



**RIVERLEY**  
PRIMARY

# Safeguarding and Child Protection Policy

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Approved by: Board of Trustees

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# Safeguarding and Child Protection Policy

Riverley Primary School and the Griffin Schools Trust recognises its moral and statutory responsibility to safeguard and promote the welfare of all pupils. We endeavour to provide a safe and welcoming environment where children and young people are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children and young people receive effective support, protection and justice. Child protection forms part of the school’s safeguarding responsibilities.

## Riverley Key Personnel:

School	
Designated Safeguarding Lead	Gemma Endean
Deputy Safeguarding Lead	Sabrina Reilly
Safeguarding Governor	Margaret Upama
Chair of Governors	Anne Powell
SENDCo	Kay Bussetta
Local Authority Designated Officer (LADO)	Gillian Nash – 0208 496 3646
Local Authority Children’s Services	MASH - 020 8496 2310
Prevent Duty Partner	0208 496 3000
Online Safety co-ordinator	Gemma Endean

## 1 Introduction

- 1.1 The Griffin Schools Trust Board recognises and takes seriously its responsibility to safeguard and promote the welfare of children. We endeavour to provide a safe and welcoming environment where children are respected and valued. We are committed to working together with other agencies to ensure adequate arrangements are in place to identify, assess, and support those children who are suffering harm.
- 1.2 We recognise that all adults within the Trust have a full and active part to play in protecting and safeguarding the children in our care, and that the pupil’s welfare is our paramount concern.
- 1.3 This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004; the Education Act 2002 and 2011; The Childcare Act 2006; The Prevent Duty 2015 and in line with relevant government publications such as Working Together to Safeguard Children 2015, Keeping Children safe in Education 2018 and the statutory framework for the early years foundation stage.

## 2 Purpose

- 2.1 The purpose of this policy is to:
  - Support the child’s development in ways that will foster security, confidence, independence and resilience
  - Provide an environment in which children and young people feel safe, secure, valued, respected, feel confident and know how to approach adults if they are in difficulties, knowing that they will be effectively listened to
  - Raise the awareness of all teaching and non-teaching staff of the need to take a full and active role in safeguarding children and of their responsibilities in identifying and reporting possible cases of abuse
  - Ensure all staff are aware that they have equal responsibility to act in accordance with this guidance on any suspicion or disclosure that may suggest a child is at risk of harm
  - Provide a systematic means of monitoring children known or thought to be at risk of harm, and ensure we contribute to assessments of need and support plans for those children

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- Acknowledge and encourage the need for good levels of communication between all members of staff in relation to safeguarding pupils
- Develop a structured procedure within the school which will be followed by all members of the school community in cases of suspected abuse
- Develop and promote effective working relationships with other agencies
- Ensure that all adults within the Trust who have access to children have been checked as to their suitability, including verification of their identity, qualifications, and a satisfactory DBS check and where necessary, a barred-list check.

### 3 Scope

- 3.1 Safeguarding and promoting the welfare of children refers to the process of protecting children from abuse or neglect, preventing the impairment of their health or development, ensuring that children grow up in circumstances consistent with the provision of safe, effective and nurturing care and undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully.
- 3.2 Child protection refers to the processes undertaken to meet statutory obligations laid out in the Children Act 1989 and associated regulations and statutory guidance in respect of those children who have been identified as suffering, or being at risk of suffering harm.
- 3.3 Staff refers to all those working for or on behalf of the school, full time or part time, in either a paid or voluntary capacity.
- 3.4 Child refers to all young people who have not yet reached their 18th birthday. All children, regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.
- 3.5 Parent refers to birth parents and other adults who are in a parenting role, for example step-parents, foster carers and adoptive parents.

### 4 Key Personnel and Responsibilities

- 4.1 GST is responsible for maintaining and updating the Trust-wide Safeguarding and Child Protection policy.
- 4.2 The Head has overall responsibility for the internal management of the policy in the school.
- 4.3 The Chair of Governors and Nominated Safeguarding Governor will ensure that the content of this policy is upheld and that all appropriate training requirements are undertaken. Any weaknesses in the policy will be remedied immediately. The Chair and Safeguarding Governor will also ensure that the school operates safer recruitment procedures and has procedures in place for dealing with allegations of abuse made against staff. The Chair of Governors and Safeguarding Governor are listed on page 3 of this document. The governing body will monitor all areas of Safeguarding and Child Protection.
- 4.4 The Designated Safeguarding Leads and the Deputy Designated Persons have undertaken the appropriate training required by this role.

