WHOLE SCHOOL POLICY FOR SAFEGUARDING & CHILD PROTECTION

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Pool House Community Primary School is situated in the North of Preston in the Ingol Ward and is classified as E* in the deprivation index.

Pool House Community Primary School is a smaller than the average size primary school, there are currently 175 pupils on roll, with many cohorts continuing to include significant numbers of children who joined the school after Reception. The proportion of children eligible for free school meals is high (approximately 30%) which is significantly higher than the national average and the proportion of children in receipt of pupil premium (approximately 40%) is also significantly higher than local and national averages. The proportion of pupils with learning SEND also remains higher than the local and national average (20%) but is falling year on year.

The majority of our children are of white British origin and only a small number have English as an additional language, however this number is increasing year on year.

There are currently 30 children on our Special Educational Needs register representing children with very different needs. A significant number of our pupils also access Learning Mentor and Social Group provision in an effort to support them with social and emotional needs which are often as a result of dysfunctional family situations.

Improvements to pupil attendance are a core challenge and during Covid-19 absence levels, as in every other school, have been difficult to monitor. Prior to Covid-19 absence levels were in line with county averages and we will strive to meet these again.

Despite the challenges many of our pupils face on a daily basis the staff in school work hard to provide a calm, consistent environment for our children in which they can all reach their full potential and be well prepared for their future life. The school was judged to be 'good' following our most recent Ofsted inspection which was in July 2017.

The purpose of this safeguarding policy is to ensure every child who is a registered pupil at Pool House Community Primary School is safe and protected from harm. The Department for Education (DfE) 'Keeping Children Safe in Education'states safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:

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

This policy will give clear direction to all stakeholder about expectations and our legal responsibility to safeguard and promote the welfare of all children at our school.

Pool House Community Primary School fully recognises the contribution it can make to protect children from harm and to support and promote the welfare of all children who are registered pupils at our school. This policy applies to all stakeholders; pupils, staff, parents, governors, volunteers and visitors.

No single professional 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.

The Children Acts 1989 and 2004, states a child is anyone who has not reached their 18th birthday. The commitment to safeguarding and promoting the welfare of children however will extend to all children who visit Pool House Community Primary School as well as all pupils of school.

KEY AREA	
COVID – 19	Keeping Children Safe in Education (KCSIE) remains in force throughout the response to coronavirus (COVID-19). However, Pool House Community Primary School recognises that further measures or adaptations to current policies and procedures may be required in response to the pandemic. Any such measures will be detailed and communicated through addendums to the policy, when necessary, and shared with all stakeholders. Pool House Community Primary School will continue to follow up to date Government Guidance.
Statutory Guidance	• Education Act 2002: *Section 175 of the Education Act 2002 requires local education authorities and the governors of maintained schools and further education (FE) colleges to make arrangements to ensure that their functions are carried out with a view to safeguarding and promoting the welfare of children.* • *Section 157 of the same act and the Education (Independent Schools Standards) (England) Regulations 2003 require proprietors of independent schools (including academies and city technology colleges) to have arrangements to safeguard and promote the welfare of children who are pupils at the school.* • Working Together to Safeguard Children 2018 *sets out organisational responsibilities for schools and colleges and this applies to maintained, independent, academies, free schools and alternative non provision academies* • Keeping Children Safe in Education *: Statutory guidance for schools and colleges was issued under Section 175 of the Education Act 2002, the Education (Independent School Standards) Regulations 2014 and the Education (Non-Maintained Special Schools) (England) Regulations 2011. This contains information on what schools and colleges* ***should*** *do and sets out the legal duties with which schools* ***must*** *comply* • What to do if you are worried a child is being abused • Guidance for Safer Working Practice (with Addendum April 2020) • The Children Act 1989 • The Children Act 2004
Ethos	**Pool House Community Primary School recognises that high self-esteem, confidence, peer support and clear lines of communication with trusted adults helps all children, especially those at risk of, or suffering abuse. We therefore ensure that:** • *ALL staff, volunteers and governors contribute to an ethos where children feel secure and safe* • *ALL children have opportunities to communicate and know that they are listened to* • *ALL children's wishes, feelings and views will be taken into account when decisions are being made about how to keep them safe* • *ALL children know that they can communicate with any adult in school if they are worried or in difficulty* • *ALL staff and volunteers will contribute to providing a curriculum which will equip children with the skills they need to stay safe and be able to communicate when they do not feel safe* • *ALL staff and volunteers will contribute to providing a curriculum which will help children develop an attitude which will enable them to enter adulthood successfully and reach their full potential* • *ALL staff, volunteers and governors will establish effective, supportive and positive relationships with parents, carers, pupils and professionals.*

