

# The Orchards

BRIGHT FUTURES EDUCATIONAL TRUST

# Safeguarding Policy

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<b>Signed by Chair of Local Governing Body:</b>	Ben Spivey
<b>Signature:</b>	
<b>Policy Suite:</b>	Personal Development, Behaviour and Well Being

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## 1. Foreword by Helen O'Brien, Head of School

All staff at The Orchard's Specialist School work together to safeguard and promote the welfare of children whilst acting in their best interests. The school's commitment to safeguarding is of the highest priority. All staff embrace the key principles and expectations of Government legislation and Guidance; as well as Trafford's Safeguarding Children's Board (TSCB). We expect that all staff work in a culture of vigilance, where signs and symptoms of abuse are picked up and where the opportunity for anyone wishing to cause children harm is drastically reduced. As a specialist school all of our children have an Education, Health and Care Plan and this makes our children additionally vulnerable to abuse. Disabled children are recognised as the most vulnerable group in respect of safeguarding their wellbeing. They may have physical, sensory and learning disabilities or difficulties. Severely disabled children often rely on parents and carers to meet most or all of their needs. They may have limited mobility and may find it hard to make their feelings and wishes known because of communication or language difficulties. Children with complex needs may receive services in a range of settings from a number of care providers leaving them vulnerable to ill or cruel treatment, to neglect and abuse. If they have been harmed or ill-treated they may find it difficult to know how they can express their own concerns about their welfare and they may not even know that the care they are receiving is not safe or appropriate. Disabled children trust their care-givers and rely on them to be sensitive to their personal care needs, their health, their emotional well-being and their safety. As such we ensure that all staff, while receiving statutory L1 safeguarding training are made additionally aware of the responsibility placed upon them by the vulnerability of the children they work with. We pay due diligence to both Safer Working Practice Guidelines (Appendix 12) and Safeguarding Disabled Children Practice Guidance (Appendix 13) and ensure that all staff are familiar and understand these documents.

Staff protect children and support families; by providing help and support for families at their highest time of need. They **Welcome** all the children each day and know them well enough to care and know when things are a cause of concern; they **Respect** of all of our pupils and support them through periods of difficulty and help them to cope with adversity and support them in developing positive strategies that help them become resilient. They **Aspire** to the highest levels of care and support and are organised in knowing who to report concerns to and what action to take; they **Appreciate** of the needs of the pupils and their families and work with other professionals to ensure the holistic needs of the children are met. They **Celebrate** and are dedicated to the children and meet their responsibilities in helping keep them safe. At The Orchard's School we value the rights of the child when safeguarding and protecting them. We have the responsibility to ensure all pupils are able to communicate their thoughts, wishes and feelings; this is promoted through their own reports for meetings / through conversations & observation / social stories / therapeutic approaches / advocating on their behalf.

All pupils will know that there are adults in the school whom they can approach in confidence if they are in difficulty or feeling worried and that their concerns will be taken seriously and treated with respect.

## 2. Purpose and principles

1. The purpose of this document is to ensure that all stakeholders are aware of the arrangements that The Orchard's Special School have in place for safeguarding and promoting the welfare of its pupils. It provides guidance to help staff who may have concerns about the safety or welfare of a child, and sets out the school's position in relation to the safeguarding process.
2. This policy:
  - i. has been written in line with the Department for Education (DfE) statutory guidance – Keeping children safe in education, September 2021, and any other relevant UK legislation and government guidance.
  - ii. applies at all times when the school is providing services or activities directly under the management of the school staff.
  - iii. is publically available on the schools website, and a printed copy can be made available via the school office.
  - iv. Reflects Trafford Strategic Safeguarding Partnership Multi-agency safeguarding arrangements.
3. This policy is consistent with all other policies adopted by the Governors and should in particular be read in conjunction with the following policies relevant to the safety and welfare of children:
  - i. Peer on Peer Abuse Policy
  - ii. Behaviour Management Policy
  - iii. Staff Code of Conduct
  - iv. IT/Online Safety Policy
  - v. Whistle blowing Policy
  - vi. Children missing from Education Policy
  - vii. Managing Allegations Policy
  - viii. Information Sharing/Management Policy

### 3. Key information

1. Below is a table of people with specific lead responsibilities around safeguarding.

Name	Role
Ben Spivey	Chair of Governing Body Contact Telephone: 0161 748 0670 Contact Email: <a href="mailto:admin@tos.bfet.uk">admin@tos.bfet.uk</a>
	Nominated Governor for Safeguarding: TBC Contact Telephone: Contact Email:
Helen O'Brien	Head of School Contact Telephone: 0161 748 0670 Contact Email: <a href="mailto:ho'brien@tos.bfet.uk">ho'brien@tos.bfet.uk</a>
Helen O'Brien	Designated Safeguarding Lead (DSL) Contact Telephone: 0161 748 0670 Contact Email: <a href="mailto:ho'brien@tos.bfet.uk">ho'brien@tos.bfet.uk</a>
Jane Cawood	Deputy Designated Safeguarding Lead (DDSL) Contact Telephone: 0161 748 0670 Contact Email: <a href="mailto:jcawood@tos.bfet.uk">jcawood@tos.bfet.uk</a>
Steph Clemmet	Deputy Designated Safeguarding Lead (DDSL) Contact Telephone: 0161 748 0670 Contact Email: <a href="mailto:scl Emmet@tos.bfet.uk">scl Emmet@tos.bfet.uk</a>
Emma Davies	Designated Teacher (Pupils who are looked after) Contact Telephone: 0161 748 0670 Contact Email: <a href="mailto:edavies@tos.bfet.uk">edavies@tos.bfet.uk</a>
Imogen Bosmith	Senior Mental Health Lead Contact Telephone: 0161 748 0670 Contact Email: <a href="mailto:ibosmith@tos.bfet.uk">ibosmith@tos.bfet.uk</a>