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- 4.6 The name of the Designated Safeguarding Leads and other members of staff responsible for Child Protection will be clearly advertised in the school, with a statement explaining the school's role in referring and monitoring cases of suspected abuse.
- 4.7 To meet and maintain our responsibilities towards pupils we need to agree standards of good practice for all staff. Good practice includes:
- Being alert and aware of changes to a pupil's behaviour/ family circumstances, and recognising that changes can be an indicator/ reason for abuse
  - Reading and understanding the school's child protection policy and guidance documents on wider safeguarding issues such as bullying, behaviour, physical contact, and information sharing
  - Asking a pupil's permission before initiating physical contact, such as assistance with dressing, support during PE, or administering first aid
  - Referring all concerns about a pupil's safety and welfare to the Designated Safeguarding Lead, or if necessary, directly to the Children's Social Care.
- 4.8 Staff connected to the Early Years and Later Years provisions are under an ongoing duty to inform the school if circumstances change which would mean they meet any of the criteria for disqualification under the Childcare Act 2006. Staff should refer to their contract of employment in respect of their ongoing duty to update the School.
- 4.9 Community users organising activities for children are aware of and understand the need for compliance with the school's child protection guidelines and procedures.
- 4.10 Child protection concerns or allegations against adults working in the school are referred to the Local Authority Designated Officer for advice, contact details are listed on page 3 of this document. Any member of staff found not suitable to work with children will be notified to the Disclosure and Barring Service (DBS) for consideration for barring, following resignation, dismissal, or when we cease to use their service as a result of a substantiated allegation, in the case of a volunteer. Referral will also be made to the National College for Teaching and Leadership. Please refer to our DBS Policy for further guidance on this area. The Local Authority Children's Services contact details are listed on page 3 of this document.
- 4.11 The Prevent Duty Partner details are listed on page 3 of this document. Please see the section of this policy relating to radicalisation for more information on this.
- 4.12 Parents/carers are made aware of this policy and their entitlement to have a copy of it via the school website.
- 4.13 A Local Safeguarding Children Board (LSCB) brings together organisations responsible for Safeguarding and agree on how they will cooperate with one another to safeguard and promote the welfare of children. The main responsibilities of the LSCB are to co-ordinate and quality assure the safeguarding children activities of member agencies.
- ## 5 The Designated Safeguarding Lead (DSL) and Deputy Designated Person (DDP)
- 5.1 The Designated Safeguarding Lead hold ultimate responsibility for Child Protection and Safeguarding in the school.
- 5.2 The Designated Safeguarding Lead will act as a source of support and expertise to the school community and ensure all Safeguarding records are kept up-to-date and confidential.

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- 5.3 The Designated Safeguarding Lead will refer a child if there are concerns about possible abuse to the Children's Services Social Care Team and act as the main point of contact for staff to discuss concerns.
- 5.4 The Designated Safeguarding Lead will ensure that notifications are made when a child with a child protection plan in place is absent without explanation for two days or that a notification is made when a child on a plan changes school.
- 5.5 The Designated Safeguarding Lead will develop effective links with relevant external agencies and liaise frequently with the Nominated Safeguarding Governor and Head, along with reporting to governors on all areas of Safeguarding and Child Protection annually and for reviewing the policy.
- 5.6 The Designated Safeguarding Lead will have full regard to the Local Safeguarding Children Board procedures and requirements.
- 5.7 All staff training in relation to Safeguarding will be co-ordinated regularly and at least annually by the Designated Safeguarding Lead.
- 5.8 The Designated Safeguarding Lead will evaluate any instances regarding the Prevent Duty and report to the Channel Programme as applicable. Please see the section of this policy relating to radicalisation for more information on this.
- 5.9 In the absence of the Designated Safeguarding Lead, the Deputy Designated Person will carry out the role as outlined above.
- 5.10 **If, at any point, there is a risk of immediate serious harm to a child a referral should be made to children's social care immediately. Anyone can make a referral.**
- 5.11 The Designated Safeguarding Lead will undergo updated child protection training at least every 2 years, with regular refresher training to keep updated with the national and local initiatives.

## 6 Safeguarding Definitions and Guidance

### 6.1 Recognising abuse

- 6.1.1 To ensure that our children are protected from harm, we need to understand what types of behaviour constitute abuse and neglect. Abuse and neglect are forms of maltreatment. Somebody may abuse or neglect a child by inflicting harm, for example by hitting them, or by failing to act to prevent harm, for example by leaving a small child home alone, or leaving knives or matches within reach of an unattended toddler. There are four categories of abuse: physical abuse, emotional abuse, sexual abuse and neglect.
- 6.1.2 Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.
- 6.1.3 Emotional abuse is the persistent emotional maltreatment of a child, such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only for meeting the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions

that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, 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.

