



# Child Protection Policy

Reviewed September 2025

EDUCATION  
NORTH TYNESIDE

Signed *Gavin Storey*  
Headteacher

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## REFERENCE DOCUMENT A Cullercoats Primary School

**Contact Details for Child Protection and Safeguarding as at: 1st September 2025**

(\*these details will next be reviewed on the 1st September 26 to ensure that they remain relevant)

Designation/Role	Contact Details	
Head Teacher	Name: Gavin Storey Telephone(s): 0191 643 3200 Email: <a href="mailto:gavin.storey@cullercoatsps.org.uk">gavin.storey@cullercoatsps.org.uk</a>	
Designated Safeguarding Lead (DSL)	Name: Gavin Storey Telephone(s): 0191 643 3200 Email: <a href="mailto:gavin.storey@cullercoatsps.org.uk">gavin.storey@cullercoatsps.org.uk</a>	
Deputy Designated Safeguarding Lead (DDSL):	Name: Ms Laura Linden Telephone(s): 0191 643 3200 Email: <a href="mailto:Laura.linden@cullercoatsps.org.uk">Laura.linden@cullercoatsps.org.uk</a> Name: Mrs Jane Armstrong Telephone(s) 0191 643 3200 Email: <a href="mailto:jane.armstrong@cullercoatsps.org.uk">jane.armstrong@cullercoatsps.org.uk</a> Name: Mrs Alison Kemp Telephone(s): 0191 643 3204 Email: <a href="mailto:Alison.kemp@cullercoatsps.org.uk">Alison.kemp@cullercoatsps.org.uk</a> Name: Mrs Marion allan and Mrs Mandy Graham (Out of School Club) Telephone(s): 0191 643 3204 Email: <a href="mailto:mandy.graham@cullercoatsps.org.uk">mandy.graham@cullercoatsps.org.uk</a> / <a href="mailto:Marion.Allan@cullercoatsps.org.uk">Marion.Allan@cullercoatsps.org.uk</a>	
Chair of Governors	Name: Mrs Chris Black Telephone(s): 0191 643 3200 Email: <a href="mailto:Chris.Black@cullercoatsps.org.uk">Chris.Black@cullercoatsps.org.uk</a>	
Designated Teacher for Looked After Children	Name: Jane Armstrong Telephone(s): 0191 643 3200 Email: <a href="mailto:jane.armstrong@cullercoatsps.org.uk">jane.armstrong@cullercoatsps.org.uk</a>	
Designated Safeguarding Governor:	Name: Helen Perfect Telephone(s): 0191 643 3200 Email: <a href="mailto:Helen.perfect@cullercoatsps.org.uk">Helen.perfect@cullercoatsps.org.uk</a>	
Designated Officer – Local Authority	LADO-Contactable through the Front Door Service-See below	
Front Door	0345 2000 109	MASH Professional Helpline
Access to Multi-agency Safeguarding Hub (MASH)	Out of Hours: 0330 333 7475 (evenings and weekends)	0191 643 5555
Adult Social Care Gateway Team	0191 6432777	
Police	Emergency 999 Non-emergency number 101	
Prevent Duty	DfE Helpline: 0207 340 7264 Anti-Terrorist Hotline: 0800 789 321 Email: <a href="mailto:counter.extremism@education.gov.uk">counter.extremism@education.gov.uk</a> Email: <a href="mailto:prevent@northtyneside.gov.uk">prevent@northtyneside.gov.uk</a>	
NSPCC Help Lines:	Whistleblowing Helpline: 0800 028 0285 Report Abuse in Education Helpline: 0800 136 663 Email: <a href="mailto:help@nspcc.org.uk">help@nspcc.org.uk</a> OFSTED Whistleblowing Helpline: 0300 1233 155 <a href="mailto:whistleblowing@ofsted.gov.uk">whistleblowing@ofsted.gov.uk</a>	Report Abuse in Education helpline 0800 136 663 <a href="mailto:help@nspcc.org.uk">help@nspcc.org.uk</a>
Integrated Locality Teams:	The Coast - Based at Whitley Bay Customer First Centre – 0191 643 8804 Central - Based at Riverside Children's Centre – 0191 643 8899	Northwest - Based at Shiremoor Children's Centre – 0191 643 2110 Southwest - Based at Howden Children's Centre – 0191 643 2229

## Governing Body - Child Protection Responsibilities

All governing bodies have a responsibility to ensure that child protection, safeguarding and promoting the welfare of children are paramount in how the school operates and are embedded within the schools operating practices and culture. The following DfE (Department for Education) publications highlight the roles that Governors of both maintained schools<sup>1</sup> academy trusts hold:

- Maintained Schools Governance Guide (2025) - available [here](#)
- Academy Trust Governance Guide (2025) - available [here](#)

These outline that governing bodies should ensure effective procedures linked to **all** areas of safeguarding.

Governors should also be clear on the role of the DSL (Designated Safeguarding Lead) as outlined in Annex C of the current KCSIE<sup>2</sup>, and how to deal with allegations made against staff, as outlined in Part 4 of the current KCSIE.

Governors should ensure that schools have in place processes and procedures to manage any safeguarding allegation or concern (no matter how small), about staff members (including supply, volunteers, and contractors/ third party providers). All governing bodies **must** therefore ensure the following procedures are in place in accordance with the following guidance and legislation:

- Working Together to Safeguard Children 2023, found [here](#)

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<sup>1</sup>Maintained school means a community, foundation or voluntary school, a community or foundation special school or a maintained nursery school.

<sup>2</sup> Keeping children safe in education 2025 referred to throughout this policy guidance as 'the current KCSIE'.

- Keeping Children Safe in Education 2025<sup>3</sup>, found [here](#)
- North Tyneside Safeguarding Children Partnership (NTSCP) multi-agency safeguarding arrangements [found here](#).

Please note that the current KCSIE outlines that staff who do not work directly with children can read the new Annex A which is a shortened version of Part one. This is not referred to in this policy guidance as most staff will, at some point, work directly with children and therefore should read all of Part One and Annex B. If schools wish to use the shorted information in Annex A for some specific staff, they should make this clear in their own policy.

