



Trafford Strategic  
Safeguarding Partnership

# Safeguarding and Child Protection Policy



ST MATTHEW'S  
CE PRIMARY SCHOOL

<b>Created by:</b>	S Cavanagh	<b>Date:</b> September 2021
<b>Approved by:</b>	Full Governing Body	<b>Date:</b> November 2021
<b>Last reviewed on:</b>	September 2022	
<b>Next review due by:</b>	September 2023	

## **Contents**

Foreword by Peter Langridge, Headteacher .....	2
Purpose and principles.....	2
Creating a Safeguarding Culture .....	6
Opportunities to teach safeguarding .....	8
Safety in the School.....	11
Staff learning and development .....	11
Safer Recruitment .....	13
Managing allegations against professionals who work with children .....	15
Controlling access to school premises .....	16
Use of school or college premises for non-school activities.....	17
Glossary.....	17
Appendices.....	24

### **Foreword by Peter Langridge, Headteacher**

St Matthew's CE Primary School aims to create and maintain a safe learning environment where all children and adults feel safe, secure and valued and know they will be listened to and taken seriously. The safety and well-being of all the children is our first priority. St Matthew's has developed and maintained a 'culture of vigilance' throughout the school with both adults and children. This vigilance ensures that signs and symptoms of abuse are recognised in its earliest stages and acted upon, and that children, young people and learners are protected and feel safe.

St Matthew's is a small, thriving family working together to provide a fantastic school for our community. Our school has a motto taken from Matthew 5:16: 'Let your light shine'. We believe all children can shine at St Matthew's and we strive for every member of our school family to succeed and flourish. Safeguarding children and young people means protecting them from abuse or neglect and getting the right support in place as early as possible. We work hard to create an environment in which children and young people feel safe, healthy and happy.

St Matthew's is a Gold Awarded UNICEF Rights Respecting school, which demonstrates that we have fully embedded children's rights throughout the school in policies, practice and ethos. We believe that children can be empowered through their rights and challenge when these are not respected, and in return respect the rights of others.

### **Purpose and principles**

The purpose of this document is to ensure that all stakeholders are aware of the arrangements that St Matthew's CofE Primary School have in place for safeguarding and promoting the welfare of its pupils/students. 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.

This policy:

- has been written in line with the Department for Education (DfE) statutory guidance – Keeping children safe in education, September 2022, and any other relevant UK legislation and government guidance, and is followed by:
  - the governing body
  - the senior leadership team
  - teachers
  - support staff
  - volunteers
  - visitors
- applies at all times when the school is providing services or activities directly under the management of the St Matthew's CE Primary School staff.
- is publically available on the school's website, and a printed copy can be made available via the school office.
- reflects Trafford Strategic Safeguarding Partnership Multi-agency safeguarding arrangements.

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:

- Anti-Bullying Policy
- Child-On-Child Abuse Policy (also known as Peer-On-Peer Abuse Policy)
- Positive Relationships and Behaviour Policy
- Staff Code of Conduct

- E-Safety Policy
- Managing Allegations Policy
- Whistle blowing Policy
- Attendance Policy
- Safer Recruitment Policy
- Information Sharing Policy
- Low Level Concerns

### Key information

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

	Chair of Governing Body Contact Telephone: 01618651284 Contact Email: <a href="mailto:admin@stmatthewsco.uk">admin@stmatthewsco.uk</a>
Emma Nichol	Nominated Governor for Safeguarding Contact Telephone: 01618651284 Contact Email: <a href="mailto:admin@stmatthewsco.uk">admin@stmatthewsco.uk</a>
Peter Langridge	Headteacher Contact Telephone: 01618651284 Contact Email: <a href="mailto:head@stmatthewsco.uk">head@stmatthewsco.uk</a>
Stacey Cavanagh	Designated Safeguarding Lead Contact Telephone: 01618651284 Contact Email: <a href="mailto:s.cavanagh@stmatthewsco.uk">s.cavanagh@stmatthewsco.uk</a>
Emma Tyrer	Deputy Designated Safeguarding Lead Contact Telephone: 01618651284 Contact Email: <a href="mailto:deputy@stmatthewsco.uk">deputy@stmatthewsco.uk</a>
Aimee Charles	SEND/CO and Designated Teacher (Pupils who are looked after) Contact Telephone: 01618651284 Contact Email: <a href="mailto:a.charles@stmatthewsco.uk">a.charles@stmatthewsco.uk</a>
Stacey Cavanagh	Mental Health Lead Contact Telephone: 01618651284 Contact Email: <a href="mailto:s.cavanagh@stmatthewsco.uk">s.cavanagh@stmatthewsco.uk</a>

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.

All staff should be able to reassure students that they are being taken seriously and that they will be supported and kept safe. A student should never be given the impression that they are creating a problem by reporting abuse, sexual violence or sexual harassment. Nor should a student ever be made to feel ashamed for making a report.

The Designated Safeguarding Lead is also the first point of contact for external agencies that are pursuing Child Protection investigations and safeguarding enquiries.

The Designated Safeguarding Lead co-ordinates the school's representation at multi-agency meetings relating to safeguarding to ensure information is effectively shared between agencies. The DSL is also responsible for their school's contribution and commitment to any plans, team around the family and core groups or other assessment. These meetings include:

- Team around the Family Meetings
- Early Help Assessment and regular support meetings
- Social Care Strategy Meetings
- Child in Need Meetings
- Initial Child Protection Conferences
- Review Child Protection Conferences

The Designated Safeguarding Lead will also ensure the submission of written reports for relevant multi-agency meetings (relevant meetings named above).

