hand the phone into the office or a member of staff will confiscate it and it can be collected from the office at the end of the school day.

All allegations of inappropriate text messaging outside of school are reported to the Police by parents/cares, if this does not happen then school will ensure the police are informed. All pupils are closely monitored by a high staff to pupil ratio, including during lunch, break and toilet times. Our school operates a 'telling' policy so we encourage pupils to tell us if someone has made them uncomfortable. We promote keeping hands to your-self and make staff and pupils aware of who to tell if they are worried about inappropriate behaviour.

Staff should also be aware that as well as the main areas of abuse commonly found there are other ways pupils can be abused.

This is most likely to include, but not limited to:

- bullying (including racial bullying cyberbullying, prejudice-based and discriminatory bullying);
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;
- sexual violence and sexual harassment;
- gender-based violence
- sexting (also known as youth produced sexual imagery); and
- initiation-type violence and rituals.

Abuse is abuse and will never be tolerated or passed off as "banter" or "part of growing up". Different gender issues can be prevalent when dealing with peer on

peer abuse. This could for example include girls being sexually touched/assaulted or boys being subject to initiation-type violence.

This school believes that all children have a right to attend school and learn in a safe environment. Children should be free from harm by adults in the school and other students.

At Arbour Academy we will support the victims of peer on peer abuse.

Trafficking

Human trafficking (including children) is defined by the Office of the United Nations High Commissioner for Refugees (UNHCR) as a process that is a combination of movement, control through harm or threat of harm and exploitation. The LA must be notified if children go missing from education. All other concerns to be reported to the DSL.

Private Fostering

Private fostering occurs when a child under the age of 16 (under 18, if disabled) is provided with care and accommodation by a person who is not a parent, person with parental responsibility for them or a relative in their own home. A child is not privately fostered if the person caring for and accommodating them has done so for less than 28 days and does not intend to do so for longer. Such arrangements may come to the attention of school staff through the normal course of their interaction, and promotion of learning activities, with children.

The school or college should then notify the local authority to allow the local authority to check the arrangement is suitable and safe for the child.

See DfE statutory guidance Children Act 1989 Private fostering for comprehensive guidance on private fostering.

Children and young people who are privately fostered can also sometimes require additional support. For more information about this see <https://www.salford.gov.uk/private-fostering>

Elective Home Education (EHE)

Many home educated children have an overwhelmingly positive learning experience. However, this is not the case for all, and elective home education can mean some children are less visible to the services that are there to keep them safe and supported in line with their needs. Where a parent/carer has expressed their intention to remove a child from school, with a view to educating at home, the school will work together with the LA and other key professionals to, where possible, coordinate a meeting with parents/carers. Ideally, this would be before a final decision has been made, to ensure the parents/carers have considered what is in the best interests of each child; including where a child has SEND, is vulnerable, and/or has a social worker.

- [Education for children with health needs who cannot attend school - GOV.UK \(www.gov.uk\)](https://www.gov.uk) – DFE statutory guidance.

Alternative provision

- Any pupils accessing an 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.
- No Alternative provider is to be accessed that is not approved by Salford LA or Ofsted registered.
- All Child protection policies, attendance policies and behaviour policies are to be shared between Arbour Academy and the additional alternative provision and vice versa.
- Staff contact information is to be shared to ensure attendance leads are fully informed of attendance, non-attendance would be followed up by the Inclusion team and normal attendance protocols to be followed, including home visits if needed.
- The department has issued two pieces of statutory guidance to which commissioners of Alternative Provision should have regard.

Upskirting

The Voyeurism (Offences) Act, which is commonly known as the Upskirting Act, came into force on 12 April 2019. 'Upskirting' is where someone takes a picture under a persons clothing (not necessarily a skirt) without their permission and or knowledge, with the intention of viewing their genitals or buttocks (with or without underwear) to obtain sexual gratification, or cause the victim humiliation, distress or alarm. It is a criminal offence. Anyone of any gender, can be a victim.

<https://www.gov.uk/government/news/upskirting-know-your-rights>

Multi Agency Working

Schools have a pivotal role to play in multi-agency safeguarding arrangements. Governors will ensure that the school contributes to multi agency working in line with statutory guidance Working Together to Safeguard Children.

New safeguarding partners and child death review partner arrangements are in place in Salford by September 2019. The LA, clinical commissioning group and Chief Officer for Police will work together to safeguard and promote the welfare of local children.

The Data Protection Act 2018 and GDPR do not prevent the sharing of information for the purposes of keeping children safe.

Procedures – Early Intervention

Policies - We follow the Greater Manchester Safeguarding Procedures adopted by SSCP. The procedures provide a framework within which all agencies and professionals can work together to safeguard and promote the welfare of children and young people across Greater Manchester.

<http://greatermanchesterscb.proceduresonline.com>

<https://www.npcc.police.uk/documents/Children%20and%20Young%20people/When%20to%20call%20the%20police%20guidance%20for%20schools%20and%20colleges.pdf>

We register for alerts to automatically receive notification when the manual is updated. We also subscribe to receive free Policy Briefings or Practice Guides.

We take account of local supporting pathway guidance and additional policies from Salford Safeguarding Children's Partnership.

<https://safeguardingchildren.salford.gov.uk/>

<https://safeguardingchildren.salford.gov.uk/professionals/policies-and-procedures/>

It is very important that practitioners intervene as early as possible if a child or young person has additional needs and services can help in meeting these needs. All staff will be prepared to identify children who may benefit from early help. Early help means providing support as soon as a problem emerges at any point in a child's life, from the foundation years through to the teenage years. Such action can help prevent problems becoming child protection concerns. The Early Help is a tool for the early help assessment of need [support-and-safeguarding-january-2023.pdf \(salford.gov.uk\)](#)

For more about the Early Help Service and Assessment go to

[Early Help | Partners in Salford](#)

[safeguarding-formerly-the-thresholds-of-need-and-response/](#)

The Anti-Bullying Policy ensures that we foster a culture of safety throughout the school where children and young people are able to alert us to any incidents of bullying cyberbullying, prejudice-based and discriminatory bullying and be confident that they will be dealt with effectively. The Anti Bullying Policy also enables us to prevent issues escalating to safeguarding concerns.'

Child Protection

Where it is identified that a child is suffering from, or is at risk of significant harm, we will follow the child protection procedures set out by the Salford Safeguarding Children Board.

In implementing the Arbour Academy School policies and procedures on Safeguarding and Child Protection the following points will be considered:

- The Executive Principal will ensure that the policies relating to safeguarding will be implemented and monitored on an on-going basis with annual evaluation of effectiveness and review and procedures and implementation are updated and reviewed regularly. The Review will be presented as an annual item to the governing body.
- All staff and governors will be kept informed about child protection procedures using a variety of means such as staff meetings, Inset Days, one-to-ones and briefings in various forms.
- All staff will be aware that safeguarding incidents and/or behaviours can be associated with factors outside the school and/or can occur between children outside of these environments. All staff will consider whether children are at risk of abuse or exploitation in situations outside their families. Extra-familial harms take a variety of different forms and children can be vulnerable to multiple harms including (but not limited to) sexual exploitation, criminal exploitation, and

serious youth violence. All staff and governors will be kept informed about the Contextual Safeguarding approaches the school is deploying to safeguard and protect **all** pupils, and especially the most at risk and vulnerable pupils within the school.

- New and/or temporary staff will be made aware of the policies and procedures at induction within school with clarity about how safeguarding fits into whole school policy.
- The child protection policy;
- The behaviour policy;
- Code of Conduct
- the safeguarding response to children who go missing from education;
- the role of the designated safeguarding lead (including the identity of the designated safeguarding lead and any deputies).
- Part 1 and Annex B of Keeping Children Safe in Education 2023
- All existing staff including those staff who do not have direct pupil contact will be made aware of and have access to copies of Keeping Children Safe in Education 2023 Part 1 and Annex B. as well as any updated school policies and procedures.
- As well as teachers all other staff in school, such as Teaching Assistants, administrators, welfare staff, kitchen staff etc will receive the core training on safeguarding and an induction that is specific to their role including knowing what to do if there are child protection concerns.
- Parents will be informed of the school's duties and responsibilities under the policy and procedures in a range of ways that reflects diverse ability to use methods of communication. Therefore, as well as the use of general methods (a Statement in the School brochure or information pack; website features; one-to-one conversations; use of audio facilities etc) consideration will also be given to the ability of parents to access these. For example, a notice of the availability of the policy could be displayed in the reception area.

Whistle Blowing

If staff are concerned about the behaviour of a colleague, they must follow the schools Whistle Blowing policy procedures. They report those concerns immediately to the Executive Principal. If the concern is about the Executive Principal, then the concern should be reported to the Chair of Governors. A concern about the Chair of Governors should be reported to the Secretary of State for Education or if someone is at immediate risk of harm the Police.