**There are 2 actions for schools to undertake:**

The Designated Safeguarding Lead (DSL) and any Deputy Designated Safeguarding Leads (DDSLs), governors and the senior leadership team **must:**

1. review part 2 of this guidance and use it to develop a safeguarding and child protection policy that clearly demonstrates how child protection matters are managed in school. It is up to each school to have in place a policy which:
  - reflects safeguarding and child protection practices within school.
  - has been reviewed, adopted, and implemented formally.
  - has been clearly communicated to staff, supply staff, agency workers and volunteers (including Governors)
  - is periodically reviewed and updated and re-communicated to staff.
  - is individual to the school.

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<sup>3</sup> References to the new Keeping Children Safe in Education 2025 throughout this document will be 'the current KCSIE'.

2. review the Governor's action plan (to be provided) to ensure a robust approach and understanding of the policy is in place in school enabling the DSLs, governors and SLT to:

- assess the school against an action plan. This is not an exhaustive list and is intended to give schools a framework to work within
- work through the responsibilities/ action plan to be able to demonstrate an effective child protection policy and associated safeguarding arrangements in school.
- present a safeguarding action plan to the Governing Body as part of the annual report.

The points noted in the action plan should not be removed as these are deemed to be the minimum standard that schools should be working to, but schools are recommended to add any additional actions that they are undertaking to ensure effective safeguarding and child protection.



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## PART 2

# CHILD PROTECTION POLICY

### Terms used in this document:

- **ALL** as meaning - all staff, supply staff, volunteers (including Governors) and, where appropriate, agency workers and contractors
- DSL-Designated Safeguarding Lead
- DDSL(s)-Deputy Safeguarding Lead(s)
- LADO-Local Authority Designated Officer
- NTSCP-North Tyneside Safeguarding Children Partnership
- MASH-Multi Agency Safeguarding Hub

### Managing Safeguarding

This policy applies to ALL.

We define **Safeguarding** as being broader than 'child protection.'

Safeguarding in our school underpins what we do for all children. It applies across the whole school, and we link it to our whole school culture and ethos. Safeguarding in our school is child centred. We work in the best interests of the child to ensure that school is a safe place for all our children and young people.

We define **Child Protection** as what we do for children at risk of significant harm, or those who have suffered harm. We have separate clear procedures in place for this. ALL those who work here understand and follow these procedures.

We define **children** in our school as being between the age ranges of 3-12 years. We are aware that 'children' includes everyone under the age of eighteen.

We understand the need to safeguard any individual over the age of eighteen who remains enrolled in our school. In these cases, we follow local guidelines and report any concerns or allegations of abuse, neglect, or exploitation to the Adult Social Care Gateway Team.

We expect ALL in school to understand that safeguarding is everyone's responsibility. We have a culture of vigilance and awareness that 'it could happen here.'

We ALL act in the best interest of the children and ensure we take all reasonable steps to prevent them from harm. Our safeguards protect the welfare of our children, and they enhance the confidence of all our stakeholders. Therefore, ALL should consider safeguarding arrangements in conjunction with the procedures outlined in Reference Document B where appropriate.

## LEGISLATION

It is imperative that school fully recognises the responsibility it has regarding arrangements for safeguarding and promoting the welfare of children. Those statutory responsibilities are noted within the following legislation:

Section 175 of the Education Act 2002 states:

- a local education authority shall make arrangements for ensuring the functions conferred on them in their capacity as a local education authority are exercised with a view to safeguarding and promoting the welfare of children.
- schools and Further Education (FE) institutions should give effect to their duty to safeguarding and promote the welfare of their pupils.

- the governing body of a maintained school<sup>4</sup> shall make arrangements for ensuring that functions relating to the conduct of the school are exercised with a view to safeguarding and promoting the welfare of children who are pupils at the school.
- an authority or body shall have regard to any guidance given from time to time by the Secretary of State.

This legislation makes child<sup>5</sup> protection responsibilities clear and places an obligation on schools to ensure that these responsibilities are met in full. Safeguarding and promoting the welfare of children is defined in the statutory guidance [Working Together to Safeguard Children 2023](#) 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 are growing up in circumstances consistent with the provision of safe and effective care: and
- taking action to enable all children to have the best outcomes.

In addition, [Keeping Children Safe in Education 2025<sup>6</sup>](#) highlights:

- Schools and their staff are an important part of the wider safeguarding system for children.
- Safeguarding and promoting the welfare of children is everyone's responsibility.

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<sup>4</sup> Maintained school means a community, foundation or voluntary school, a community or foundation special school or a maintained nursery school. The Education Act 2002 does not specifically refer to Academies; however, this duty is equally placed onto Academies by subsequent updated legislation.

<sup>5</sup> 'Child' means a person under the age of eighteen.

<sup>6</sup> Keeping Children Safe in Education (September 2025) referred to throughout this policy guidance as 'the current KCSIE'.

- School staff are particularly important as they are in a position to identify concerns early, provide help for children, and prevent concerns from escalating.
- No single practitioner can have a full picture of a child's needs and circumstances. If children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information, and taking prompt action.

## Abuse, neglect and exploitation

Abuse is a form of maltreatment of a child. Someone may abuse, neglect, or exploit a child either by inflicting harm or by failing to act to prevent harm.

Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse, including where they see, hear, or experience its effects

Abuse can take place in a family or in an institutional or community setting by those known to the child or, more rarely, by others. Abuse can take place wholly online, or by using technology to facilitate offline abuse. Children may be abused by an adult or by another child or children.

## AIMS OF OUR POLICY

Through this policy, we aim to demonstrate our commitment to safeguarding children from harm through our child protection policy. The key elements included in our child protection policy are:

### Fundamentals

1. the welfare of the child is paramount.
2. we are clear on the principles, legislation and guidance that underpin the policy

3. we are clear that the policy applies to ALL working with children within our school
4. ALL are clear on their role and responsibilities.
5. ALL take concerns and allegations of abuse, neglect, and exploitation (including child-on-child abuse) seriously and respond appropriately. This may involve making a referral to Children's Social Care Front Door service, the LADO, the police, or other relevant agencies.
6. we establish links to all related policies and procedures that promote children's safety and welfare (Reference Document B)

### Equality of Application

1. We treat every child or group of children equally in providing access to education that meets their needs. All children without exception have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality, or beliefs

### Reviewed Regularly

1. The Governing Body reviews, approves, and endorses our policy. This happens each year, when legislation changes, or when safeguarding arrangements or school practices also call for a review.