2. All staff working in this School (including visiting staff, volunteers and students on placement) are required to report instances of actual or suspected child abuse or neglect to the Designated Safeguarding Lead who is a member of the school's leadership team. This person has the appropriate status and authority within the school to carry out the duties of the post.
3. The Designated Safeguarding Lead is also the first point of contact for external agencies that are carrying out Child Protection investigations and safeguarding enquiries.
4. The Designated Safeguarding Lead co-ordinates the schools representation at multi-agency meetings relating to safeguarding to ensure information is effectively shared between agencies. The DSL is also responsible for their schools contribution and commitment to any plans, team around the family and core groups or other assessment. These meeting include:
  - i. Team around the Family Meetings (Early Help)
  - ii. Social Care Strategy Meetings
  - iii. Child in Need Meetings
  - iv. Initial Child Protection Conferences

v. Review Child Protection Conferences

5. The Designated Safeguarding Lead will also ensure the submission of written reports for relevant multi-agency meetings (relevant meetings named above).
6. When an individual concern/incident is brought to the notice of the Designated Safeguarding Lead, they will be responsible for deciding whether or not this should be reported to other agencies as a safeguarding issue, or whether a single agency response would be more appropriate and proportionate (Early Help – Level 2 of the Level of Need).
7. If the school identifies emerging needs or if emerging needs are identified by other professionals, and/or the family themselves and the school is best placed to provide a single agency response to the presenting need(s), we will do so under the banner of Early Help. We will utilise our internal support network of family support and document the Early Help provided on our own internal systems CPOMs. This is just for cases that are at Level 2 of the Level of Need<sup>1</sup>.
8. When engaging other services outside of our school to form part of a Team around the Family, we will utilise Trafford's Early Help Assessment<sup>2</sup> to ensure this is formalised in a consistent way for all agencies involved at that point. Where necessary the school will complete an Early Help Assessment to identify specific needs that require the assistance of other services outside of the school.
9. Arrangements are in place to ensure that at least one person who is a trained designated safeguarding lead is available when children are taking part in school led activity, this includes before and after school clubs and other extra-curricular activities, both during and out of term time.
10. If a child is in immediate danger, contact will be made with the police via 999.
11. If a child is identified as a Child in Need or a child at risk of or being subjected to significant harm, a referral will be made to Trafford Children's First Response<sup>3</sup> via the online referral form.
12. Whilst any professional can make a referral to children's social care, in school we expect all staff where practically possible to always discuss their concerns with the designated safeguarding lead first to ensure all information is coordinated and held in one central point. If staff need to make a referral as a matter of urgency they are expected to feedback to the designated safeguarding lead as soon as practically possible thereafter. All relevant contact details for children's social care are shared with staff via our staff safeguarding notice board, in their induction and in Appendix 4 of this policy.
13. All verbal conversations that take place regarding safeguarding concerns, discussion and decisions made will promptly be recorded in writing on CPOMs. All staff have the responsibility to maintain their access to CPOMs at all times.
14. Where there is a safeguarding concern the school ensures the child's wishes and feelings are taken into account when determining what action to take and what services to provide. Systems are in place, and are well promoted, easily understood and easily accessible for children to confidently report abuse, knowing their concerns will be treated seriously, and knowing they can safely express their views and give feedback. Children are, where practical and developmentally appropriate, what will happen next and what their trusted adults might be worried about.
15. All referrals and records of conversations made to external agencies must be signed, dated and at the time the conversation / call took place and must have an outcome. These can be uploaded to cpoms and then placed in confidential waste. Records are to be collected and stored in line with the Schools Data Protection Policy. Any and all referrals made are to be sent via email protected with a password or via secure email or post.

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<sup>1</sup> The Trafford Strategic Safeguarding Partnership Level of Need is a document that provides a useful guide for professionals to determine what level of service provision is appropriate and proportionate, based on the individual child and family's needs - [Level of Need document](#)

<sup>2</sup> Trafford's Early Help Assessment is an assessment of emerging and existing needs of a child and/or their family to ascertain their strengths and development needs, in addition to forming an action plan to manage any risk and to deal effectively with the emerging and/or existing needs to ensure they have the best possible outcome without the need to escalate to statutory services.

<sup>3</sup> Trafford Children's First Response is the Front Door to Children's Services in Trafford Council. It comprises of Children's Social Care, Intensive Family Support, Police, Health and Mental Health, IDVA support and a Specialist Education Practitioner.

#### **4. COVID 19**

A supplement to this policy was published in April 2020 that addresses the specific safeguarding challenges associated with the COVID 19 pandemic and the 'lockdown'/school closure circumstances. This supplementary guidance remains in force until such time as the COVID 19 strategies nationally are stepped down. The guidance may be particularly relevant should schools need to implement partial or full closures from September 2021, or if children (especially those deemed 'vulnerable' do not return to full time, on site school provision from September 2021. Further updates were provided in Spring 2021.