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).

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 specifically Early Help Assessment trained staff, Peter Langridge and Stacey Cavanagh, and document the Early Help provided on our own internal systems, such as CPOMs and Liquid Logic. This is just for cases that are at Level 2 of the Level of Need<sup>1</sup>.

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.

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. Available means that a DSL will be either on site, or contactable by phone during these times.

---

<sup>1</sup> Trafford Strategic Safeguarding Partnership's Level of Need for Children. This document provides a useful guide to explain what level of service response a child may require based on the level of risk posed to them. [www.tssb.uk](http://www.tssb.uk)

<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.

If a child is in immediate danger, contact will be made with the police via 999. The [NPCC – When to call the police](#) assists the designated safeguarding leads to understand when they should consider calling the police and what to expect when they do.

If a child is identified as a Child in Need or a child at risk of or being subjected to significant harm, including children being harmed in contexts outside the home, a referral will be made to Trafford Children's First Response<sup>3</sup> via the online referral form.

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 7 of this policy.

All verbal conversations that take place regarding safeguarding concerns, discussion and decisions made will promptly be recorded in writing and/or added to CPOMs where appropriate. Records include:

- A clear and comprehensive summary of the concern;
- Details of how the concern was followed up and resolved;
- A note of any action taken, decisions reached and the outcome.

Where there is a safeguarding concern, the school ensures the child's wishes and feelings are considered 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.

Information sharing is vital in identifying and tackling all forms of abuse and neglect, and in promoting our children's welfare, including their educational outcomes. The school have clear powers to share, hold and use information for these purposes. This includes arrangements that set out clearly the safeguarding partners, other organisations, agencies and practitioners as required.

Our school is proactive in sharing information as early as possible to help identify, assess and respond to risks or concerns about the safety and welfare of our children, whether this is when the problems are first emerging, or where a child is already known to the local authority children's social care.

The school is aware that among other obligations, the Data Protection Act 2018, and the UK General Data Protection Regulation (UK GDPR) place duties on organisations and individuals to process personal information fairly and lawfully and to keep the information they hold safe and secure.

---

<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.

## Creating a Safeguarding Culture

It is important to us at St Matthew's CE Primary School that all children feel safe and supported in our setting.

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.

All staff are aware of the categories of abuse, which are:



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 6. Staff are also made aware of other key safeguarding topics that may be relevant; these are:

Bullying & Cyberbullying	Child Sexual Abuse	Child Sexual Exploitation	Children with SEN and/or disabilities	Criminal Exploitation 'County Lines'	Contextual	Domestic Abuse
Early Help	Female Genital Mutilation	Gangs & Youth Violence	Sharing of nude or semi-nude images and/or videos	Hate	Mental Health	Child on Child Abuse
Preventing Radicalisation & Extremism	Private Fostering	Relationship Abuse	Serious Violence	So-called 'honour' - based abuse	Trafficking	

Information and learning relating to the above topics is shared 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.

Additionally, St Matthew's CE Primary School recognises the significant impact domestic abuse can have on children and young people, therefore we are members of Operation Encompass.

### *Operation Encompass*

Operation Encompass is an agreement between Greater Manchester Police and schools within Trafford. This agreement facilitates the sharing of information relating to domestic incidents at properties where children live or frequent. The process for sharing information through Operation Encompass can be found in Appendix 1.

### *Female Genital Mutilation (FGM)*

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.

---

<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).

### *Private Fostering*

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

### *Honour-based Abuse*

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.

### *Child on Child Abuse*

All staff recognise that children are capable of abusing their peers (including online). Incidents of child on child abuse may need to be dealt with in various ways. Incidents of bullying will be dealt with via the schools Anti Bullying Policy, Child on Child Abuse Policy and/or Positive Relationship and 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 school's 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.

### *Sexual Violence and Sexual Harassment*

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 healthy relationships, people who help us, British values etc. in to our curriculum time in an age appropriate way for the year groups in school, and with consideration that a more personalised or contextualised approach for more vulnerable children, victims of abuse and some SEND children. Also, from Summer 2021, we have included Relationship Education in the school timetable, in line with DfE guidance and the national curriculum.

When incidents of sexual violence and sexual harassment occur, the school's 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. The designated safeguarding lead will respond in accordance with Part five of KCSiE: child on child sexual violence and sexual harassment guidance and the departmental advice.

### *Online Safety*

The school adopts the UK Council for Child Internet Safety guidance 'Sharing nudes and semi-nudes: advice for education settings working with children and young people' in respect of our response to image/video sharing. 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 9.

### *General Procedures*

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 6.

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 confidentiality. The procedures at St Matthew's for handling disclosures are clearly communicated to all adults on induction. This is reinforced during annual training and appropriate updates to staff and visitors throughout the year. All current safeguarding information is logged through the schools CPOMs system. This notifies relevant members of staff (including both DSLs and the Headteacher). Where CPOMs cannot be accessed, concern forms are located in the school office area. They can also be accessed through the school's computer drive. Any concern forms must be handed in person to a DSL or member of SLT at the earliest possible time. Any disclosures or concerns raised will be assessed by the DSL and they will decide the next necessary actions to be taken. CPOMs has restricted access using a Merilock key and password system. Whilst concerns can be added by any user, only DSLs and the headteacher can access restricted information. All historic paper files are stored in a secured cupboard and can only be accessed by DSLs and headteacher.

All information is handled in accordance with the school's GDPR policies, which are 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.

