





## 2024/25 Child Protection and Safeguarding Policy for the Oxfordshire Hospital School

Consistent with Keeping Children Safe in Education 2024



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<b>Headteacher's Signature:</b>  <b>Date:</b> 01/10/24	
<b>Signature of Chair of the Governors:</b>  <b>Date:</b> 01/10/24	

Version	Author	Date	Changes
V1.0	OCC / DLa	01/09/22	Updates in line with KCSiE 2022
V2.0	OCC / SL	01/09/23	Updates in line with KCSiE 2023
V2.1	DLa	07/12/23	Added 1. Out-of-hours contact for HAU 2. Link to OCC Resolve policy
V2.2	DLa	31/01/24	Updated all references to the MIS following change from SchoolPod to ET AIMS
V3.0	OCC/DLa	01/09/24	Updates in line with KCSiE 2024

Child Protection and Safeguarding Policy for educational establishments  
Updated by the Education Safeguarding Advisory Team

This policy must be reviewed and updated at least annually and/or following any updates to national and local guidance and procedures.

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Out of hours Emergency Duty Team (EDT)		0800 8338408
Out of hours Highfield contact number		01865 902901
Police		101 or in emergencies 999

Oxfordshire Hospital School recognises its responsibility for safeguarding and child protection.

## 1. INTRODUCTION

- 1.1. It is essential that everybody working in a school or college understands their safeguarding responsibilities. Everyone who comes into contact with children and families has a role to play in ensuring children and young people are safe from abuse, neglect exploitation and harm. Our school is committed to safeguarding children and aims to create a culture of vigilance. All staff should make sure that any decisions made are in the best interests of the child.
- 1.2. Our pupils' welfare is our paramount concern. The governing body will ensure that our school will safeguard and promote the welfare of pupils and work together with agencies to ensure that our school has adequate arrangements to identify, assess and support those children who are suffering or where significant harm is suggested. [What to do if you think a child is at risk of abuse or neglect - Oxfordshire Safeguarding Children Board \(oscb.org.uk\)](http://www.oscb.org.uk)

- 1.3. This policy provides the basis for good practice within the school for Safeguarding work. It should be read in conjunction with the [Oxfordshire Safeguarding Children's Board safeguarding Policies and Procedures](#), plus the safeguarding appendix document. These are in keeping with relevant national procedures and reflect what the partnership considers to be safe and professional practice in this context.
- 1.4. This policy applies to all members of staff in our school, including all permanent, temporary and support staff, governors, volunteers, contractors and external service or activity providers.

## 2. THE LEGAL FRAMEWORK

- 2.1. This policy and the accompanying procedure have been developed in accordance with the following statutory guidance and local safeguarding procedures:

Working Together to Safeguard Children: A Guide to Inter-Agency Working to Safeguard and Promote the Welfare of Children, December 2023: [Working together to safeguard children: statutory framework \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/115122/working-together-to-safeguard-children-statutory-framework.pdf)

Working Together to Safeguard Children 2023: A guide to multi-agency working to help, protect and promote the welfare of children, December 2023: [Working together to safeguard children 2023: statutory guidance \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/115122/working-together-to-safeguard-children-2023-statutory-guidance.pdf)

Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges, September 2024

[www.gov.uk/government/publications/keeping-children-safe-in-education--2](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2)

## 3. ROLES AND RESPONSIBILITIES

- 3.1. The school's Designated Safeguarding Lead (DSL) with overall designated responsibility for safeguarding is Daniel Lawrence. We have three Deputy Designated Safeguarding Leads - Steve Lowe, Helen White and Laura Campbell - to ensure there is always appropriate cover for this role. The responsibilities of all Designated Safeguarding Leads are described in detail in Appendix A.
- 3.2. The **governing body** is collectively responsible for ensuring that safeguarding arrangements are fully embedded within the school's ethos and reflected in the school's day-to-day practice.
- 3.3. **All staff members, governors, volunteers, and external providers** know how to recognise signs and symptoms of abuse, how to respond to pupils who disclose abuse and what to do if they are concerned about a child.
- 3.4. Our school acknowledges the need to treat everyone equally, with fairness, dignity, and respect. Any discriminatory behaviours are challenged, and children are supported to understand how to treat others with respect. We also have a statutory duty to report and record any of the above incidents.

- 3.5. The school and Governing body takes all reasonable action to limit children's exposure to the risks from the school's IT system and ensure the school has appropriate filters and monitoring systems in place and regularly review their effectiveness in line with national expectations.

#### 4. SUPPORTING CHILDREN

- 4.1. Our school will support all pupils by:

- ensuring the content of the curriculum includes social and emotional aspects of learning through PSHE, RHSE and other curriculum contexts, and ensuring that pupils are taught about safeguarding so that they 'recognise when they are at risk and how to get help when they need it'.
- ensuring a comprehensive curriculum response to online safety, enabling children and parents to learn about the risks of new technologies and social media and to use these responsibly.
- encouraging pupils to talk about feelings and deal assertively with pressures and are listened to. Providing pupils with a range of appropriate adults to approach as needed.
- supporting children to feel safe, develop confidence and independence and increase the development of self-esteem and self-assertiveness while not condoning aggression or bullying; the anti-bullying policy can be found on the [OHS website](#).
- liaising and working together with other support services and those agencies involved in safeguarding children, including Early Help and preventative services as required in Working Together to Safeguard Children 2023

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

- considering intra familial harms and any necessary support for siblings following a report of sexual violence and/or harassment.
- having a behaviour policy that is aimed at supporting vulnerable pupils in the school. The OHS Promoting Positive Behaviours policy outlines measures to prevent bullying, including cyber-bullying, prejudice-based and discriminatory bullying and can be found on the [OHS website](#).
- having clear procedures in place for addressing and minimising the risk of child-on-child abuse, including harmful sexual behaviours, sexual violence and sexual harassment (which could take place on or off-line).
- acknowledging the importance of 'contextual safeguarding', also known as 'extra-familial harm', <https://contextualsafeguarding.org.uk/> which considers wider environmental factors in a pupil's life that may be a threat to their safety and/or welfare.
- alerting the authority if it is aware of any child being looked after under a Private Fostering arrangement. On admission to school, and at other times, the school will be vigilant in identifying any private fostering arrangement.
- acknowledging that a child that is looked after (CWCF) or has been previously looked after by the Local Authority potentially remains vulnerable and all staff have the skills, knowledge and understanding to

support these children.

- taking positive action, where it can be shown that it is proportionate, to deal with disadvantages affecting pupils or students with certain protected characteristics in order to meet their specific need. For example, taking positive action to support girls if there was evidence they were being disproportionately subjected to sexual violence or sexual harassment. This includes making reasonable adjustments for disabled children and young people and those identified as having special educational needs.

## 5. DEALING WITH A DISCLOSURE AND RECORD KEEPING

5.1. If a member of staff has a concern about a child or if a child tells them they are being, or at risk of being, abused, exploited or neglected, staff will appropriately respond by listening and offering reassurance. Staff should:

1. Make an accurate factual record as soon as possible including details of:
  - Dates and times of their observations
  - Dates and times of any discussions in which they were involved
  - Any injuries
  - Explanations given by the child / adult
  - What action was taken
  - Any actual words or phrases used by the child
  - Any questions the staff member asked (remembering not to ask any leading questions)

**The records must be signed and dated by the author (or equivalent on electronic based records).**

**Concern forms are kept electronically on the ET AIMS system.**

2. Listen to wishes and feelings of the child, but not promise any confidentiality.
  3. Report it to the DSL/DDSL.
  4. The DSL will consider if there is a requirement for immediate medical intervention, however urgent medical attention should not be delayed if the DSL is not immediately available.
  5. In the absence of the DSL or DDSL, staff will refer directly to MASH or the child's social worker (if applicable) and the police (if appropriate) if there is a significant concern, or contact LCSS for advice and guidance.
- 5.2. The DSL will ensure any decisions and justifications for those decisions will be recorded in writing with clear outcomes documented following any action taken.
- 5.3. Our school will discuss any concerns we have with the child's parents. There may be occasions when this is not appropriate and school staff would consult with other agencies prior to involving parents. We will record any decision not to discuss with parents and why.

5.4. Safeguarding records are kept for individual children and are maintained separately from all other records relating to the child in the school. Safeguarding records are kept in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulation (GDPR), which place duties on organisations and individuals to process personal information fairly and lawfully and to keep the information they hold safe and secure. See ICO guidance '[For Organisations](#)' which includes information about your obligations and how to comply, including protecting personal information and providing access to official information.

5.5. All safeguarding records will be transferred in accordance with GDPR to the child's enrolled school/setting as soon as is possible and appropriate. These will be given to the enrolled School and a receipt of delivery will be obtained.

5.6. The Headteacher will be kept informed of any significant concerns by the DSL, and all other staff are informed on a need-to-know basis.

## **6. THE ROLE OF AN APPROPRIATE ADULT IN SAFEGUARDING**

6.1. The Police and Criminal Evidence (PACE) act advises that "The role of the appropriate adult (AA) is to safeguard the rights, entitlements and welfare of juveniles and vulnerable persons", with there being further elaboration that the AA is expected to observe that the police are acting properly and fairly in relation to a vulnerable detained persons rights and entitlements, as well as helping the detained person understand their rights.

## **7. INFORMATION SHARING**

7.1. We recognise that all matters relating to Safeguarding are confidential.

7.2. All staff members have a professional responsibility to share information with other agencies to safeguard children.

7.3. All staff members will be given appropriate training to understand the purpose of information sharing in order to safeguard and promote children's welfare.

7.4. We will ensure that staff members are confident about what they can and should do under the law, including how to obtain consent to share information and when information can be shared without consent.

7.5. Staff should not assume a colleague or another professional will take action and share information that might be critical in keeping children safe.

## **8. MULTI AGENCY WORKING**

8.1. We will develop and promote effective working relationships with other agencies, including agencies providing early help services to children, the police, and Children's Social Care.