## 5. Creating a Safeguarding Culture

1. It is important to us at the school that all children feel safe and supported in our school.
2. Safeguarding is our priority across all aspects of our work and our policy underpins the rigorous practice that takes place in the school to best protect our students, and staff.
3. All staff are aware of the categories of abuse, which are:



4. The definitions of which can be found in the glossary, and signs and symptoms of the four categories of abuse can be found in Appendix 3.
5. Staff are also made aware of other key safeguarding topics that, these are:

Bullying & Cyberbullying	Child Sexual Exploitation	Children with SEN and/or disabilities	Contextual Safeguarding
Criminal Exploitation <i>'County Lines'</i>	Domestic Abuse	Early Help	Female Genital Mutilation
Gangs & Youth Violence	Hate	Peer on Peer Abuse	Preventing Radicalisation & Extremism
Private Fostering	Relationship Abuse	Sexting	

6. The definitions of the above can be found in the glossary. Information and learning relating to the above topics is made available in school, but staff are also encouraged to undertake their own learning. More information in relation to staff training etc. can be found in the 'Staff learning and development' section of this policy.
7. Additional to the above, the school recognises the significant impact domestic abuse can have on children and young people, therefore we have signed up to Operation Encompass.
8. Operation Encompass is an agreement between Greater Manchester Police and schools within Trafford. This agreement facilitates the sharing of information relating to domestic incidents where children live or frequent. A flowchart explaining the process for sharing information through Operation Encompass can be found in Appendix 1.
9. Staff are directed to the NSPCC's website for guidance on signs and symptoms of Female Genital Mutilation (FGM) - [NSPCC website](#). The school recognises and adheres to its mandatory duty<sup>4</sup> to report any suspected or known cases of FGM about a female under 18 years old to the police.
10. If a member of staff becomes aware of a private fostering arrangement they will notify the Designated Safeguarding Lead or their deputy as soon as possible. All known or suspected Private Fostering

<sup>4</sup> Under section 5B(11) (a) of the Female Genital Mutilation Act 2003, "teacher" means, in relation to England, a person within section 141A(1) of the Education Act 2002 (persons employed or engaged to carry out teaching work at schools and other institutions in England).



Arrangements will be reported to children's social care in the area where the child resides. Private Fostering is defined in the glossary.

11. All cases of known or suspected 'Honour-based' Abuse will be reported via the schools normal channels and the appropriate professional advice sought and external referrals completed.
12. All staff recognise that children are capable of abusing their peers (including online). Incidents of peer-on-peer abuse may need to be dealt with in various ways. Incidents of bullying will be dealt with via the schools Peer on Peer abuse policy and/or behaviour policy. Incidents which take place outside of school may need to be addressed in school however the school are clear that where professional advice needs to be sought from external partners, it will be. The schools Designated Safeguarding Lead will consult children's social care on matters relating to the safety and welfare of a child and will consult the police in respect of matters relating to a possible crime.
13. In respect of sexual violence and sexual harassment between children, the school takes a proactive approach to prevent such incidents from taking place. We incorporate personalised and relevant education regarding healthy relationships, people who help us, British values etc. in to our curriculum time in an age and developmentally appropriate way, ensuring each child's individual context and lived experience is considered and planned for. Also from September 2021 we have begun to include Relationship Education at an individual level in line with DfE guidance and the national curriculum.
14. When incidents of sexual violence and sexual harassment occur the schools response is ultimately decided on a case-by-case basis, with the designated safeguarding lead (or a deputy) taking the lead role, using their professional judgement and being supported by other agencies, such as children's social care and the police as required to put a proportionate and supportive package of care in place for those affected.
15. The school adopts the UK Council for Child Internet Safety guidance 'Sexting in schools and colleges: Responding to incidents and safeguarding young people' in respect of our response to sexting. This guidance clearly sets out how to handle incidents, should they occur and what preventative steps can be taken to educate young people. This guidance can be found in Appendix 6.
16. All staff are expected to refer to HM Government guidance 'What to do if you're worried a child is being abused – Advice for practitioners' for further help in identifying signs and symptoms of child abuse and neglect. This guidance can be found in Appendix 3.
17. Robust systems have been established in school for dealing with safeguarding concerns. All allegations of abuse and neglect, whether suspected or known will be treated seriously and in confidentially. All school staff are aware of the importance of sensitively and professionally managing disclosures and have recently (03.09.20) received additional training in this area. All staff know the importance of first person reporting and their duty to ensure accurate and factual recording on cpoms. Cpoms entreis are regularly quality assured by the SLT and support is provided to staff teams where any issues are identified.
18. All information is handled in accordance with the school's Information Sharing/Management Policy, which is written in line with HM Government guidance – 'Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers, July 2018', and the 7 principles of information sharing within that document.
19. Throughout school, safeguarding is taught as part of our curriculum. We appreciate that whilst adults in school are working hard to keep children safe, children also play a large part in keeping themselves and their peers safe from abuse and neglect.
20. Throughout school, safeguarding is taught as part of our curriculum. We appreciate that whilst adults in school are working hard to keep children safe, children also play a large part in keeping themselves and their peers safe from abuse and neglect. As all the children at The Orchard's have an EHCP plan much of this teaching is done at an individual and child led level. There maybe occasions where other adults such as parents or other agencies request a specific piece of work is created to support a child in keeping themselves safe. Where this is requested the school will always endeavour to complete this work in a timely and impactful manner.

21. As a school we hold ourselves to highest standards, particularly in regards to intimate and personal care, and believe passionately that children learn what to expect during these times from trusted adults at our school and assure that all adults delivering these sessions are highly skilled and competent. All staff are made aware of these high expectations through our induction process and values based training sessions.
22. Instances of children who are missing from education are dealt with under the schools children missing from education policy, which sets out the schools approach to tackling this issue, and the steps school will take when a child has poor attendance and/or are regularly missing.
23. To assist with the above and other incidents, the school will request two emergency contacts for each child to ensure school have other means of contacting a key adult, should one be unavailable for any reason.
24. The school takes an active stance on meeting the duties placed upon them by the Counter Terrorism and Security Act 2015 (The Prevent Duty), and we have created a culture which embraces the fundamental 'British values'. To ensure compliance with the Prevent Duty, the school:
25. Ensure staff are able to identify children who may be vulnerable to radicalisation, and know what to do when they are identified
26. Build resilience and capacity in the students by promoting the fundamental British values and enabling them to voice and challenge views in a safe space
27. The school understands that children with needs and disabilities can face additional safeguarding challenges, and staff constantly challenge their own thought process in scenarios like this. This is to ensure that additional difficulties aren't straight away related to the special educational need or disability, and that staff are considering the risk of abuse or neglect just as much.