### **Opportunities to teach safeguarding**

Throughout school, safeguarding is taught as part of our curriculum. We appreciate that whilst adults in school are working hard to keep children safe, they too can play a large part in keeping themselves and their peers safe from abuse and neglect. As a UNICEF Gold Rights Respecting School, the children are taught and understand their rights under the United Nations convention of the rights of the child. In particular **Article 19: 'You have the right to be protected from being hurt and mistreated, in body and mind'.**

An age-appropriate curriculum is rolled out in school to build capacity amongst our students in their understanding of particular issues, and what actions they can take to be safe. Our PHSE scheme 'HeartSmart' is explored in classrooms and weekly assemblies, covering a variety of topics including healthy relationships. Sex Education is introduced in Year 5 to ensure children have a good understanding of some age-appropriate key topics such as puberty, menstruation, online relationships, Female Genital Mutilation, conception/pregnancy, and respect and equality. The children have regular reminders of the ways they can report worries or concerns in school such as the worry box, classroom worry monsters and the staff in school. This is embedded through regular assemblies and classroom activities.

As St Matthew's CE Primary School increasingly works online to support children's learning, it is essential that children are safeguarded from potentially harmful and inappropriate online material. As such, St Matthew's CE Primary School ensures that appropriate filters and appropriate monitoring systems are in place.

## **Children Missing from education**

Instances of children who are missing from education are dealt with under the school's children missing from education procedure which is included within the Attendance Policy and Child Protection and Safeguarding Policy, which set out the school's approach to tackling this issue, and the steps school will take when a child has poor attendance and/or are regularly missing.

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.

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:

- Ensure staff are able to identify children who may be vulnerable to radicalisation, and know what to do when they are identified
- 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.

## *Children with additional needs*

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.

All staff are 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.

## *Adverse Childhood Experiences (ACEs)*

Where children have suffered abuse and neglect, or other potentially traumatic adverse childhood experiences, this can have a lasting impact throughout childhood, adolescence and into adulthood. Staff are aware of how these children's experiences, can impact on their mental health, behaviour, and education<sup>5</sup>

## *Serious Violent Crime*

All staff are aware of the indicators, which may signal children are at risk from, or are involved with, serious violent crime. Advice for the school is provided in the Home Office's Preventing youth violence and gang involvement and its Criminal exploitation of children and vulnerable adults: county lines guidance.<sup>6</sup>

---

<sup>5</sup> [Mental health and behaviour in schools - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/mental-health-and-behaviour-in-schools)

<sup>6</sup> [Criminal exploitation of children and vulnerable adults: county lines - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/criminal-exploitation-of-children-and-vulnerable-adults-county-lines)

### *Home education*

Where a parent/carer has expressed their intention to remove a child from school with a view to educating at home, KCSiE recommends that the LA in which the child resides, schools, and other key professionals work together to coordinate a meeting with parents/carers where possible. Ideally, this would be before a final decision has been made, to ensure the parents/carers have considered what is in the best interests of each child. This is particularly important where a child has SEND, is vulnerable, and/or has a social worker.

### **Vulnerable Pupils**

Vigilance will be exercised in respect of pupils who are subject to Child Protection / Child in Need Plans and any incidents or concerns involving these children will be reported immediately to the allocated Social Worker and documented accurately on CPOMs. If the pupil in question is a Looked-After Child, this will also be brought to the notice of the Designated Person with responsibility for children in public care.

All staff should be aware that children may not feel ready or know how to tell someone that they are being abused, exploited, or neglected, and/or they may not recognise their experiences as harmful. For example, children may feel embarrassed, humiliated, or are being threatened. This could be due to their vulnerability, disability and/or sexual orientation or language barriers. This should not prevent staff from having a professional curiosity and speaking to the designated safeguarding lead (DSL) if they have concerns about a child. It is also important that staff determine how best to build trusted relationships with children and young people which facilitate communication.

We acknowledge that children with special educational needs (SEN) and disabilities can face additional safeguarding challenges. We are aware that additional barriers can exist when recognising abuse and neglect in this group of children. This can include assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration; children with SEN and disabilities can be disproportionately impacted by things like bullying- without outwardly showing any signs; and communication barriers and difficulties in overcoming these barriers.

The School also acknowledges the additional need for support and protection of children who are vulnerable by virtue of homelessness, refugee/asylum seeker status, the effects of substance abuse within the family, those who are young carers, mid-year admissions, pupils who are excluded from school and pupils where English is an additional language, particularly for very young children, using the translation service if necessary.

The school understands that children with special educational needs and disabilities can face additional safeguarding challenges, and staff are to constantly challenge their own thought process in scenarios like this. This is to ensure that additional difficulties aren't thought to be solely related to the special educational need or disability, and that staff are considering the risk of abuse or neglect at all times.

The fact that a child or a young person may be LGBTQ+ is not in itself an inherent risk factor for harm. However, children who are LGBTQ+ can be targeted by other children. In some cases, a child who is perceived by other children to be LGBTQ+ (whether they are or not) or a child with family members who may be LGBTQ+, can be just as vulnerable as children who identify as LGBTQ+. Risks can be compounded where children who are LGBTQ+ lack a trusted adult with whom they can be open. It is

therefore vital that staff endeavour to reduce the additional barriers faced and provide a safe space for them to speak out or share their concerns with members of staff.

### **Safety in the School**

No internal doors to classrooms will be locked whilst pupils are present in these areas.

Entry to school premises will be controlled by doors that are secured physically, or by constant staff supervision or video surveillance. Authorised visitors to the school will be signed into and out of the premises and will be asked to wear their identity badges or be issued with school visitor badges. Unidentified visitors will be challenged by staff or reported to the Headteacher or school office. Carelessness in closing any controlled entrance will be challenged.