Roles & Responsibilities	**Pool House Community Primary School is committed to providing the relevant personnel with clear and explicit roles and responsibilities to ensure accountability when safeguarding children. We therefore ensure that:** ***All adults, including volunteers, working in or on behalf of the school will:*** • *Demonstrate an understanding that safeguarding is everyone's responsibility* • *Maintain and demonstrate a mind set of "it could happen here"* • *Do all they can within the capacity of their role, to keep ensure that children are protected from harm* • *ALL staff are fully aware of the importance of mental health in relation to safeguarding and are aware of the addition of mental health in the definition of safeguarding. (Definition above.)* • *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* • *Do all they can within the capacity of their role, to ensure that children grow up in circumstances consistent with safe and effective care* • *Do all they can within the capacity of their role, to ensure that children have the best outcomes* • *Report cases of suspected abuse or concerns to the DSL. This will be done as soon as possible verbally and/or through the CPOMS system.* • *Report lower level concerns to the DSL* • *Monitor all pupils, particularly those that are deemed vulnerable* • *Report any concerns regarding adults conduct to the DSL or Headteacher.* • *All staff, if they have concerns, should be act immediately and should always speak to the DSL or Deputy, recognising that early information sharing is vital in keeping children safe. In exceptional circumstances staff will consider speaking to a member of SLT or Children's Social Care to discuss safeguarding concerns if the DSL is not immediately available as all staff are aware that ANYBODY can make a referral.* • ***All** staff should be aware of the process for making referrals to children's social care and for statutory assessments under the Children Act 1989, especially section 17 (children in need) and section 47 (a child suffering, or likely to suffer, significant harm) that may follow a referral, along with the role they might be expected to play in such assessments.* ***The Governing Body will:*** • *Ensure that the policies, procedures and training in Pool House Community Primary School are effective and comply with the law at all times* • *Ensure that safeguarding policies and procedures are followed by all staff* • *Put in place safeguarding responses in cases where children go missing from education* • *Appoint a DSL and back-ups and ensure that they are provided with appropriate support, funding, training, resources and time to carry out their role* • *Ensure the school or college contributes to inter-agency working in line with statutory guidance Working together to safeguard children 2018* • *Ensure that safeguarding procedures take into account local guidance including Lancashire Continuum of Need and Thresholds Guidance* • *Ensure that staff members undergo safeguarding training at induction* • *Ensure that DSLs and all staff, volunteers and Governors are trained and updated regarding safeguarding regularly in compliance with Keeping Children Safe in Education*

	• *Ensure that children are safe online by ensuring that appropriate filters and monitoring systems are in place (see online safety policy)* • *Ensure that safeguarding is embedded within the curriculum* • *Prevent people who pose a risk of harm from working with children* • *Ensure there are procedures in place to manage allegations against teachers, head teachers, principals, volunteers and other staff including supply staff* • *Ensure staff in school are aware of, and policies reflect, an understanding of specific issues such as peer on peer abuse and safeguarding children with disabilities and special educational needs* • *Ensure that all practice and procedures operate with the **best** interests of the child at their heart* • *Appoint a designated teacher to promote the education of CLA (At Pool House the designated teacher for CLA is Julie Cole)* • *Ensure that all staff are aware of safeguarding issues and vulnerabilities associated with CLA.* ***The DSL will:*** ***Be fully familiar with the role of the DSL as detailed in Keeping Children Safe in Education 2020, Annex B and adhere to this role. This includes but is not conclusive to:-*** • *take **lead responsibility** for safeguarding and child protection* • *act as a point of contact with the 3 safeguarding partners* • *manage referrals to Children's Social Care, Police and other agencies including Channel* • *work together with other agencies in order to improve outcomes for children* • *attend DSL training every 2 years* • *undertake Prevent awareness training* • *update their skills and knowledge on a regular basis, but at least annually* • *raise awareness of safeguarding throughout school and act as a point of support for all staff* • *ensure that this policy is reviewed annually and is available publicly* • *maintain, update and amend the school's safeguarding portfolio regularly* • *ensure that parents are aware of schools responsibilities regarding safeguarding and child protection* • *maintain accurate safeguarding records that are stored securely* • *be available during school hours* • *arrange cover of DSL role for any out of hours/out of term activities* • *represent school in multi-agency meetings* • *be provided with appropriate support and supervision in order to carry out the role safely and effectively* • *understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the General Data Protection Regulation;* • *take a holistic view to ensure wider environmental factors are considered which may be a threat to safety and welfare of children (Contextual Safeguarding).* • *be responsible for the sharing of child protection files when a child moves to a new school or college* • *liaise with the Local Authority Personal Advisors for any Care Leavers.* *Note: Deputy DSLs should be trained to the equivalent standard as DSL's.*
Induction, Training & Updates	**Pool House Community Primary School is committed to providing staff and volunteers with the skills and knowledge needed to safeguard children. We therefore ensure that:** • *ALL staff and volunteers will receive Safeguarding Training on induction using the school Safeguarding Induction Pack which includes Keeping Children Safe in*