## 6. Staff learning and development

1. Learning about safeguarding is given a high priority at the school. Expertise is extended effectively and internal capacity is built up through performance management. Managers ensure that all staff regularly undertake a comprehensive range of learning to promote safe practice in classrooms, around the school and off site. Staff working at our school maintain an attitude of '**it could happen here**' where safeguarding is concerned, and when concerned about the welfare of a child, staff always act in the **best interests of the child**.
2. All new staff to the school have a comprehensive induction, this includes reading and understanding:
  - i. Information sharing: advice for practitioners who are providing safeguarding services
  - ii. Part one and Annex A of 'Keeping children safe in education 2021'
  - iii. School Behaviour Policy
  - iv. School Policy for Children Missing from Education
  - v. Staff Code of Conduct
  - vi. This Safeguarding & Child Protection Policy
  - vii. 'What to do if you're worried a child is being abused' guidance
  - viii. The role of the designated safeguarding lead
  - ix. Trafford's Early Help process
3. Designated staff are trained in specialist areas of work, such as:
  - i. Designated Safeguarding Lead
  - ii. Mental Health Champion
  - iii. Domestic Abuse Champion etc.
  - iv. Designated Teacher for Looked After Children
4. A variety of learning materials on safeguarding are made available in school to ensure staff continually develop their understanding and practice around safeguarding, these include:
  - i. TSSP Termly Safeguarding in Education Bulletins
  - ii. TSSP Multi-Agency Learning and Development Programme
  - iii. TSSP Bulletin
  - iv. Leaflets
  - v. Mentoring
  - vi. Online learning
  - vii. Posters in the staff room detailing referral processes and key topics
  - viii. Shadowing
  - ix. Staff handbook
  - x. Staff induction pack
  - xi. Standing agenda item staff meetings
  - xii. In-house training
  - xiii. Video
  - xiv. Workbooks
  - xv. NSPCC (monthly) and Andrew Hall (weekly) email updates for staff and governors
5. All learning and training is documented as part of the member of staff's personnel file, which also helps us map learning needs across the staff team for further development. A checklist is used as part of the induction process, and thereafter in the performance management process to ensure all compulsory learning has taken place. A blank copy of this form can be found in Appendix 7.
6. Safeguarding is always re-visited at least on an annual basis in staff performance management sessions, to ensure they are as confident and competent in carrying out their safeguarding responsibilities as they possibly can be.

7. All staff should know what to do if a child tells them he/she/they are being abused, exploited or neglected including peer on peer abuse. Staff should know how to manage the requirement to maintain an appropriate level of confidentiality. This means only involving those who need to be involved, such as the designated safeguarding lead (or a deputy) and children's social care. Staff should never promise a child that they will not tell anyone about a report of any form of abuse, as this may ultimately not be in the best interests of the child.
8. All staff should be able to reassure victims 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 abuse, sexual violence or sexual harassment. Nor should a victim ever be made to feel ashamed for making a report.
9. All staff should be aware that children can abuse other children (often referred to as peer on peer abuse). And that it can happen both inside and outside of school or college and online. It is important that all staff recognise the indicators and signs of peer on peer abuse and know how to identify it and respond to reports.
10. All staff should understand, that even if there are no reports in their schools or colleges it does not mean it is not happening, it may be the case that it is just not being reported. As such it is important if staff have any concerns regarding peer on peer abuse they should speak to their designated safeguarding lead (or deputy).
11. All training events are offered out to all volunteers working in school and the governing body, to ensure they too have the opportunity to understand the processes and practices as they apply in the school.
12. As and when required, other external agencies may be consulted to assist with staff learning and development.

## **7. Safer Recruitment**

1. Senior managers, Bright Futures and Governors ensure that stringent recruitment and vetting procedures are in place for staff and other adults, and that nobody commences work unless all

necessary checks are complete to a satisfactory level. The same rigour is applied when appointing volunteers.

Checks undertaken include:

Enhanced Criminal Records Bureau Check	Barred List Check (if working regulated activity before DBS certificate is available)
Two professional references	Establish confirmation of physical and mental fitness for the role
Identity confirmation	Confirmation of right to work in the UK
Qualification check	Confirmation of professional registration (if appropriate)
Staff suitability declaration (if appropriate)	Prohibition from teaching check (only if employed as a teacher)
Overseas police checks (if appropriate) follow the right government guidance following the UK's exit from the European Union <a href="#">Government website</a>	(independent schools only – management position) Section 128 direction check
Childcare Disqualification Regulations check (schools and colleges providing childcare, reception classes of in wraparound care for children up to the age of 8 – only)	Prohibition from teaching check (colleges only - if employed as a teacher)

2. A member of the senior leadership team will take responsibility for ensuring that all relevant checks are carried out and documented on the schools single central record. Supporting evidence for recruitment checks is included in the staff member's personnel file.
3. Some of our senior leaders and governors have completed safer recruitment training. At least one member of every interview panel for a position in the school (paid or voluntary) will have completed safer recruitment training. This training is refreshed when appropriate.
4. Where children are involved in the recruitment process e.g. to conduct an interview, they are briefed for this role and the need to treat information confidentially.
5. All contracts with supply agencies are specific about what checks and evidence is needed to be completed before any individual commences work at the school, and that they will be expected to present identification upon arrival.
6. More information can be found in Appendix 2 relating to when a barred list check would be carried out.
7. References will always be sought before confirming a person's appointment, these will be written and about previous employment, this will check that information is not contradictory or incomplete. At least one reference will be from the candidate's current employer. When a candidate is not currently employed, verification of their most recent period of employment and reasons for leaving should be obtained from the organisation where they were employed.