6.1.4 Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative and non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

### 6.2 Neglect

6.2.1 Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance misuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing or shelter, including exclusion from home or abandonment; failing to protect a child from physical and emotional harm or danger; failure to ensure adequate supervision, including the use of inadequate care-takers; or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

### 6.3 Bullying

6.3.1 While bullying between children is not a separate category of abuse and neglect, it is a very serious issue that can cause considerable anxiety and distress. All incidences of bullying should be reported and will be managed through our anti-bullying procedures. If the bullying is particularly serious, or the anti-bullying procedures are deemed ineffective, the Head and Designated Safeguarding Lead will consider implementing child protection procedures.

6.3.2 The management of children and young people with sexually harmful behaviour is complex and the school will work with other relevant agencies to maintain the safety of the whole school community. Young people who display such behaviour may be victims of abuse themselves and the child protection procedures will be followed for both victim and perpetrator.

#### 6.3.3 Child on Child Sexual Violence and Sexual Harassment

Sexual violence reports from children is important. Victims are reassured that they are being taken seriously and that they will be supported and kept safe. A victim should never be given the impression that they are creating a problem by reporting sexual violence or sexual harassment, nor should a victim ever be made to feel ashamed for making a report. Staff must inform the Designated Safeguarding Lead (or Deputy), as soon as practically possible, if the Designated Safeguarding Lead (or Deputy) is not involved in the initial report.

When taking down details of any harassment, the staff member devotes their full attention to the child and listens to what they are saying. When making notes, staff should be conscious of the need to remain engaged with the child and not appear distracted by the note taking. Either way, it is essential a written record is made.

### 6.4 Child Sexual Exploitation (CSE)

6.4.1 Child Sexual Exploitation (CSE) involves exploitative situations, contexts and relationships where young people receive something as a result of engaging in sexual activities. Sexual exploitation can take many forms. What marks out exploitation is an imbalance of power in the relationship. The perpetrator always holds some kind of power over the victim which increases as the exploitative relationship develops. Sexual exploitation involves varying degrees of coercion, intimidation or enticement, including unwanted pressure from peers to have sex, sexual bullying including cyberbullying and grooming. However, it is also important to recognise that some young people who are being sexually exploited do not exhibit any external signs of this abuse and may not see themselves as a victim and may resent interference. However, this should not influence whether or not a referral is made.

### 6.5 Female Genital Mutilation (FGM)

6.5.1 All staff need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM. There is a range of potential indicators that a child or young person may be at risk of FGM, which individually may not indicate risk but if there are two or more indicators present this could signal a risk to the child or young person. It should be noted that girls at risk of FGM may not yet be aware of the practice or that it may be conducted on them, so sensitivity should always be shown when approaching the subject.

For more information on the warning signs in relation to FGM, please visit the government advice link:

<https://www.gov.uk/government/publications/female-genital-mutilation-guidelines>

6.5.2 There is a statutory duty upon teachers to report to the police where they discover that FGM appears to have been carried out on a girl under 18.

Section 5B of the Female Genital Mutilation Act 2003 places a statutory duty upon teachers along with regulated health and social care professionals in England and Wales, to report to the police where they suspect that FGM appears to have been carried out on a girl under the age of 18.

In addition to FGM, the African practice of “ironing” a girl’s chest with a hot stone to delay breast formation which is spreading in the UK. This is a practice whereby mothers, aunties or grandmothers use a hot stone to massage across the breast repeatedly in order to “break the tissue” and slow its growth. The perpetrators, usually mothers, consider it a traditional measure which protects girls from unwanted male attention, sexual harassment and rape. Medical experts and victims regard it as child abuse which could lead to physical and psychological scars, infections, inability to breastfeed, deformities and breast cancer.

### 6.6 Radicalisation

6.6.1 Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism.

6.6.2 From 1 July 2015 all schools are subject to section 26 of the Counter-Terrorism and Security Act 2015 to have due regard to the need to prevent people from being drawn into terrorism. This duty is known as the Prevent duty. The statutory Prevent guidance summarises the requirements on schools in terms of four general themes: risk assessment, working in partnership, staff training and IT policies.