	Education (Part One), Guidance for Safer Working Practice and other documentation to support induction. • Staff induction will also include Child Protection Policy, Staff Behaviour Policy, Role of the DSL and Deputies, Pupil Behaviour Policy and Safeguarding response to children who go missing from education • ALL staff and volunteers will receive Safeguarding Training (at least) annually • The DSL/s will provide ALL staff, volunteers and governors with regular safeguarding updates • ALL staff, volunteers and governors will read and show an understanding of any updates that are provided • DSLs will attend DSL training every 2 years • DSLs will update their knowledge, skills and understanding of relevant safeguarding issues on a regular basis • The DSL will undertake Prevent awareness training • At least one member of staff and one governor will attend Safer Recruitment Training. This will be renewed at least every 5 years • ALL staff, volunteers and governors will undertake any additional specialised training on matters such as Child Sexual Exploitation, Prevent, Peer on Peer abuse, Online Safety, FGM etc as is deemed necessary by the SLT/DSL and that is particularly relevant to the context and needs of the setting • any staff member will discuss any specific training requirements or gaps in knowledge or understanding with the DSL/s • Detailed records will be held of staff safeguarding training.
Child Protection	**Pool House Community Primary School is committed to PREVENTING abuse, PROTECTING children from abuse and SUPPORTING those involved in cases of abuse. We therefore ensure that:** • ALL staff and volunteers understand the importance of teaching children how to keep themselves safe from all types of abuse • ALL staff and volunteers seek out opportunities that are relevant to their role, to teach children the skills to keep themselves safe • ALL staff and volunteers make and maintain positive and supportive relationships with children which enable children to feel safe and valued • Safeguarding has a high status throughout school by being on the agenda at staff meetings/briefings, information being readily available on notice boards, regular updates and training. • ALL staff feel confident in approaching DSLs to raise concerns • ALL staff and volunteers have an understanding of the four categories of abuse; NEGLECT, EMOTIONAL ABUSE, SEXUAL ABUSE, PHYSICAL ABUSE. • We will use Lancashire's Neglect Strategy 2019 and accompanying toolkit to identify and assess children whose developmental needs are being insufficiently met at an early stage, placing them at risk of achieving poor educational, emotional and social outcomes. • Lancashire Multi-Agency Neglect Strategy , Neglect Toolkit • ALL staff and volunteers understand that there are other ways in which children can be abused such as; Online, Child Sexual Exploitation, Female Genital Mutilation, Honour Based Abuse, Radicalisation, Trafficking, Slavery, Peer Abuse, Forced Marriage and others • ALL staff and volunteers have the knowledge, skills and expertise to recognise the signs and symptoms of all types of abuse • All staff, if they have concerns, these should be acted on immediately: early information sharing being vital in keeping children safe. In exceptional circumstances staff should consider speaking to a member of SLT or Children's Social Care to discuss safeguarding concerns if the DSL is not immediately available.

	• *DSLs keep up to date with emerging and specific safeguarding issues and update training accordingly* • *DSLs update staff and volunteers knowledge and understanding of such issues in order for them to be able to identify children who are at risk of such specific safeguarding issues* • *ALL staff and volunteers will maintain and demonstrate an attitude of "it can happen here"* • *ALL staff and volunteers are child-centred in their practice and act in the best interests of the child at all times* • *ALL staff recognise and understand that behaviour can be a child's way of communicating distress and changes to behaviour may be an indicator of abuse* • *ALL staff and volunteers have the skills to respond appropriately and sensitively to disclosures or allegations of abuse* • *ALL staff and volunteers report cases of suspected abuse to the DSL. This will be done as soon as possible via CPOMS and verbally if appropriate.* • *Where a child is at risk of immediate harm, ALL staff understand that they must refer to the Police or Children's Social Care* • *ALL staff and visitors know how to refer to Children's Social Care* • *DSLs will make a Section 47 referral to Children's Social Care where a child is in need of protection, has been significantly harmed or is at risk of significant harm, using Lancashire of Need and Thresholds Guidance and Risk Management Toolkit to determine whether this threshold has been met* • *This referral will be done by telephone and followed with a CSC Referral Form as soon as possible* • *Consent from parents/carers and child (if age appropriate) will be sought prior to this referral, except where this will cause delay or place anyone at risk* • *Where consent is not given, parents and carers are informed that a referral will still be made, except where this will cause delay or place anyone at risk* • *DSLs adhere to policy, procedures and guidance from Lancashire Children's Safeguarding Assurance Partnership (Formally Lancashire Safeguarding Children's Board) with regard to sharing information* • *DSLs contribute to Strategy Discussions, Strategy Meetings, Initial and Review Child Protection Conferences, Core Group Meetings and other CP meetings* • *DSLs or another appropriate member of staff, will attend CP meetings, produce and present reports, liaise with staff, work with parents, work with other agencies and ensure the voice of the child is evidenced throughout these processes* • *DSLs meet regularly to ensure that decisions made about children who are subjects of CP Plans are agreed and a clear rationale for the decision is documented* • *A copy of the child's CP Plan is included in the child's individual safeguarding file* • *ALL staff and volunteers will support victims of abuse in a capacity that is relevant to their role. This will be determined by the DSL* • *DSLs will determine what information staff members need to know in order to safeguard and support children.* • *Staff are offered appropriate support and/or supervision that is relevant to their role or involvement in particular cases* • *Communication and work with parents and carers will always be undertaken in a supportive manner and in the best interests of the child* • *ALL staff understand that children who perpetrate abuse or display harmful behaviour should be treated as victims first and foremost and supported in the same way a victim of abuse would be supported* • *Specific programmes of intervention and support are offered to children and families who are vulnerable* • *Risk Assessments will be undertaken where a child's behaviour poses a risk to others, themselves or the environment.*