## **8. Managing allegations against professionals who work with children**

1. All concerns and/or allegations against those working in or on behalf of schools and colleges in a paid or unpaid capacity, this includes, members of staff, supply teachers, volunteers and contractors are dealt with in line with the school's Managing Allegations Policy.
2. An allegation is any information which indicates an adult who works with children and young people under 18 (paid or voluntary staff) may have:
  - i. Behaved in a way that has harmed a child, or may have harmed a child;
  - ii. Possibly committed a criminal offence against or related to a child;
  - iii. Behaved towards a child or children in such a way that indicates he or she may pose a risk of harm to children; or
  - iv. Behaved or may have behaved in a way that indicates they may not be suitable to work with children.
3. This applies to any child the member of staff has contact with in their personal or professional life.
4. All staff are reminded of the schools Whistleblowing Policy, which may be found in The Orchards policy suite under Personal Development, Behaviour and wellbeing.
5. The NSPCC whistleblowing details are at Appendix 4.
6. Allegations regarding members of staff at the school must be reported immediately to the head of school, or in their absence the assistant head of school. The designated safeguarding lead will talk through your concerns even though you may feel uncomfortable doing this in relation to a colleague. In addition if you feel you may be at risk of an allegation then self-report the issue as you may find yourself in a difficult situation.
7. Any allegations concerning the head of school should be referred to the Chair of Governors using the contacts details set out in the key information section of this policy.
8. Concerns that meet the above criteria will be referred to the Local Authority Designated Officer (LADO) within one working day. Contact details for the LADO for Trafford can be found in Appendix 4.
9. Initial discussions with the LADO will consider the nature of the allegation and next steps.
10. Whilst the setting does not directly employ supply staff, we will ensure allegations are dealt with properly. In no circumstances will our setting decide to cease to use a supply teacher due to safeguarding concerns, without finding out the facts and liaising with the local authority designated officer (LADO) to determine a suitable outcome. The Governing Body will discuss with the agency as to whether it is appropriate to suspend the supply teacher, or redeploy them to another part of the school, whilst they carry out their investigation.
11. The setting will usually take the lead because agencies do not have direct access to children or other school staff, so they will not be able to collect the facts when an allegation is made, nor do they have all the relevant information required by the LADO as part of the referral process.
12. The Managing Allegation policy sets out the procedures in place to make a referral to the Disclosure and Barring Service (DBS) if a person in regulated activity has been dismissed or removed due to safeguarding concerns or would have been had they not resigned. Or where a teacher's employer, including 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).
13. There is a legal requirement for schools and colleges to make a referral to the DBS where they remove an individual from regulated activity (or would have removed an individual had they not left), and they believe the individual has:
  - i. engaged in relevant conduct in relation to children and/or adults,
  - ii. satisfied the harm test in relation to children and/or vulnerable adults; or
  - iii. been cautioned or convicted of a relevant (automatic barring either with or without the right to make representations) offence. The DBS will consider whether to bar the person.

14. Where a school or sixth form college teacher's employer, including 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, as required by sections 141D and 141E of the Education Act 2002. The Secretary of State may investigate the case, and if s/he finds there is a case to answer, must then decide whether to make a prohibition order in respect of the person.

## **9. Controlling access to school premises**

1. Schools can bar someone from the premises if they feel that their behaviour poses a risk to staff or pupils. It's enough for a member of staff or a pupil to feel threatened.
2. The school should tell an individual that they've been barred or they intend to bar them, in writing. Letters should usually be signed by the head of school, though in some cases the local authority may wish to write instead. The individual must be allowed to present their side.
3. A school can either:
  - i. bar them temporarily, until the individual has had the opportunity to formally present their side; or
  - ii. tell them they intend to bar them and invite them to present their side by a set deadline.
4. After the individual's side has been heard, the school can decide whether to continue with barring them. The decision will be reviewed within a reasonable time, decided by the school.
5. The Department for Education (DfE) does not get involved in individual cases.
6. We don't knowingly allow any person on to school grounds who:
  - i. is a convicted sex offender, subject to the notification requirements of the Sexual Offences Act 2003; or
  - ii. is subject to a Risk of Sexual Harm Order, Sexual Risk Order or Child Abduction Notice.
7. If you don't disclose relevant information relating to the above about yourself, and it later becomes known to us, we reserve the right to require that you leave the school site.



## 10. Glossary

Term	Meaning
A Child	A person who has not yet reached their 18 <sup>th</sup> birthday.
Abuse	A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those who know them or, more rarely by others (e.g. via the internet). They may be abused by an adult or adults or another child or children.
Bullying & Cyberbullying	Behaviour that is: <ul style="list-style-type: none"> <li>• repeated</li> <li>• intended to hurt someone either physically or emotionally</li> <li>• often aimed at certain groups, for example because of race, religion, gender or sexual orientation</li> </ul>
Child Protection	Activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.
Child sexual exploitation	Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.
Children with Special Educational Needs and/or disabilities	SEN - a child or young person has SEN if they have a learning difficulty or disability which calls for special educational provision to be made for him or her. Disability - a physical or mental impairment which has a long-term and substantial adverse effect on their ability to carry out normal day-to-day activities.
Contextual Safeguarding	Contextual Safeguarding is an approach to understanding, and responding to, young people's experiences of significant harm beyond their families. It recognises that the different relationships that young people form in their neighbourhoods, schools and online can feature violence and abuse.
County Lines	County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs using dedicated mobile phone lines or other form of "deal line". This activity can happen locally as well as across the UK - no specified distance of travel is required. Children and vulnerable adults are exploited to move, store and sell drugs and money. Offenders will often use coercion, intimidation, violence (including sexual violence) and weapons to ensure compliance of victims.
Criminal Exploitation	Involves young people under the age of 18 in exploitative situations, relationships or contexts, where they may be manipulated or coerced into committing crime on behalf of an individual or gang in return for gifts, these may include: friendship or peer acceptance, but also cigarettes, drugs, alcohol or even food and accommodation.
Domestic Abuse	any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or 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: <ul style="list-style-type: none"> <li>• psychological</li> <li>• physical</li> <li>• sexual</li> <li>• financial</li> <li>• emotional</li> </ul>