### Recruitment

1. We follow an effective recruitment process in line with the safer recruitment guidance in Part Three of the current KCSIE. This process includes online searches for shortlisted candidates

### Communication

1. We inform our children, parents and carers of the policy and procedures, we publish a copy of the policy on the school website. Paper copies are available from the school office if requested.

## OFSTED

1. Before, during and after a school inspection, we will work alongside OFSTED to share relevant information<sup>7</sup> and to demonstrate our open and positive culture around safeguarding that puts all pupils' interests first.
2. We will be receptive to challenge and reflective of our own practices to ensure that safeguarding policies, systems, and processes are continuously reviewed.

## CHILD PROTECTION SYSTEMS

These are the systems which provide clear guidance on what to do in different circumstances. We have systems in place for recording information and dealing with complaints to ensure implementation and compliance. Our child protection procedures connect with the NTSCP multi-agency safeguarding arrangements.

Our procedures and systems include:

### Responsibility

1. We have a named Designated Safeguarding Lead (DSL) who is part of our senior leadership team. We recognise that this role carries significant responsibility. As a member of the leadership team, our DSL holds the status and authority necessary to perform their duties. The role is well defined, and their responsibilities are outlined in this policy.
2. We have at least one DDSL who supports the DSL in their role. They may not be part of the senior leadership team; they are staff members qualified to undertake this role. They receive training, guidance, and support to ensure our policy is effective in practice.
3. Our Governing Body holds a strategic leadership responsibility for our safeguarding arrangements. We ensure that our policies, procedures,

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<sup>7</sup> As detailed in the most recent version of the OFSTED [School Inspection Handbook](#)

and training are effective and meet legal requirements. Governors delegate the responsibility for applying these policies to the Headteacher.

## Clarity of Understanding

We will make all staff aware of [indicators](#) of abuse, neglect and exploitation, and the procedures for responding to concerns about a child's safety or welfare. This includes the need for early help and addressing any concerns about the actions of a staff member, governor, or volunteer. We also respond to concerns raised about a child's home life, wider community, or time spent online.

## Responsibilities are clearly understood, including:

1. Our Headteacher makes sure that staff understand and follow the policies and procedures adopted by the Governing Body.
3. Contact details for relevant children's services, are available in Reference Document A.
4. We maintain a comprehensive code of conduct for ALL. Breaches of this code result in actions aligned with our disciplinary and grievance procedures and our low-level concerns policy. Staff are informed about the low-level concerns policy, its relevance to their roles and its inclusion in the staff code of conduct. The code also covers whistleblowing, acceptable use of technology (including mobile devices), and guidelines for staff-pupil relationships and communication, including social media use.
5. All staff receive appropriate safeguarding and child protection training, including online safety. New staff receive this as part of their induction training. Existing staff as part of mandatory & annual refresher training and timely updates.
7. Our systems ensure effective monitoring and supervision of ALL. We provide opportunities to gain experience in child protection, aligned with roles and responsibilities.
8. All staff and Governors read Part One and Annex B of the current KCSIE for updated information on safeguarding.

9. We review incidents that arise in school, including low level concerns and unsubstantiated matters to consider lessons learned. We use this learning to review and update policy and practice.
10. We understand our responsibility in line with the [Prevent Duty \(2023\)](#). We can identify children who may be susceptible to radicalisation and know what to do when they become known to us. We promote fundamental British values to build resilience against radicalisation and to help ALL challenge extremist views. We provide the opportunity to debate controversial issues in a safe space. This supports everyone in school to understand the risks associated with terrorism. We work hard to develop the knowledge and skills for all to be able to challenge extremist arguments. The DSL and DDSL(s) access training to raise awareness of the PREVENT agenda.
11. We ensure that our safeguarding policy and procedures support our children and considers any vulnerabilities they may face. This includes but is not limited to children:
- a. with additional needs including communication difficulties and children with Special Educational Needs or Disabilities (SEND);
  - b. facing housing issues such as frequent moves and homelessness;
  - d. in families with increased stress, parental mental ill health and/ or drug and alcohol dependency;
  - e. living away from the home, with friends, relatives, privately fostered, in care or are leaving care;
  - e. who are asylum seekers or refugees;
  - f. who are vulnerable to discrimination based on one or more protected characteristics;
  - g. living in households with domestic abuse;
  - h. at risk of so called 'honour'-based abuse such as Female Genital Mutilation (FGM) or forced marriage;
  - i. without adequate parenting or supervision which could lead to abuse, risk-related behaviour, and exploitation;
  - j. who are lesbian, gay, bisexual, or gender questioning;

- k. who have experienced multiple suspensions or are at risk of being permanently excluded from school, college, alternative provision, or a Pupil Referral Unit;
  - l. who are young carers;
  - m. showing signs of being drawn into anti-social behaviour, criminal behaviour, or involvement in gangs;
  - n. children who frequently go missing from school/ home/ care home;
  - o. who are misusing drugs or alcohol;
  - p. at risk of radicalisation, criminal or sexual exploitation, modern slavery, or trafficking.
12. We support teachers of children who have, or have had, an allocated social worker. This is to help promote their welfare and educational outcomes, in line with KCSIE and the recent review of Children in Need.
13. All staff and governors understand that mental health issues can indicate that a child has experienced or is at risk of abuse, neglect, or exploitation. Staff are not trained to diagnose mental health conditions, but they may observe concerning behaviours. If a staff member has observed a mental health concern in a child that may also be a safeguarding issue, they must report it to the named lead for mental health. They will work with the DSL/ DDSL on this matter.
14. All staff and governors are aware that Domestic Abuse covers a wide range of behaviours and may be a single incident or a series of incidents. The abuse could be psychological, physical, sexual, financial, or emotional. Children may see, hear, or experience the effects of domestic abuse at home or in their own intimate relationship. This can have a detrimental and long-term impact in their health, well-being development and ability to learn.
15. We are an Operation Encompass school. Key adults in school will be notified after any domestic abuse incident where children were present, and the police were involved. This enables an appropriate response from school so that pupils feel safe and heard. More information on Operation Encompass can be found at <https://www.operationencompass.org/about-us>

16. Operation Endeavour follows the same principles as Operation Encompass. Reports are shared from the police with Children Social Care and school when a child has been reported missing.