Training and Support

Our school will ensure that the Designated Safeguarding Leads and the nominated governor and all governors for Safeguarding/Child Protection attends training relevant to their role' annually

- As safeguarding is 'everybody's' responsibility, all staff in the school will know who to contact if they are concerned about a child or young person. It is therefore important to ensure all staff receive a thorough induction.
- We ensure all staff have received the Wholeschool Safeguarding training. Refreshers are held annually each academic year. Staff new to the role who have previously worked outside of Salford LA will complete the New Starter training. New Staff who have come from a Salford School do not have to complete a New Starter training if they can prove their attendance at the current cycle of Wholeschool Safeguarding training.
- All staff get a daily staff briefing which updates on safeguarding issues.
- All staff are made aware of the contact details of The Bridge, to whom all concerns about a child can be referred.

Online Safety

Arbour Academy will ensure appropriate filters and appropriate monitoring systems are in place.

Opportunities to teach safeguarding

Children are taught about safeguarding, including online safety. This is part of our broad, balanced curriculum. This includes Relationship & Sex Education and PSHE.

The use of Reasonable Force

There are circumstances when it is appropriate for staff to use reasonable force to safeguard children. The term 'reasonable force' covers a broad use of actions. This can range from guiding a child to safety to more extreme circumstances such as breaking up a fight or restraint to prevent violence or injury. Reasonable means using no more force than is necessary. Staff should always consider their duties under the Equality Act 2010 in making reasonable adjustments, non-discrimination and their Public Sector Equality Duty.

Prescribed Whole School and Designated Safeguarding Lead Training Requirements

There is an agreed set of prescribed training requirements in Salford for school staff, as follows:

All School Staff – All school staff who do not have designated lead responsibility for child protection are required to undertake SSCP approved full day Basic Awareness training to promote and safeguard the welfare of children and young people. This is updated annually.

This is currently available through the Whole School Safeguarding Service Level Agreement (SLA) which Arbour Academy has purchased and is updated annually.

As safeguarding is ‘everybody’s’ responsibility then all staff in the school need to know who to contact if they are concerned about a child or young person. Signs are up throughout school. We ensure all new staff receive appropriate training and induction so that they clearly understand their roles and responsibilities.

Designated Safeguarding Lead and Deputy(s) – As a minimum the Designated Safeguarding Lead and Deputies will attend the SSCP Working Together to Safeguard Children and the Multi Agency Level 3 Speaker (or equivalent) courses. This training will provide the designated safeguarding leads with a good understanding of their own role, and the processes, procedures and responsibilities of other agencies, particularly children’s social care in the safeguarding continuum and the assessment process for providing early help and statutory intervention,

The Training will be refreshed every 2 years with the SSCP Safeguarding Updates and Developments (or equivalent) Course. Depending upon the circumstances of the school, Ofsted may require that the Designated Person(s) attend additional refresher training.

Designated Safeguarding Leads and Deputy Lead(s) are required to keep their knowledge and skills up to date on an annual basis.

The Salford Safeguarding in Schools Advisor and Whole School Safeguarding Team Manager jointly organise single agency training for Designated Safeguarding Leads and termly DSL Network Events. The Salford Safeguarding in Schools Advisor produces a half termly Inclusion and Safeguarding Bulletin for Designated Safeguarding Leads to update skills and knowledge.

After attending the Working Together to Safeguard Children and the Multi Agency Level Speaker (or equivalent) the Designated Lead and Deputies will also consider accessing the following courses as relevant to the circumstances of the school, in line with SSCP annual priorities and national priorities so they understand and respond to specific needs that can increase the vulnerability of children, as well as specific harms that can put children at risk.

- Attachment
- Adverse Childhood Experiences (ACE’s) and Childhood Trauma
- Early Help Assessment
- Contextual Safeguarding
- Child Sexual Exploitation
- Communicating with Children
- Core Group
- Online Safety and Mobile Technology - including online challenges and hoaxes

- Cyberbullying and Cybercrime
- Child Gambling
- Adolescent to Parent Violence
- Domestic Abuse
- Self-Harm
- Female Genital Mutilation, Honour Based Abuse, Breast Ironing, Infant Oral Mutilation
- Neglect
- Parental Mental Health
- Parental Substance Use
- Rapid Response to a Child Death
- Sexual Abuse
- Child Sexual Exploitation
- Preventing Radicalisation/WRAP Training
- Equality and Diversity and Sexual Orientation
- Gangs and Youth Violence, Child Criminal Exploitation (CCE) and County Lines
- Violent Crime, including Gangs and Knife Crime
- 'Upskirting' which is a criminal offence under The Voyeurism Offences Act - April .2019
- Witchcraft and Spiritual Possession
- Trafficking and Modern Slavery
- Illegal Money Lending
- Safeguarding and Healthy Relationships
- Child-on-child abuse
- Sexually Harmful Behaviour, Sexual Harassment
- Stalking and Mate Crime
- Emotional Well Being and Positive Mental Health
- The Role of the Appropriate Adult
- Any additional training or events relating to serious case reviews*

For the latest SSCP courses, seminars and e-learning courses please visit:

<https://safeguardingchildren.salford.gov.uk/professionals/multi-agency-training/courses/>

Information Sharing and Confidentiality

It is important that governing bodies and proprietors are aware that among other obligations, the Data Protection Act 2018, and the UK General Data Protection Regulation (UK GDPR) place duties on organisations and individuals to process

personal information fairly and lawfully and to keep the information they hold safe and secure. See ICO guidance ico.org.uk - [ico Resources and Information](#), which includes information about the school's obligations and how to comply, including protecting personal information, and providing access to official information.

- The school and the Designated Safeguarding Lead will have due regard to the relevant data protection principals which allow them to share personal
- information, as provided for in the Data Protection Act 2018 and the General Data Protection Regulation (GDPR)
- Information sharing and confidentiality are issues which are discussed and fully understood by all those working with our children, particularly in the context of child protection.
- Parents, governors and every adult working in or with the school understand the need for and basic principles regarding confidentiality. This is done through effective sharing of our policies and procedures which are available in hard copies and on our website.
- Staff are never to guarantee confidentiality to a child as to protect that individual information will need to be shared with other agencies.
- If a child asks an adult to keep a secret, the member of staff must say that we do not have secrets at school and that they may need to tell someone in order to safeguard them.
- The Designated Safeguarding Lead (DSL) or Deputy should be given information immediately about a child to whom there are concerns. If the concern is about the family member, staff member or child at the school, they should not be contacted or alerted.
- The Bridge should be alerted to all concerns regarding the welfare of a child.

Practitioners work together best to safeguard children where there is an exchange of relevant information between them. Normally, personal information should only be disclosed to third parties (including other agencies) with the consent of the subject of that information (*Data Protection Act 2018, European Convention on Human Rights, Article 8*). Wherever possible, consent should be obtained before sharing personal information with third parties **but may be waived in the circumstances set out below.**

Practitioners work together best to safeguard children where there is an exchange of relevant information between them. Normally, personal information should only be disclosed to third parties (including other agencies) with the consent of the subject of that information (*Data Protection Act 2018, European Convention on Human Rights, Article 8*). However, fears about sharing information **cannot** be allowed to stand in the way of the need to promote the welfare and protect the safety of children. Wherever possible, consent should be obtained before sharing personal information with third parties **but may be**

waived in the circumstances set out below.

Understanding that ‘safeguarding of children and individuals at risk’ allows practitioners to share information without consent where there is good reason to do so, and that the sharing of information will enhance the safeguarding of a child in a timely manner. “It would be legitimate to share information without consent where: it is not possible to gain consent; it cannot be reasonably expected that a practitioner gains consent; and, if to gain consent would place a child at risk.” (Paragraph 119, Keeping Children Safe in Education September 2023)

In some circumstances, achieving consent may not be possible or desirable but the safety and welfare of a child dictate that the information should be shared. The law permits the disclosure of confidential information necessary to safeguard a child or children. Disclosure should be justifiable in each case, according to the particular facts of the case, and legal advice should be sought if in doubt.

Where consent cannot be obtained to share information or consent is refused or where seeking it may undermine the prevention, detection, or prosecution of a crime the practitioner must judge from the facts whether there is enough public interest to justify sharing information. A concern in relation to protecting a child from significant harm, promoting the welfare of children, protecting adults from serious harm or preventing crime and disorder are all well within public interest.

The Public Interest test means that practitioners must decide whether sharing information is a necessary and proportionate response to the need to protect the child in question. The decision making process must weigh up what might happen if the information is shared against what might happen if it is not shared. Schools should identify their scheme of delegation for such decision making. However, it should also be clear that every practitioner has a professional responsibility to share information without delay when there are concerns about harm to a child.