- 6.6.3 It is possible to prevent vulnerable people from being radicalised during this process. However, there is no single way of identifying those individuals who are vulnerable. Radicalisation can occur in many different ways including specific background factors or specific influences such as family and friends. Social media and the internet is also a major factor in the radicalisation of young people.
- 6.6.4 Risk Assessment requires a general understanding of the risks affecting children and young people in the community and how to identify individual children who may be at risk of radicalisation.
- 6.6.5 The school ICT network will ensure that appropriate filtering is in place to block terrorist or extremist material.
- 6.6.6 As with other safeguarding risks, staff should be alert to changes in behaviour which could indicate that children may be in need of support or protection. Staff should use their professional judgement and act proportionately, which may include making a referral to the Channel programme.
- 6.6.7 Channel is a programme which focuses on providing support at an early stage to those who are identified as being vulnerable to being drawn into terrorism. An individual's engagement with the programme is entirely voluntary at all stages. Following a referral to Channel an assessment will be made to the extent to which identified individuals are vulnerable to being drawn into terrorism, and, where considered appropriate and necessary consent is obtained, arrangements made for support to be provided to those individuals.
- 6.6.8 For more information on this guidance please visit the government advice link below or telephone 0207 340 7264: <https://www.gov.uk/government/publications/channel-guidance>
- 6.7 Missing from Education
- 6.7.1 We recognise that full attendance at school is important to the well-being of all our pupils and enables them to access the opportunities made available to them at school. Attendance is monitored closely as patterns of absence are sometimes a cause for concern.
- 6.7.2 A child going missing from education is a potential indicator of abuse or neglect. The Designated Safeguarding Lead will monitor unauthorised absence, particularly where children go missing on repeated occasions. Where a pupil has 10 consecutive school days of unexplained absence and all reasonable steps\* have been taken by the school to establish their whereabouts without success, the school should make an immediate referral to your local Councils Children Missing Education (CME) Service.
- \*Reasonable steps
- Telephone calls to all known contacts
  - Letters home (including recorded delivery)
  - Contact with other schools where siblings may be registered
  - Possible home visits, where safe to do so
  - Enquiries to friends, neighbours etc. through school contacts
  - Enquiries with any other Service known to be involved with the pupil/family
  - All contacts and outcomes to be recorded on the pupils file.

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### 6.8 Illegal Drugs

When there is evidence or reasonable cause to believe that a young person is using illegal drugs appropriate action and support will be taken.

Further enquiries and/or further action will be taken when the school receives reliable information about drug and alcohol abuse by a child's parents/carers.

### 6.9 Youth Produced Sexual Imagery (sexting)

The practice of children sharing images and videos via text message, email, social media or mobile messaging apps has become commonplace. However, this online technology has also given children the opportunity to produce and distribute sexual imagery in the form of photos and videos. Such imagery involving anyone under the age of 18 is illegal.

Youth produced sexual imagery refers to both images and videos where;

- a person under the age of 18 creates and shares sexual imagery of themselves with a peer under the age of 18
- a person under the age of 18 shares sexual imagery created by another person under the age of 18 with a peer under the age of 18 or an adult
- a person under the age of 18 is in possession of sexual imagery created by another person under the age of 18
- all incidents of this nature should be treated as a safeguarding concern and in line with the UKCCIS guidance 'Sexting in schools and colleges: responding to incidents and safeguarding young people'
- cases where sexual imagery of people under 18 has been shared by adults and where sexual imagery of a person of any age has been shared by an adult to a child is child sexual abuse and should be responded to accordingly

If a member of staff becomes aware of an incident involving youth produced sexual imagery they should follow the child protection procedures and refer to the DSL as soon as possible. The member of staff should confiscate the device involved and set it to flight mode or, if this is not possible, turn it off. Staff should not view, copy or print the youth produced sexual imagery.

The DSL should hold an initial review meeting with appropriate school staff and subsequent interviews with the children involved (if appropriate). Parents should be informed at an early stage and involved in the process unless there is reason to believe that involving parents would put the child at risk of harm. At any point in the process if there is concern a young person has been harmed or is at risk of harm a referral should be made to Children's Social Care or the Police as appropriate.

Immediate referral at the initial review stage should be made to Children's Social Care/Police if;

- the incident involves an adult;
- there is good reason to believe that a young person has been coerced, blackmailed or groomed or if there are concerns about their capacity to consent (for example, owing to special education needs);
- what you know about the imagery suggests the content depicts sexual acts which are unusual for the child's development stage or are violent;
- the imagery involves sexual acts;
- the imagery involves anyone aged 12 or under;
- there is reason to believe a child is at immediate risk of harm owing to the sharing of the imagery, for example the child is presenting as suicidal or self-harming.