- 8.2. We will ensure that relevant staff members participate in multi-agency meetings and forums, including child protection conferences and core groups, to consider individual children. Where necessary we will refer to the OCC [Resolve policy](#) if professional disagreements or concerns arise from these meetings.
- 8.3. We will participate in Child Safeguarding Practice Reviews (CSPRs), other reviews and file audits as and when required to do so by the Oxfordshire Children’s Safeguarding Board. We will ensure that we have a clear process for gathering the evidence required for reviews and audits and embed recommendations into practice and complete required actions within agreed timescales.

## 9. SAFER RECRUITMENT

- 9.1. Oxfordshire Hospital School is committed to ensuring the development of a safe culture and that all steps are taken to recruit staff and volunteers who are safe to work with our pupils and staff.
- 9.2. The Governing Body and Leadership Team are responsible for ensuring that the school follows safe recruitment processes outlined within guidance.
- 9.3. Oxfordshire Hospital School is responsible for ensuring that the school maintains an accurate Single Central Record (SCR) in line with statutory guidance. This will be monitored and reviewed to ensure compliance by the Governing Body and the school’s Leadership Team.
- 9.4. The Governing Body will ensure that at least one of the people who conducts a recruitment interview has completed safer recruitment training.
- 9.5. We are also committed to supporting the statutory guidance from the Department for Education on the application of the Childcare (Disqualification) Regulations 2009 and related obligations under the Childcare Act 2006 in schools. **(Applicable only to nursery, Primary and childcare for children up to the age of 8)**
- 9.6. The school will ensure that contractors and providers are aware of our school’s safeguarding policy and procedures and that this will be referred to and followed if an allegation is made regarding a member of their agency. The school will require that employees and volunteers provided by these organisations use the school’s procedures to report concerns.
- 9.7. We will seek assurance that employees and volunteers provided by these organisations and working with our children have been subjected to the appropriate level of safeguarding checks in line with *Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges, 2024*. If assurance is not obtained, permission to work with our children or use our school premises may be refused.
- 9.8. When we commission services from other organisations, we will ensure that compliance with our policy and procedures is a contractual requirement.
- 9.9. We advise all staff to disclose any reason that may affect their suitability to work with children that could be a transferable risk to their role.

## 10. TRAINING

10.1. All staff in our school are expected to be aware of the signs and symptoms of abuse and must be able to respond appropriately.

10.2. Our DSL undergoes training to provide them with the knowledge and skills required to carry out their role. Our DSL and all members of our DSL team undergo their DSL training every 2 years through the OSCB to enable them to fulfil their role.

10.3. Training is provided for all staff to a generalist level every year, and to an advanced level every three years. In addition to this training all staff members receive safeguarding and child protection updates via our Safeguarding Engine Room, when required but at least annually, to provide them with relevant skills and knowledge to be able to safeguard the children in our setting effectively. Safeguarding scenario training is provided in staff meetings.

In addition to the generalist and advanced safeguarding training, all staff complete online training every two years on:

- Prevent – an introduction to the Prevent duty, explaining how it aims to safeguard vulnerable people from being radicalised to supporting terrorism or becoming terrorists themselves.
- Female Genital Mutilation (FGM) and Abuse linked to Faith or Belief
- Child Exploitation
- Online safety training from the NSPCC

10.4. Separate training is provided to all new staff on appointment as part of their induction process including on online safety which, amongst other things, includes an understanding of the expectations, applicable roles and responsibilities in relation to filtering and monitoring. This information will be regularly updated.

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

10.6. We will ensure that staff members provided by other agencies and third parties, e.g., supply teachers and contractors, have received appropriate safeguarding training commensurate with their roles before starting work. They will be given the opportunity to take part in whole-school training if it takes place during their period of work for the school.

10.7. The Designated Safeguarding Lead will provide briefings to the school on any changes to safeguarding legislation and procedures and relevant learning from Safeguarding Practice Reviews (CSPR's) in line with Working Together 2023. These will occur annually or more frequently when necessary and will include safeguarding and child protection updates such as online safety (for example via emails, e-bulletins, and staff meetings), to provide them with the skills and knowledge to safeguard children effectively.

10.8. The school will maintain accurate and up to date records of staff induction and training.

## 11. WHISTLEBLOWING IN A SAFEGUARDING CONTEXT

11.1. While the school has a separate whistleblowing policy, this is a summary that outlines the process when there is a concern that safeguarding issues have not been reported or followed correctly.

This does not replace the whistleblowing policy and should be read in conjunction with the school policy.

Whistleblowing is a term that is used when staff want to report a concern within their organisation that involves their manager or a person senior to them in the organisation which may prevent them from following the normal reporting systems.

There are a limited number of areas that can be called Whistleblowing, and the policy protects staff from being punished for raising concerns.

Within Oxfordshire Hospital School the headteacher, Steve Lowe, is the senior manager and responsible for all staff. If you would prefer to raise your concerns outside of the school, then you are able to contact the NSPCC whistleblowing line on 0800 028 0285 or email [help@nspcc.org.uk](mailto:help@nspcc.org.uk) for national organisations or make contact with Oxfordshire County Council.

If you believe that a member of the school staff is harming a child (an allegation) and this has been reported to the headteacher and no / insufficient action has been taken, or the member of staff you have concerns about is the headteacher, then you are able to contact the Designated Officers team (LADO) on 01865 810603 or email [lado.safeguardingchildren@oxfordshire.gov.uk](mailto:lado.safeguardingchildren@oxfordshire.gov.uk)

If you believe that a child is being abused by individuals outside the school, you can make a referral to Children's Social Care by calling the MASH on **0345 050 7666** (office hours) or **0800 833 408** (outside of office hours).

Further guidance for staff can be accessed through:

<https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2> and through the NSPCC website <https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/>

## **12. SITE SECURITY**

- 12.1. All staff members have a responsibility to ensure our buildings and grounds are safe, this includes ensuring the safety of any visitors into school and liaising with staff from the other agencies who manage the sites we work on.
- 12.2. We refer to the visitor policies of the sites we work on and ensure these are followed.
- 12.3. The school will not accept the behaviour of any individual, parent or anyone else, that threatens school security or leads others, child or adult, to feel unsafe. Such behaviour will be treated as a serious concern and may result in a decision to refuse the person access to the school site.

## **13. QUALITY ASSURANCE**

- 13.1. We will ensure that systems are in place to monitor the implementation of and compliance with this policy and accompanying procedures.

13.2. The school's senior management and the governing body will ensure that action is taken to remedy any deficiencies and weaknesses identified in child protection arrangements without delay.

**14. POLICY REVIEW**

14.1. This policy and the procedures will be reviewed every academic year. All other linked policies will be reviewed in line with the policy review cycle.

14.2. The Designated Safeguarding Lead will ensure that staff members, including volunteers and sessional workers are made aware of any amendments to policies and procedures.

14.3. Additional updates to the safeguarding policy and appendix will take place when needed.

## **APPENDIX A:**

### **The role of the Designated Safeguarding Lead**

#### **Managing referrals:**

- Refer cases to MASH, and the police where appropriate, in a timely manner avoiding any delay that could place the child at more risk.
- Refer to the Oxfordshire Threshold of needs to assist with decision making - [Oxfordshire-Threshold-of-Needs-2021.pdf \(oscb.org.uk\)](#)
- Identify any safeguarding issues relating to individual children, especially ongoing enquiries under section 47 of the Children Act 1989.
- Act as a source of support, advice, and expertise to staff members on matters of child protection and safeguarding, including Contextual Safeguarding.
- Have responsibility to ensure there is at least one key adult for 'Operation Encompass'\* and a point of contact for Child Exploitation. \*Guiding principles of the scheme are here <https://www.operationencompass.org/school-participation>. An annual information letter must be sent to parents.
- To ensure that the Local Authority are notified if we become aware of children [missing from education](#).

#### **Record keeping:**

- Keep detailed, accurate, secure written (or online) records of all safeguarding and welfare concerns, discussions and decisions made including the rationale for those decisions. This should include instances where referrals were or were not made to another agency such as LA children's social care or the Prevent program etc.
- Schools should have at least two emergency contacts for every child in the school in case of emergencies, and in case there are welfare concerns at the home.
- Maintain a chronology of significant incidents for each child with safeguarding concerns, including a record of decisions made and the reasons for those decisions.
- Ensure such records are kept confidentially and securely and separate from the child's educational record.
- When a concern is recorded, the Designated Safeguarding Lead will contact the Designated Safeguarding Lead at the enrolled school and share the details of the concern, as well as any follow-up actions. We will retain evidence to demonstrate how the information has been shared; this may be in the form of a written confirmation of receipt from the receiving school and/or evidence of access via the Egress encryption system.
- If a concern is recorded relating to a child who is Electively Home Educated, the Designated Safeguarding Lead will share this with the EHE team at the relevant Local Authority.

#### **Multi-agency working and information sharing:**

- The DSL recognises and is committed to his responsibility to work with other professionals and agencies in line with statutory guidance.
- Our School is not the investigating agency when there are child protection concerns. We will, however, contribute to the investigation and assessment processes as required. We recognise the importance of multi-agency working and will support attendance at relevant safeguarding meetings,

including Child Protection Conferences, Core Groups, Strategy Meetings, Child in Need meetings or other early help multi-agency meetings.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/721581/Information\\_sharing\\_advice\\_practitioners\\_safeguarding\\_services.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/Information_sharing_advice_practitioners_safeguarding_services.pdf)

### **Training:**

The DSL will ensure all staff undertake appropriate annual updates in order to:

- Be able to recognise signs of abuse and how to respond to them, including special circumstances such as child sexual exploitation, female genital mutilation, and fabricated or induced illness.
- Understand the assessment process for providing early help and intervention, e.g., OSCB thresholds of need, preventative education, and the local offer.
- Have a working knowledge of how the local authority conducts initial and review child protection (CP) case conferences and contribute effectively to these; and
- Be alert to the specific needs of children in need (as specified in section 17 of the Children Act 1989), those with special educational needs, pregnant teenagers, young carers, those who are privately fostered, susceptible to exploitation, radicalisation and subject to seeing, listening to or hearing domestic abuse.
- Ensure each member of staff has read and understood the school's safeguarding policy and procedures, including providing induction on these matters to new staff members. Induction and training must include the school's behaviour policy and the school's procedures for managing children who are absent from education, as well as the staff code of conduct, the child protection policy, responsibilities in relation to filtering and monitoring in relation to ICT and dealing with disclosures and managing allegation processes.
- Organise face-to-face whole-school Safeguarding training for all staff members at least **every three years**.
- The DSL will ensure their training remains in date (every 2 years).
- All staff should be aware of key policies and systems within their school which support safeguarding, and these should be explained to them as part of staff induction.
- Ensure the school allocates time and resources every year for relevant staff members to attend training and receive continuous professional development opportunities.
- Encourage a culture of listening to children and taking account of their wishes and feelings in any action the school takes to protect them.
- Maintain accurate records of induction, ongoing training, and continual professional development (CPD) relating to safeguarding.