The presence of intruders and suspicious strangers seen loitering near the school or approaching pupils, will be reported to the Police by calling 101 or 999, depending on the circumstances and the urgency of the case. Brief information about the incident will be sent to LA's Schools Safeguarding Coordinator with a view to alerting other local schools in liaison with the police and through appropriate systems.

Parents, carers or relatives may only take still or video photographic images of pupils in school or on school-organised activities with the prior consent of the school and then only in designated areas. Images taken must be for private use only and not for use on social media. Recording and/or photographing other than for private use would require the consent of the other parents whose children may be captured on film. Without this consent the Data Protection legislation would be breached. If parents do not wish their children to be photographed or filmed and express this view in writing, their rights will be respected.

### **Staff learning and development**

Learning about safeguarding and child protection (including online safety) is given a high priority at St Matthew's CE Primary 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, and the requirement to ensure children are taught about safeguarding, including online safety. 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**.

All new staff to the school have a comprehensive induction, this includes reading and understanding:

- Information sharing: advice for practitioners who are providing safeguarding services
- Part one (or Annex A if appropriate) of 'Keeping children safe in education 2022'
- Positive Relationships and Behaviour Policy
- Attendance Policy – including Children Missing from Education
- Staff Code of Conduct
- Staff Values and Behaviour Framework
- Safeguarding & Child Protection Policy
- Low Level Concerns Policy
- Child on Child Abuse Policy
- 'What to do if you're worried a child is being abused' guidance
- The role of the designated safeguarding lead

- Trafford's Early Help process

Designated staff are trained in specialist areas of work, such as:

- Designated Safeguarding Lead
- Safer Recruitment and Managing Allegations Against Adults Who Work with Children
- Domestic Abuse
- Designated Teacher for Looked After Children
- Early Help Assessment
- FGM
- CSE
- Parental Difficulties
- Sexual Abuse
- Prevent
- Mental Health First Aider

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:

- Leaflets
- TSSP Termly Safeguarding in Education Bulletins
- TSSP Multi-Agency Learning and Development Programme
- TSSP Bulletin including monthly and quarterly learning updates
- [TSSP youtube](#) and [soundcloud](#)
- Leaflets Mentoring
- Online learning
- Posters in the staff room detailing referral processes and key topics
- Shadowing
- Staff handbook
- Staff induction pack
- Standing agenda item staff meetings
- In-house training
- Video
- Workbooks
- Weekly safeguarding briefings at the start of each staff meeting
- NSPCC (monthly) and Andrew Hall (weekly) email updates for staff and governors
- during training
- Email updates and information

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 10.

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.

All staff should know what to do if a child tells them he/she/they are being abused, exploited or neglected including child on child 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.

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.

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

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

Relevant training events are offered out to relevant 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.

St Matthew's CE Primary School has a strong working partnership with Trafford Strategic Safeguarding partnership, which assists us in making sure that all of our learning and development activity is in line with statutory guidance, and other local guidance.

As and when required, other external agencies may be consulted to assist with staff learning and development.

### **Safer Recruitment**

Senior leaders (Headteacher, School Business Manager and Designated Safeguarding Lead) and the governing body 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)

A member of the senior leadership team (Designated Safeguarding Lead) 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. Best practice is checking the name on their birth certificate where this is available.

Some of our senior leaders and governors have completed safer recruitment training. At least one member of every interview panel for a position working in the school (paid or unpaid) will be trained in safer recruitment. This training is refreshed when appropriate (when the individual no longer feels confident following this guidance) but knowledge should be reviewed at least every 3 years to ensure relevant staff keep up to date with any changes in legislation and government guidance that relate to safer recruitment.

Where children are involved in the recruitment process e.g. to conduct an interview, they are briefed for this role and for the need of confidentiality.

All contracts with supply agencies are specific about what checks need to be complete before any individual commences work at the school, and that they will be expected to present identification upon arrival.

More information can be found in Appendix 2 relating to when a barred list check would be carried out and paragraph 229 in KCSiE.

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.

Individuals who have lived or worked outside the UK will undergo the same checks as all other staff in the school). This includes obtaining (via the applicant) an enhanced DBS certificate (including barred list information, for those who will be engaging in regulated activity) even if the individual has never been to the UK. In addition, the school will make any further checks we think appropriate so that any relevant events that occurred outside the UK can be considered.

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

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 Allegation Policy.

An allegation is any information which indicates an adult who works with children and young people under 18 (paid or voluntary staff) may have:

- 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;
- Behaved towards a child or children in such a way that indicates he or she may pose a risk of harm to children; or
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children.

This applies to any child the member of staff has contact with in their personal or professional life.

All staff are reminded of the schools Whistleblowing Policy, which may be found at the office or in the staff area.

The NSPCC whistleblowing details are at Appendix 7.

Allegations regarding members of staff at the school must be reported immediately to the headteacher, or in their absence the deputy headteacher. 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.

Any allegations concerning the headteacher should be referred to the Chair of Governors using the contacts details set out in the key information section of this policy.

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 7.

Initial discussions with the LADO will consider the nature of the allegation and next steps.

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.

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.

The setting may be required 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. 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).

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:

- engaged in relevant conduct in relation to children and/or adults,
- satisfied the harm test in relation to children and/or vulnerable adults; or
- 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.

Where a school 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.