If none of the above apply then the DSL will use their professional judgement to assess the risk to pupils involved and may decide, with input from the Head, to respond to the incident without escalation to Children's Social Care or the police.

In applying judgement the DSL will consider if;

- there is a significant age difference between the sender/receiver;
- there is any coercion or encouragement beyond the sender/receiver;
- the imagery was shared and received with the knowledge of the child in the imagery;
- the child is more vulnerable than usual i.e. at risk;
- there is a significant impact on the children involved;
- the image is of a severe or extreme nature;
- the child involved understands consent;
- the situation is isolated or if the image been more widely distributed;
- there other circumstances relating to either the sender or recipient that may add cause for concern i.e. difficult home circumstances;
- the children have been involved in incidents relating to youth produced imagery before.

If any of these circumstances are present the situation will be escalated according to our child protection procedures, including reporting to the police or children's social care. Otherwise, the situation will be managed within the school.

The DSL will record all incidents of youth produced sexual imagery, including both the actions taken, actions not taken, reasons for doing so and the resolution in line with safeguarding recording procedures. Youth refers to anyone under the age of 18.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/545997/Sexting\\_in\\_schools\\_and\\_colleges\\_UKCCIS\\_\\_4\\_.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/545997/Sexting_in_schools_and_colleges_UKCCIS__4_.pdf)

### 6.10 Online Safety

Our pupils increasingly use electronic equipment on a daily basis to access the internet and share content and images via social media sites such as facebook, twitter, instagram, snapchat and oovoo.

Unfortunately, some adults and other children use these technologies to harm children. The harm might range from sending hurtful or abusive texts or emails, to grooming and enticing children to engage in sexual behaviour such as webcam photography or face-to-face meetings. Pupils may also be distressed or harmed by accessing inappropriate material such as pornographic websites or those which promote extremist behaviour, criminal activity, suicide or eating disorders

The School has an online safety policy which explains how we try to keep pupils safe in school and how we respond to online safety incidents.

Pupils are taught about online safety throughout the curriculum and all staff receive online safety training which is regularly updated. The school online safety co-ordinator is listed on page 3 of this document.

### 6.11 Forced Marriage

A forced marriage is a marriage in which one or both people do not (or in cases of people with learning disabilities cannot) consent to the marriage but are coerced into it. Coercion may include physical, psychological, financial, sexual and emotional pressure. It may also involve physical or sexual violence and abuse.

Forced marriage is an appalling and indefensible practice and is recognised in the UK as a form of violence against women and men, domestic/child abuse and a serious abuse of human rights. Since June 2014 forcing someone to marry has become a criminal offence in England and Wales under the Anti-Social Behaviour, Crime and Policing Act 2014.

A forced marriage is not the same as an arranged marriage which is common in several cultures. The families of both spouses take a leading role in arranging the marriage but the choice of whether or not to accept the arrangement remains with the prospective spouses.

School staff should never attempt to intervene directly as a school or through a third party. Contact should be made with the contact centre or the Forced Marriage Unit 200 7008 0151.

### 6.12 Honour Based Violence

Honour based violence (HBV) can be described as a collection of practices, which are used to control behaviour within families or other social groups to protect perceived cultural and religious beliefs and/or honour. Such violence can occur when perpetrators perceive that a relative has shamed the family and/or community by breaking their honour code.

Honour based violence might be committed against people who;

- become involved with a boyfriend or girlfriend from a different culture or religion;
- want to get out of an arranged marriage;
- want to get out of a forced marriage;
- wear clothes or take part in activities that might not be considered traditional within a particular culture.

It is a violation of human rights and may be a form of domestic and/or sexual abuse. There is no, and cannot be, honour or justification for abusing the human rights of others.

### 6.13 Private Fostering Arrangements

A private fostering arrangement occurs when someone other than a parent or close relative cares for a child for a period of 28 days or more, with the agreement of the child's parents. It applies to children under the age of 16 or 18 if the child is disabled. Children looked after by the local authority or who are placed in residential schools, children's homes or hospitals are not considered to be privately fostered.

Private fostering occurs in all cultures, including British culture and children may be privately fostered at any age.

The school recognises that most privately fostered children remain safe and well but are aware that safeguarding concerns have been raised in some cases. Therefore, all staff are alert to possible safeguarding issues, including the possibility that the child has been trafficked into the country.