## Record Keeping

1. We use CPOMS for recording incidents, concerns, and referrals. These records are stored securely in compliance with relevant legislation and kept for a time specified by other partners.
2. We follow confidentiality and information-sharing guidelines, prioritizing child protection. The Data Protection Act 2018 and UK GDPR allow information sharing to keep children safe.
3. We will transfer pupils Child Protection files to other schools or colleges
  - a. within 5 days for an in-year transfer or
  - b. within 5 days of the start of a new term, to allow the new school to have support in place when the child arrives.

The DSL is responsible for this. They will ensure secure delivery and receive confirmation of receipt from the new school. The DSL will consider whether to share any other information with the new school. Giving consideration to Annex C within KCSIE.

4. When a child moves to Cullercoats Primary School as an in-year transfer we will ensure that key staff, including the DSL, SENCO, SEND lead, etc. are aware of any child protection matters.
5. We store information relating to allegations in line with the recommendations in KCSIE.

# CHILD PROTECTION POLICY

## DETAILS

We are aware of the dangers of failing to take appropriate action to safeguard children. Poor safeguarding practice includes

- failing to act or refer the early signs of abuse and neglect,
- poor record keeping,
- failing to listen to the views of the child,
- failing to re-assess concerns when situations do not improve,
- not sharing information with the right people within and between agencies,
- being too slow to share information
- a lack of challenge to those who appear not to be taking action.

Our practice encourages early identification, intervention, reporting, and support. We record all concerns, discussions, and decisions, including the reasons behind them. When staff have concerns, they know they must talk to the DSL/ DDSL. The DSL records, reviews, and takes all necessary actions.

Information and processes for providing Early Help, Prevention and Intervention in North Tyneside can be [found here](#)

There are four main elements to our child protection policy:

1. **Prevention** through the teaching and pastoral support offered to pupils and the creation and maintenance of a whole school protective ethos.
2. **Procedures** for identifying and reporting cases, or suspected cases of abuse, neglect, or exploitation.
3. **Support To Pupils** who may have been harmed

4. **Preventing Unsuitable People Working with Children** staff, supply staff, agency workers, volunteers (including Governors), community education staff, other professionals and other visitors who may be working in school or coming into contact with children.

## Prevention

The safety and well-being of all of pupils is our highest priority. It is our responsibility to:

- know every child as an individual,
- provide a secure and caring environment.

so that every child can:

- learn in safety,
- develop their full potential,
- feel positive as an individual.

To achieve this, we support our children to

- foster healthy self-esteem,
- build confidence,
- develop positive relationships,
- maintain good communication with trusted adults in a safe environment.

## Adults

For ALL adults school will:

1. Ensure individuals understand their roles and responsibilities, and ALL will be able to name the Designated Safeguarding Lead (DSL) and deputies.
2. Provide induction for ALL that covers relevant child protection information. This training should include:
  - the Child Protection Policy
  - Part 1 of the current KCSIE (and Annex B)

- Code of Conduct/ Staff Behaviour Protocol
  - procedures for reporting low-level concerns.
  - the pupil behaviour policy
    - which must address bullying (including cyberbullying & discriminatory bullying)
  - the child-on-child abuse policy
  - the school's response to children absent from education
  - and whistleblowing procedures.
3. Ensure that ALL understand the role technology can play in safeguarding and wellbeing issues. Children are at risk of abuse and other risks online as well as face-to-face. We will train everyone in their responsibilities for filtering, monitoring, and information security.
  4. Provide ALL with regular safeguarding and child protection updates (at least annually). This will align with advice and changing practice - both nationally and locally.
  5. Ensure ALL receive locally endorsed child protection training at least every three years. The Safeguarding Lead Governor will also attend this training.
  6. Support the DSL and DDSL(s) to update their knowledge and skills in a variety of ways. This includes meeting DSLs from other settings, taking time to read, understand and apply safeguarding developments and accessing further training.
  7. Encourage service provider teams based on the school site to attend training and updates.

## Children

For all children, school will:

1. Ensure there are adults in school who children can approach if they are in difficulty or worried.
2. Create and maintain an environment where children feel secure, feel encouraged to talk, and know that adults listen to them.

3. Make sure all staff reassure children that they are being taken seriously, supported, and kept safe. Staff understand the need to never make a victim feel like they are causing a problem by reporting abuse, sexual violence, or harassment. Staff will not make a victim feel ashamed for speaking up.
4. Embed skills that build confidence, independent thinking and making assessments of risk to help children develop realistic attitudes to the responsibilities of adult life.
5. Develop and deliver curriculum content to equip children with the skills they need to stay safe from harm and to know how to report concerns.
6. Teach children about safeguarding, including online safety<sup>8</sup>, through a broad and balanced curriculum. Cover this through the personal, social, health, and economic (PSHE) education, relationship, and sex education (RSE)<sup>9</sup>, and computing lessons.
7. Put in place appropriate filter and monitoring systems to safeguard children from potentially harmful or inappropriate online material. Ensure that systems do not restrict curriculum teaching. Support pupils and parents/ carers to understand the risks associated with working online. Use the terms content, contact, conduct and commerce to explain potential risk factors, including the specific risks associated with disinformation (fake news) and conspiracy theories.

## Procedures

We follow procedures in line with the NTSCP Multi-Agency Safeguarding arrangements.

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<sup>8</sup> See DfE guidance on Teaching Online Safety in Schools [available here](#)

<sup>9</sup> The government has made regulations making Relationship Education (for all primary pupils) and Relationship and Sex Education (for all secondary pupils) and Health Education (for all pupils in state-funded schools) compulsory from September 2020. Guidance [available here](#)

We are aware of these arrangements and ensure that they are incorporated into our practice, policy, and procedures.