Child in Need	**Pool House Community Primary School is committed to ensuring the appropriate level of support is offered to a "Child in Need" and their family. We therefore ensure that:** • *DSLs will make a Section 17 referral to Children's Social Care where Early Help has not been successful in reducing risk and meeting unmet needs using Lancashire Continuum of Need and Thresholds Guidance and CSC referral form* • *DSLs will make a Section 17 referral to Children's Social Care where there is evidence that the Level 3 threshold has been met on the Continuum of Need* • *this will be determined and assessed by the DSL using the* Lancashire Continuum of Need and Thresholds Guidance *and the* Risk Management Toolkit • *DSLs will obtain parental consent for the referral and for information to be shared, prior to contacting Children's Social Care* • *When consent is not given, DSLs will continue to offer Early Help with consent, gather evidence of engagement or lack thereof, disguised compliance, impact on the child, increase in risk or level of unmet need, improvements or deteriorations* • *DSLs will review such cases regularly and assess whether there is evidence that meets Level 4 threshold on the Continuum of Need. In such cases Child Protection Procedures will be followed* • *DSLs, or other appropriate members of staff, will contribute to Child in Need Meetings and Reviews* • *DSLs, or other appropriate member of staff, will attend CiN meetings, produce and present reports, liaise with staff, work with parents, work with other agencies and ensure the voice of the child is evidenced throughout these processes* • *DSLs will meet regularly to ensure that decisions made about children who are subjects of CiN Plans are agreed and a clear rationale for the decision is documented* • *A copy of the child's CiN Plan is included in the child's individual safeguarding file.*
Early Help	**Pool House Community Primary School is committed to providing our families with the right help at the right time. Any** *child may benefit from early help, but ALL school and college staff should be particularly alert to the potential need for early help for a child who:* • *is disabled and has specific additional needs;* • *has special educational needs (whether or not they have a statutory education, health and care plan);* • *is a young carer;* • *is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups;* • *is frequently missing/goes missing from care or from home;* • *is misusing drugs or alcohol themselves;* • *Is at risk of modern slavery, trafficking or exploitation;* • *is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health problems or domestic abuse;* • *has returned home to their family from care;* • *is showing early signs of abuse and/or neglect;* • *is at risk of being radicalised or exploited;* • *is a privately fostered child* • *any other identified reason not listed above that requires extra support or intervention to improve outcomes for families and children* ***including mental health support.*** **We therefore ensure that:** • *ALL staff and volunteers can identify the risk factors that indicate a family or pupil may benefit from Early Help*

	• *ALL staff and volunteers will use the school's agreed format for letting the DSL know about Early Help requirements* • *DSLs will undertake a CAF assessment, when appropriate, to identify what Early Help is required* • *DSLs will signpost and refer to appropriate support agencies* • *DSLs will lead on TAF meetings where is it appropriate for them to do so* • *DSLs will utilise Children and Family Wellbeing Service using the Request for Support form* • *DSLs will refer to CSC where Early Help has not been successful in reducing risk and meeting unmet needs using Lancashire Continuum of Need and Thresholds Guidance and CSC Referral Form* • *DSLs and other identified staff will identify and work with any organisations that are relevant in meeting the needs of pupils and their families* • *DSLs and other identified staff will initiate and maintain positive and supportive relationships with parents and carers of children who may benefit from Early Help* • *DSLs or appropriately trained school staff will generally be the lead for Early Help cases if this is in the best interests of the family.*
Specific Safeguarding	**Pool House Community Primary School is committed to keeping our children safe from specific forms of abuse.** **We will formulate risk management plans where required using the guidance and template below.** **We will ensure that:** • *ALL staff and volunteers understand that there are specific and emerging ways in which children can be abused and are aware of these specific issues, reporting any concerns, in the appropriate manner to the DSL. Specific issues include (but are not limited to):* **Radicalisation:** refers to the process by which a person comes to support terrorism and forms of extremism. There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. • *Pool House Community Primary School recognises that protection from extremism & radicalisation is a vital element of safeguarding* • *ALL staff and volunteers will have 'due regard to the need to prevent people from being drawn into terrorism', known as the 'Prevent Duty'* • *ALL staff and volunteers will have a general understanding of how to identify a child who may be at risk of radicalisation* • *ALL staff and volunteers will use professional judgement in identifying children who might be at risk of radicalisation and act proportionately* • *The school Online Safety Policy will ensure the safety of children by ensuring they cannot access terrorist and extremist material when using the internet and that suitable filtering software is in place* • *DSLs understand when it is appropriate to make a referral to the Channel Panel and are aware of how to do so.* LANCASHIRE SCHOOLS PREVENT F PREVENT CHECKLIST.docx **Child Sexual Exploitation (CSE)** involves exploitative situations, contexts and relationships where young people may receive something (e.g. food, accommodation, drugs, alcohol,