Further guidance on information sharing can be found at:

<https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice>

Records and monitoring

Well-kept records are essential to good child protection practice. Our school is clear about the need to record any concerns held about a child or children within our school, the status of such records and when these records, or parts thereof, should be shared with other agencies. ‘All records relating to individual Child Protection and Safeguarding concerns are held securely with limited access to only the DSL/DDSL and are kept separate from the child/young person’s academic file.

- Past concerns for children, and what happened in response to the concerns can be very important information for staff members who may have concerns for the child at a later time.
- Record Retention – Child Protection records must be retained by all educational establishments until the child’s 25th Birthday, unless the records are transferred to a new establishment when the child transfers to a new provision.
- Where children leave the school or college, the designated safeguarding lead will ensure their child protection file is transferred to the new school or college as soon as possible, and within 5 days for an in-year transfer or within the first 5 days of the start of a new term to allow the new school or college to have

support in place for when the child arrives. The designated safeguarding lead will ensure secure transit, and confirmation of receipt will be obtained. This should be transferred separately from the main pupil file. Receiving schools should ensure key staff such as designated safeguarding leads and special educational needs co-ordinators (SENCO's) or the named persons with oversight for special educational needs and disability (SEND) in a college, are aware as required.

- The originating school should consider whether it needs to retain a copy of the records (for example, if a sibling continues to attend the school). If a copy is retained the reason for this should be recorded.
- All concerns regarding the behaviour or welfare of a child are recorded on CPOMS school system.
- Blank pro-forma are available for staff/visitors to complete around school. Once completed they are given to the safeguarding lead who will scan the written record into CPOMS and act upon the information as usual.
- Any teacher-held notes relating to CP are kept within the CP file.
- At ARBOUR Academy we hold weekly safeguarding supervision meetings where the DSL, Deputies from all sites and school health team meet to update each other on any new CP referrals, actions and updates on pupils causing concern.
- All staff will be alerted in staff briefings if a child is being monitored for concerns.
- Form Tutors and Keyworkers will collate initial information on a child; this will be passed along to the DSL/DDSL who brings updates to safeguarding supervision.
- Staff are briefed as to the status of these records in respect of parental access to records as and when required. Reference will be made to our individual school policy which is consistent with the Freedom of Information Act 2000.
- If a child transfers or leaves the school, the child protection file is transferred securely to the new school. We notify the Local Authority of a 'Child Missing In Education' situation if we cannot ascertain the details of the new school.
- We undertake a case file audit on an annual basis to ensure that recording of safeguarding concerns is effective and that any themes from such concerns are addressed appropriately.

'Bullying, including cyberbullying, Sexual Harassment and Sexual Violence, prejudice-based and discriminatory bullying incidents are recorded and reviewed and the information is used to inform and enhance the whole school approach to all forms of anti-bullying strategies and responses within the school.

Child protection conferences

The Child Protection conference is a meeting to discuss concerns about the care of a child. Its main purpose is to see whether the child is at risk of harm and, if so, to agree what needs to be done to reduce this risk. The Conference can decide to make the child the subject of a Child Protection Plan.

Children are made the subject of a Child Protection Plan when they are thought to be at risk of harm. This might be from physical abuse, sexual abuse, emotional abuse or

neglect. It helps to keep a check on the work being done with these children. The Plan contains basic details of the children and their families. It is held securely by Children's Social Care and information from it is only given to authorised people.

The DSL or Deputy will advise school staff on the preparation of reports for child protection conferences, participation in core groups and carrying out specific tasks with the child and family as identified in the child protection plan.

Further advice and support for school staff on participating in child protection meetings is also available from the Salford Children's Services Safeguarding Unit on 0161 603 4350

Supporting pupils at risk

Our school recognises that children who experience harm through abuse, neglect or through experiencing domestic abuse may find it difficult to develop a sense of self worth and to view the world in a positive way.

Our school fosters a culture of safety through the development of an Anti Bullying Policy where children and young people feel confident to report any incidents of bullying including cyberbullying

This school may be the only stable, secure and predictable element in the lives of children at risk. Whilst at school, their behaviour may still be challenging and dysregulated. In response there may be steps taken to consider suspension or exclusion from school. Such steps should be taken in the context of considering the needs of the child and school will adopt a safeguarding first approach to addressing behavioural issues ; where appropriate an early help assessment (EHA) should be carried out (with the consent of the parent/carer and/or young person) The Early Help Locality School Coordinators are available for support prior to starting an Early Help Assessment and to clarify if a previous Early Help Assessment has already been completed.

It is also recognised that some children who have experienced abuse may in turn abuse others. This requires a considered, sensitive approach in order that the child can receive appropriate help and support and that other children are protected from harm.

This school will endeavour to support pupils through:

- The curriculum, to encourage self-esteem and self-motivation;
- The school ethos, which promotes a positive, supportive and secure environment and which gives all pupils and adults a sense of being respected and valued;
- The implementation of school behaviour management policies
- A consistent approach, which recognises and separates the cause of behaviour from that which the child displays. This is vital to ensure that all children are supported within the school setting;
- Regular liaison with other practitioners and agencies that support the pupils and their families, in-line with appropriate information sharing protocols;

- A commitment to develop productive, supportive relationships (i.e. to work in partnership) with parents/carers whenever possible and so long as it is in the child's best interests to do so;
- The development and support of a responsive and knowledgeable staff group trained to respond appropriately in child protection situations.

Children with special educational needs or disabilities (SEND)

Or certain medical or physical health conditions can face additional safeguarding challenges both online and offline. This policy reflects the fact that additional barriers can exist when recognising abuse and neglect in this group of children. 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.

cognitive understanding – being unable to understand the difference between fact and fiction in online content and then repeating the content/behaviours in schools or colleges or the consequences of doing so.

Children who are lesbian, gay, bi, or trans (LGBTQ+)

Arbour Academy recognises that a child or a young person may be LGBTQ+ is not in itself inherent risk factor for harm. However, children who are LGBTQ+ can be targeted by other children. In some cases, a child who is perceived by other children to be LGBTQ+ (whether they are or not) can be just as vulnerable as children who identify as LGBTQ+. Risks can be compounded where children who are LGBTQ+ lack a trusted adult with whom they can be open. School staff will therefore endeavour to reduce the additional barriers faced and provide a safe space for them to speak out or share their concerns with members of staff.

It must also be stressed that in a home environment where there is domestic violence, drug or alcohol misuse, children may also be particularly vulnerable and in need of support or protection.

Traditional British Values

We are committed to actively promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs; the pupils are encouraged to develop and demonstrate skills and attitudes that will allow them to participate fully in and contribute positively to life in modern Britain.

Modern Slavery and the National Referral Mechanism

Modern slavery encompasses human trafficking and slavery, servitude and forced or compulsory labour. Exploitation can take many forms, including sexual exploitation, forced labour, slavery, servitude, forced criminality and the removal of organs. Further information on the signs that someone may be a victim of modern slavery, the support available to victims and how to refer them to the NRM is available in Statutory Guidance. <https://www.gov.uk/government/publications/modern-slavery-how-to-identify-and-support-victims>

Preventing Radicalisation

Children are vulnerable to extremist ideology and radicalisation. Similar to protecting children from other forms of harms and abuse, protecting children from this risk should be a part of a schools' or colleges' safeguarding approach.

There is a current threat from terrorism in the UK and this can include the exploitation of vulnerable young people, aiming to involve them in terrorism or to be active in supporting terrorism. All staff need to have due regard to the need to prevent people from being radicalised and drawn into terrorism and extremism, including INCEL, Anti-Semitism and Right Wing Extremism. To achieve this, we will draw upon The Prevent Duty Guidance, DfE Guidance "Keeping Children Safe in Education, 2023"; and specifically Home Office Resources "Learning Together to be Safe", "Prevent: Resources Guide", "Tackling Extremism in the UK", EFT 'Prevent for FE and Training and DfE's "Teaching Approaches that help Build Resilience to Extremism among Young People" and "Education Against Hate" on-line resources

When operating this policy, we will use the following accepted Governmental definition of extremism which is:

Extremism

Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs; and/or calls for the death of members in our armed forces, whether in this country or overseas'.

<https://www.gov.uk/government/publications/counter-extremism-strategy>.

Radicalisation

Radicalisation refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.

<https://www.gov.uk/government/publications/prevent-duty-guidance/revised-prevent-duty-guidance-for-england-and-wales>.

Terrorism

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.

<http://www.legislation.gov.uk/ukpga/2000/11/contents>

There is no single way of identifying whether a child is likely to be susceptible to an extremist ideology. Background factors combined with specific influences such as family and friends may contribute to a child's vulnerability. Similarly, radicalisation can occur through many different methods (such as social media or the internet) and settings (such as within the home).