We will contact the North Tyneside, Front Door Service if we have concerns about the safety or welfare of a child. This is the first point of contact.

We know we can contact the North Tyneside MASH Professionals Helpline if we need advice before calling the Front Door Service.

We understand that the Front Door Service is the access point to the MASH which has a multi-agency duty team. This team offers information, support and services including information about early help.

Our staff understand their professional responsibilities to:

- share information with other professionals and agencies to safeguard children;
- adhere to confidentiality protocols and ensure that information is shared appropriately;
- respect the appropriateness of the Head Teacher, DSL/ DDSLs or the Designated Teacher for Looked After Children (LAC)<sup>10</sup> disclosing any information about a pupil to other members of staff on a need-to-know basis only;
- share information with relevant school staff about the welfare of and issues affecting children. This would include those who currently have or previously had a social worker. To support their welfare and their educational outcomes. This is in line with the 2019 DfE review of Children in Need<sup>11</sup>;
- scrutinise progress and attainment of this cohort and maintain a culture of high aspirations;
- identify any challenges that children in this group might face;
- recognise extra pastoral and academic adjustments needed to best support this group.

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<sup>10</sup> In line with [2018 guidance](#) for the designated teacher for looked-after and previously looked after children

<sup>11</sup> [DfE Review of Children in Need, June 2019](#)

We ensure all staff are aware that:

- they must **immediately** share information, as appropriate if a child discloses abuse, neglect, or exploitation;
- they must share if
  - they become aware of the harm
  - the child has witnessed the ill treatment of others

## OVERARCHING PRINCIPLES

To promote an effective safeguarding culture, we ensure:

1. that ALL understand their own professional and personal duties and responsibilities in relation to safeguarding children.
2. that ALL are provided with copies of:
  - i. the Child Protection Policy on the school website or via paper copies can be requested from the school office.
  - ii. safeguarding arrangements (including, the child-on-child abuse policy, online safety, children absent from education, the pupil behaviour policy)
  - iii. the staff code of conduct, Staff Behaviour Protocol, and procedures for reporting low-level concerns,
  - iv. Part 1 of the current KCSIE (and Annex B)
  - v. and whistleblowing procedures.
3. that ALL will be supported and expected to understand how the policies apply to their role
4. that ALL will have access to the attached Reference Document A of relevant contact details for
  - a. DSLs and DDSLS
  - b. MASH professional helpline
  - c. Children's Social care Front Door Service
  - d. NSPCC Whistleblowing helpline
    - i. this contact list will be updated at least annually
5. all visitors will sign in at reception and work within the conditions outlined in this policy

6. visitor's protocol is noted as being part of the induction process
7. that ALL know the importance of keeping professional boundaries in their relationships with pupils and parents
8. that parents understand the responsibilities placed on school for child protection
9. that a confidential annual report is supplied to governors by the DSL and Safeguarding Governor
  - a. this provides updates on school procedures including further developments of good practice, changes to legislation, analysis of current trends, feedback from staff and pupil voice.
  - b. this demonstrates that safeguarding and child protection measures operate effectively
10. ALL are aware that everyone in the UK has the right to work or be educated in an environment that does not discriminate
  - a. that the duties and responsibilities within Human Rights Act 1998, Equality Act 2010, and the Public Sector Equality Duty (PSED)<sup>12</sup> are given due regard
  - b. that whenever school makes significant decisions or develop policies specific thought is given to equality implications
  - c. that training is provided to ALL so that we do not work in an environment where bias, including unconscious bias, is accepted.
11. that in the event of a safeguarding matter (including any related to the use or lease of our site or premises) we will assess and consider the matter in accordance with guidance in the current KCSIE and our own safeguarding policies and procedures, including informing the LADO

## FIVE AREAS OF FOCUS

Alongside the overarching principles above, we also work to the following five areas of focus, each of equal importance:

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<sup>12</sup> This document, amongst other things, ensures public bodies have due regard for the need to eliminate discrimination, harassment, victimisation and any other conduct that is prohibited under the Equality Act 2010

- Training & Awareness for ALL<sup>13</sup>
- Identity, Role & Responsibilities of the DSL & DDSL(s)
- Safeguarding in Practice
- Working with Others
- Teaching & Learning and the Curriculum

## Training & Awareness for All

The DSL will ensure ALL who have contact with children:

- 1) understand the role of the DSL
  - a) have access to the relevant contact details (available in Reference Document B at the end of this policy)
- 2) receive immediate<sup>14</sup> child protection information appropriate to their role from the DSL/ DDSL
  - a) where appropriate, this will be followed by locally endorsed child protection training within a half term
  - b) this induction will then increase as appropriate to role in school
- 3) will attend locally endorsed child protection training every three years
  - a) regular updates will be delivered at least annually in line with any changes to legislation or practice locally and nationally
- 4) understand that children may not feel ready to report or know how to tell someone about abuse, neglect, or exploitation.
  - a) are aware that children may not recognise their experience as harmful.
- 5) are aware that children who are lesbian, gay, bisexual, or transgender (LGBT) or those who are perceived to be LGBT, can be targeted by others.
  - a) understand that the risk of harm is greater if they lack a trusted adult
  - b) work to reduce added barriers and provide safe spaces for them to speak out or share concerns

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<sup>13</sup> 'ALL' is noted as meaning - all staff, supply staff, agency workers and volunteers (including Governors).