gifts or simply affection) as a result of engaging in sexual activities. The perpetrator will not only groom the victim (possibly over a long period of time) but will always hold some kind of power which increases as the exploitative relationship develops. Sexual exploitation involves a degree of coercion, intimidation or enticement, including unwanted pressures from peers to have sex, sexual bullying including on line bullying (cyberbullying) and grooming. It is important to recognise that some young people who are being sexually exploited do not exhibit any external signs of this abuse and do not recognise that they are a victim of abuse.

- *The school curriculum (whereby sexual relationships/PSHE is delivered) will include relevant information around the risks associated with CSE*
- *The school Online Safety Policy will ensure the safety of children by ensuring they cannot access inappropriate material when using the internet and that suitable filtering software is in place*

Child Criminal Exploitation - is a form of child abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 into any criminal activity:-
(a) in exchange for something the victim needs or wants, and/or
(b) for the financial or other advantage of the perpetrator or facilitator and/or
(c) through violence or the threat of violence. Child criminal exploitation does not always involve physical contact; it can also occur through the use of technology. CCE:-

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

Criminal exploitation of children can include **County Lines**. This is a geographically widespread form of harm that is a typical feature of county lines criminal activity: drug networks or gangs groom and exploit children and young people to carry drugs and money from urban areas to suburban and rural areas, market and seaside towns or move drugs from A to B. Key to identifying potential involvement in county lines are missing episodes, when the victim may have been trafficked or the purpose of transporting drugs and a referral to the National Referral Mechanism should be considered in addition to normal safeguarding procedures.

Honour Based Abuse (HBA) **Honour based abuse** is a collection of practices used to control behaviour within families in order to protect perceived cultural and religious beliefs and/or **honour**. **Violence or abuse** can occur when perpetrators perceive that a relative has shamed the family and/or community by breaking their **honour** code.

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

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

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

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

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

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

Pool House Community Primary School will refer to specific guidance in Keeping Children Safe in Education Part five: Child on Child Sexual Violence and Sexual Harassment.

This is most likely to include, but may not be limited to: *bullying (including cyberbullying);* physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm; sexual violence and sexual harassment; sexting (also known as youth produced sexual imagery); and initiation/hazing type violence and rituals. This will also include **Up Skirting.** *It typically involves taking a photograph under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks for sexual gratification or causing humiliation, distress or alarm.*

- *ALL staff and volunteers understand that children can abuse other children*
- *ALL staff and volunteers will inform the DSL of suspected peer abuse and record in line with schools recording policy*
- *Peer on peer abuse will be taken as seriously as any other form of abuse*
- *All staff understand that abuse is abuse and should never be tolerated or passed off as "banter", "just having a laugh" or "part of growing up*
- *All staff will understand that pupils with SEND are more prone to peer group isolation and school will have extra pastoral support to address this.*
- *Physical abuse between peers will be managed under the school's* **Behaviour Policy**
- *Emotional abuse between peers will be managed under the school's* **Anti-Bullying Policy**

- *Harmful sexual behaviour will be identified and managed using the* **Brook Traffic Light Tool** *and with support and guidance from LCC Schools Safeguarding Officers*
- *Sexting – (See specific guidance below in regards to Sexting)*
- *In cases of suspected or actual peer on peer abuse a risk assessment will be undertaken and appropriate and proportionate control measures put in place to manage and reduce risk.*
- *DSLs understand that regarding peer on peer abuse, the victim and the perpetrator are likely to have unmet needs and require support and assessment to determine these*
- *The DSL will assess on a case-by-case basis, supported by children's social care and the police if required to ensure the most appropriate response for the children / young people involved*
- ***The DSL will consider:***
- *the wishes of the victim in terms of how they want to proceed*
- *the nature of the alleged incident*
- *the ages of the children involved*
- *the development stages of the children involved*
- *any power imbalance between the children*
- *is the incident a one-off or a sustained pattern of abuse*
- *are there ongoing risks to the victim, other children, school or college staff*
- *contextual safeguarding issues.*

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

Examples of risk Assessments and Guidance below:

Lancashire Education Risk Management Pla

Lancashire Risk Management Plans

(Further detailed guidance on Child on Child Sexual Violence and Sexual Harassment is found in Keeping Children Safe in Education, part 5).