Term	Meaning
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. Early help can also prevent further problems arising.
Emotional Abuse	<p>The persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.</p> <p>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 a 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 cyberbullying), 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, although it may occur alone.</p>
Female Genital Mutilation (FGM)	Female genital mutilation (FGM) is a procedure where the female genitals are deliberately cut, injured or changed, but where there's no medical reason for this to be done.
Gangs & Youth Violence	<p>Defining a gang is difficult, They tend to fall into three categories; peer groups, street gangs and organised crime groups. It can be common for groups of children and young people to gather together in public places to socialise, and although some peer group gatherings can lead to increased antisocial behaviour and low level youth offending, these activities should not be confused with the serious violence of a Street Gang.</p> <p>A Street Gang can be described as a relatively durable, predominantly street-based group of children who see themselves (and are seen by others) as a discernible group for whom crime and violence is integral to the group's identity.</p> <p>An organised criminal group is a group of individuals normally led by adults for whom involvement in crime is for personal gain (financial or otherwise).</p>
Hate	<p>Hostility or prejudice based on one of the following things:</p> <ul style="list-style-type: none"> <li>• disability</li> <li>• race</li> <li>• religion</li> <li>• transgender identity</li> <li>• sexual orientation.</li> </ul>
Honour-based violence	Honour based violence is a violent crime or incident which may have been committed to protect or defend the honour of the family or community.
Image Sharing "sexting"	<p>Sexting is when someone shares consensual and non-consensual sharing of nudes and semi-nudes images and/or videos.<sup>5</sup></p> <p>They can be sent using mobiles, tablets, smartphones, and laptops - any device that allows you to share media and messages.</p>

<sup>5</sup> Consensual image sharing, especially between older children of the same age, may require a different response. It might not be abusive – but children still need to know it is illegal- whilst non-consensual is illegal and abusive. [UKCIS](#) provides detailed advice about sharing of nudes and semi-nude images and videos

Term	Meaning
<a href="#">Mental Health</a>	<p>Negative experiences and distressing life events can affect mental health in a way that can bring about changes in a young person's behaviour or emotional state, displayed in a range of different ways, all of which can be an indication of an underlying problem. This can include:</p> <ul style="list-style-type: none"> <li>• Emotional state (fearful, withdrawn, low self-esteem)</li> <li>• Behaviour (aggressive or oppositional; habitual body rocking)</li> <li>• Interpersonal behaviours (indiscriminate contact or affection seeking, over-friendliness or excessive clinginess; demonstrating excessively 'good' behaviour to prevent disapproval; failing to seek or accept appropriate comfort or affection from an appropriate person when significantly distressed; coercive controlling behaviour; or lack of ability to understand and recognise emotions).</li> </ul>
<a href="#">Modern Slavery</a>	<p>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.</p>
Neglect	<p>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:</p> <ul style="list-style-type: none"> <li>• Protect a child from physical and emotional harm or danger.</li> <li>• Ensure adequate supervision (including the use of inadequate care-givers).</li> <li>• Ensure access to appropriate medical care or treatment.</li> <li>• It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.</li> </ul>
Operation Encompass	<p>Operation Encompass operates in all 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 immediate support to be put in place, according to the child's needs. Operation Encompass does not replace statutory safeguarding procedures. Where appropriate, the police and/or schools should make a referral to children's social care if they are concerned about a child's welfare. More information about the scheme and how schools can become involved is available on the Operation Encompass website</p>
Peer on Peer Abuse	<p>Children can abuse other children (often referred to as peer on peer abuse) and it can take many forms. It can happen both inside and outside of school/college and online. It is important that all staff recognise the indicators and signs of peer on peer abuse and know how to identify it and respond to reports. This can include (but is not limited to): bullying (including cyberbullying, prejudice-based and discriminatory bullying); abuse within intimate partner relationships; physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm; sexual violence and sexual harassment; consensual and non-consensual sharing of nudes and semi-nudes images and/or videos; causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party; upskirting and initiation/hazing type violence and rituals. Addressing inappropriate behaviour (even if it appears to be relatively innocuous) can be an important intervention that helps prevent problematic, abusive and/or violent behaviour in the future</p>
Physical Abuse	<p>A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also</p>