However, it is possible to protect vulnerable people from extremist ideology and intervene to prevent those at risk of radicalisation being radicalised. As with other safeguarding risks, staff should be alert to changes in children's behaviour, which could indicate that they may be in need of help or protection. Staff should use their judgement in identifying children who might be at risk of radicalisation and act proportionately which may include the designated safeguarding lead (or deputy) making a Prevent referral.

The designated safeguarding lead and deputy safeguarding lead are aware of local procedures for making a Prevent referral.

The Prevent Duty

All schools and colleges are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015 (the CTSA 2015), in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism". This duty is known as the Prevent duty.

The Prevent duty should be seen as part of schools' and colleges' wider safeguarding obligations.

Channel

Channel is a voluntary, confidential support programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. An individual's engagement with the programme is entirely voluntary at all stages.

Guidance on Channel is available at <https://www.gov.uk/government/publications/channel-guidance>

Staff will have training that gives them knowledge and confidence to identify children at risk of being drawn into terrorism, and to challenge extremist ideologies. Being drawn into terrorism includes not just violent but non-violent extremism, which can create an atmosphere conducive to terrorism and can popularise views which terrorists can exploit.

All staff seek to protect children and young people against the messages of all violent extremism including but not restricted to those linked to Islam ideology, Far Right/Neo Nazi/White Supremacist ideology/Incel/Anti-Semitism etc. Concerns should be referred to the Designated Child Protection Person who has local contact details for Prevent and Channel referrals. They will also consider whether circumstances require the police to be contacted.

<https://safeguardingchildren.salford.gov.uk/professionals/multi-agency-training/sscp-training-programme/> provides further information. The Department for Education has launched a helpline for anyone concerned about a **child who may be at risk of extremism**, or about extremism within an organisation working with children and young people. Email: counter.extremism@education.gsi.gov.uk. Telephone: 020 7340 7264.

Safer schools, safer staff.

Safer Recruitment

School staff will be advised about ensuring safe practice. All staff should be directed to consider the information at <https://safeguardingchildren.salford.gov.uk/professionals/safe-working-practices/> This includes information about the importance of safer recruitment and best practice in providing a safe environment for children and young people.

This includes supply staff and any volunteers who are working at Arbour Academy. School must work with other agencies including LADO to investigate those who have worked at ARBOUR Academy and who has behaved or may have behaved in a way that indicates they may not be suitable to work with children.

Where Arbour Academy, Kings Academy Trust or an agency, 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). Details about how to make a referral to the Teaching Regulation Agency can be found on [GOV.UK](https://www.gov.uk)

We aim to prevent people who pose a risk of harm from working with children by adhering to statutory responsibilities to check staff who work with children, taking proportionate decisions and ensuring volunteers are supervised. We always have at least one person on all interviews who has completed safer recruitment training.

School will verify a candidate's identity, obtain an enhanced DBS certificate (including barred list information for those engaged in regulated activity), verify the candidate's mental and physical fitness to carry out their work, verify the right to work in the UK, make further checks if the person has lived/worked outside the UK, professional qualifications, ensure they are not subject to a prohibition order, and receive references and employment history.

The school will make available to school staff information about 'counselling' and/or giving advice to children/young people about sexual matters.

The school will ensure opportunities for staff to share perspectives and experiences with practitioners from other agencies.

The school will recruit and select safe staff in compliance with DfE guidance and with the procedures set down by the Independent Safeguarding Authority.

The school will follow statutory guidance on disqualification by association.

Staff will be made aware of the current SSCP procedures for dealing with allegations of abuse against staff.

The school will make staff aware of the arrangements in respect of the following issues:

- Through safer recruitment, appropriate training, a strong Whistle Blowing policy, effective monitoring and clear reporting of concerns about a child process to

designated safeguarding leads. Arbour Academy feels it has taken strong steps to reduce the possibility of abuse by school staff.

- The academy has policies in place for restrictive physical intervention and lone working. These policies are available in school to all staff.
- All parents and carers are made aware of this policy on our school website and a hard copy is available. All parents/carers are escorted and supervised when on the premises.

Use of school or college premises for non-school/college activities

- Arbour Academy does not make its facilities or premises available to be used by others.
- When services or activities are provided by the governing body or proprietor, under the direct supervision or management of their school or college staff, their arrangements for child protection will apply. However, where services or activities are provided separately by another body this is not necessarily the case. The governing body or proprietor should therefore seek assurance that the provider concerned has appropriate safeguarding and child protection policies and procedures in place (including inspecting these as needed); and ensure that there are arrangements in place for the provider to liaise with the school or college on these matters where appropriate. This applies regardless of whether or not the children who attend any of these services or activities are children on the school roll or attend the college. The governing body or proprietor should also ensure safeguarding requirements are included in any transfer of control agreement (i.e. lease or hire agreement), as a condition of use and occupation of the premises; and that failure to comply with this would lead to termination of the agreement. The guidance on Keeping children safe in out-of-school settings details the safeguarding arrangements that schools and colleges should expect these providers to have in place.

Organisations or Individuals using school premises

Arbour Academy may receive an allegation relating to an incident that happened when an individual or organisation was using their school premises for the purposes of running activities for children (for example community groups, sports associations, or service providers that run extra-curricular activities). As with any safeguarding allegation, Arbour Academy will follow their safeguarding policies and procedures, including informing the LADO.

Kings Multi Academy Trust support

As the Hub school for our Multi Academy trust we work with a wide variety of stakeholders. This includes senior staff and Directors who are designated through Arbour being deployed into a variety of other settings to offer school to school support. These staff are employed by Arbour Academy. It is essential that these staff recognise the importance in helping to safeguard vulnerable young people and follow due process.

Dual reporting

Senior staff and Directors should follow their own school CP procedures if they have a safeguarding concern about a child or a member of staff within the school they are employed at.

However, if these staff have a safeguarding concern when visiting another setting we have a **dual reporting system**. The DSL/DDSL in the off-site school needs to be told of the concern immediately, BUT the DSL/DDSL back at Arbour Academy needs to be notified immediately as well. It is then the responsibility of the DSL/DDSL at ARBOUR to check that action has been taken. This gives them the opportunity to whistle blow if they feel the school has failed to take the necessary action. The DSL/DDSL at Arbour Academy will give the relevant staff feedback that their concern has been acted upon. This whole process is recorded and filed in a secure place in the DSL's locked facility so we can evidence we are holding other schools to account and is kept confidential.

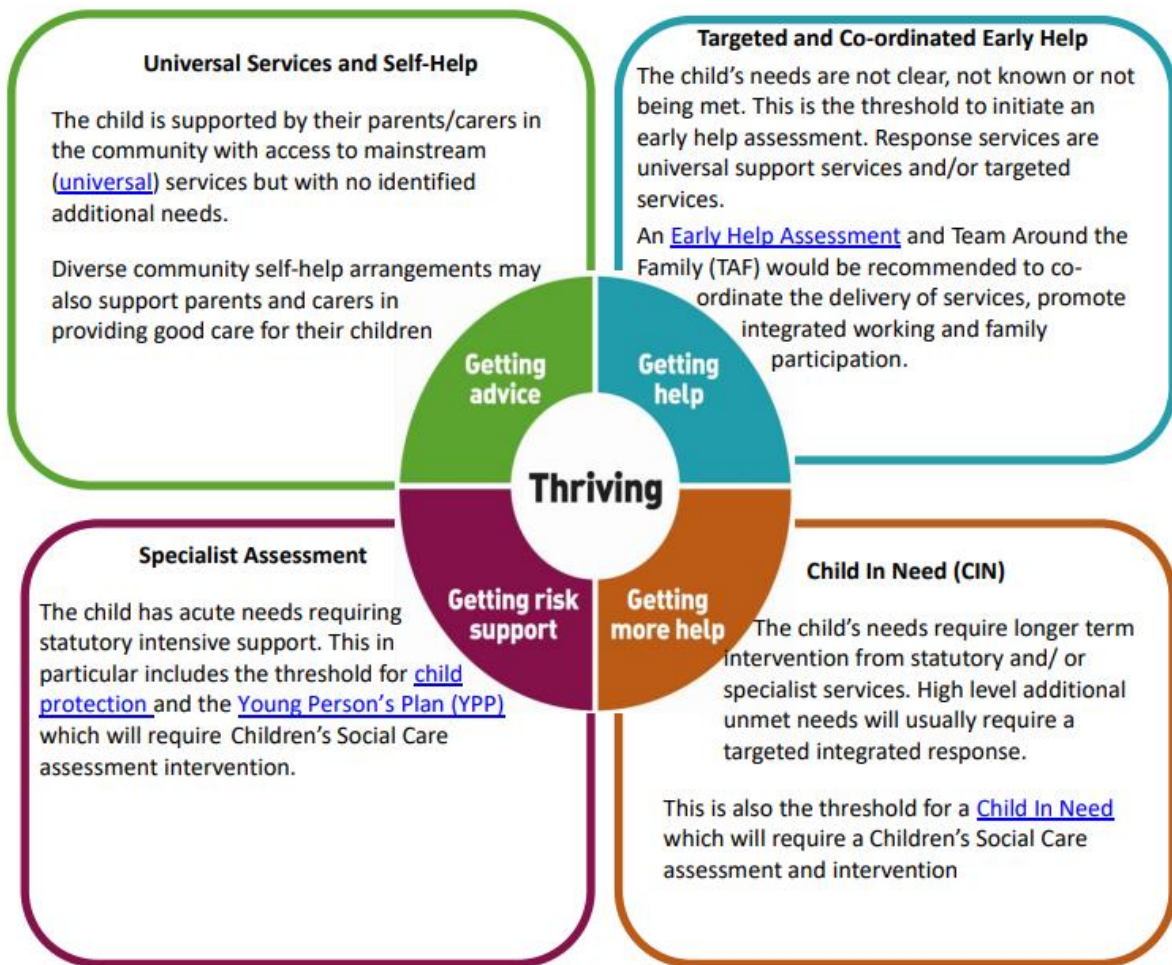
Appendix 1:

Salford's Support and Safeguarding (formerly the 'thresholds of need and response')

[support-and-safeguarding-january-2023.pdf \(salford.gov.uk\)](#) guidance is for anyone who has concerns about a child. It is designed to be used as a foundation to enable the correct level of support to be provided, whilst embedding strengths-based, community approaches into practice.

It is important that this guidance is understood by DSLs and DDSLs to ensure children get the right support at the right time. It introduces a model of help and support, providing information on the levels of need and gives examples of some of the indicators that mean a child or young person may need additional support.

There are four types of support which families are entitled to ensure they meet their children's needs and help them to thrive. Practitioners will reflect on each stage with the family whenever possible but recognise there may be times this is not safe to do so. Examples of this are serious safeguarding concerns that require immediate intervention, where staff are unsure the Bridge will be contacted for consultation. 0161 603 4500.



Appendix 2:

School Child Protection Procedures

Staff/Volunteers If They Have Concerns About A Child or Young Person in School should report it immediately.

Practitioners in schools who are concerned about a child's welfare or who believe that a child is or may be at risk of harm from abuse or neglect should pass any information to the Designated Safeguarding Lead DSL or Deputy DSL in school; this should *always* occur as soon as possible and certainly within 24 hours (see Flowchart at Appendix 3): The designated safeguarding lead or a deputy should always be available to discuss safeguarding concerns. If in exceptional circumstances, the designated safeguarding lead (or deputy) is not available, this should not delay appropriate action being taken. Staff should consider speaking to a member of the senior leadership team and/or take advice from local children's social care. In these circumstances, any action taken should be shared with the designated safeguarding lead (or deputy) as soon as is practically possible.

The Designated Safeguarding Lead is the Michelle Peart and the Deputy DSL is Donna Hindley.

It is these senior colleagues who are responsible for taking action where the welfare or safety of children or young people is concerned. If staff are uncertain about whether their concerns are indeed 'child protection' then a discussion with their Designated Person/line manager will assist in determining the most appropriate next course of action. The multi agency Bridge Partnership team can also be consulted, where you will be able to speak to a qualified social worker if necessary for support and advice.

Staff should never:

- Do nothing/assume that another agency or practitioner will act or is acting.
- Attempt to resolve the matter themselves alone.

What should the DSL consider right at the outset?

- Am I dealing with 'risk' or 'need'? (By definition, a child at risk is also a child in need. However, what is the *priority / level and immediacy* of risk / need?)
- Can the level of need identified be met:
 - In or by the school or by accessing universal services
 - By undertaking an early help assessment (EHA) without referral to the Bridge Partnership
 - By working with the child, parents and colleagues?
 - Communication with school co-ordinator
 - Does a referral to the Salford Schools Partnership need to be made to help identify risk/need signposting for support
- What resources are available to the practitioner and the school and what are their limitations, to be determined through SSP if needed
- Is the level of need such that a referral needs to be made to the Bridge Partnership which requests that an assessment of need be undertaken? (Section 17 Child in Need referral)
- Is the level and/or likelihood of risk such that a child protection referral needs to be made (i.e. a child is suffering or is likely to suffer significant harm? (Section 47 Child Protection referral)
- What information is available re: Child, Parents, Family & Environment?
- What information is inaccessible and, potentially, how significant might this be? For example, has the parent/carer denied that there is a problem and failed to co-operate with the school in resolving the issue?
- Who do I/don't I need to speak to now and what do they need to know?
- Where can I access appropriate advice and/or support?
- If I am not going to refer, then what action am I going to take? (e.g. time-limited monitoring plan, discussion with parents or other practitioners, recording etc)

Feedback to Staff Who Report Concerns to the DSL.

Rules of confidentiality mean that it may not always be possible or appropriate for the DSL to feedback to staff who report concerns to them. Such information will be shared on a 'need to know' basis only and the DSL will decide which information needs to be shared, when and with whom. The primary purpose of confidentiality in this context is to safeguard and promote the child's welfare.

Thresholds for Referral to the Bridge Partnership

Referrals to the Bridge Partnership

There are four types of support which families are entitled to ensure they meet their children's needs and help them to thrive. Practitioners will reflect on each stage with the family whenever possible but recognise there may be times this is not safe to do so. Examples of this are serious safeguarding concerns that require immediate

intervention. Where unsure the Bridge will be contacted for consultation. 0161 603 4500

Universal Services and Self-Help

The child is supported by their parents/carers in the community with access to mainstream (universal) services but with no identified additional needs. Diverse community self-help arrangements may also support parents and carers in providing good care for their children.

Targeted and Co-ordinated Early Help

The child's needs are not clear, not known or not being met. This is the threshold to initiate an early help assessment. Response services are universal support services and/or targeted services. An Early Help Assessment and Team Around the Family (TAF) would be recommended to coordinate the delivery of services, promote integrated working and family participation.

Child In Need (CIN)

The child's needs require longer term intervention from statutory and/or specialist services. High level additional unmet needs will usually require a targeted integrated response. This is also the threshold for a Child In Need which will require a Children's Social Care assessment and intervention.

Specialist Assessment

The child has acute needs requiring statutory intensive support. This in particular includes the threshold for **child protection** and the Young Person's Plan (YPP) which will require Children's Social Care assessment intervention.

Is this a Child In Need?

Under Section 17 (10) of the Children Act 1989, a child is a Child in Need if:

- He/she is unlikely to achieve or maintain, or have the opportunity of achieving or maintaining, a reasonable standard of health or development without the provision for him/her of services by a local authority.
- His/her health or development is likely to be significantly impaired, or further impaired, without the provision for him/her of such services; or
- He/she is disabled.

Is this a Child Protection Matter?

Under section 47(1) of the Children Act 1989, a local authority has a duty to make enquiries where they are informed that a child who lives or is found in their area:

- is the subject of an Emergency Protection Order;
- is in Police Protection; or where they have
- reasonable cause to suspect that a child is suffering or is likely to suffer significant harm.

Therefore, it is the 'significant harm' threshold' that justifies statutory intervention into family life. A practitioner making a child protection referral under s.47 must therefore provide information which clearly outlines that a child is suffering or is likely to suffer significant harm. The Designated Safeguarding Lead will make judgements around 'significant harm', levels of 'need' and when to refer. As part of the referral process, when children are being harmed in contexts outside the home, as much information as possible will be provided so all the evidence is available to enable a contextual approach to address such harm.

Making Referrals to CSC

via the online Salford City Council's portal and information hub for services to Children, Young people, and families at

<https://childrensportalehm.salford.gov.uk/web/portal/pages/home>

All referrals and requests for support concerning the welfare or safety of a child must go through the Bridge Partnership via the online portal.

- When making a referral the DSL will identify if they are referring a:
 - Child Protection Matter
 - Child Needing Support
- Child Protection referrals will be for a child(ren) at risk of significant harm. Consent will be gained where it is appropriate. The school/DSL/DDSL will advise what measures are in place to increase the child(ren)'s safety ahead of The Bridge Partnership contacting the family.
- Child(ren) requiring support consent will be gained in advance of making the referral.
- **Child Protection**– make a referral if you are concerned a child is at risk. If you have concerns that a child is at immediate risk of harm, you should call 999.