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

- Psychological
- Physical
- Sexual
- Financial
- Emotional

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

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

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

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

Sexting is defined as the production and/or sharing of sexual photos and videos of and by young people who are under the age of 18. (UKCCIS, 2016), It includes nude or nearly nude images and/or sexual acts. It is also referred to as 'youth produced sexual imagery'. 'Sexting' does not include the sharing of sexual photos and videos of under-18 year olds with or by adults. This is a form of child sexual abuse and must be referred to the police.

- *School staff are aware of how to manage sexting incidents and must pass on any incidents or concerns to the DSL*
- *School staff are aware that they should never view, download or share the imagery, or ask a child to share or download – this is illegal*
- *If staff have already viewed the imagery by accident (e.g. if a young person has showed it to them before they could ask them not to), report this to the DSL*
- *Staff will not delete the imagery or ask the young person to delete it.*
- *Staff will not ask the young person(s) who are involved in the incident to disclose information regarding the imagery. This is the responsibility of the DSL*
- *Staff will keep details of the incident confidential, reporting this to the DSL*
- *Staff are mindful not to do anything to blame or shame any young people involved*

	• *The incident will be followed up by the DSL or Deputies and follow appropriate guidelines as set in (UKCCIS, 2016).* • *If the DSL/ SLT must view the images, this should be discussed and done so in a private space and the reasoning behind this must be logged on the incident report.* ***Other vulnerable categories*** • *ALL staff will have read Annex A of Keeping Children Safe in Education and be aware of specific forms of abuse and safeguarding issues and vulnerable groups of children including;* • *Children in the Court system;* • *Children with family members in prison* • *Child Criminal Exploitation* • *Homelessness* *For all specific safeguarding issues, DSLs will seek advice from LCC Schools Safeguarding Officers or MASH Education Officers and follow national and local guidance.* https://panlancashirescb.proceduresonline.com/chapters/contents.html
Online Safety	**Pool House Community Primary School is committed to keeping pupils safe online. We therefore ensure that:** • *ALL staff and volunteers understand that children can be harmed online via hurtful and abusive messages, enticing children to engage in age inappropriate conversations, sharing and production of indecent images or encouraging risk taking behaviour* • *The school's* ***Online Safety Policy*** *details how we keep pupils safe when using the internet and mobile technology* • *Online bullying by pupils, via texts and emails, will be treated as seriously as any other type of bullying and will be managed through our* **Anti-bullying / Behaviour Policy** • *There is a clear and explicit procedure for dealing with mobile phones that are brought into school by children* • *DfE advice;* Searching, Screening and Confiscation *is followed where there is a need to search a pupil for a mobile device* • *When school become aware of an online safety issue that has occurred outside of school, it is managed in accordance with the school Online Safety Policy* • *The school has appropriate filters and monitoring systems in place regarding use of internet (3G and 4G) in school - these should be detailed in the Online Safety Policy.*
Record Keeping	**Pool House Community Primary School is committed to recording all matters relating to the welfare of children in a relevant format. We therefore ensure that:** • *DSLs will create and maintaining accurate safeguarding records* • *There is an agreed format for reporting all matters relating to child wellbeing, from an early help requirement to a disclosure of abuse* • *ALL staff use the agreed format for passing on concerns* • *Concerns should be factual and evidence based* • *Concerns should be written in ink, signed and dated using the CPOMS system* • *Concerns should be passed directly to the DSL* • *ALL concern logs will be kept electronically on CPOMS* • *A pupil will have an individual safeguarding file when there has been a number of concerns, an offer of Early Help or the family is, or has been at Level 2 or above on the Continuum of Need*

	• *DSLs will record all discussions, decisions and rationale behind decisions and sharing of information in the child's records* • *DSLs will record evidence of child's wishes, professional challenge, offers of early help and multi-agency working* *When individual pupils are discussed during staff meetings, such as supervision, staff updates or risk assessments etc. pupil information should be anonymised or stored in a secure manner* • *All safeguarding records will be stored securely in a locked room/cabinet in the DSL Office or on CPOMS* • *Only DSLs and other named staff will have access to safeguarding records* • *A pupil's safeguarding file will be transferred, in its entirety, to the educational establishment where the child moves to, unless there is ongoing legal action* • *The safeguarding file will be sent securely to the DSL at the receiving school* • *A receipt will be obtained at time of transfer and the responsibility for the safeguarding records will pass to the receiving school* • *The educational establishment where the pupil attends at statutory school leaving age (18) will securely retain the safeguarding records until the child's 25th birthday. Safeguarding records will then be destroyed securely* • *School will seek advice from legal services and/or Schools Safeguarding Officers if any staff are unclear about any aspects of safeguarding record keeping.*
Safer Recruitment	**Pool House Community Primary School is committed to keeping pupils safe by ensuring that adults who work or volunteer in school are safe to do so. We therefore ensure that:** • *LCC Human Resources guidance is adhered to, to ensure that there is a strong reference and commitment to safeguarding during advertisement, selection and recruitment of new staff* • *Ensure that there are sufficient staff/Governors who have undertaken appropriate Safer Recruitment training in the last 5 years to enable at least one person on every recruitment panel to be appropriately trained. This is a legal requirement.* • *There are at least 2 people on each selection panel.* • *ALL staff will monitor the conduct of all adults who come into contact with children at school and report any concerns to the Headteacher or DSL* • *Relevant, proportionate and lawful checks are undertaken on all adults who regularly work at, or visit the school* • *A Single Central Record is kept of checks that are undertaken on all adults who regularly work at, or visit the* • *The SCR is stored securely electronically and only accessed by designated staff and governors* • *The Headteacher should evidence regular (at least termly) oversight/scrutiny of the SCR* • *Evidence of staff members identity, required qualifications and the right to work in the UK will be kept in individual personnel files* • *Covering (umbrella) letters will be obtained from agencies and other employers that provide staff to work in school to confirm that appropriate checks have been undertaken. Agencies will be requested to complete the checklist found at Appendix Q of the R&S Guidance. (Copy here)*  Appendix Q - Agency R&S checkli • *Individual identity checks will be undertaken on those staff detailed above to ensure they are employees of the named agency/employer* • *A transfer of control agreement will be used where other agencies/organisations use school premises and are not operating under school's safeguarding policies and procedures*