Term	Meaning
	be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.
Private Fostering	A private fostering arrangement is one that is made privately (without the involvement of a local authority) for the care of a child under the age of 16 years (under 18, if disabled) by someone other than a parent or close relative, in their own home, with the intention that it should last for 28 days or more. (Close family relative is defined as a 'grandparent, brother, sister, uncle or aunt' and includes half-siblings and step-parents; it does not include great-aunts or uncles, great grandparents or cousins.)
Radicalisation & Extremism	<p>Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism.</p> <p>Extremism is 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. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas.</p>
Relationship Abuse	Teen relationship abuse consists of the same patterns of coercive and controlling behaviour as domestic abuse. These patterns might include some or all of the following: sexual abuse, physical abuse, financial abuse, emotional abuse and psychological abuse.
Safeguarding and promoting the welfare of children	<ul style="list-style-type: none"> <li>• protecting children from maltreatment;</li> <li>• preventing impairment of children's health or development;</li> <li>• ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and</li> <li>• taking action to enable all children to have the best outcomes.</li> </ul>
Serious Violence	<p>The word 'gang' means different things in different contexts, the government in their paper 'Safeguarding children and young people who may be affected by gang activity' distinguishes between peer groups, street gangs and organised criminal gangs.</p> <ul style="list-style-type: none"> <li>• <b>Peer group</b> A relatively small and transient social grouping which may or may not describe themselves as a gang depending on the context.</li> <li>• <b>Street gang</b> "Groups of young people who see themselves (and are seen by others) as a discernible group for whom crime and violence is integral to the group's identity."</li> <li>• <b>Organised criminal gangs</b> "A group of individuals for whom involvement in crime is for personal gain (financial or otherwise). For most crime is their 'occupation.'"</li> </ul> <p>It's not illegal for a young person to be in a gang – there are different types of 'gang' and not every 'gang' is criminal or dangerous. However, gang membership can be linked to illegal activity, particularly organised criminal gangs involved in trafficking, drug dealing and violent crime.</p>
Sexual Abuse	<p>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.</p> <p>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</p>

Term	Meaning
	internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children
Sexual harassment between children	When referring to sexual harassment we mean 'unwanted conduct of a sexual nature' that can occur online and offline. Sexual harassment is likely to: violate a child's dignity, and/or make them feel intimidated, degraded or humiliated and/or create a hostile, offensive or sexualised environment, and can include: sexual comments, sexual jokes or taunting, online sexual harassment or physical behaviour such as deliberately brushing against someone.
Sexual violence between children	When referring to sexual violence we are referring to sexual offences under the Sexual Offences Act 2003 <sup>6</sup> . Sexual violence offences include: rape, assault by penetration and sexual assault.
Trafficking	Trafficking in persons shall mean the recruitment, transportation, transfer, harbouring or receipt of persons, by means of the threat or use of force or other forms of coercion, of abduction, of fraud, of deception, of abuse of power or of a position of vulnerability or of the giving or receiving of payments or benefits to achieve the consent of a person having control of another person, for the purpose of exploitation. Exploitation shall include, at a minimum, the exploitation of the prostitution of others or other forms of sexual exploitation, forced labour or services, slavery or practices similar to slavery, servitude or removal of organs.

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<sup>6</sup> [Legislation.gov](http://legislation.gov)

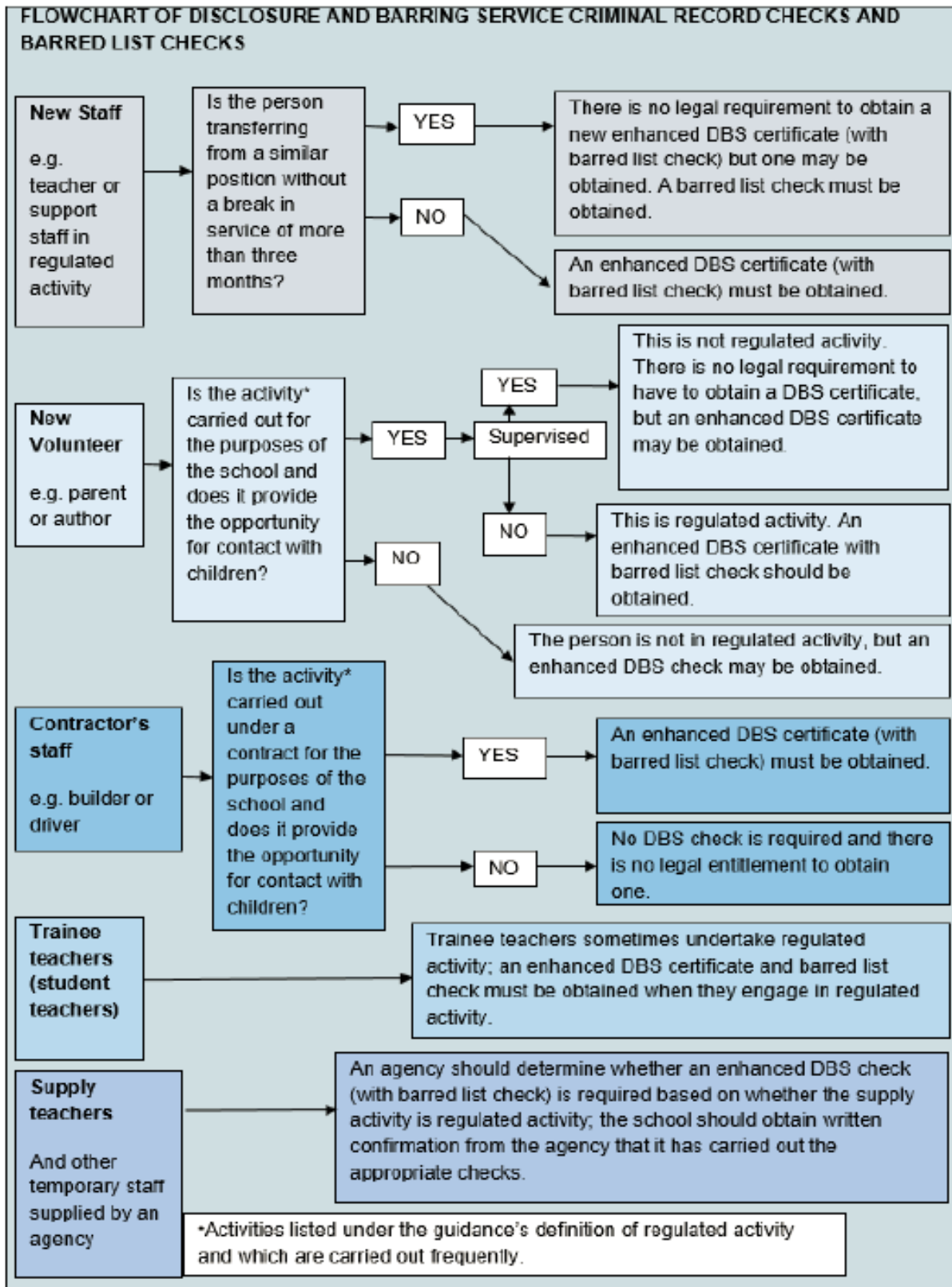


Trafford Strategic  
Safeguarding Partnership

## Operation Encompass Process



## Appendix 2 - DfE flowchart on DBS checks and barred list checks



Taken from DfE statutory guidance Keeping children safe in education, September 2021