When is a child at risk of harm? Some children may be suffering, or are at risk of suffering, significant harm and need protection and care because of neglect, sexual, physical, or emotional abuse. There are other areas of concern that could leave a child in acute need such as Female Genital Mutilation (FGM), Honour Based Violence, radicalisation, domestic abuse, modern slavery, gang involvement, criminal activity (e.g., county lines) and/or sexual exploitation.

- Where there is not a safeguarding concern, a **Child Needing Support** referral will be made: where a child may be in need, or needs Early Help.
- **A child can be in need** if: They are unlikely to achieve or maintain, or to have the opportunity of achieving or maintaining, a reasonable standard of health or development without the provision for him/her of services by a local authority, their health or development is likely to be significantly impaired, or further impaired without the provision for him/her of such services, they are disabled.
- Questions that are considered when completing the referral form,
 - What has prompted the referral?
 - What are the identified needs?
 - What are the positives for the family?
 - What are the concerns for the child/family?
 - What the school has done to ensure the safety of the child before making this referral?
- Every referral into the Bridge Partnership is screened by Bridge social workers or Bridge Early help screeners to determine the level of support to be provided so referrals will be evidence based, contain; what life is like for that child at home, what is likely to happen without intervention and for targeted Early Help and for Children In Need, parental consent will be obtained.
- Referrals will also contain the voice of the child regarding:
 - What is their lived experience?
 - What is it they want to happen?

Child Needing Support

- Where an Early Help Assessment already exists, the DSL will send this with the referral to the Bridge Partnership along with any Team around the Family minutes.
- This is a request for assessment/support/services and, as such, consent of the parent(s) (and child/young person will be obtained where appropriate).
- Where a parent/carer/young person refuses to consent, the school will make clear their ongoing plans and responsibilities in respect of support, monitoring etc, and the possibility of a child protection referral at some point in future if things deteriorate or do not improve. (This is about openness and transparency in dealings with parents).

Child Protection Matter

- A telephone call will be made to the Bridge Partnership and the referral form submitted straight after the conversation.
- If an Early Help Assessment exists this will be forwarded to the Bridge Partnership as soon as possible, and certainly within 48 hours along with any Team around the Family minutes.
- **Consent** of a parent or child/young person **is not required** to make a child protection referral
- A parent will, **under most circumstances, be informed** that a child protection referral is to be made. **The criteria for not informing parents are:**
 - Because this would increase the risk of significant harm to a child(ren); or
 - Because, in the referrer's professional opinion, to do so might impede an investigation that may need to be undertaken;
 - Because there would be an undue delay caused by seeking consent which would not serve the child's best interests.

Fear of jeopardising a working relationship with parents because of a need to refer is **not** sufficient justification for not making a referral nor for not telling them that you need to refer. Lack of openness will do little to foster ongoing trust, particularly as the source of referrals will be disclosed to parents except in a limited number of circumstances. If you feel that your own or another adult's immediate safety would be placed at risk by informing parents, then you should seek advice and/or make this clear on the Early Help Assessment and in any telephone contact with the Bridge Partnership.

Bridge Partnership Responses to Referrals and Timescales

In response to a referral, the Bridge Partnership may decide to:

- Provide advice to the referrer and/or child/family;
- Refer on to another agency who can provide services;
- Convene a Strategy Meeting ;
- Provide support services under Section 17;
- Undertake an social work assessment (completed within 45 working days);
- Convene an Initial Child Protection Conference (within 15 working days of a Strategy Meeting)
- Accommodate the child under Section 20 (with parental consent);
- Make an application to court for an Order;
- Take no further action.

Feedback from the Bridge Partnership

The Bridge Partnership has 24 hours within which to make a decision about a course of action in response to a referral. A DSL/DDSL should expect to receive written confirmation about action following any referral within 7 days. If you do not receive any

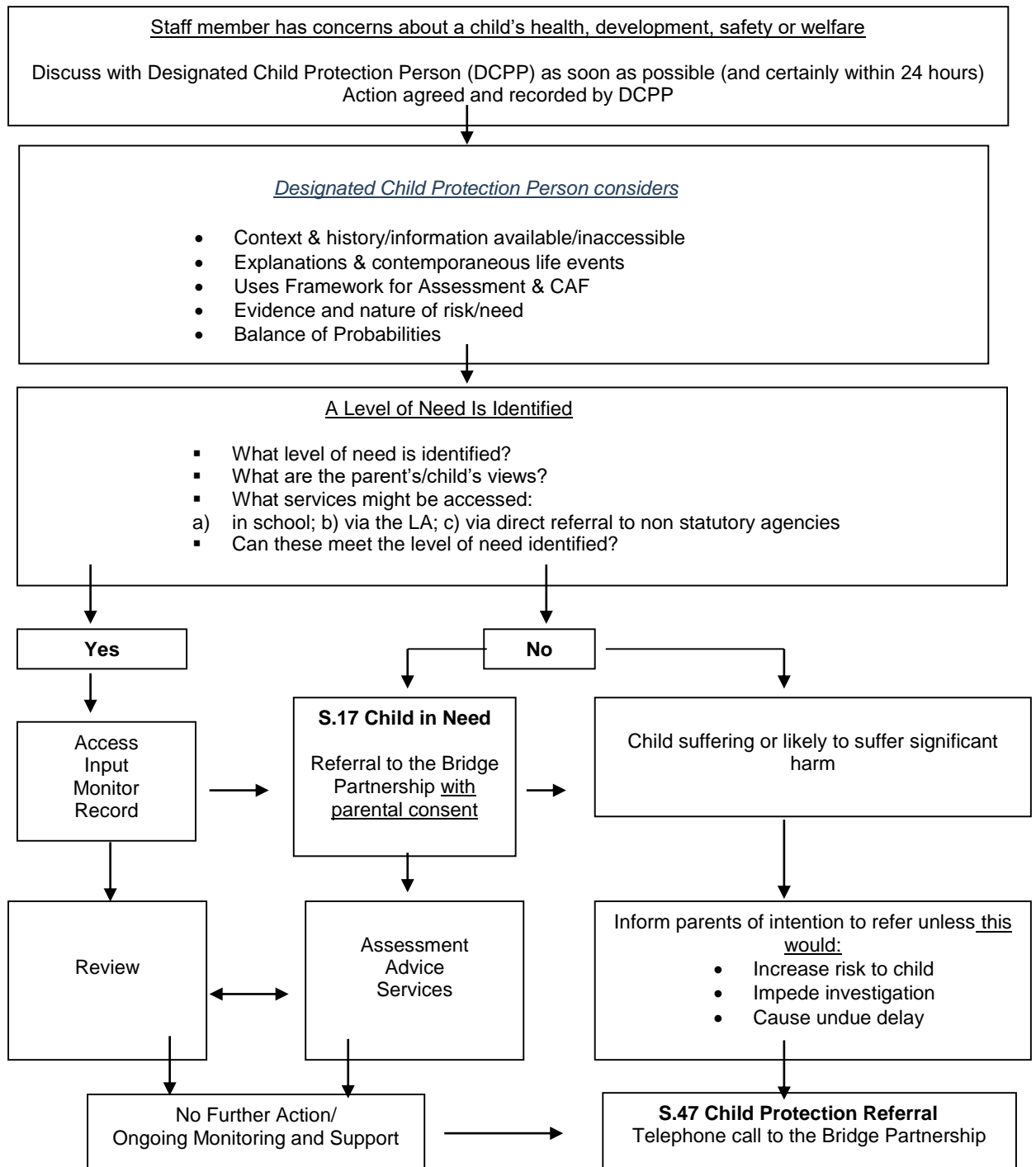
(same day) verbal feedback following an urgent child protection referral, and where this places school/a child or children in a vulnerable position, you should ask to speak to a Duty Social Worker, or the relevant Team Manager.

Risk Assessment 'Checklist'

- Does/could the suspected harm meet the Working Together 2018 definitions of abuse?
- Are there cultural, linguistic or disability issues?
- Am I wrongly attributing something to impairment?
- Does the chronology indicate any possible patterns which could/do impact upon the level of risk?
- Are any injuries or incidents acute, cumulative, episodic?
- Did any injuries result from spontaneous action, neglect, or intent?
- Explanations consistent with injuries/behaviour?
- Severity and duration of any harm?
- Effects upon the child's health/development?
- Immediate/longer term effects?
- Likelihood of recurrence?
- Child's reaction?
- Child's perception of the harm?
- Child's needs wishes and feelings?
- Parent's/carer's attitudes/response to concerns?
- How willing are they to cooperate?
- What does the child mean to the family?
- What role does the child play?
- Possible effects of intervention?
- Protective factors and strengths of/for child (i.e. resilience/vulnerability)
- Familial strengths and weaknesses?
- When and how is the child at risk?
- How imminent is any likely risk?
- How grave are the possible consequences?
- How safe is this child?
- What are the risk assessment options?
- What are the risk management options?
- What is the interim plan?