### **Awareness raising:**

- Ensure our school's child protection policies are known, understood, and used appropriately.
- Ensure our school's safeguarding policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with governing bodies regarding this.
- Ensure our safeguarding policy is available publicly and parents know referrals about suspected abuse or neglect may be made and the role of the school in this.
- Ensure that all staff are aware of the school's policy on ICT and understand the expectations, applicable roles and responsibilities in relation to filtering and monitoring.

### **Quality assurance:**

- Monitor the implementation of and compliance with policy and procedures, including periodic audits of Safeguarding and welfare concern files (at a minimum once a year).
- Complete the 157/175 annual safeguarding report and submit to the Local Authority.
- Provide regular reports to the governing body detailing changes and reviews to policy, training undertaken by staff members and the number of children with child protection plans and other relevant data.
- Take lead responsibility for remedying any deficiencies and weaknesses identified in Safeguarding arrangements.

**Support for staff:**

- The school will have a framework for providing an opportunity to staff who are working directly with vulnerable young people to have regular access to an appropriate manager to talk through and reflect on their involvement with the child's case.

## APPENDIX B:

### Safeguarding Procedures

#### Definitions:

- **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 known to 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.
- **Children** are any people who have not yet reached their 18<sup>th</sup> birthday; a 16-year-old, whether living independently, in further education, in the armed forces or in hospital, is a child and is entitled to the same protection and services as anyone younger. KCSIE now applies to providers of post 16 education as set out Education and Training (Welfare of Children) Act 2021.
- **Child protection** is part of safeguarding and promoting the welfare of children and refers to activity undertaken to protect specific children who are suffering, or likely to suffer, significant harm, or significant harm is suggested.
- **Early help** is support for children of all ages that improves a family's resilience and outcomes or reduces the chance of a problem getting worse. Providing early help is more effective in promoting the welfare of children rather than reacting later. Early help can be particularly useful to address non-violent HSB and may prevent escalation of sexual violence. It is particularly important that the designated safeguarding lead (and their deputies) know what the local early help process is and how and where to access support.
- **Harm** is ill treatment or impairment of health and development, including impairment suffered from seeing or hearing the ill treatment of another.
- **Safeguarding children** is the action we take to promote the welfare of children and protect them from harm.
- **Safeguarding and promoting the welfare of children** is defined as:
  - providing help and support to meet the needs of children as soon as problems emerge.
  - protecting children from maltreatment, whether that is within or outside the home, including online.
  - preventing impairment of children's mental and physical health or development.
  - ensuring that children grow up in circumstances consistent with the provision of safe and effective care
  - promoting the upbringing of children with their birth parents, or otherwise their family network through a kinship care arrangement, whenever possible and where this is in the best interests of the child.

- taking action to enable all children to have the best outcomes in line with the outcomes set out in the Children's Social Care National Framework.

School staff are particularly important, as they are in a position to identify concerns early, provide help for children, promote children's welfare, and prevent concerns from escalating (KCSIE 2024).

There is a bespoke helpline for children and young people who've experienced abuse at school, and for worried adults and professionals that need support and guidance. If you are concerned about something, you can contact the NSPCC helpline Report Abuse in Education on 0800 136 663 or email [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

- **Significant harm** is the threshold that justifies compulsory intervention in the family in the best interests of the child. Section 47 of the Children Act 1989 states 'where the question of whether harm suffered by a child is significant turns on the child's health or development, his health or development shall be compared with that which could reasonably be expected of a similar child.'
- **Vulnerable children:** Any child may benefit from [early help](#), but all school and college staff should be particularly alert to the potential need for early help for a child who:
  - is disabled or has certain health conditions and has specific additional needs
  - has special educational needs (whether or not they have a statutory Education, Health and Care Plan)
  - has a mental health need
  - is a young carer
  - is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups or county lines
  - is frequently missing/goes missing from education, home or care
  - is at risk of modern slavery, trafficking, sexual and/or criminal exploitation
  - is at risk of being radicalised or exploited
  - is in a family circumstance presenting challenges for the child, such as drug and alcohol misuse, adult mental health issues and domestic abuse
  - is misusing alcohol and/or other drugs themselves
  - is at risk of so-called 'honour'-based abuse such as Female Genital Mutilation or Forced Marriage
  - is a privately fostered child.

[Early Help and the Locality Community Support Service \(LCSS\) - Oxfordshire Safeguarding Children Board \(oscb.org.uk\)](https://www.oscb.org.uk)

#### CATEGORIES OF ABUSE:

- **Emotional abuse** is the persistent emotional maltreatment of a child such that it causes severe and persistent adverse effects on the child's emotional development and conveying 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

- interactions that are beyond a child's developmental capability
- overprotection and limitation of exploration and learning,
- preventing the child from participating in normal social interaction
- seeing or hearing the ill-treatment of another
- 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.

- **Neglect** is the persistent failure to meet a child's basic physical 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 misuse. Once a child is born, it may involve a parent failing to:
  - provide adequate food, clothing, and shelter, including exclusion from home or abandonment
  - protect a child from physical and emotional harm or danger
  - ensure adequate supervision, including the use of inadequate care givers
  - ensure access to appropriate medical care or treatment

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

Educational neglect is also considered:

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

- **Physical abuse** may involve hitting, shaking, throwing, poisoning, burning, 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.
- **Sexual abuse:** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing, and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. The sexual abuse of children by other children is a specific safeguarding issue in education (KCSIE 2024).

#### **MENTAL HEALTH:**

- All staff should also be aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation.
- Only appropriately trained professionals should attempt to make a diagnosis of a mental health problem. Staff, however, are well placed to observe children day-to-day and identify those whose

behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one.

- Where children have suffered abuse and neglect, or other potentially traumatic adverse childhood experiences, this can have a lasting impact throughout childhood, adolescence and into adulthood. It is key that staff are aware of how these children's experiences, can impact on their mental health, behaviour, and education.
- If staff have a mental health concern about a child that is also a safeguarding concern, immediate action should be taken, following their child protection policy, and speaking to the designated safeguarding lead or a deputy.

<https://www.gov.uk/government/publications/promoting-children-and-young-peoples-emotional-health-and-wellbeing>

The department has published advice and guidance on [Preventing and Tackling Bullying](#), and [Mental Health and Behaviour in Schools](#) (which may also be useful for colleges). In addition, Public Health England has produced a range of resources to support secondary school teachers to promote positive health, wellbeing and resilience among young people including its guidance [Promoting children and young people's emotional health and wellbeing](#). Its resources include social media, forming positive relationships, smoking and alcohol. See [Every Mind Matters](#) for links to all materials and lesson plans.

There are three thresholds for and types of referral that need to be considered:

- is this a child with additional needs; where their health, development or achievement may be adversely affected?
- age-appropriate progress is not being made and the causes are unclear
- the support of more than one agency is needed to meet the child or young person's needs

In these circumstances discuss the issue with the DSL who will liaise with the enrolled school to recommend that an Early Help Assessment (EHA) is carried out if it has not been already.

**Is this a child in need matter?** Section 17 of the Children Act 1989 says:

- they are unlikely to achieve or maintain, or to have opportunity to achieve or maintain, a reasonable standard of health or development, without the provision of services by a local authority
- their health or development is likely to be impaired, or further impaired, without the provision of such services
- they have SEND (and as such can face additional safeguarding challenges)

If this is a child in need, discuss the issues with the Designated Safeguarding Lead, who may discuss with parents to obtain their consent for referral, or may support you to do this.

**Is this a child protection matter?** Section 47 of the Children Act 1989 says:

- children at risk or who are suffering significant harm
- children suffering the effects of significant harm
- serious health problems

More on the thresholds can be found here: [Oxfordshire-Threshold-of-Needs-2021.pdf \(oscb.org.uk\)](#)

If this is a child protection matter, this should be discussed with the Designated Safeguarding Lead and will need to be referred to the MASH by the school as soon as possible. [Multi-Agency Safeguarding Hub \(MASH\) | Oxfordshire County Council](#)

## APPENDIX C:

### Further information

#### Female Genital Mutilation

Female Genital Mutilation (FGM) comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long-lasting harmful consequences. Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM. [Harmful Practices - Oxfordshire Safeguarding Children Board \(oscb.org.uk\)](http://oscb.org.uk)

- **Indicators** - There is a range of potential indicators that a girl may be at risk of FGM. Warning signs that FGM may be about to take place, or may have already taken place, can be found on pages 16-17 of the Multi-Agency Practice Guidelines, and Chapter 9 of those Guidelines (pp42-44) focuses on the role of schools and colleges. Section 5C of the Female Genital Mutilation Act 2003 (as inserted by section 75 of the Serious Crime Act 2015) gives the Government powers to issue statutory guidance on FGM to relevant persons. Once the government issues any statutory multi-agency guidance this will apply to schools and colleges.
- **Actions** - If staff have a concern, they should activate local safeguarding procedures, using existing national and local protocols for multi-agency liaison with police and children's social care. Mandatory reporting commenced in October 2015. These procedures remain when dealing with concerns regarding the potential for FGM to take place. Where a teacher discovers that an act of FGM appears to have been carried out on a girl who is aged under 18, there will be a statutory duty upon that individual to report it to the police.
- **Mandatory Reporting Duty** -From October 2015, Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) placed a statutory duty upon teachers, along with social workers and healthcare professionals, to report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18. Those failing to report such cases will face disciplinary sanctions. It will be rare for teachers to see visual evidence, and they should not be examining pupils, but the same definition of what is meant by "to discover that an act of FGM appears to have been carried out" is used for all professionals to whom this mandatory reporting duty applies. Unless the teacher has a good reason not to, they should still consider and discuss any such case with the school's designated safeguarding lead and involve the Integrated Front Door as appropriate.