Governing bodies and proprietors should have policies and processes to deal with concerns (including allegations) which do not meet the harm threshold set out above. Concerns may arise in several ways and from a number of sources. For example: suspicion; complaint; or disclosure made by a child, parent or other adult within or outside of the organisation; or as a result of vetting checks undertaken. It is important that schools and colleges have appropriate policies and processes in place to manage and record any such concerns and take appropriate action to safeguard children

As part of their whole school approach to safeguarding, the school ensures that we promote an open and transparent culture in which all concerns about all adults working in or on behalf of the school (including supply teachers, volunteers and contractors) are dealt with promptly and appropriately.

### **Controlling access to school premises**

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.

The school will tell an individual that they've been barred or they intend to bar them, in writing. Letters should usually be signed by the headteacher, though in some cases the local authority may wish to write instead. The individual must be allowed to present their side.

A school can either:

- bar them temporarily, until the individual has had the opportunity to formally present their side; or
- tell them they intend to bar them and invite them to present their side by a set deadline.

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.

The Department for Education (DfE) does not get involved in individual cases.

We don't knowingly allow any person on to school grounds who:

- is a convicted sex offender, subject to the notification requirements of the Sexual Offences Act 2003; or
- is subject to a Risk of Sexual Harm Order, Sexual Risk Order or Child Abduction Notice.

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.

### **Use of school or college premises for non-school activities**

If we hire or rent out the school facilities/premises to organisations or individuals (for example to community groups, sports associations, and service providers to run community or extra-curricular activities) we will ensure that appropriate arrangements are in place to keep children safe.

When services or activities are provided by the school, under the direct supervision or management of staff, our arrangements for child protection will apply. However, where services or activities are provided separately by another body this is not necessarily the case. The governing body or proprietor will therefore seek assurance that the body concerned has appropriate safeguarding and child protection policies and procedures in place (including inspecting these as needed); and ensure that there are arrangements in place to liaise with the school on these matters where appropriate. The governing body or proprietor ensures safeguarding requirements are included in any transfer of control agreement (i.e. lease or hire agreement), as a condition of use and occupation of the premises; and that failure to comply with this would lead to termination of the agreement.

### **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></ul>

Term	Meaning
	<ul style="list-style-type: none"> <li>• often aimed at certain groups, for example because of race, religion, gender or sexual orientation</li> </ul>
<a href="#">Child abuse linked to faith or belief (CALFB)</a>	<p>Child abuse linked to faith or belief (CALFB) can happen in families when there is a concept of belief in:</p> <ul style="list-style-type: none"> <li>• Witchcraft and spirit possession, demons or the devil acting through children or leading them astray (traditionally seen in some Christian beliefs)</li> <li>• The evil eye or djinns (traditionally known in some Islamic faith contexts) and dakini (in the Hindu context)</li> <li>• Ritual or multi murders where the killing of children is believed to bring supernatural benefits, or the use of their body parts is believed to produce potent magical remedies</li> <li>• Use of belief in magic or witchcraft to create fear in children to make them more compliant when they are being trafficked for domestic slavery or sexual exploitation. This is not an exhaustive list and there will be other examples where children have been harmed when adults think that their actions have brought bad fortune.</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.
Child Criminal Exploitation	Some specific forms of CCE can include children being forced or manipulated into transporting drugs or money through county lines, working in cannabis factories, shoplifting or pickpocketing. They can also be forced or manipulated into committing vehicle crime or threatening/committing serious violence to others. Children can become trapped by this type of exploitation as perpetrators can threaten victims (and their families) with violence, or entrap and coerce them into debt. They may be coerced into carrying weapons such as knives or begin to carry a knife for a sense of protection from harm from others. As children involved in criminal exploitation often commit crimes themselves, their vulnerability as victims is not always recognised by adults and professionals, (particularly older children), and they are not treated as victims despite the harm they have experienced. They may still have been criminally exploited even if the activity appears to be something they have agreed or consented to. It is important to note that the experience of girls who are criminally exploited can be very different to that of boys. The indicators may not be the same, however professionals should be aware that girls are at risk of criminal exploitation too. It is also important to note that both boys and girls being criminally exploited may be at higher risk of sexual exploitation.
Children with Special Educational	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.

Term	Meaning
Needs and/or disabilities	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>
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	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. 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.

Term	Meaning
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.
Sharing of images/videos	<p>Consensual and non-consensual sharing of nude and semi-nude images and/or videos can be signs that children are at risk.<sup>7</sup></p> <p>They can be sent using mobiles, tablets, smartphones, and laptops - any device that allows you to share media and messages.</p>
<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>

<sup>7</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
Modern Slavery	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.
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	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
Peer on Peer Abuse/Child on Child Abuse	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
Physical Abuse	A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.
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

Term	Meaning
	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> <p><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.</p> <p><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."</p> <p><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.'"</p> <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</p>

Term	Meaning
	behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the 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>8</sup> . Sexual violence offences include: rape, assault by penetration and sexual assault. <a href="https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/614442/sexual-violence-and-sexual-harassment-between-children-in-schools-and-colleges.pdf">Sexual violence and sexual harassment between children in schools and colleges (publishing.service.gov.uk)</a>
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.