Appendix 3:

Taking action on child welfare/protection concerns in school



Appendix 4:

Responding to a disclosure

If a child wants to confide in you, you *SHOULD*

- Be accessible and receptive;
- Listen carefully and uncritically, at the child's pace;
- Take what is said seriously;
- Reassure children that they are right to tell;
- Tell the child that you must pass this information on;
- Make sure that the child is ok;
- Make a careful record of what was said

You should *NEVER*

- Investigate or seek to prove or disprove possible abuse;
- Make promises about confidentiality or keeping 'secrets' to children;
- Assume that someone else will take the necessary action;
- Jump to conclusions, be dismissive or react with shock, anger, horror etc;
- Speculate or accuse anybody;
- Investigate, suggest or probe for information;
- Confront another person (adult or child) allegedly involved;
- Offer opinions about what is being said or the persons allegedly involved;
- Forget to record what you have been told;
- Fail to pass this information on to the correct person (the Designated Child Protection Person).
- Involve those who do not need to be involved. Only those such as the designated safeguarding lead (or a deputy) and children's social care need to be involved.

Children with communication difficulties, or who use alternative / augmentative communication systems

- While extra care may be needed to ensure that signs of abuse and neglect are interpreted correctly, any suspicions should be reported in exactly the same manner as for other children;
- Opinion and interpretation will be crucial (be prepared to be asked about the basis for it and to possibly have its validity questioned if the matter goes to court).
- Use of signers or interpreters

Recordings should

- State who was present, time, date and place;

- Be passed to the DSL/DDSL immediately (certainly within 24 hours);
- Use the child's words wherever possible;
- Be factual/state exactly what was said;
- Differentiate clearly between fact, opinion, interpretation, observation and/or allegation.

What information do you need to obtain?

- Schools have **no investigative role** in child protection (Police and the Bridge Partnership will investigate possible abuse very thoroughly and in great detail, they will gather evidence and test hypotheses – leave this to them!);
- Never prompt or probe for information, your job is to listen, record and pass on;
- Ideally, you should be clear about what is being said in terms of **who, what, where and when**;
- The question which you should be able to answer at the end of the listening process is 'might this be a child protection matter?'
- If the answer is yes, or if you're not sure, record and pass on immediately to the DSL/DDSL or consult directly with the Bridge Partnership.

If you do need to ask questions, what is and isn't OK?

- **Never** ask closed questions i.e. ones which children can answer yes or no to e.g. Did he touch you?
- **Never** make suggestions about who, how or where someone is alleged to have touched, hit etc e.g. top or bottom, front or back?
- If we must, use only '**minimal prompts**' such as 'go on ... tell me more about that ... tell me everything that you remember about that '
- Timescales are very important: '**When was the last time this happened?**' is an important question.

In relation to disclosure we ensure:

- There a place in school which is particularly suitable for listening to children e.g. not too isolated, easily supervised, quiet etc. The SMART room and Counselling room is available at all times of the school day.
- We ask staff to think carefully about their own body language – how we present will dictate how comfortable a child feels in telling us about something which may be extremely frightening, difficult and personal;
- We are prepared to answer the ‘what happens next’ question;
- We never make face-value judgements or assumptions about individual children. For example, we ‘know that [child.....] tells lies’;
- We think about how we might react if a child DID approach us in school. We will be prepared to offer a child in this position exactly what they need in terms of protection, reassurance, calmness and objectivity;
- Staff need to think about what support **they** could access if faced with this kind of situation in school.

CONNECTING POLICIES FOR SAFEGUARDING PURPOSE

If you are worried about a child or young person (in relation to issues listed below) or have any concerns or questions regarding Child Protection refer to the Designated Safeguarding Lead or, in their absence the Deputy DSL.

LIST OF SAFEGUARDING/CHILD PROTECTION ISSUES

child missing from education: child missing from home care: child sexual exploitation (CSE) : bullying including cyber bullying : domestic violence : drugs : fabricated or induced illness : faith abuse : female genital mutilation (FGM) : forced marriage : gangs with youth violence : gender based violence against women and girls (VAWG) : mental health : private fostering : preventing radicalisation : sexting : teenage relationship abuse : trafficking.

From DfE, Keeping children safe in education: September 2023: *Working Together to Safeguard Children 2018.*

ARBOUR Academy believes it is very important that all the Safeguarding Policies are read in conjunction with one another to quickly identify and take any necessary and appropriate action to help prevent children and young people up to 18 years of age being at risk of harm.

MORE INFORMATION VISIT:

[NSPCC.org.uk:](https://www.nspcc.org.uk)

www.tes.com/for-schools/safeguarding-training

www.gov.uk/government/publications/keeping-children-safe-in-education--2

SAFEGUARDING CONNECTING POLICIES (situated on the ARBOUR website)

www.ARBOURacademy.co.uk

Anti-Bullying

Anti- Racism

Anti-Radicalisation

Attendance
Behaviour
Safeguarding & Child Protection Procedures
Care/Intimate Care/Administration of Medication /Touch
Children Missing From Home
Complaints
Child Protection (including the safeguarding of all children)
Data Protection
Drugs
e-safety (online)
FGM
First Aid
Health & Safety
ICT and Computing
RSE
Pupil Friendly Safeguarding
Safer Recruitment
SMSC
Trafficking
Visits/Trips
Whistleblowing

The Safeguarding Policies are up-dated annually or as necessary depending on new statutory guidance or legislation.

Appendix 5:

Operation Encompass

Designated Safeguarding Lead

Michelle Peart

Key Adult Julie Owen, Headteacher

Deputy Designated Safeguarding Lead

Donna Hindley

Operation Encompass operates in the majority of police forces across England. It helps

police and schools work together to provide emotional and practical help to children. The

system ensures that when police are called to an incident in which a child or young person has been involved in or been exposed to an incident of domestic violence or abuse, the police will inform the key adult (usually the designated safeguarding lead) in school prior to 9.00 am before the child or children arrive at school the following day. This ensures that the school has up to date relevant information about the child's circumstances and can enable silent or overt support to be given to the child according to their needs.

AIMS

Operation Encompass does not replace or supersede existing safeguarding processes or protocols, rather it seeks to support these operationally. The Protocol will be followed in conjunction with Salford's Safeguarding Children Board/Salford Safeguarding Partnership.

By sharing information under the Encompass model, children and young people who are experiencing domestic abuse will have access to responsive support after a domestic abuse incident. The school will receive information when:

- Police have been called out to a domestic abuse incident
- The child is present in the household at the time of the incident
- The child is of school age

Sharing this information in a timely manner via Operation Encompass enables the provision of immediate early intervention through silent or overt support, dependent upon the needs and wishes of the child.

SILENT SUPPORT EXAMPLES	OVERT SUPPORT EXAMPLES
<ul style="list-style-type: none"> • Flexible application of school rules for example uniform, homework etc. • Understanding and flexibility in expectations in terms of:- <ul style="list-style-type: none"> - Behaviour - School Work • Opportunities for one-to-one time with teacher to provide opportunities to talk for example 'helping with a job' • Review lesson plans to ensure appropriateness for the child on the day • Systems for spare uniform, lunch etc. • Child knowing who they can talk to • Checking collection arrangements at the end of the school day 	<ul style="list-style-type: none"> • Using tools to understand child experiences, for example 3 Houses. More resources are available here. https://www.salford.gov.uk/children-and-families/safeguarding-children/advice-for-professionals/early-help-assessment-and-taf/voice-of-the-child/ • Talking to parents • Use the Early Help Assessment process to access additional support • Develop safety planning with the child • 'Healthy Relationships' class sessions (EG Real Loves Rocks) • Consult with the School Coordinator • Refer to salford schools partnership, with parental consent

LEGAL REQUIREMENTS - INFORMATION SHARING AND STORAGE

Section 11(2) of the Children Act, 2004 requires Local Authorities and the Police to safeguard and promote the welfare of the children. This enactment provides conditions under the Data Protection Act 2018 by which personal and sensitive personal data may be lawfully shared.

Personal data sharing must be proportionate, necessary but not excessive, and must be balanced with the consideration of privacy rights under the Human Rights Act. It must take into account any duty of confidentiality owed. A public interest in disclosure must outweigh an individual's right to privacy.

The basis on which sharing of information of this type may be justified by police is section 11(2) Children Act 2004 which requires that policing bodies (together with a number of other specified public bodies) discharge their functions having regard to the need to safeguard and promote the welfare of children.

This duty however, will be considered in line with the provisions of the Data Protection Act 2018 and the right to private and family life under Article 8 of the European Convention on Human Rights.