By law, a parent, private foster carer or other persons involved in making a private fostering arrangement must notify children's services as soon as possible. However, where a member of staff becomes aware that a pupil may be in a private fostering arrangement they will raise this with the DSL and the DSL will notify Surrey Children's Social Care of the circumstances.

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### 6.14 Children with family members in prison

Children with a parent or family member in prison are at risk of poverty, stigma and bullying, isolation and poor mental health. Performance at school may drop and they may have to take on extra responsibilities at home, including becoming young carers in some situations. The school is aware of which children have a parent or family member in prison, maintaining confidentiality where necessary.

### 6.15 Gangs, Organised Crime and County Lines

A gang is typically a noticeable group of individuals that spends time in public and engages in criminal activity and violence. This includes recruiting young people to transport and sell Class A drugs from urban areas to coastal towns. Young people are also used to transport and hide weapons. The group may also be territorial or in conflict with other gangs. Young people involved in gangs have an increased risk of experiencing violence and other types of abuse. Gang crime and serious youth violence is also often synonymous with knife crime and child criminal exploitation.

Teachers have the power to search pupils without consent for 'prohibited items' such as knives and weapons, alcohol, illegal drugs, tobacco, and any item that staff reasonably suspect has been, or is likely to be, used to commit an offence, cause personal injury or damage to property.

Anyone worried about a student involved in, or at risk from, gangs can call the NSPCC on 0808 800 5000.

## 7 Safeguarding and Child Protection Procedures

### 7.1 Indicators of abuse and what you might see

7.1.1 Physical signs define some types of abuse, for example, bruising, bleeding or broken bones. The identification of physical signs is complicated, as children may go to great lengths to hide injuries, often because they are ashamed or embarrassed, or their abuser has threatened further violence or trauma. It is also quite difficult for anyone without medical training to categorise injuries into accidental or deliberate with any degree of certainty. For these reasons it is vital that staff are also aware of the range of behavioural indicators of abuse and report any concerns to the Designated Safeguarding Lead.

7.1.2 Remember, it is your responsibility to report your concerns. It is not your responsibility to investigate or decide whether a child has been abused. A child who is being abused and/or neglected may:

- have bruises, bleeding, burns, fractures or other injuries
- show signs of pain or discomfort
- keep arms and legs covered, even in warm weather
- be concerned about changing for PE or swimming
- look unkempt and uncared for
- change their eating habits
- have difficulty in making or sustaining friendships
- appear fearful
- be reckless with regard to their own or other's safety
- self-harm
- frequently miss school or arrive late

- show signs of not wanting to go home
- display a change in behaviour – from quiet to aggressive, or happy-go-lucky to withdrawn
- challenge authority
- become disinterested in their school work
- be constantly tired or preoccupied
- be wary of physical contact
- be involved in, or particularly knowledgeable about drugs or alcohol
- display sexual knowledge or behaviour beyond that normally expected for their age.

7.1.3 Individual indicators will rarely, in isolation, provide conclusive evidence of abuse. They should be viewed as part of a jigsaw, and each small piece of information will help the Designated Safeguarding Lead to decide how to proceed. It is very important that you report your concerns.

### 7.2 Taking action

7.2.1 Key points to remember for taking action are:

- in an emergency take the action necessary to help the child, for example, call 999
- report your concern to the Designated Safeguarding Lead as quickly as possible and if they are not available ensure the information is shared with the most senior person in the school that day and ensure action is taken to report the concern to children's social care
- do not start your own investigation
- share information on a need-to-know basis only, do not discuss the issue with colleagues, friends or family
- complete a record of concern
- seek support for yourself if you are distressed.

### 7.3 If you suspect a child is at risk of harm

7.3.1 There will be occasions when you suspect that a child may be at serious risk, but you have no 'real' evidence. The child's behaviour may have changed, their artwork could be bizarre or you may have noticed other physical but inconclusive signs. In these circumstances, you should try to give the child the opportunity to talk. The signs you have noticed may be due to a variety of factors and it is fine to ask the child if they are alright or if you can help in any way.

7.3.2 Ensure these concerns are reported to the Designated Safeguarding Lead. If the child does begin to reveal that they are being harmed you should follow the advice in the section 'If a child discloses to you'. If, following your conversation, you remain concerned, you should discuss your concerns with the Designated Safeguarding Lead.

7.3.3 The Department for Education has produced advice titled "[What to do if you are worried a child is being abused 2015- Advice for practitioners](#)" to help practitioners identify child abuse and neglect and take appropriate action in response.