<sup>14</sup> For agency staff, contractors and visitors, this could be in the form of a safeguarding information leaflet

- 6) can contribute to and shape safeguarding arrangements and the child protection policy, supported by *contributing to regular meetings etc. via appraisal/mentor process and in taking time to read and digest safeguarding developments.*
- 7) are provided with additional reference documents, included within this policy, to ensure that they understand:
  - a) who to contact when they have a concern (attached as Reference Document A).
  - b) information in relation to the other policies that operate in school which support safeguarding and child protection (attached as reference document B).
- 8) that ALL will be assigned an 'induction' mentor for a set period following their appointment within school. This 'induction period' will be appropriate to the role and the time duration of the role

## Role & Responsibilities of the DSL

The Designated Safeguarding Lead and any deputies will:

- 1) attend NTSCP multi agency safeguarding training every two years.
- 2) issue a copy of the current KCSIE - Information for all school and college staff (Part One) to ALL and provide Annex B to those that work directly with children and school leaders.
  - a) ensure that individuals have read and understood this document.
  - b) ensure that ALL can carry out their role and responsibilities as set out in this document.
- 3) receive time, funding, training, and support to perform their role. Support is given to DDSLs in their roles so they can contribute effectively to safeguard children.
- 4) ensure that all policies, procedures, guidance, and practice are in place
  - a) plan appropriate monitoring of these to ensure effective safeguarding and child protection
  - b) review and update these in a timely manner

- 5) work with the Local Authority and other external agencies to ensure that school can carry out its duties and responsibilities in relation to safeguarding and child protection
- 6) take advice from the MASH professional's helpline and Children's Social Care Front Door service. Particularly when managing cases where there a concern that requires further support in line with the Local Threshold Guidelines. Work to develop effective links with relevant agencies
  - a) co-operate with enquiries about welfare and child protection matters
  - b) attend and provide written reports at meetings when necessary
- 7) securely store clear, detailed written records of concerns about children,
  - a) record the date, event and any actions taken. This includes recording the rationale for decisions, even where there is no need to refer the matter to Children's Services
  - b) record outcomes and decisions made from meetings
- 8) meet regularly with the Safeguarding Governor (termly if possible), and work collaboratively to ensure that they are clear on their role and responsibilities
  - a) produce an annual report to Governors
  - b) complete the Section 11 audit if requested.

## Safeguarding In Practice

The DSL will ensure all **relevant** persons:

- 1) know that they have a professional responsibility for sharing concerns about a child's safety and welfare with the DSL/ DDSL
  - a) understand their personal responsibility with regards this
- 2) understand that staff are in an important position to identify concerns early and provide help for children,
  - a) understand that early identification can play a part in preventing concerns from escalating
  - b) are aware of the NTSCP Local Threshold Guidelines
- 3) know that if a child's situation does not appear to be improving, they should press for 'reconsideration'

- 4) understand the importance of challenging inappropriate behaviour between children to prevent normalising unacceptable or abusive behaviour
- 5) understand their professional duties linked to Teachers Standards
  - a) this includes expectations in relation to the Female Genital Mutilation (FGM) mandatory reporting duty
- 6) understand that the Local Authority and NTSCP provide Escalation Procedures, as recommended from serious case reviews to promote a culture of effective challenge
  - a) use Escalation and Effective Challenge procedures when there are disagreements between professionals, service areas or individual services about decisions affecting a child's safety, welfare, or well-being.
  - b) Escalation and Effective Challenge procedures are [available here](#) and paper copies are available from the school office.
- 7) ensure that all staff know what to do if a child discloses abuse, neglect, harm, or exploitation. This includes harm caused by another child or via online incidents.
  - a) Follow the guidance in reference document C
  - b) know they should **never** promise a child that they will not tell anyone about an allegation
  - c) liaise with the DSL, SLT, or Children's Social Care to ensure they take appropriate action
- 8) can reassure children who have made a disclosure that they are being listened to, supported, and kept safe. Children should never feel that they are creating a problem by reporting or feel ashamed for making a report. Explain that the law is in place to protect children rather than criminalise them.
- 9) recognise their duty and feel able to raise concerns about poor or unsafe practice regarding children and know that those concerns will be:
  - a) addressed,
  - b) managed sensitively and effectively,
  - c) dealt with in a timely manner,

- d) dealt with in accordance with schools agreed policies and practices, including the reporting of low-level concerns policy and Whistleblowing Policy
- 10) are aware of and involved in operating within safer recruitment policy and practice
  - a) include safeguarding an essential part of the school's approach to recruitment
  - b) update the Code of Conduct/ Behaviour policy at least annually to ensure that expectations for ALL continue to align with safeguarding good practice.
- 11) know that if they have a concern about any another adult in school, they must refer the matter to the Head Teacher
  - a) where the concerns are about the Head Teacher, they should refer the matter to Chair of Governors
  - b) Reference document A contain contact details for these positions
- 12) know that children can abuse other children
  - a) ensure that the child protection arrangements in school minimise the risk of child-on-child abuse
  - b) know we manage such allegations
  - c) understand that even if there are no reports it does not mean it is not happening, it may be that children are not reporting it.
- 13) know that child on child abuse is most likely to include
  - a) bullying (including cyberbullying, prejudice-based and discriminatory bullying)
  - b) abuse in intimate personal relationships between children (sometimes known as teenage relationship abuse).
  - c) physical abuse (e.g. hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm)
  - d) sexual harassment (e.g. sexual comments or jokes including online harassment and misogynistic/ misandrist messages)
    - i) this can be standalone or part of a broader pattern of abuse
  - d) sexual abuse (rape, assault by penetration, sexual assault)
  - e) causing someone to engage in sexual activity without consent, such as:

- i) forcing someone to strip
    - ii) touch themselves sexually
    - iii) engaging in sexual activity with a third party
  - f) consensual and non-consensual sharing of 'nudes' and 'semi nudes'
    - i) this can include images and videos
    - ii) this can be known as youth produced sexual imagery or previously 'sexting'
  - g) upskirting
    - i) this can involve taking a picture under a person's clothing without their permission
  - h) initiation or hazing type violence and rituals
    - i) this can include harassment, abuse, or humiliation
    - ii) these are often used as a way of initiating a person into a group and may also include an online element
- 14) know that our full school procedures on child-on-child abuse cover the different forms it can take
- a) this is child abuse and is not tolerated
  - b) know that our separate Pupil Behaviour policy covers this in more detail
- 15) offer (alleged) perpetrators support as they may also have unmet needs
- 16) understand that any child will experience stress if they are the subject of allegations

## Working With Others

The DSL will co-ordinate and lead on the following:

- 1) undertake appropriate discussion with parents, before other agencies become involved, unless this would place the child in more risk
- 2) make a referral where there are concerns about harm to a child
  - a) using the Children's Social Care Front Door service for information, advice, or guidance,
  - b) including use of the MASH professional helpline