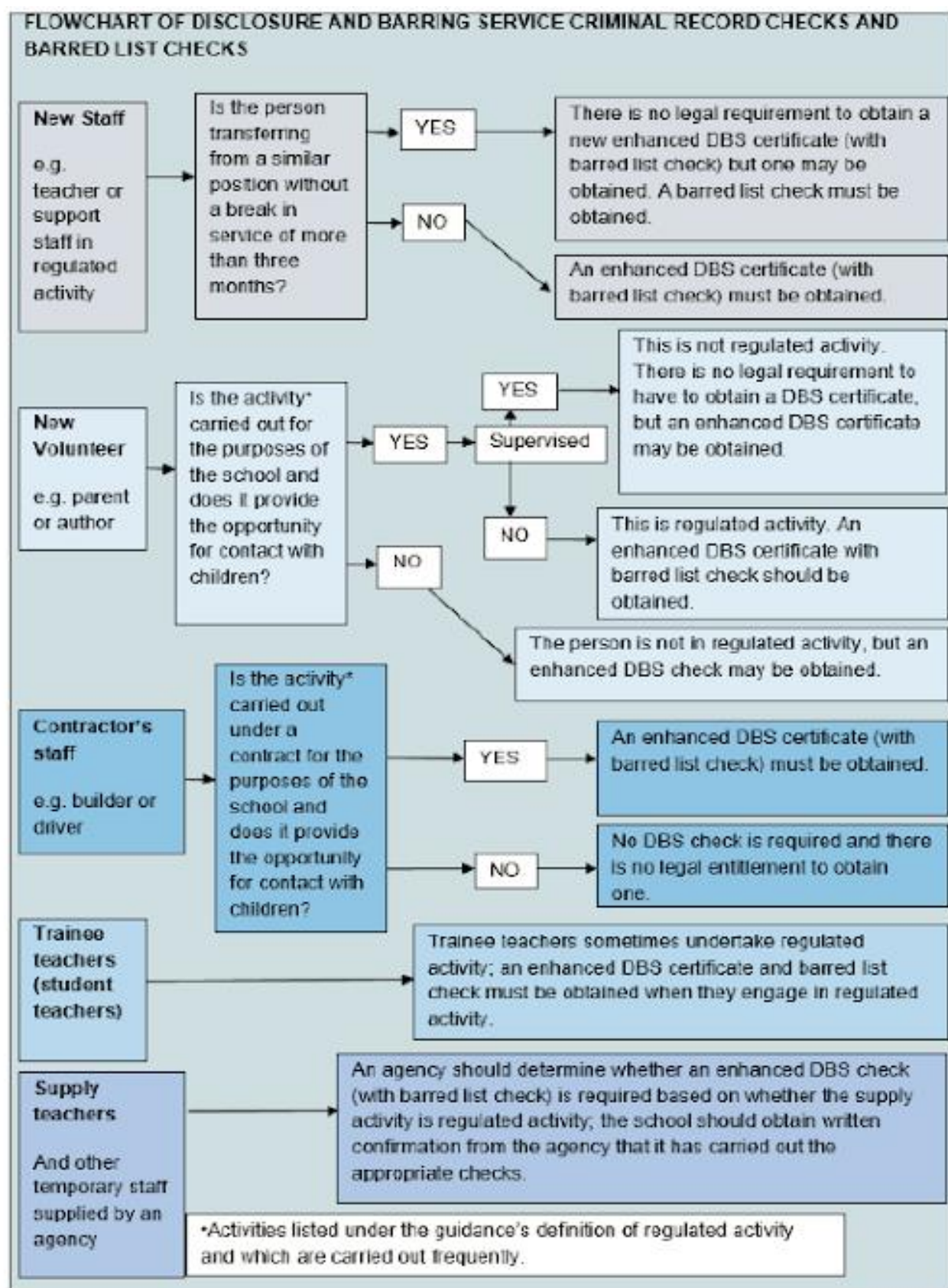
---

<sup>8</sup> [Legislation.gov](https://www.legislation.gov.uk)