#### Fabricated or Induced Illness / Perplexing Presentation

Staff must be aware of the risk of children being abused through fabricated or induced illness (FII). There are three main ways of the carer fabricating or inducing illness in a child.

These are not mutually exclusive and include:

- fabrication of signs and symptoms. This may include fabrication of past medical history.
- fabrication of signs and symptoms and falsification of hospital charts and records, and specimens of bodily fluids. This may also include falsification of letters and documents.
- induction of illness by a variety of means.

Where this is identified and considered a risk a referral will be made to the MASH for support and guidance. School may involve other agencies in making their assessments. That could include school

nurse, community paediatrician, occupational therapists for example.

### **Gang and Youth / Serious Violence**

Children and Young People who become involved in gangs are at risk of violent crime and as a result of this involvement are deemed vulnerable. Agencies and professionals have a responsibility to safeguard these children and young people and to prevent further harm both to the young person and their potential victims. Risks associated with gang activity include access to weapons (including firearms), retaliatory violence and territorial violence with other gangs, knife crime, sexual violence, and substance misuse

<https://www.gov.uk/government/publications/serious-violence-strategy>

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

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

- go missing and are subsequently found in areas away from their home.
- have been the victim or perpetrator of serious violence (e.g., knife crime).

### **Faith Based Abuse**

Our policy recognises the 'National Action Plan to Tackle Abuse linked to faith or belief' which describes this abuse as:

*'not about challenging people's beliefs, but where beliefs lead to abuse that must not be tolerated. This includes belief in witchcraft, spirit possession, demons or the devil, the evil eye, or djinns, dakini, kindoki, ritual or muti murders and use of fear of the supernatural to make children comply with being trafficked for domestic slavery or sexual exploitation. The beliefs which are not confined to one faith, nationality or ethnic community.'*

When this type of abuse is suspected staff will make a referral to the MASH Team for support and guidance.

<https://www.gov.uk/government/publications/national-action-plan-to-tackle-child-abuse-linked-to-faith-or-belief>

### **Risk of Trafficking**

Article 3 of the Palermo Protocol to Prevent, Suppress and Punish Trafficking in Persons, Especially Women and Children, Supplementing the United Nations Convention Against Transnational Organised Crime to the UN Convention (2000) (ratified by the UK on 6 February 2006) defines trafficking as:

- "Trafficking of persons" shall mean the recruitment, transportation, transfer, harbouring or receipt of persons, by means of the threat of or use of force or other forms of coercion, of abduction, of fraud, of deception, of the 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 over 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 the removal of organs.

- The consent of a victim of trafficking in persons to the intended exploitation set forth in sub-paragraph (a) of this article shall be irrelevant where any of the means set forth in subparagraph (a) have been used.
- The recruitment, transportation, transfer, harbouring or receipt of a child for the purpose of exploitation shall be considered “trafficking in persons” even if this does not involve any of the means set forth in sub-paragraph (a) of this article.
- “Child” shall mean any person under eighteen years of age.

Children trafficked into the country may be registered at a school for a term or longer, before being moved to another part of the UK or abroad. This pattern of registration and de-registration may be an indicator that a child has been trafficked. It has been identified as a particular concern in schools which are situated near ports of entry, but practitioners should be alert to this possibility in all schools. However, practitioners should always bear in mind that not all children who go missing from education have been victims of trafficking. For example, there may be instances of children from communities that move around – Gypsy, Roma, traveller, or migrant families – who collectively go missing from school.

If a member of the school staff suspects that a child may have been trafficked, they should act immediately to inform the senior member of staff with designated responsibility for child protection and ensure that police or local authority children’s social care are contacted immediately.

### **Risks Associated with Parent/Carer Mental Health**

The majority of Parents who suffer mental ill-health can care for and safeguard their children and/or unborn child. Some parents, however, will be unable to meet the needs and ensure the safety of their children. The school will follow the guidance outlined in ‘working with parents with mental health problems and their children’ (Think child, think parent, think family: a guide to parental mental health and child welfare).

Our approach is to recognise; seek support; instil preventive factors and monitor. The Designated Safeguarding Lead should seek support through the Early Help team but escalate to the MASH Team if they are concerned that the child involved is being placed at immediate risk of harm. The link below details the Early Help services available to children, young people, and their families.

[Early Help and the Locality Community Support Service \(LCSS\) - Oxfordshire Safeguarding Children Board \(oscb.org.uk\)](http://oscb.org.uk)

### **Drugs and Alcohol**

Children can be at risk of drugs and alcohol directly and indirectly. They may be at direct risk of having access to these substances (see guidance on gangs) or indirectly because they affect family life at home through use by parents/carers, siblings, child-minders etc. Risks associated with drugs and alcohol are built into the year 5-6 curriculum.

More details can be found at: [Substance Misuse - Oxfordshire Safeguarding Children Board \(oscb.org.uk\)](http://oscb.org.uk)

### **Honour Based Violence and Forced Marriages**

Honour Based Violence and Forced Marriage refers to a collection of practices used to control behaviour within families to protect perceived cultural or religious beliefs and honour. Violence can occur when offenders perceive that a relative has shamed the family or community by breaking their ‘code of

honour'. Honour Based Violence cuts across all cultures and communities: Turkish, Kurdish, Afghani, South Asian, African, Middle Eastern, South, and Eastern European for example. This is not an exhaustive list. Where a culture is heavily male dominated, HBV may exist.

'A forced marriage is a marriage in which one or both spouses do not (or, in the case of some vulnerable adults, cannot) consent to the marriage and duress is involved. Duress can include physical, psychological, financial, sexual and emotional pressure.' In addition, since February 2023 it has also been a crime to carry out any conduct whose purpose is to cause a child to marry before their eighteenth birthday, even if violence, threats or another form of coercion are not used. As with the existing forced marriage law, this applies to non-binding, unofficial 'marriages' as well as legal marriages.

For more information see:

<http://www.fco.gov.uk/en/travel-and-living-abroad/when-things-go-wrong/forced-marriage/>

<http://www.karmanirvana.org.uk/>

### **Managing Allegations against staff** (including those accessing the school premises)

The Local Authority Designated Officer for Allegations (LADO) must be told of allegations against adults working with children and young people within 24 hours. This includes allegations relating to individuals or organisations using the school premises for the purpose of running activities for children (for example community groups, sports associations or service providers that run extra-curricular activities). As with any safeguarding allegation, schools and colleges should follow their safeguarding policies and procedures, including informing the LADO.

Chairs of Governors should refer to this guidance if there is an allegation against the headteacher. This includes all cases that meet the harms threshold where a person is alleged to have:

- behaved in a way that has harmed, or may have harmed a child
- possibly committed a criminal offence against, or related to, a child
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children
- behaved or may have behaved in a way that indicates they may not be suitable to work with children. This includes behaviour that may have happened outside of school or college, that might make an individual unsuitable to work with children, and is known as transferable risk. Where appropriate an assessment of transferable risk to children with whom the person works should be undertaken. If in doubt seek advice from the local authority designated officer (LADO)

There are two levels of allegation/concern:

- allegations that may meet the harms threshold (see definition above)
- allegation/concerns that do not meet the harms threshold – referred to in 2024 guidance as 'low level concerns'

Governing bodies and proprietors should have policies and processes to deal with concerns (including allegations) which do not meet the harm threshold. 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.

Please see also the OCC policy 'Dealing with allegations against staff and volunteers' which can be found [here](#).

'Low Level Concerns' - Creating a culture in which all concerns about adults (including allegations that do not meet the harms threshold are shared responsibly and with the right person, recorded and dealt with appropriately, is critical.

A low-level concern is any concern – no matter how small, and even if no more than causing a sense of unease or a 'nagging doubt' - that an adult working in or on behalf of the school or college may have acted in a way that is inconsistent with the staff code of conduct, including inappropriate conduct outside of work; and does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the LADO. Examples of such behaviour could include, but are not limited to:

- being over friendly with children.
- having favourites.
- taking photographs of children on their mobile phone.
- engaging with a child on a one-to-one basis in a secluded area or behind a closed door
- 'humiliating pupils'

Such concerns must always be recorded and reviewed so that potential patterns of concerning, problematic or inappropriate behaviour can be identified.

The Local Authority Designated Officer team are contactable by phone on 01865 810603 or by email at [lado.safeguardingchildren@oxfordshire.gov.uk](mailto:lado.safeguardingchildren@oxfordshire.gov.uk)

An Allegations and Consultation Referral Form must be completed by the Headteacher in full and forwarded to the LADO via email within 24 hours of the concern being raised.

### **Preventing Radicalisation**

Protecting children from the risk of radicalisation should be part of schools' wider safeguarding duties and is similar in nature to protecting children from other forms of harm and abuse. During the process of radicalisation, it is possible to intervene to prevent vulnerable people being radicalised.

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism. There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. Specific background factors may contribute to vulnerability which are often combined with specific influences such as family, friends or online, and with specific needs for which an extremist or terrorist group may appear to provide an answer. The internet and the use of social media has become a major factor in the radicalisation of young people. As with managing other safeguarding risks, staff should be alert to changes in children's behaviour which could indicate that they may need help or protection. School staff should use their professional judgement in identifying children who might be at risk of radicalisation and act proportionately which may include making a referral to the Channel programme.