- c) follow the early help pathway where relevant
- 3) ensure that staff know they can make a referral to Children's Social Care Front Door Service if necessary
  - a) staff should then report any actions to the DSL/ DDSL as soon as possible
- 4) ensure that there is a Designated Teacher for looked-after children and previously looked-after children
  - a) include their contact details in the reference document A at the end of this policy
- 5) for children with a child protection plan or a Looked After Child (child in care of the Local Authority)
  - a) report unexplained school absence to their Social Worker or Children's Social Care Front Door service
  - b) inform the Designated Teacher for Looked After Children
  - c) confirm that this will operate as a first day response or as agreed as part of any inter-agency plan in place.
- 6) support children who have, or have had, a social worker with their welfare and educational outcomes
  - a) by working with the headteacher and relevant strategic leads, e.g. the Designated Teacher for looked-after children and previously looked-after children
  - b) This is in line with the recent review of Children in Need.[1]
- 7) work with the Local Authority Virtual School Head to agree how to best use funding to support the progress of these children and meet their needs.
- 8) recognise that children with special educational needs and disabilities (SEND) can face additional safeguarding challenges
- 9) ensure the child protection procedures and practices reflect that extra barriers can exist when recognising abuse, neglect, and exploitation for SEND children
- 10) when teaching about safeguarding, a one size fits all approach may not be appropriate
  - a) for all children, especially those with SEND
  - b) those who have suffered abuse

- 11) recognising the value of school educational visits and ensure that policy and practice allows children to have learning experiences away from the school site for short periods of time
  - a) safeguarding for school exchange visits and sports tours where children may stay with a host family (often described as 'homestay' arrangements)
  - b) referring to Annex D of the current KCSIE

## Teaching & Learning and Curriculum

The DSL is required to ensure:

- 1) provide a broad and balanced curriculum that teaches children about safeguarding
  - a) including online, mobile, and smart technology
  - b) including relevant issues through personal, social, health and economic education (PSHE)
  - c) including relationship and sex education<sup>15</sup> (RSE)
- 2) safeguard our children from inappropriate or harmful online material
- 3) that appropriate filtering and monitoring systems are in place
  - a) these systems do not "over block" or lead to unreasonable restrictions to the teaching of online safety and safeguarding
- 4) the governing body conduct an annual review of their approach to online safety
  - a) there is an annual risk assessment that considers and reflects the risks children face
- 5) that staff have an awareness of risk-taking behaviours which put children in danger
  - a) these behaviours can include drug taking, alcohol abuse, missing education, sharing nudes or semi-nudes, gang involvement and associated crime.

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<sup>15</sup> 'Relationships education' in primary schools, 'relationships and sex education' at secondary, as per [statutory guidance](#)

## SUPPORT TO PUPILS

We recognise that children, who have suffered or witnessed harm may find it difficult to develop a sense of self-worth. They may feel helpless, humiliated, and some sense of self-blame.

We acknowledge that school may be the only stable, secure, and predictable element in the lives of children at risk.

In school we will endeavour to support the pupils through:

- 1) work with agencies which support the pupil including mental health services where appropriate
- 2) recognising that when there is risk in the home environment children are vulnerable and in need of support and protection
  - a) risks could include e.g. domestic abuse, drug or alcohol abuse, other health, or wellbeing concerns

## PREVENTING UNSUITABLE PEOPLE FROM WORKING WITH CHILDREN

In school we will:

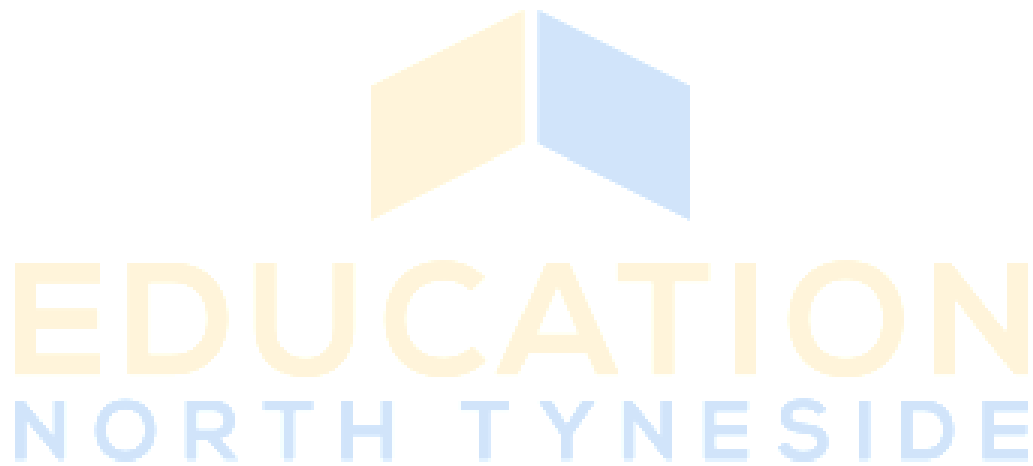
- 1) operate Safe Recruitment practices, in line with part 3 of the current KCSIE
  - a) these practices will include online checks for shortlisted candidates, appropriate Data Barring Service (DBS) and reference checks
- 2) at least one member of the governing body and the Headteacher will access training in Safe Recruitment Practices