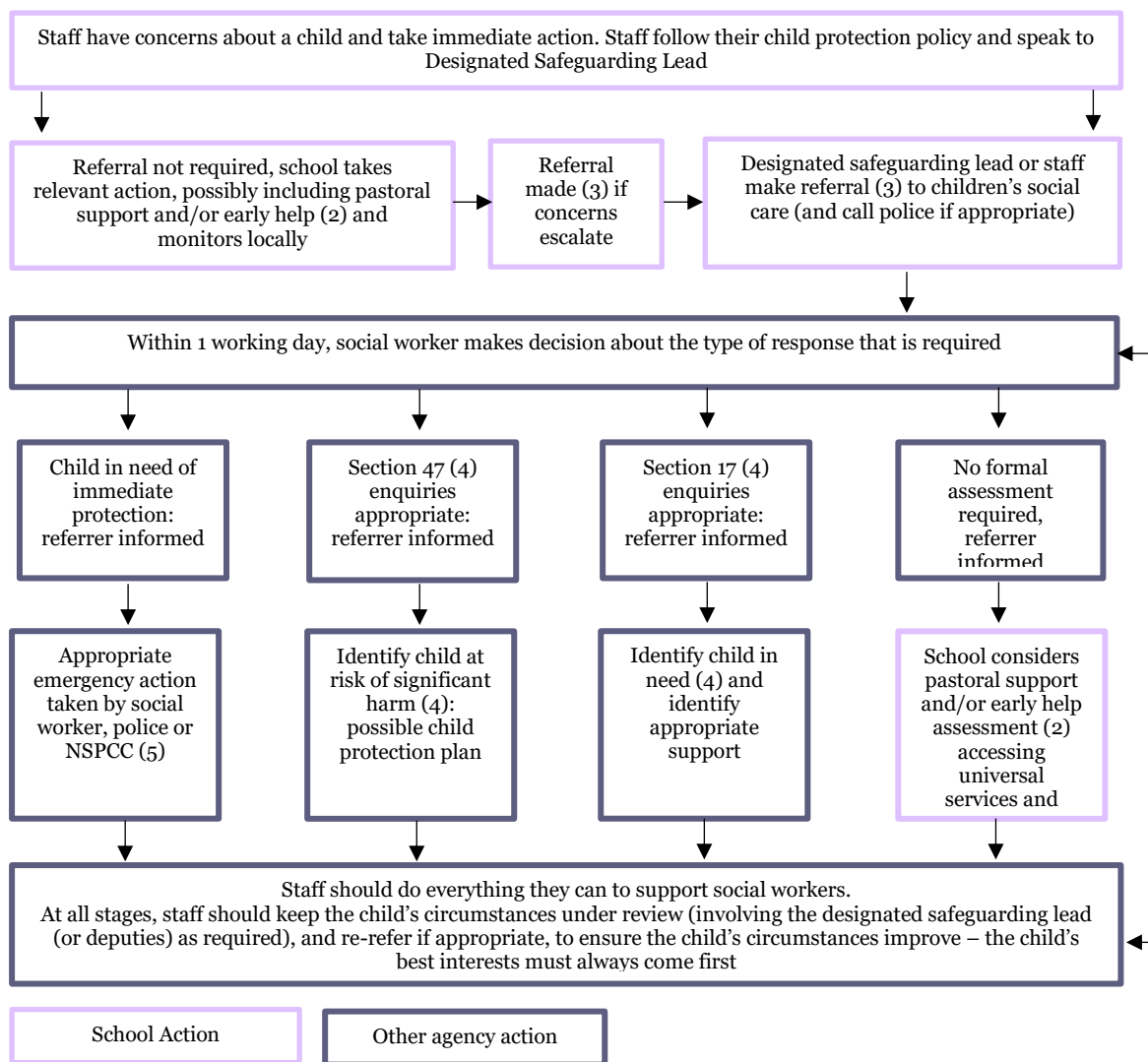
### 7.4 If a child discloses information to you

7.4.1 It takes a lot of courage for a child to disclose that they are being neglected or abused. They may feel ashamed, particularly if the abuse is sexual, their abuser may have threatened what will happen if they tell, they may have lost all trust in adults, or they may believe, or have been told, that the abuse is their own fault.