This protocol has been developed taking into account the duty to safeguard children and the requirements of the most recent [Information Sharing – Advice for providing safeguarding services to children, young people, parents and carers 2018](#)

It is recognised that the handling of such confidential and sensitive information needs to be dealt with in a way that is proportionate and appropriate to the needs of the child or young person. To address this, the school has identified a Key Adult and a deputy to handle the confidential and sensitive information.

The Encompass information is stored in accordance with the requirements for the storage of safeguarding/child protection files. Where a child already has such a record, Encompass information will be included within the record.

The Key Adult will be the person available each day to receive the details of the incident and assess the type of support needed for the child.

ROLES AND RESPONSIBILITIES POLICE

Police officers will attend a domestic incident, manage the immediate risks, and complete the Domestic Abuse Stalking Harassment (DASH) risk assessment at the scene of the incident. The DASH risk assessment will not be shared with the school, rather a short summary will be provided by the police with respect to the child or young person and will include: -

- The name, age, date of birth, home address and school attended of the child.
- The time/ date/location of the incident and details of those involved in the incident, their relationship to the child and the child's involvement in the incident.
- An overview of what happened during the incident and the outcome.

This information will be disseminated via email to the school by the officer attending the incident, prior to retiring from duty. The officer will then place a line on the DAB (Domestic Abuse) record within IOPS (Integrated Operating Police Operating System) acknowledging that the information has been sent.

Incidents occurring on Friday, Saturday, Sunday or Bank Holiday will be reported to the school during these times and will be available on the next working morning for the Key Adult.

Notifications to the Key Adult will continue to be made during the school holiday periods, however, it is recognised that an immediate response cannot be made. This information will be used to understand any significant issues for the child on their return to school.

A disclosure will be made in respect of all children aged between 4 and 17 years who are in full-time education. Police will maintain a record of the log number, and the school to whom it has been disseminated and the date of dissemination.

SCHOOLS' RESPONSIBILITY

The School will identify the Key Adult and Deputy responsible for the OE information in the school. (This role is best placed with the Designated Safeguarding Lead and their deputy as both have received training in child safeguarding).

The Key Adult will have undertaken the Online Key Adult Training prior to accessing the schools Operation Encompass inbox. [Online Key Adult Training: Operation Encompass](#)

The school's Key Adult or Deputy will check the notifications each morning.

The Headteacher and Key Adult will ensure that there is a sufficiently trained deputy to receive the information in the Key Adult's absence.

The School's Encompass mailbox will be checked every morning and reviewed as needed, as notifications of incidents can be made at any time, dependent on when a domestic abuse incident occurs.

The school will record the information received from the police using the same processes used to store child protection records within the school. The school will also record the outcomes and impact of any actions taken or put in place.

The schools is aware that in the event of any domestic homicide or serious case review the documents may be required for disclosure purposes.

Child Absence Following an Incident

Where a notification is made and a child is not in school, the school will consider the following:

- The school will review the information within the police notification in the context of what is already known about the child, giving consideration to any safety or welfare concerns that have been recorded prior to receiving the police information.
- The schools key adult will call home and follow up as per attendance protocols. Consideration should be given to undertake a home visit, with another member of staff.
- Where the /Key Adult in the school cannot contact the parents or carer, and have not received notification why the child is absent, the next steps will be considered and actions may include: -
 - **Home Visit** – After undertaking a risk assessment, the school may consider, at the discretion of the Head Teacher, carrying out a home visit to see the child. Subsequently, if concerns or risks to the child's safety are identified during the home visit, referrals to Children's Social Care and the Police may need to be made.
 - **Referral to Children's Social Care** - Dependent upon the circumstances of the incident and the parental response to contact, the Key Adult (following discussion with the Designated Safeguarding Lead where required) will make a referral to the Bridge.

When the child returns back to school, the key adult will revisit the offer of parent/child support.

Supporting Children who are or have experienced Domestic Abuse

Harbour offers a range of support to young people in Salford aged 5-18 focussed on healthy relationships supporting children and young people who have witnessed or are experiencing domestic abuse and young people who are showing signs of harmful behaviours in their own relationships. They offer a safe space to explore this without judgement to help them form positive relationships

For more information and to make a referral [Access the domestic abuse toolkit | Salford Safeguarding Children Partnership](#)

Working with Parents

The school is signed up to the protocol to raise parents' awareness of Encompass. (See Appendix letter to parents and carers)

Many victims who experience domestic abuse want to tell someone about their experiences and are looking for help. Being involved with Encompass may mean that more parents who are experiencing domestic abuse are likely to contact the Key Adult as a source of support. The majority of support to parents will take the form of a listening ear and signposting to local Domestic Abuse services. There may be occasions however, when the information received by the Key Adult requires immediate direct action; either because the risk to the parent and child is immediate and high, or because the parent is asking for help to leave the violence.

Where there is an immediate risk of harm to the parent and/or the child the police will be contacted, and **in an emergency, this will always be 999.**

Where a parent is seeking help and support to flee abuse or to take other measures to protect themselves, contact can be made with Safe in Salford, Victim Support or Women's Aid using the following details:

<https://www.salfordfoundation.org.uk/sisprofessionals/>

Women's Aid; [Home - Women's Aid \(womensaid.org.uk\)](https://www.womensaid.org.uk)

<https://www.victimsupport.org.uk/>

If there is uncertainty around a referral to Safe in Salford, Victim Support/Women's Aid, contact should be made with the Bridge Partnership 0161 603 4500

Multi-agency Risk Assessment Conference (MARAC) and Encompass

MARAC is a victim-focused meeting where information is shared on the highest risk cases of domestic abuse between criminal justice, health, children's services, education, housing practitioners, IDVAs (Independent Domestic Violence Advocate) as well as other specialists from the statutory and voluntary sectors. The aim of MARAC is to share information, understand the level of risk to the individual and relevant others (including children) and develop a risk management plan. MARAC meets every week in Salford.

There may be occasions where parents of children notified to schools via the Encompass process have been referred to MARAC. Where the school identifies that they may have additional and relevant information to share with MARAC, the school will contact the Bridge Partnership.

Will the Police refer to Bridge Partnership every time they attend a DA callout where a child is present?

Police agreed referral criteria with Bridge Partnership;

A referral to Children's Services needs to be actioned by the attending Officer in respect of Domestic Abuse incidents (recorded as a DAB on IOPS - Integrated Operating Police Operating System) when:

A crime has been submitted & a child was present at/normally resides at the address

OR This incident is the 3rd reported incident in last 12 months

OR It is a child caller to Police/Emergency Services

OR When either the victim or perpetrator is known to be pregnant

OR When there is a child abuse marker (CA) on the address

OR The incident involves a perpetrator subject to licence or Community Order

OR If previous incidents were referred to the Bridge Partnership - even if the Police Officer did not consider that any of the above criteria were met.

The remaining DV incidents are DV incidents where no crime is alleged, i.e. verbal argument only and the other listed criteria are not realised. Therefore, once Encompass has become live, Police will only be sending a notification through Encompass and not to the Bridge Partnership social care.

Operation Encompass will notify schools of all incidents and therefore schools will be able to build up a picture of the context a child is living in.

Encompass Parents Awareness Letter

Dear Parent/Carer,

Re: Operation Encompass

The school has been given the opportunity to take part in a project that will run jointly between schools and Greater Manchester Police.

Operation Encompass has been designed to provide early reporting to schools, i.e. prior to 9 .00 a.m. on the next school day, of any domestic abuse incidents that occur outside of school, but which might have an impact on a child attending school the following day. During the school term this information will be shared on school days. When incidents occur on a Friday, Saturday or a Sunday, the police will contact the relevant school the following Monday.

A nominated member of school staff, known as a Key Adult, will be trained to liaise with the police. At Arbour Academy our Key Adults are: Michelle Peart (DSL), Julie Owen (Head teacher) and Donna Hindley (Deputy Head teacher and Deputy DSL). They will be able to use information that has been shared with them, in confidence, to ensure that the school is able to support children and their families. Information will be shared where it is identified that a child or young person was present, witnessed or was involved in a domestic abuse incident.

We always endeavour to offer the best support possible to our pupils and believe that Operation Encompass is going to be beneficial and supportive for all concerned; children and families

Some information about Encompass is included in this letter but if you would like more information about this new initiative, details can be viewed online at *insert details* or you can contact our Key Adult at school *insert details*.

Thank you for your continued support

Head Teacher

Operation Encompass Police Log Sheet

Police Reference Number (FWIN - Force Wide Incident Number)		Date	
Child's name and age & DOB			
Date and time of incident Address			
Circumstances of incident:			
Additional school information including other Encompass contacts:			
Actions taken and Impact:			