## **Appendix 3 - HM Government guidance -What to do if you're worried a child is being abused**

Advice for practitioners [Government website](#)



## Appendix 4 - Contact details

Trafford Children's First Response 0161 912 5125 <a href="mailto:FirstResponse@trafford.gov.uk">FirstResponse@trafford.gov.uk</a>	Local Authority Designated Officer (LADO) 0161 912 5125 <a href="mailto:FirstResponse@trafford.gov.uk">FirstResponse@trafford.gov.uk</a>
Trafford Strategic Safeguarding Partnership 0161 911 8687 <a href="mailto:TSSP@trafford.gov.uk">TSSP@trafford.gov.uk</a>	Trafford Personal Advisor
Social Care Out of Hours Emergency Duty Team 0161 912 2020	<u>Police</u> Non-emergency – 101 Emergency - 999
NW Counter-Terrorism Unit Channel Team 0161 856 6362 <a href="mailto:channel.project@gmp.police.uk">channel.project@gmp.police.uk</a>	NSPCC Whistleblowing Helpline <a href="#">NSPCC website</a>

## **Appendix 5 - Department for Education- Child sexual exploitation**

Definition and a guide for practitioners, local leaders and decision makers working to protect children from sexual exploitation – February 2017

[Government website](#)

## **Appendix 6 - UK Council for Child Internet Safety guidance**

Sexting in schools and colleges: Responding to incidents and safeguarding young people - 2017

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/609874/6\\_2939\\_SP\\_NCA\\_Sexting\\_In\\_Schools\\_FINAL\\_Update\\_Jan17.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/609874/6_2939_SP_NCA_Sexting_In_Schools_FINAL_Update_Jan17.pdf)

## Appendix 7 - Staff Safeguarding Checklist



Schools Model  
Safeguarding Staff Inc

## Appendix 8 - Trafford Strategic Safeguarding Partnership Level of Need

Level		Description: At this level the child or family...	What Needs to happen next?	Assessment Required Referral Process
Universal	Level 1	...is thriving without requirement for additional support and all needs are being met by universal services, for example Health Visitor, School Nurse, Dentist or School.	Ensure that all families are aware of the Family Information Service and are registered with Education and Training providers, Health Services and Community Groups.	Use of Trafford Directory
Early Help / Prevention	Level 2	...may require or would benefit from additional input or support from an agency/agencies.	When a child begins to display emerging needs requiring additional support, services already working with the child should support the family by undertaking an assessment and develop an Outcome Plan. This will identify support from within the local community or a specific intervention.	Assessment required for example Early Help Assessment. Referral Form for specific agency
Intensive Family Support	Level 3	...are experiencing multiple and/or complex needs. The family is struggling to effect change without the support and intervention of services. There is a need for a greater level of support including regular home visits.	If a child or family's issues are more complex and cannot be managed within the community and the family consent, additional support can be sourced through Intensive Family Support. This would include support in the home, pulling in multi-agency partners who are, or need to be, involved with the child and family in order to achieve a positive outcome	Early Help Assessment; which will be required when referring for Intensive Family Support.
Child In Need	Level 4	...is unlikely to achieve or maintain a reasonable standard of health or development without the provision of services. The child's health or development is likely to be significantly impaired, or further impaired without the provision of additional services; or the child is disabled.	As the child and family's issues continue to escalate or if interventions are not working and it is felt that the needs cannot be met without the intervention of social care.  There should be a sound record of interventions and support offered previously by services to highlight why social intervention is required.	Child and Family Assessment. Referring agency to complete referral.
Child Protection	Level 5	...is at risk of or suffering significant harm and is in need of help and protection. Has a high level of unmet and complex needs requiring statutory interventions.	These children require immediate social care intervention to ensure continued safety and positive development and to prevent significant harm. This may lead to them becoming subject to a Multi-Agency Child Protection (CP) Plan or becoming Looked After. Any child subject to a CP Plan or Looked After will have social care intervention already in place.	Child and Family Assessment. Referring agency to complete referral.

## **Appendix 9 - COVID 19 Measures**



Updated Jan 2021  
Safeguarding Policy C

## **Appendix 10 - Trafford Children Social Care Protocol of Assessment**

[https://www.proceduresonline.com/trafford/cs/chapters/p\\_assessment.html](https://www.proceduresonline.com/trafford/cs/chapters/p_assessment.html)

## **Appendix 11 - Trafford Multi- Agency Safeguarding Arrangements**

[TSSB-multiagency-arrangements \(traffordsafeguardingpartnership.org.uk\)](https://traffordsafeguardingpartnership.org.uk)

## **Appendix 12 – Safer Working Practice Guidelines**

<https://www.saferrecruitmentconsortium.org/GSWP%20Oct%202015.pdf>



## **Appendix 13 – Safeguarding Disabled Children – Practice Guidance**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/190544/00374-2009DOM-EN.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/190544/00374-2009DOM-EN.pdf)