From 1 July 2015 all schools are subject to a duty under section 26 of the Counterterrorism and Security Act 2015 ('The CTSA 2015'). Schools must have regard to statutory PREVENT GUIDANCE issued under section 29 of the CTSA 2015. Paragraphs 57-76 of the Prevent guidance are concerned specifically with schools' responsibility to the need to prevent people from being drawn into terrorism. This duty is known as the Prevent duty. It applies to a wide range of public-facing bodies.

The statutory Prevent guidance summarises the requirements on schools in terms of four general themes:

- risk assessment
- working in partnership
- staff training
- IT policies

Schools are expected to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. This means being able to demonstrate both a general understanding of the risks affecting children and young people in the area and a specific understanding of how to identify individual children who may be at risk of radicalisation and what to do to support them. Schools and colleges should have clear procedures in place for protecting children at risk of radicalisation. It is not necessary for schools and colleges to have distinct policies on implementing the Prevent duty. The Prevent duty builds on existing local partnership arrangements. For example, governing bodies and proprietors of all schools should ensure that their safeguarding arrangements consider the policies and procedures of Local Safeguarding Children Board (LSCBs).

Designated safeguarding leads and other senior leaders should familiarise themselves with the revised [Prevent duty guidance: for England and Wales](#).

The **Prevent** guidance refers to the importance of Prevent awareness training to equip staff to identify children at risk of being drawn into terrorism and to challenge extremist ideas. Individual schools are best placed to assess the training needs of staff in the light of their assessment of the risk to pupils at the school of being drawn into terrorism. As a minimum, however, schools should ensure that the designated safeguarding lead undertakes Prevent awareness training and is able to provide advice and support to other members of staff on protecting children from the risk of radicalisation.

Schools must ensure that children are safe from terrorist and extremist material when accessing the internet in schools. Schools should ensure that suitable filtering is in place. It is also important that schools teach pupils about online safety more generally. Further information and guidance are available on the OSCP website: [Radicalisation - Oxfordshire Safeguarding Children Board \(oscb.org.uk\)](#)

The Department for Education has also published advice for schools on the Prevent duty and is intended to complement the Prevent guidance and signposts other sources of advice and support.

<https://www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty>

### **Channel**

School staff should understand when it is appropriate to make a referral to the Channel team. Channel is a programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. It provides a mechanism for schools to make referrals if they are concerned that an individual might be vulnerable to radicalisation. An individual's engagement with the programme is entirely voluntary at all stages.

Section 36 of the CTSA 2015 places a duty on local authorities to ensure Channel panels are in place. The panel must be chaired by the local authority and include the police for the relevant local authority area. Following a referral, the panel will assess the extent to which identified individuals are vulnerable to being drawn into terrorism, and, where considered appropriate and necessary consent is obtained, arrange for support to be provided to those individuals. Section 38 of the CTSA 2015 requires partners of Channel panels to co-operate with the panel in the carrying out of its functions and with the police in providing information about a referred individual. Schools and colleges are required to have regard to Keeping Children Safe in Education and, as partners, are required to cooperate with local Channel panels. Channel guidance can be found here:

<https://www.gov.uk/government/publications/channel-and-prevent-multi-agency-panel-pmap-guidance>

### **Children who are Absent from Education**

All children, regardless of their circumstances, are entitled to a full-time education which is suitable to their age, ability, aptitude, and any special educational needs they may have. Local authorities have a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are absent for prolonged periods or missing education in their area.

Children who have unexplainable and/or persistent absences from education for prolonged periods and/or on repeat occasions can act as a vital warning sign to a range of safeguarding issues including neglect, child sexual and child criminal exploitation - particularly county lines. School staff should follow the school's procedures for dealing with children who are persistently absent and children missing education to identify such abuse as early as possible and, in the case of absent pupils, this helps prevent the risk of them becoming a child absent from education in the future. This includes when problems are first emerging but also where children are already known to local authority children's social care and have a social worker (such as a child who is a child in need, who has a child protection plan or is a child we care for), where being absent from education may increase known safeguarding risks within the family or in the community. See 'working together to improve school attendance' for further guidance: [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1099677/Working\\_together\\_to\\_improve\\_school\\_attendance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1099677/Working_together_to_improve_school_attendance.pdf)

Schools should put in place appropriate safeguarding policies, procedures and responses for children who are identified as absent or missing from education, particularly on repeat occasions. It is essential that all staff are alert to signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns such as travelling to conflict zones, FGM and forced marriage.

The Oxfordshire Hospital School does not have a school roll and liaises with enrolled schools for the pupils it works with. We will contact the relevant Local Authority if we become aware of any pupils who:

- have been taken out of school by their parents and are being educated outside the school system e.g., home education, have ceased to attend school and no longer live within reasonable distance of the school at which they are registered
- have been certified by an appropriate medical practitioner as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he/she nor his/her parent has indicated the intention to continue to attend the school after ceasing to be of compulsory school age
- are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of the period

- have been permanently excluded

It is essential that these pupils are identified, so that local authorities can, as part of their duty to identify children of compulsory school age who are missing education, follow up with any child who might be in danger of not receiving an education and who might be at risk of abuse or neglect.

### **Child Sexual Exploitation & Child Criminal Exploitation**

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

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

### **Child Sexual Exploitation (CSE)**

CSE occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child 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. CSE does not always involve physical contact; it can also occur through the use of technology. CSE can affect any child or young person (male or female) under the age of 18 years, including 16- and 17-year-olds who can legally consent to have sex. It can include both contact (penetrative and non-penetrative acts) and non-contact sexual activity and may occur without the child or young person's immediate knowledge (e.g., through others copying videos or images they have created and posted on social media). CCE indicators can also be indicators of CSE, as can: • children who have older boyfriends or girlfriends; and • children who suffer from sexually transmitted infections or become pregnant.

The Department for Education provides: [Child sexual exploitation: guide for practitioners](#)

A full list of indicators can be found here: [Child Sexual Exploitation - Oxfordshire Safeguarding Children Board \(oscb.org.uk\)](#)

### **Child Criminal Exploitation (CCE)**

While there is still no legal definition of 'Child Criminal Exploitation' or CCE, it is increasingly being recognised as a major factor behind crime in communities across Merseyside and the UK, while also simultaneously victimising vulnerable young people and leaving them at risk of harm. A simple definition of CCE is: CCE often occurs without the victim being aware that they are being exploited and involves young people being encouraged, cajoled, or threatened to carry out crime for the benefit of others. In

return they are offered friendship or peer acceptance, but also cigarettes, drugs (especially cannabis), alcohol or even food and accommodation.

**County Lines** is a term used to describe gangs, groups or drug networks that supply drugs from urban to suburban areas across the country, including market and coastal towns, using dedicated mobile phone lines or 'deal lines'. They exploit children and vulnerable adults to move the drugs and money to and from the urban area, and to store the drugs in local markets. They will often use intimidation, violence, and weapons, including knives, corrosives, and firearms. County lines is a major, cross-cutting issue involving drugs, violence, gangs, safeguarding, criminal and sexual exploitation, modern slavery, and missing persons; and the response to tackle it involves the police, the National Crime Agency, a wide range of Government departments, local government agencies and voluntary and community sector organisations. County lines activity and the associated violence, drug dealing, and exploitation has a devastating impact on young people, vulnerable adults, and local communities. Further information can be found here: [Child Criminal Exploitation - Oxfordshire Safeguarding Children Board \(oscb.org.uk\)](https://www.oscb.org.uk/child-criminal-exploitation)

**Sexual harassment, violence, harmful sexual behaviours (inc. child on child abuse and 'upskirting')**

Sexual violence and sexual harassment can occur between two children of any age and sex. It can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children. Sexual violence refers to sexual offences under the Sexual Offences Act 2003, including rape, assault by penetration and sexual assault.

It is important that schools and colleges are aware of sexual violence and the fact children can, and sometimes do, abuse their peers in this way. When referring to sexual harassment we mean 'unwanted conduct of a sexual nature' that can occur online and offline and both inside and outside of school/college. When we reference sexual harassment, we do so in the context of child on child, sexual harassment. 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.

Staff must challenge any form of derogatory and sexualised language or behaviour. Staff should be vigilant to sexualised/aggressive touching/grabbing. DfE guidance situates sexual violence, sexual harassment, and harmful sexual behaviour in the context of developing a whole-school safeguarding culture, where sexual misconduct is seen as unacceptable, and not 'banter' or an inevitable part of growing up. Advice about tackling and reporting sexual harassment in schools and colleges is now incorporated into KCSIE 2024.

It should be recognised that these issues are likely to occur, and so schools should have procedures in place to deal with them. Groups at particular risk include girls, students who identify as Lesbian, Gay, Bisexual, Transgender+ (LGBT+), or are perceived by peers to be LGBT+, and pupils with SEND. We recognise that these children can be targeted by other children, so it is vital your school provide a safe space for these children to speak out and share their concerns with members of staff. Pupils are protected from 'upskirting', bullying, homophobic, biphobic and transphobic behaviour, racism, sexism, and other forms of discrimination. Staff have familiarity with the [Equality Act 2010 and the Public Sector Equality Duty](https://www.gov.uk/government/consultations/equality-act-2010-and-the-public-sector-equality-duty) (PSED), the Human Rights Act 1998 and recent reforms to the Act and how they apply to safeguarding:

<https://www.gov.uk/government/consultations/human-rights-act-reform-a-modern-bill-of-rights/outcome/human-rights-act-reform-a-modern-bill-of-rights-consultation-response>

Our school acknowledges the need to treat everyone equally, with fairness, dignity, and respect. Any discriminatory behaviours are challenged, and children are supported to understand how to treat others with respect. We also have a statutory duty to report and record any of the above incidents. Schools must record incidents across the whole spectrum of sexual violence, sexual harassment, and harmful sexualised behaviours so that they can understand the scale of the problem in their own schools and make appropriate plans to reduce it. For more guidance look at KCSIE 2024.