## Operation Encompass Process

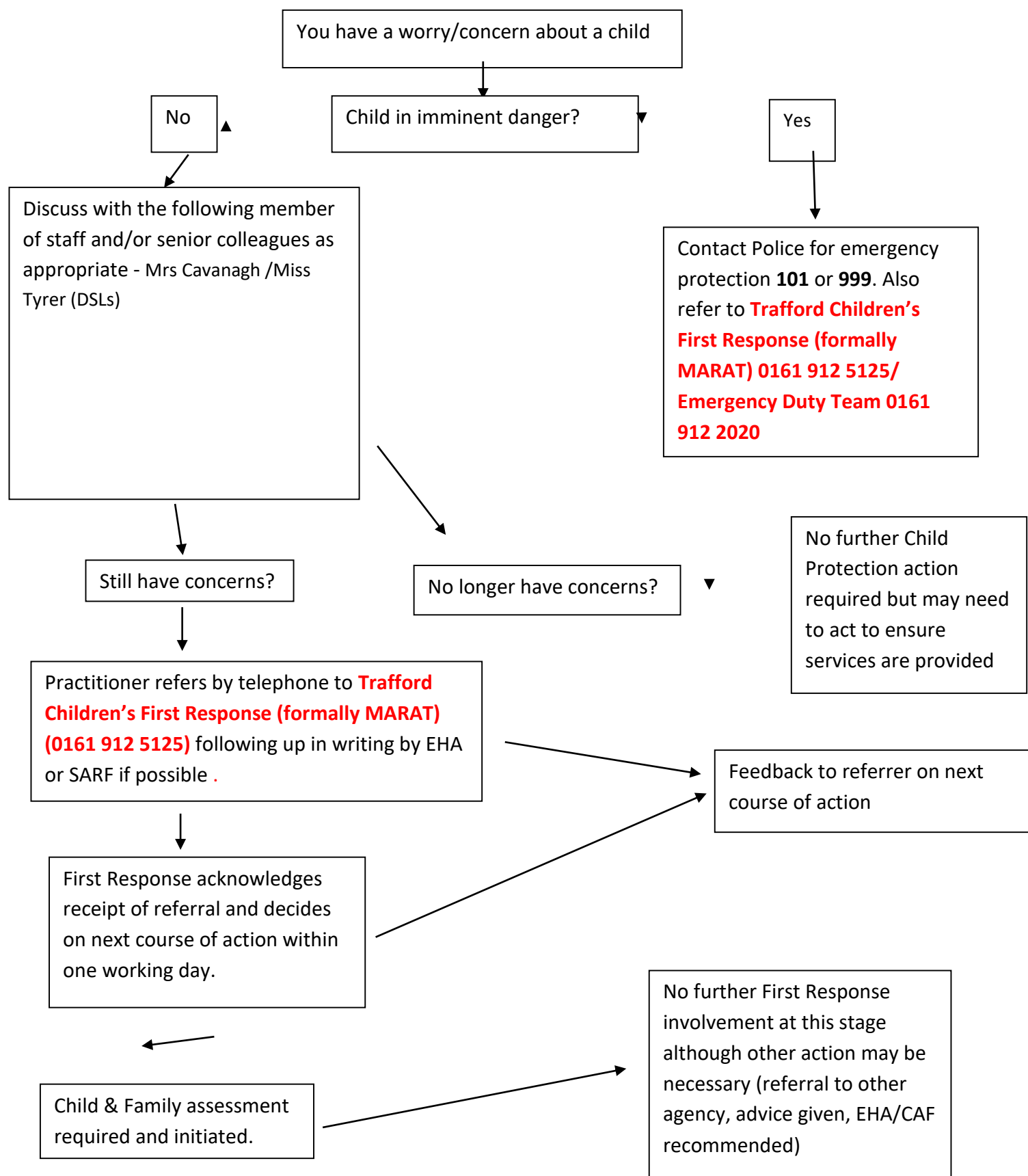


## Appendix 2 – DfE flowchart on DBS checks and barred list checks



Taken from DfE statutory guidance Keeping children safe in education, September 2018

### Appendix 3 – St Matthew’s safeguarding procedure



## Appendix 4 – Making a Prevent Referral in Trafford

### 1. Background

Greater Manchester is part of a regional Home Office pilot called Dovetail which aims to assess the feasibility of transferring some of the Channel functions from Counter Terrorism Policing North West (CTPNW) to the Local Authority. As part of this pilot a new team has been formed consisting of x1 Supervisor and x4 Coordinators who will work across Greater Manchester.

### 7. For further information

Channel Coordinator **Sina Desai**

T: 0161 227 3545, [s.desai@manchester.gov.uk](mailto:s.desai@manchester.gov.uk)

Prevent Lead **Helen Grant**

T: 0161 912 2115, [helen.grant@trafford.gov.uk](mailto:helen.grant@trafford.gov.uk)

### 6. What happens next

Following your referral, and after de-confliction by CTPNW, you will be contacted by the Channel Coordinator. Channel is the name of the process that manages Prevent cases. The referral will be discussed and next steps agreed. If appropriate the referral will be considered by the Channel Panel, a multi-agency panel with access to Home Office Intervention Providers.

### 5. De-confliction and wider safeguarding concerns

It is a statutory requirement that all Prevent referrals be sent onto Counter Terrorism Police North West at [channel.project@gmp.pnn.police.uk](mailto:channel.project@gmp.pnn.police.uk) for de-confliction as soon as possible. Where there are wider safeguarding concerns in addition to the concerns around radicalisation and extremism, the officer in MARAT/Adults Screening Team will need to still make the referral to CTPNW but also contact the appropriate Prevent Officer in CTPNW on 0161 856 1030/5297 to discuss the counter terrorism risk and obtain guidance on how to proceed.

## Making a Prevent referral in Trafford



### 2. What does this mean?

Prevent is aimed at early intervention and prevention in a non-criminal space and, therefore, should be embedded within safeguarding. From 1 April 2019 all Prevent referrals relating to children and adults vulnerable to being drawn into radicalisation and extremism should be made to the local authority, not the Police

### 3. Assessing the risk

Before making a Prevent referral:

- Identify and consider the concerns and vulnerabilities associated with extremism and radicalisation and the individual
- Verify your concerns by talking to the individual(s) and your colleagues (including your Prevent Champion / Safeguarding Lead)
- Use your existing safeguarding policies and practices.
- Trust your professional judgement

### 4. Referrals

If still concerned refer to Prevent with as much information as possible by emailing a Prevent Referral form to :  
Children's Social Care - [firstresponse@trafford.gov.uk](mailto:firstresponse@trafford.gov.uk)  
Adults Screening Team - [InitialAssessmentTeam@trafford.gov.uk](mailto:InitialAssessmentTeam@trafford.gov.uk)  
All referrals will be logged as a contact on Liquid Logic and an assessment made as to whether there are any further safeguarding concerns that require any further action.  
The referral will also be sent on to the Greater Manchester Prevent Team at [GMChannel@manchester.gov.uk](mailto:GMChannel@manchester.gov.uk)

## Appendix 5 - Trafford Prevent Referral Form

### Trafford Prevent Referral Form

Information will be kept secure and confidential and will only be disclosed to those parties who have a legal and legitimate need to know.