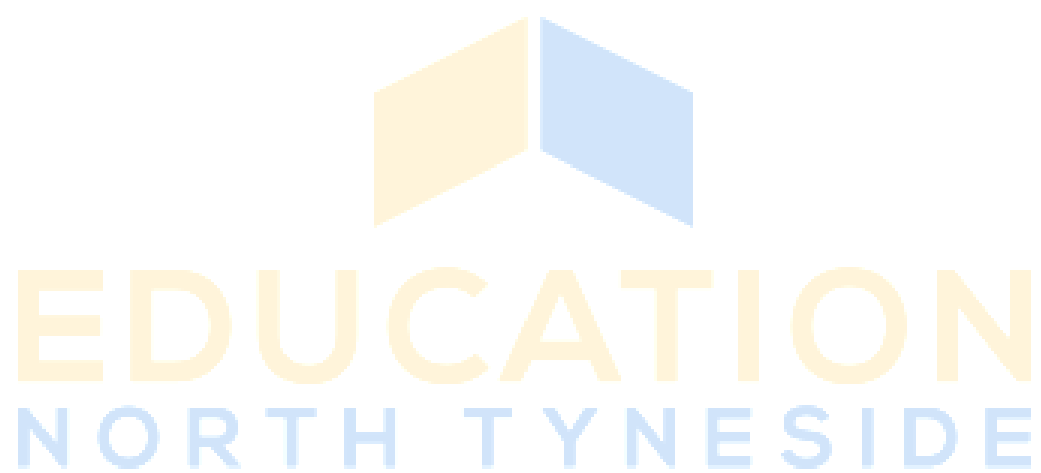
- a) at least one person who conducts interviews has completed safer recruitment training.
- 3) ensure that all Governors in maintained schools have an enhanced DBS certificate
  - a) without barred list check unless they are also in regulated activity
  - b) and a Section 128 check<sup>16</sup> regarding the management of a school.
- 4) ensure that ALL are aware that sexual relationships between them and pupils aged under-eighteen are unlawful and could result in legal proceedings taken against them under the Sexual Offences Act 2003 (abuse of position of trust)
- 5) we will use guidance from Part 4 of the current KCSIE for managing all allegations, or concerns, no matter how small.
- 6) ensure that we complete any investigations relating to child protection matters involving staff
  - a) even where the member of staff is no longer employed at the school
  - b) notify of any concerns to the relevant authorities, professional bodies
  - c) include any relevant findings from investigations in references where applicable
- 7) will consult with the LADO in the event of a serious safeguarding concern or an allegation against staff
- 8) ensure we deal properly with all safeguarding concerns and allegations where school is not the direct employer, including supply teachers, volunteers and contractors
  - a) this includes those organisations who also use/ hire our premises/ facilities.
  - b) all concerns or allegations will be fully investigated, using our own safeguarding policy and procedures
  - c) the headteacher will work closely with the agency involved, making them aware of any concerns
  - d) if appropriate, discuss these matters with the LADO

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<sup>16</sup> Section 128 legislation prohibits or restricts an individual managing an independent educational setting or governing a local authority maintained school

- 9) collate enough information to meet the DBS referral duty criteria when an allegation has foundation
- 10) will consider the facts of a case where the allegation is false, unfounded, malicious, or unsubstantiated
  - a) determine if there are any lessons to learn
  - b) if school can make improvements in policies, practice, training, and updates
  - c) involving the LADO where appropriate.





# REFERENCE DOCUMENT B

## Cullercoats Primary School

### Links to Other Policies and Procedures

Our child protection policy links to other school procedures and therefore must be read in conjunction with other related policies in school. This includes but is not limited to the following:

1. Anti-bullying (including racist, disability, and homophobic or transphobic abuse)
2. Attendance management
3. Allegations Management - Refer to Part 4 of KCSE - Safeguarding concerns and allegations made about staff including supply teachers, volunteers, and contractors.
4. Arrangements for those educated in alternative provisions and those educated other than in school.
5. Behaviour policy.
6. Children Absent from Education policy.
7. Complaints
8. Confidentiality, data protection and information sharing
10. Exclusions
11. First aid
12. Health & Safety
13. Inclusion and Special Educational Needs and Disability (SEND)
14. Induction procedures
15. Intimate care policy
16. Low Level Concerns
17. Lettings & school security
18. Looked after and previously looked after children (children in care of the Local Authority) policy including those with current or previous social work support.

19. Medication policy
20. Online safety, use of the internet (including acceptable use policy), photography and mobile (including phones) and other smart technology.
21. Children and young people's Mental Health and Wellbeing policy
22. Child on Child abuse including managing allegations made against other children/ young people including sexual violence and sexual harassment as outlined in Part 5 of the current Keeping Children Safe in Education
23. Physical intervention & use of reasonable force
24. Promoting equality & diversity
25. Preventing radicalisation and extremism
26. PSHE policy, including RSE policy (Relationship and Sex Education)
27. Pupil Premium Policy
28. Recruitment, selection DBS and vetting
29. School trips and visits
30. Staff Code of Conduct/ Staff Behaviour Policy
31. Transient children policy
32. Visitors, supply staff, agency workers and volunteers (including Governors)
33. Whistle blowing
34. Young Carers policy

# REFERENCE DOCUMENT C

## Guidance for dealing with a child's disclosure

A child who is being, or has been abused, can be or feel threatened by the perpetrator(s) to keep the abuse a secret. Thus, making a disclosure takes a great amount of courage.

It is vital that the child feels listened to, and that what they are saying will be taken seriously. Care must be taken to remain calm and to be supportive throughout.

The following guidance, based around the 'Receive, Reassure, React and Record' protocol, will help lessen the risk of causing more trauma to the child or compromising further investigation:

### Receive

- react calmly, be aware of your non-verbal messages; try to avoid seeming shocked, or horrified
- if you do not understand the child's communication method, reassure the child, and find someone who can
- do not interrogate the child, observe, and listen, use active listening techniques
- do not stop a child who is freely recalling significant events
- keep responses short, simple, slow, quiet, and calm
- allow adequate time to listen, do not rush the child, or end the conversation abruptly.

### Reassure

- tell the child they are not to blame and have done the right thing by telling you

- tell the child what will happen next, be honest about you can and cannot do
- **never** promise confidentiality. A phrase you might use could be 'Some things are so important; I have to tell them to somebody else.' Use the DSL's name (unless the allegation involves the DSL).

## React

- explain what you must do next and whom you must tell
- inform the DSL immediately
- explain to the child that the DSL will share any information to other members of staff on a need-to-know-basis only

## Record

- Make some very brief notes at the time of the disclosure but be sure to write them up in more detail as soon as possible.
- Do not destroy your original notes in case they are required by Court.
- Record the date, time, place and how the child appeared to you - be specific.
- Record the actual language the child used (including any swear words or slang), not your interpretations or assumptions
- Record statements and observable things, not your interpretations or assumptions - keep it factual.