	• *Adults who are involved in the management or provision of child care of children in Early Years, or in out of school provision for children up to 8 years old, will make a declaration that they are not disqualified under the Child Care Act 2006.* • *With regard to Disqualification Under the Childcare Act we will adhere to Guidance from Lancashire County Council Human Resources* • *This declaration will be renewed annually and evidenced using the LCC staff declaration form April 2020. This form will be retained and stored securely.*  ANNUAL STAFF CONFIRMATION FO  Staff declaration form April 2020.doc  Guidance and FAQs.docx • *When an issue is declared, advice will be sought from Ofsted about the need to apply for a waiver. If a waiver is necessary, a risk assessment will be carried out and proportionate measures put in place until a waiver has been issued or matters resolved. If it is not resolved, this must be reported:- disqualification@ofsted.gov.uk* • *Advice will be sought from Human Resources, LADO and/or Schools Safeguarding Officers if any staff are unclear about any aspects of Safer Recruitment.*
Managing allegations against staff	***There are clear policies in line with those from the CSAP (Children's Safeguarding Assurance Partnership) for dealing with allegations against people who work with children.*** *Such policies make a clear distinction between an allegation, a concern about the quality of care or practice or a complaint. An allegation may relate to a person who works with children who has:* - *Behaved in a way that has harmed a child, or may have harmed a child;* - *Possibly committed a criminal offence against or related to a child; or.* - *Behaved towards a child or children in a way that indicates they may pose a risk of harm to children.* - *behaved or may have behaved in a way that indicates they may not be suitable to work with children.* *Further information, LADO information and flowchart of how allegations are managed: -*  LADO Details and Managing Allegatio  2020 LADO Allegations Notifica **All staff at Pool House Community Primary School are aware of these procedures and aware of the following expectations and protocol:-** • *ALL staff and volunteers are aware that they must refer allegations or concerns around staff (including supply staff) conduct to the Headteacher* • *ALL staff and volunteers are aware of the requirement to, and process of referring allegations or concerns around the Headteacher to the nominated Governor* • *The Headteacher and/or Chair of Governors will discuss the allegation with the Local Authority Designated Officer (LADO)* • *CSAP procedures for dealing with allegations against staff will be followed http://panlancashirescb.proceduresonline.com/chapters/p_allegations.html* • *ALL staff and volunteers remember that the welfare of the child is paramount and that they have a duty to inform the Headteacher or DSL if any adult's conduct gives cause for concern* • *All concerns of poor practice or possible child abuse by staff and volunteers should be reported to the Headteacher or DSL*