Please complete the below details and email this form to:

[initialassessmentteam@trafford.gov.uk](mailto:initialassessmentteam@trafford.gov.uk) (Adults' Social Care)

or

[firstresponse@trafford.gov.uk](mailto:firstresponse@trafford.gov.uk) (Children's Social Care)

**Do NOT Password Protect or Encrypt this document when submitting**

**Please complete all details to the best of your knowledge. Leave blank if unknown.**

Date of Referral	
Person submitting	
Relationship to individual	
Contact number	
Email	
Professional role	
Work Address	
Individuals details - <i>Please include as much detail as possible</i>	
Does this person and or the family know of this referral:	

<b>Surname</b>		<b>Forenames</b>	
<b>Address</b>			
<b>Contact number</b>		<b>Email</b>	
<b>Ethnicity</b>		<b>Religion</b>	
<b>Place of Birth</b>		<b>Primary spoken language</b>	
<b>Interpreter Required?</b>		<b>Other communication issues</b>	
<b>Mental health and learning needs</b>			
<b>Physical health needs</b>			
<b>Educational establishment</b>			
<b>Occupation</b>			
<b>Occupation address</b>			
<b>Any risks to staff or others</b>			
<b>Additional info:</b>			

Household composition			
Name	D.O.B	Gender	Relationship

Agencies Involved	Contact	Telephone	Email

### Notes

In the next box you will be asked to complete the reason for referral to Prevent. When doing so please consider the following points and provide as much information as possible:

- Is the person demonstrating or exhibiting violent extremist behaviour OR
- Is there information to show the person is moving towards support for terrorism or has an attraction to terrorism OR
- Is the person vulnerable to radicalisation (when taken in context with the above points)?

### Extremism

Extremism is defined as the vocal or active opposition to our fundamental values, including democracy, the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. And the calls for the death of members of our armed forces

Reason for referral

### **Vulnerability Assessment**

From the initial assessment and throughout the case we use a vulnerability assessment tool that covers three key areas, **Engagement, Intent and Capability**.

It may be that some of this information is covered in the 'reason for referral' section however if you could also consider the following it would help us in our assessment.

#### **Engagement:**

This area looks at the personal or external factors that have led that person to become involved or show an interest in terrorism/extremism

**For example: Grievance/injustice, need for adventure, political motivation, family and friends support extremism etc.**

### **Intent**

This area describes the person's mind set and their readiness to use violence in defence of their beliefs

**For example: Over identification with a group or ideology, 'them and us' thinking, harmful means to an end etc.**

### **Capability**

Having established the person's intent this area now looks at the person's capability to actually carry out harm in defence of their beliefs

**For example: Individual knowledge and skills, access to networks, funding and equipment etc.**

### **Protective Factors**

Protective factors are important as they can often negate concerns that have been identified under Engagement, Intent and Capability

**For example: positive influences in the person's life, support mechanisms in place, anything helping to divert the person from negative views/behaviour**

Once complete please email to:

[initialassessmentteam@trafford.gov.uk](mailto:initialassessmentteam@trafford.gov.uk) (Adults' Social Care), or

[firstresponse@trafford.gov.uk](mailto:firstresponse@trafford.gov.uk) (Children's Social Care)

## **Appendix 6 - HM Government guidance**

### **What to do if you're worried a child is being abused**

Advice for practitioners [Government website](#)

## Appendix 7 – 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 8 - 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 9 – UK Council for Child Internet Safety guidance**

Sharing nudes and semi-nudes: advice for education settings working with children and young people

<https://www.gov.uk/government/publications/sharing-nudes-and-semi-nudes-advice-for-education-settings-working-with-children-and-young-people>

## Appendix 10 – Staff Safeguarding Checklist

### Staff Safeguarding Checklist 2022-23

Name:		Job Title:	
-------	--	------------	--

I have read and understood:

Policy , Statement, Document	Initials
DfE - Keeping children safe in education 2022 (Part One)	
HM Government - Working Together to Safeguard Children - 2018	
HM Government - What to do if you are worried a child is being abused: Advice for practitioners	
Declaration of Interests ( <i>Form Completed</i> )	
Staff Handbook	
Safeguarding and Child Protection Policy	
Peer on Peer Abuse Policy	
Positive Relationships and Behaviour Policy	
Staff Code of Conduct and Values and Behaviour Framework	
E-Safety Policy (& signed Staff Acceptable Use)	
Whistleblowing Policy	
Children Missing from Education Policy	
Low Levels Concerns Policy	
Information Sharing/Management Policy	
School Guidance on Drop Off and Collection/Walking to School	
Educational Trips (and Risk Assessment) Procedures and Policy	
Health and Safety Policy	

Please continue onto next page

Knowledge	Initials
I know who the Designated Safeguard Lead (DSL) and Deputy (DDSL) are and their role.	
I know how to report a Safeguarding concern.	
I have been assigned a CPOMS login (if applicable) AND understand that all safeguarding concerns should be logged as soon as possible.	
I agree to read the NSPCC updates and Trafford Termly Safeguarding Updates.	
I understand that I can make a referral directly to Trafford Children's First Response and know how to do this.	
I know how to access the settings policies and procedures.	
I understand the term 'safeguarding', as defined in Keeping Children Safe in Education 2022 (KCSIE) and Working Together to Safeguard Children 2018.	
I understand the level of need guidance and my role within Early Help in Trafford.	
I understand the steps I would take if I was concerned about a member of staffs behaviour (including the headteacher) – outlined in the Whistleblowing Policy.	

Internal Training/Orientation Completed	Dates
Safeguarding – Basic Awareness	
PREVENT	
FGM	
External or Online Training	Dates
Prevent Certificate	
FGM Certificate	

<b>Signed:</b>		<b>Date:</b>	
----------------	--	--------------	--

## Appendix 11 – 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 12 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 13 Trafford Multi- Agency Safeguarding Arrangements**

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