All such incidents should be immediately reported to the Designated Safeguarding Lead (DSL) and managed in line with your setting's child protection policies. Victims of harm should be supported by the school's pastoral system and, their wishes and feelings should be considered. It should be made clear to them that the law on child-on-child abuse is there to protect them, not criminalise them.

The appropriate safeguarding lead person should be familiar with the full guidance from the UK Council for Internet Safety (UKCIS), 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>

If a member of staff is made aware of a pupil possessing a nude or semi-nude image or video of themselves or another young person, they should:

- report to the DSL (or DDSL) immediately.
- **never** view, copy, print, share, store or save the imagery, or ask the young person to share and download it – this is illegal.
- if they have already viewed the imagery by accident (e.g. if a young person has shown the imagery before the member of staff could ask them not to), they should report this to the DSL (or DDSL) and seek support.
- **never** delete the imagery or ask the young person to delete it.
- **never** ask the young person to disclose information regarding the imagery; this is the responsibility of the DSL.
- **never** share information about the incident with other members of staff, the young person it involves or their parents or carers.
- **never** say or do anything to blame or shame the young person involved.
- explain to the young person that they need to report it and that they will receive support and help from the DSL.
- where possible the member of staff should secure the device containing the imagery and hand this to the DSL (or DDSL) immediately. If this is not possible – for example if securing the device would lead to a confrontation with the young person – the member of staff should report to the DSL (or DDSL) immediately that they were unable to do this.

### **Upskirting**

'Upskirting' is where someone takes a picture under a person's clothing (not necessarily a skirt) without their permission and or knowledge, with the intention of viewing their genitals or buttocks (with or without underwear) to obtain sexual gratification, or cause the victim humiliation, distress, or alarm. It is a criminal offence. Anyone of any gender, can be a victim. The Voyeurism (Offences) Act, which is commonly known as the Upskirting Act, came into force on 12 April 2019. There are calls for 'downblousing', taking photos down someone's top without their content, to be made a specific offence as well.

## **Consent**

Consent is about having the freedom and capacity to choose. Consent to sexual activity may be given to one sort of sexual activity but not another, e.g. to vaginal but not anal sex or penetration with conditions, such as wearing a condom. Consent can be withdrawn at any time during sexual activity and each time activity occurs. Someone consents to vaginal, anal, or oral penetration only if s/he agrees by choice to that penetration and has the freedom and capacity to make that choice. Further information about consent can be found here: [Rape Crisis England & Wales -](#)

### Sexual consent

- a child under the age of 13 can never consent to any sexual activity.
- the age of consent is 16.

## **Digital Safety & Remote Learning**

The use of technology has become a significant component of many safeguarding issues. Child sexual exploitation; radicalisation; sexual predation- technology often provides the platform that facilitates harm. An effective approach to online safety empowers a school or college to protect and educate the whole school or college community in their use of technology and establishes mechanisms to identify, intervene and escalate any incident where appropriate.

The breadth of issues classified within online safety is considerable, but can be categorised into three areas of risk:

- content: being exposed to illegal, inappropriate, or harmful material
- contact: being subjected to harmful online interaction with other users
- conduct: personal online behaviour that increases the likelihood of, or causes, harm

Governing bodies and proprietors are doing all that they reasonably can to limit children's exposure to the above risks from the school's or college's IT system and ensure the school or college has appropriate filters and monitoring systems in place and regularly review their effectiveness.

Whilst considering their responsibility to safeguard and promote the welfare of children and provide them with a safe environment in which to learn, governing bodies and proprietors should consider the age range of their pupils, the number of pupils, how often they access the IT system and the proportionality of costs vs risks.

The appropriateness of any filters and monitoring systems are a matter for individual schools and colleges and will be informed in part, by the risk assessment required by the Prevent Duty. The UK Safer Internet Centre has published guidance as to what "appropriate" filtering and monitoring might look like: [UK Safer Internet Centre: appropriate filtering and monitoring](#). There is guidance below designed to help parents and carers to keep their children as safe as possible when online: [Internet safety advice | Oxfordshire County Council](#)

The policy for remote learning demonstrates an understanding of how to follow safeguarding procedures when planning remote education strategies and teaching remotely. The school maintains the capability to provide remote education when it is not possible for some or all their pupils to attend in person.

<https://www.gov.uk/government/publications/providing-remote-education-guidance-for-schools>

## **Pre-Appointment Checks and Safer Recruitment**

Any offer of appointment made to a successful candidate, including one who has lived or worked abroad, must be conditional on satisfactory completion of the necessary pre-employment checks.

When appointing new staff, schools and colleges must:

- verify a candidate's identity. Identification checking guidelines can be found on the GOV.UK website
- obtain (via the applicant) an enhanced DBS certificate (including barred list information, for those who will be engaging in regulated activity)
- obtain a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available
- schools that work with children between 8 and 18 years old must recognise that the 'relationships and associations' that staff have in school and outside (including online), may have an implication for the safeguarding of children in the school. Where this is the case, the member of staff must speak to the school (Childcare Act 2006 – as amended)
- verify the candidate's mental and physical fitness to carry out their work responsibilities. A job applicant can be asked relevant questions about disability and health to establish whether they have the physical and mental capacity for the specific role
- verify the person's right to work in the UK. If there is uncertainty about whether an individual needs permission to work in the UK, follow advice on the GOV.UK website.
- if the person has lived or worked outside the UK, make any further checks the school or college consider appropriate and verify professional qualifications, as appropriate
- carry out prohibition check for all staff with QTS
- complete a risk assessment for each volunteer to decide whether they need to do an enhanced DBS check or not. (Please note even if it is decided an enhanced DBS is to be requested, if the volunteer is not in regulated activity, then you're not legally allowed to do a barred list check)
- consider carrying out an online search on shortlisted candidates to help identify any issues that are publicly available online

The Education and Training (Welfare of Children) Act 2021 extended safeguarding provisions to providers of post 16 Education: 16-19 Academies, Special Post-16 institutions and Independent Training Providers.

### **Single Central Record**

Schools and colleges must keep a single central record. The single central record must cover the following people:

- all staff (including supply staff, and teacher trainees on salaried routes) who work at the school: in colleges, this means those providing education to children; and
- The information that must be recorded in respect of staff members (including teacher trainees on salaried route) is whether the following checks have been carried out or certificates obtained, and the date on which each check was completed/certificate obtained:
- an identity check / a barred list check / an enhanced DBS check/certificate / a prohibition from teaching check.
- further checks on people who have lived or worked outside the UK; this would include recording checks for those EEA teacher sanctions and restrictions
- a check of professional qualifications; and a check to establish the person's right to work in the United Kingdom.

For supply staff, schools should also include whether written confirmation that the employment business

supplying the member of supply staff has carried out the relevant checks and obtained the appropriate certificates, whether any enhanced DBS check certificate has been provided in respect of the member of supply staff, and the date that confirmation was received.

Maintained school governors - Governors in maintained schools are required to have an enhanced criminal records certificate from the DBS. It is the responsibility of the governing body to apply for the certificate for any of their governors who does not already have one. Governance is not a regulated activity and so they do not need a barred list check unless, in addition to their governance duties, they also engage in regulated activity.

The SCR shall be updated in the light of any further legislation.

### **Early Years Foundation Stage**

Within our Children's Hospital Teaching Sector we work with children in the Early Years Foundation Stage (EYFS). This policy has due regard to the 'Statutory framework for the early years foundation stage (2017)'. The hospital in which the pupil is an inpatient maintain the primary responsibility for the children's care and will fulfil the requirement for staff to hold current paediatric first aid training, for appropriate staff:child ratios, administering medicines, food and drink and for the assigning of a key person.

## OHS Safeguarding Procedures for Staff

### **Disclosure / Concern Raised**

**All staff must follow the published OHS flow chart**

### **Pupil Level Risk Assessments**

**All pupil level risk assessments are to be drawn up by Assistant Heads, checked and signed off by the DSL.**

### **Safeguarding Training**

**All staff are responsible for ensuring they comply with, and are engaged in, the mandatory training requirements published by the OHS. A live breakdown of your progression through these training requirements can be accessed at**

# OHS SAFEGUARDING FLOW CHART – WHAT TO DO IF I AM WORRIED ABOUT A CHILD....

Always attempt to contact the DSL or one of the DDSLs. However, if you cannot, or to spend time doing so would put a child in danger, you should call the police or MASH team directly.

If a child is in immediate danger or is at risk of harm call the police on 999:

If there is an immediate safeguarding concern, call the MASH team on 0345 050 7666

If you do this, contact the DSL as soon as possible the same day.

The DSL will consider further actions required, including:

- Consultation with MASH 0345 050 7666 or the Police if a child is in immediate danger or at risk of significant harm.
- For inpatients, discussion with the hospital safeguarding team
- Discussion with the enrolled school DSL

Please inform the Assistant Head of the relevant setting that you have raised a concern.

On SchoolPod, add a student note saying "Safeguarding concern raised".

## \*Recording

- Make a record of your concern / child's disclosure, using ET-AIMS
- Remember to record the date, time, your name and role and keep your record as factual as possible.
- Use the child's own words where applicable.
- If there are marks on a child record these on the body map within the ET-AIMS concern form.