	• *ALL staff are aware of the school's Whistle Blowing Policy which enables staff to raise concerns or allegations in confidence and for a sensitive enquiry to take place* • *Staff are fully aware of Guidance for Safer Working Practice and Code of Conduct and are aware of professional expectations of their own behaviour and conduct.*
Visitors	**Pool House Community Primary School is committed to keeping pupils safe by ensuring that visitors to school do not pose a risk to children at our school. We therefore ensure that:** • *Visitors to school sign in and wear identification to indicate they have done so* • *ALL staff and children, where appropriate, will challenge visitors to school who are not wearing correct identification* • *Visitors sign out and remove/hand in their identification when they leave the school* • *Visitors are made aware of who to speak to if they are worried about a child during their visit by the Office Manager* • *Visitors are accompanied during their visit, when children are present, unless they have undergone relevant checks and these are accepted and verified by Headteacher or DSL* • *Visitors will behave in a way that is compliant with the school's code of conduct* • *Visitors will not use mobile phones or other similar electronic devices during their visit unless agreed by the Headteacher or DSL.* • *Visitors will not initiate contact or conversations with pupils unless this is relevant and appropriate to the reason for their visit* • *When there are several visitors to the school at the same time (such as for an assembly etc.) there will be adequate staff supervision of children and visitors. A risk assessment will be undertaken if deemed necessary or appropriate* • *When visitors are undertaking activities with children, content of the activity will be agreed with the Headteacher or DSL, prior to the visit.*
Cameras, Mobile Phones and Devices	The Early Years Foundation Stage, EYFS 2017 **Pool House Community Primary School is committed to keeping pupils safe by ensuring that electronic devices such as cameras, phones and tablets are used in an appropriate manner. School will therefore ensure that:** • *parental consent is obtained to take and use photographs and/or videos of children* • *parental consent is obtained for photographs to be taken by the media for use in relation to promoting or publishing the school* • *separate parental consent is obtained if any other agency requests to take photographs of any child* • *parental consent will be valid for 5 years but may be sought more regularly at the discretion of the Headteacher* • *images will be uploaded to, and stored in a secure place for a relevant amount of time, this may be for longer than the child is at school if appropriate* • *photographs and videos of children are only taken to provide evidence of their achievements for developmental records or for other school related purposes* • *staff, visitors, volunteers and students do not use their own mobile phones to take or record any images of children* • *the school's digital camera/s or memory cards must not leave the school setting unless this is agreed by the Headteacher for official school business* • *photos are printed/uploaded in the setting by staff and once done images are t immediately removed from the cameras memory*

	• *parents are reminded frequently of the risks associated with posting images of children to social media* • *parents are reminded frequently that they are not permitted to distribute or post images that contain children other than their own* • *staff, volunteers and visitors will not use mobile phones in toilet or changing areas* • *The Acceptable Use Policy will outline when and where staff, volunteers and visitors can use their mobile phones* • *ALL staff, volunteers and visitors will adhere to the above policies and failure to do so will be addressed appropriately by the Headteacher and/or the Governing Body* • *Pupils' are not allowed t use mobile phones in school. Pupils who bring mobile phones in school have to leave these with their class teacher throughput the day.* • *DFE Advice; Searching, Screening and Confiscation is followed where there is a need to search a pupil for a mobile device.*	
Key Personnel and Training Details	***Designated Safeguarding Lead (DSL)***	***Paul Mearns***
	Designated Safeguarding Lead (DSL) -Advanced	***24th September 2026***
	Back-up/Deputy DSL(s)	***Julie Cole***
	Date DSL Training Attended	***1st July 2025***
	Prevent Lead	***Paul Mearns***
	Date Prevent training attended	***5th November 2021***
	Headteacher	***Julie Cole***
	Date safeguarding training attended (state type of training)	***1st July 2025 , DSL level 4 and 5***
	Chair Of Governors	***Ryan Stewart***
	Safeguarding Governor	***Karen Guise***
Useful Contacts	**LCC Schools Safeguarding Officer**	*Victoria Wallace 01772 531196* *school.safeguarding@lancashire.gov.uk*
	LADO - (Local Authority Designated Officer)	*Tim Booth / Shane Penn / Donna Green 01772 536694* *LADO.admin@lancashire.gov.uk*
	MASH Education Officers	*Jenny Ashton 01772 531643* *jennifer.ashton@lancashire.gov.uk*

		Matt Chipchase 01254 220989 *matt.chipchase@lancashire.gov.uk*
	Children and Family Wellbeing Service ***CON2***	*The Children and Family Wellbeing Service (CFW) offers* ***support*** *to children, young people age 0-19+yrs (0 - 25yrs for SEND) and their families across Lancashire.* *Any agency can request access to this* ***support*** *for a* ***family or individual child*** *by making a Request for Support.* *Please note that a CAF (Early Help Assessment) should be in place.*
	Lancashire Children's Social Care / MASH ***CON 3 and 4***	*Anyone can raise a concern about the safety and welfare of a child by calling 0300 123 6720 (or between 5.00pm - 8.00am on 0300 123 6722.)** *Before you make contact with MASH you need to consider if the child or young person's needs can be met by services from within your own agency, or by other professionals already involved with the family, including consideration to initiating a CAF (Early Help Assessment)* *Where possible, share information with consent, and where possible, respect the wishes of those who do not consent to having their information shared. Under the GDPR and Data Protection Act 2018 you may share information without consent if, in your judgement, there is a lawful basis to do so, such as where safety may be at risk. 7 golden rules* *Where the needs of the child meet Levels 3 and 4** of the Continuum of Need, professionals are advised to submit a referral form directly to Children's Social Care via the Multi Agency Safeguarding Hub* *cypreferrals@lancashire.gov.uk* ***Where there are immediate safeguarding concerns about a child or young person (level 4 of the CON / child protection), you should make direct contact with MASH on the following number* **or** *the Police (999 in an emergency) - and complete the referral form once the immediate concerns have been addressed. If the child you are concerned about already has an allocated Social Worker go directly to this person by contacting 0300 123 6720:*
	Whistleblowing	*01772 532500* *WhistleblowingComplaints@lancashire.gov.uk*

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