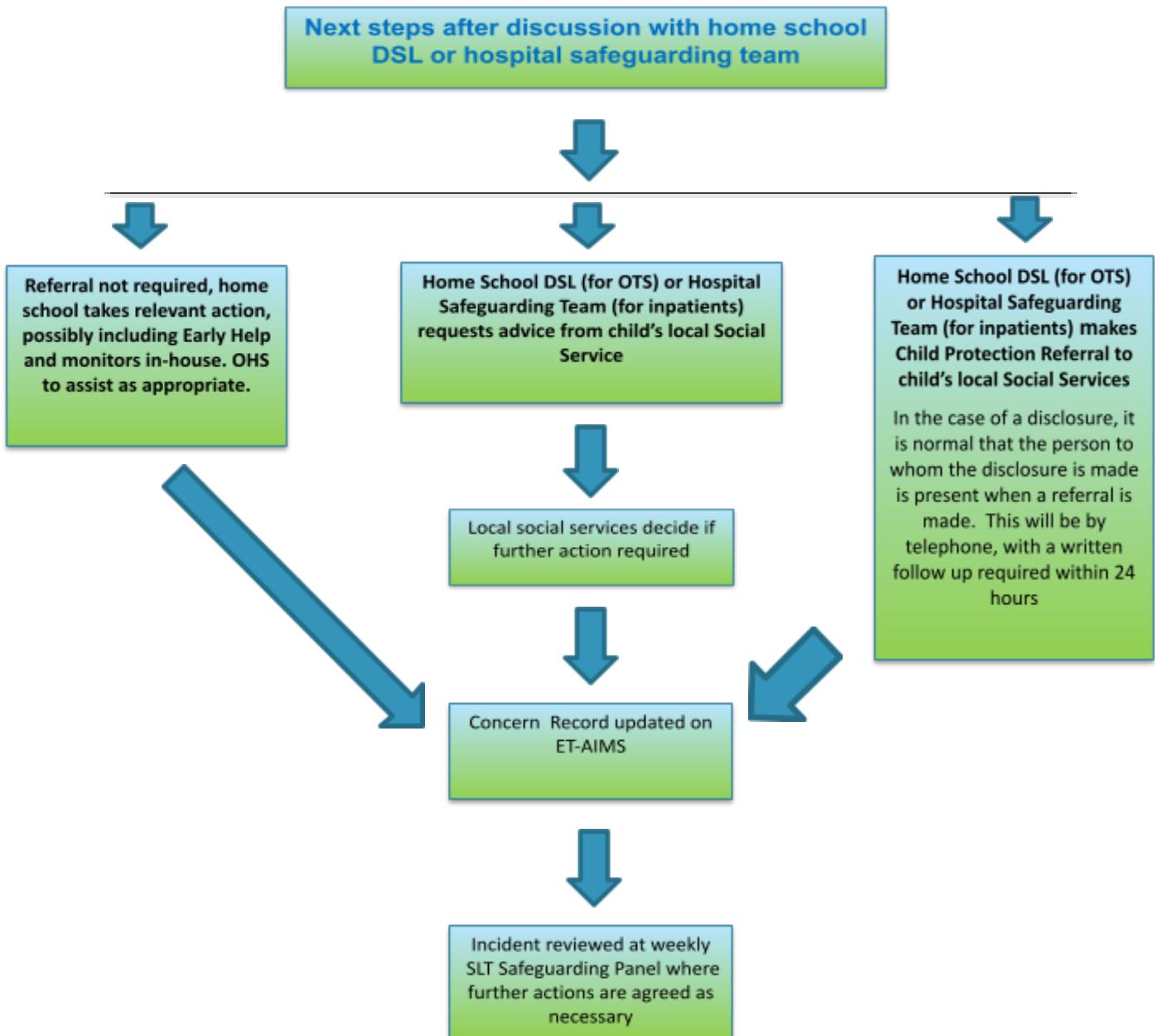
## Informing Carers/Parents

- Carers & parents should be informed of all concerns and referrals unless this may cause harm to the child.
- Typically, the enrolled school or ward are best placed to take up this responsibility, however, when necessary, OHS staff will be required to fulfil this duty.

## Reflect

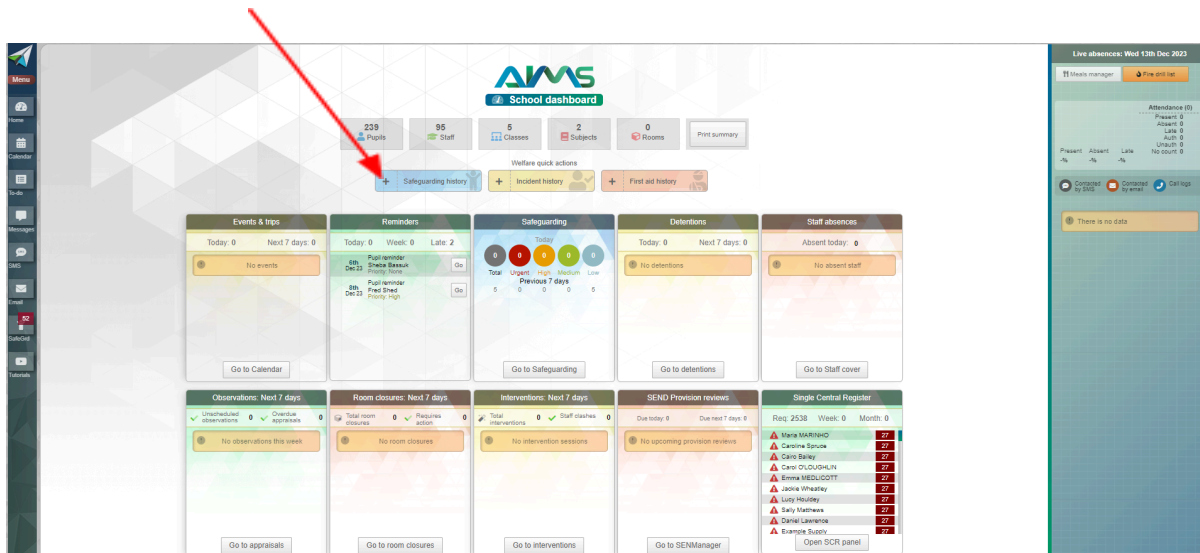
- Ask yourself if you have done everything you can within your role.
- Refer any remaining concerns to the DSL.
- Dealing with disclosures can be difficult and disturbing; seek support for yourself, but be aware of principles of confidentiality.

## Next Steps for DSL and Deputy DSLs



## Completing a Concern Report on ET AIMS

Click the + sign next to “Safeguarding History” on the AIMS home screen.



This will open up the NEW SAFEGUARD CASE screen:

The 'NEW SAFEGUARD CASE' form includes the following fields and sections:

- Select a pupil:** A dropdown menu currently showing 'Not set'.
- Subject/time-period:** A dropdown menu.
- Location:** A text input field.
- Initial notes:** A large text area.
- Date of incident:** A date picker (dd/mm/yyyy).
- Time of incident:** A time picker (h24).
- Priority:** Radio buttons for Low (selected), Medium, High, and Urgent.
- Concern only (not in reports):** A checkbox.
- Categories:** A grid of checkboxes for Neglect, Physical abuse, Sexual abuse, Emotional abuse, Medical, Education, Behavioural, Family, Social, Substance abuse, Bullying, and Child protection, with an 'Other' option.
- Body map:** Two human silhouettes for marking injuries, with a 'Clear' button below them.
- Previously reported:** A section with a 'Detailed prompts' button and a text area containing the report: 'Fred told me he was run over in the car, Dad wouldn't help him'.
- Buttons:** 'Save and close' at the bottom.

Complete the boxes on the left-hand side of the pop up dialogue box:

The form contains the following fields and options:

- Select a pupil:** A dropdown menu with the text "Select a pupil".
- Subject/time-period:** A dropdown menu with the text "Not set".
- Location:** A text input field.
- Initial notes:** A large text area for notes.
- Date of incident:** A date input field with the placeholder "dd/mm/yyyy".
- Time of incident:** A time input field with the value "h24".
- Priority:** Four radio button options: "Low" (selected), "Medium", "High", and "Urgent".
- Concern only (not in reports):** A checkbox that is currently unchecked.

Start by clicking **Select a pupil** in the top-left and select the relevant pupil from the list that appears. If the pupil is not currently on **AIMS** then you will have to add them before completing the concern. Then complete the remaining sections:

**Subject/time-period** - this may not be relevant to your setting so you can leave it on *Not set* if needed. **Location** - fill in a brief description of the location e.g. *pupil's home; Hill End dome; Highfield art room; Level 1 JR classroom*. This can be left blank if your concern did not take place in a specific location (e.g. if it arose via a phone call from a parent).

**Initial notes** - write the main details of your concern here. Remember to only give facts rather than your personal opinion, and to explain what it is you are concerned about. Use exact quotes where possible, and use full names and titles rather than initials (e.g. *Steve Lowe, OHS Headteacher* rather than *SL*; *Jane Bloggs, pupil's mother* rather than *JB*).

**Date of incident** - click in the box and choose the appropriate date (today's date will be automatically highlighted in green). You will not be able to save the concern without completing this section.

**Time of incident** - click in the box and choose the appropriate time.

The calendar shows the month of December 2023. The date 7th is highlighted in green, indicating it is the current date. Other dates are shown in various colors (grey, red, blue).

The 'Select Hour' pop-up displays a grid of time slots from 0:00 to 23:00 in 1-hour increments. The 24:00 slot is highlighted in blue.

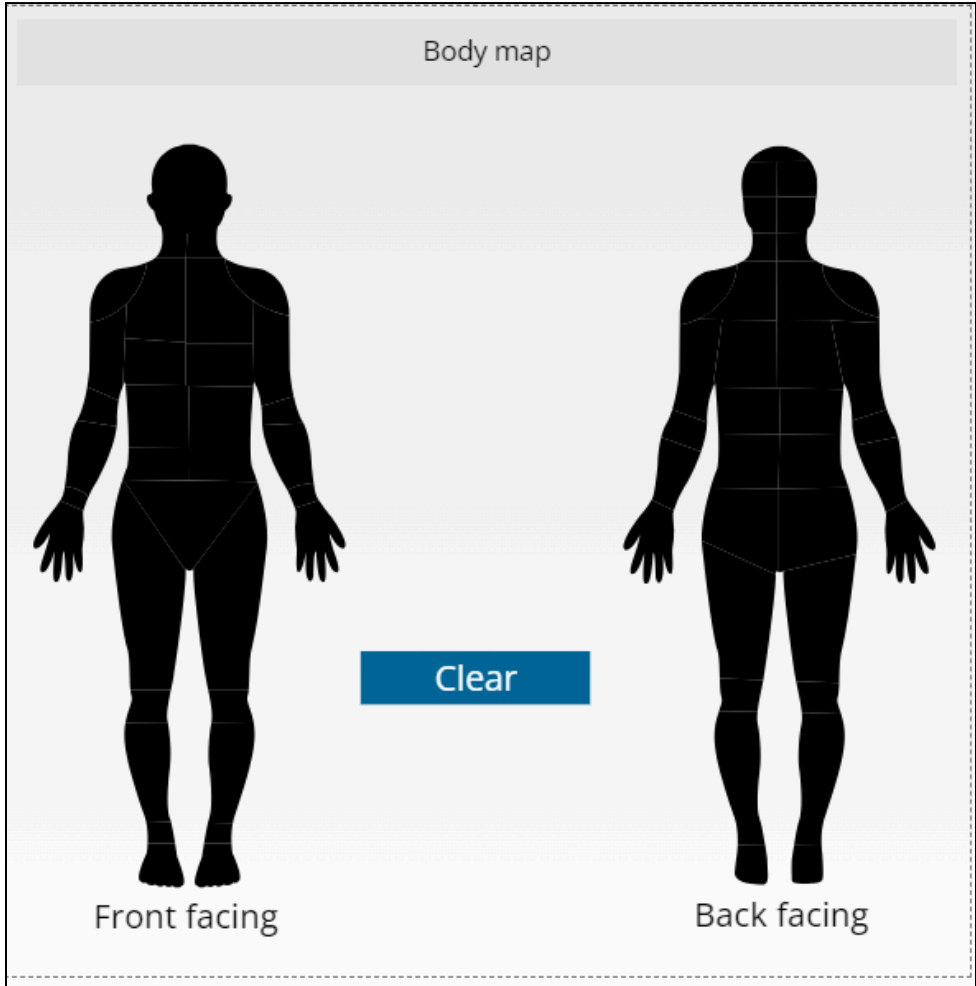
**Priority** - leave this set to *Low*. This does NOT mean your concern is not a priority or will take any longer to be looked at. The safeguarding team will review all concerns as soon as they are received and decide on any immediate action that needs to be taken.

**Concern only (not in reports)** - leave this box unticked. The safeguarding team will use this box if needed.

In the middle of the screen, you must first choose a **Category** for the concern. Please tick *Other* - you MUST tick a box in order to save the concern, but the safeguarding team will amend it to the appropriate category once the concern has been received.

Categories			
<input type="checkbox"/> Neglect	<input type="checkbox"/> Physical abuse	<input type="checkbox"/> Sexual abuse	<input type="checkbox"/> Emotional abuse
<input type="checkbox"/> Medical	<input type="checkbox"/> Education	<input type="checkbox"/> Behavioural	<input type="checkbox"/> Family
<input type="checkbox"/> Social	<input type="checkbox"/> Substance abuse	<input type="checkbox"/> Bullying	<input type="checkbox"/> Child protection
<input type="checkbox"/> Other			

If relevant, click on the appropriate parts of the **Body map** to highlight any physical injuries or marks noticed in your concern.



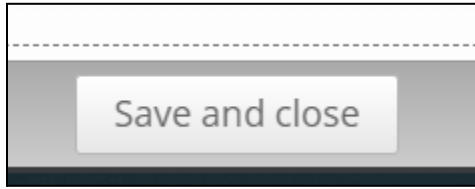
Then scroll down to the **Detailed prompts** section and complete any relevant boxes. None of these boxes are compulsory so please leave blank any that are not relevant to your concern. As with the initial concern, remember to use exact words, facts rather than opinions, and full names/titles rather than initials.

Detailed prompts
<b>What triggered the event?</b> <input type="text"/>
<b>Other staff present</b> <input type="text"/>
<b>Other people present (including their ages)</b> <input type="text"/>
<b>When did the incident occur?</b> <input type="text"/>

<b>Where did the incident occur?</b> <input type="text"/>
<b>Any physical evidence? (e.g. bruising, bumps etc)</b> <input type="text"/>
<b>Who was informed? When and where were they?</b> <input type="text"/>
<b>What the pupil said about the incident (in their own words)</b> <input type="text"/>

<b>Parents/carers that are aware</b> <input type="text"/>
<b>Other notes</b> <input type="text"/>
<b>Response/action taken with pupil &amp; debrief</b> <input type="text"/>

When you have finished, click **Save and close** at the bottom of the screen.



**AIMS** sends an email to the DSL and Deputy DSLs informing them you have completed the concern.

## **Guidance for Deputy DSLs**

### **Aims**

This document aims to clarify procedures, practice and responsibilities around the role of the DDSL to ensure clarity of understanding and consistency of practice within the OHS safeguarding team.

### **'On-duty' role**

Part 2, section 65 of Keeping Children Safe in Education says:

“During term time, the designated safeguarding lead and/or a deputy should always be available (during school or college hours) for staff in the school or college to discuss any safeguarding concerns. It is a matter for individual schools and colleges and the designated safeguarding lead to arrange adequate and appropriate cover arrangements for any out of hours/out of term activities”

### **During working hours in term time**

The default will be for the DSL to be available during working hours in term time. If the DSL is going to be unavailable for a period of longer than one hour, the DSL will make arrangements for a DDSL to be the first point of contact and communicate this to staff via email. Where possible the DSL will also set up his mobile so that calls are forwarded to the DDSL. If the DSL's absence is unplanned, the Headteacher, or next most senior staff member in work, will arrange for DDSL cover.

There may be times when the DSL is driving, on another call or otherwise unable to be contacted. DDSLs should always have their mobile phones charged and switched on during working hours. Where possible, their location should be known via their Google calendar.

Concerns logged by staff members generate an email. The person on duty should read the concern as soon as possible and confirm that they have read it by ticking the 'Looked into' box at the top of the concern and saving it, as well as adding an update with any relevant actions. Any DDSL or Assistant Head seeing a concern that remains in the 'Unassessed' list should alert the DSL or DDSL on duty. The DSL or DDSL on duty should check the safeguarding concern list at the end of each day to ensure there are no concerns that are 'Unassessed'. An email should be sent to the member of staff that has raised the concern to acknowledge that it has been received.

### **Evenings and weekends in term time**

Staff may need to discuss safeguarding concerns at other times during term time. Staff shouldn't make contact with parents or pupils outside of working hours. If they receive communications from parents or pupils that include safeguarding concerns they should try to contact the HT or DSL but if this is not possible they should contact MASH directly. Staff are advised to switch off their OHS mobile phones at the end of their working day.

### **Out of term time**

The Headteacher and DSL's personal contact details are logged with the LADO team so they can be contacted by social care if there are queries during holidays.

## **DDSL on duty**

If a new safeguarding concern is raised while a DDSL is on duty they should take responsibility for following it up. If the concern relates to an existing concern or a pupil with ongoing safeguarding concerns they should update the existing record and inform the DSL when they come back on duty.

## **Attendance at meetings**

Attendance at CiN or CP meetings will be by the DSL, a DDSL or, by agreement with the DSL, a LoL. Minutes and notes containing sensitive information should be uploaded to ET AIMS and set to “Highly Confidential”. Other key actions can be added to the SEND tab. Any safeguarding information from a meeting that requires further action should be recorded in a new concern on ET AIMS.

## **Updating a safeguarding concern on ET AIMS**

### *Add Followup*


Press ‘Add followup’ and choose the appropriate type of follow-up. Start your follow-ups with the date, source and author of the information, e.g. 01/09/2024 Email with further details from Jane Smith.

When adding emails, include the full email header. To do this, open the email and click Forward. Copy the email starting from the ‘From’ line. This way you capture when the message was sent and who else was copied in. In Egress you need to click ‘Reply’ as there is no forward option.

Only include enough of the sender’s email signature to indicate who it was sent from. It is helpful if you can delete blank lines in the email. When there are several emails copied into this section it can be difficult to distinguish when one ends and the next starts.

When recording phone conversations or missed calls it is useful to include the phone number to save time if the call needs follow up.

Unless there is a good reason not to, concerns should be shared as soon as possible with the enrolled school DSL. This can be via by sending a secure email or by phoning them. You may summarise the

concern in an email or by pressing the PDF button  at the top of the page and sharing this PDF with them. Where the concern contains sensitive information about our staff members consult with the headteacher before sending. Add an ‘External involvement’ follow-up and choose ‘enrolled school’ to record the fact you have shared with the enrolled school DSL.

### *Categories*


Tick the category or categories that most closely links/link to the concern.


### *DSL Panel Discussion*

Each Friday the existing open concerns will be discussed by the safeguarding team. The DSL or DDSL leading this meeting should summarise the discussion and any actions in a *DSL Panel Discussion* follow-up note. If the decision is made to close the concern, this decision and the reasons behind it

should be documented in the note. The outcomes of the concern should be listed underneath so that the safeguarding administrator can share these with the member of staff who logged the concern. An example note is below:

<b>26th</b> Jan 24	<b>DSL panel discussion</b>
#4129	Decision made to close as no further actions for OHS KC to inform GD (see com log)
	Outcomes: Advice shared with parent Shared with enrolled school DSL

The DSL or DDSL leading the meeting should then close the concern by pressing the  button. AIMS will keep a log of when the concern was closed and who by, and the concern will move to

the "Closed" list. The Close button will be replaced with an  button in the event that the concern needs to be re-opened.

### Purging Concerns

If a concern is logged erroneously - for example, if it relates to a concern around a professional working with children and therefore should have been reported to the Headteacher directly - then the



button will be used to remove the concern from ET-AIMS (after any relevant information has been saved in an appropriate alternative location). Where possible, this will be done during the weekly safeguarding supervision panel meeting. If the concern contains confidential information that should not be seen by other staff, the Headteacher or DSL will Purge the concern as soon as possible and inform the rest of the team in the weekly panel meeting that this was done.