- 7.4.2 If a child talks to you about any risks to their safety or wellbeing you will need to let them know that you must pass the information on, you are not allowed to keep secrets. The point at which you do this is a matter for professional judgement.
- 7.4.3 During your conversation with the child allow them to speak freely. Remain calm and do not over react as the child may stop talking if they feel they are upsetting you. Give reassuring nods or words of comfort and do not be afraid of silences, remembering how hard this must be for the child. Do not automatically offer any physical touch as comfort. It may be anything but comforting to a child who has been abused.
- 7.4.4 Under no circumstances ask leading or investigative questions – such as how many times this has happened, whether it happens to siblings too, or what does the child's mother think about all this.
- 7.4.5 Tell the child what will happen next. The child may agree to go with you to see the Designated Safeguarding Lead. Otherwise let them know that someone will come to see them before the end of the day.
- 7.4.6 Report verbally to the Designated Safeguarding Lead and write up your conversation as soon as possible on the record of concern form and hand it to the Designated Safeguarding Lead. Ensure you seek support if you feel distressed.
- 7.5 Notifying parents
- 7.5.1 The school will normally seek to discuss any concerns about a child with their parents. This must be handled sensitively and the Designated Safeguarding Lead will make contact with the parent in the event of a concern, suspicion or disclosure. However, if the school believes that notifying parents could increase the risk to the child or exacerbate the problem, advice will first be sought from children's social care.

## 7.6 Referral to children’s social care

7.6.1 This diagram illustrates what action should be taken and who should take it where there are concerns about a child. If, at any point, there is a risk of immediate serious harm to a child a referral should be made to children’s social care immediately. **Anybody can make a referral.**



- (1) In cases which also involve a concern or an allegation of abuse against a staff member, see Part four of this guidance.
- (2) Early help means providing support as soon as a problem emerges at any point in a child’s life. Where a child would benefit from co-ordinated early help, an early help inter-agency assessment should be arranged. Chapter one of Working Together to Safeguard Children provides detailed guidance on the early help process.
- (3) Referrals should follow the process set out in the local threshold document and local protocol for assessment. Chapter one of Working Together to Safeguard Children.
- (4) Under the Children Act 1989, local authorities are required to provide services for children in need for the purposes of safeguarding and promoting their welfare. Children in need may be assessed under section 17 of the Children Act 1989. Under section 47 of the Children Act 1989, where a local authority has reasonable cause to suspect that a child is suffering or likely to suffer significant harm, it has a duty to make enquiries to decide whether to take action to safeguard or promote the child’s welfare. Full details are in Chapter one of Working Together to Safeguard Children.
- (5) This could include applying for an Emergency Protection Order (EPO).



### 8 Supporting Children

- 8.1 We recognise that providing early help is more effective in promoting the welfare of children, than reacting later. Early help means providing support as soon as a problem emerges, at any point in a child's life and we are particularly alert to the potential need for early help for a child who:
- is disabled and has specific additional needs
  - has special educational needs (whether or not they have a statutory Education, Health and Care Plan)
  - is a young carer
  - is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups
  - is frequently missing/goes missing from care or from home
  - is at risk of modern slavery, trafficking or 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 drugs or alcohol themselves
- 8.2 When a child requires support from more than one agency (e.g. education, health, housing, police), the school will complete an Early Help Assessment (EHA) and identify what help the child/ family require, to prevent their needs escalating to a point where intervention via a statutory assessment under the Children Act 1989 is needed.
- 8.3 We recognise that a child who is abused, who witnesses violence or who lives in a violent environment may feel helpless and humiliated, may blame themselves, and find it difficult to develop and maintain a sense of self-worth. We recognise that the school may provide the only stability in the lives of children who have been abused or who are at risk of harm.
- 8.4 Our school will support all children by:
- Encouraging the development of self-esteem and resilience in every aspect of school life, including through the curriculum
  - Promoting a caring, safe and positive environment within the school
  - Ensure that all children know there is an adult in the school who they can approach if they are worried or in difficulty
  - Include regular consultation with children e.g. through safety questionnaires, participation in anti-bullying week, asking children to report whether they have had happy/sad lunchtimes/playtimes
  - Liaising and working together with all other support services and those agencies involved in the safeguarding of children
  - Notifying Children's Services as soon as there is a significant concern
  - Ensuring that a named teacher is designated for Looked After Children (LAC) and that an up to date list of children is regularly reviewed and updated
  - Providing continuing support to a child (about whom there have been concerns) who leaves the school, by ensuring that such concerns and school medical records are forwarded under confidential cover to the Head at the pupil's new school as a matter of urgency
  - Listening to a child's wishes and feelings.
- 8.5 Children in Early Years are encouraged to understand how to keep themselves safe and this will be developed throughout their time in Early Years. Not applicable to Secondary Schools.

### 9 Supporting Staff

- 9.1 We recognise that staff who have become involved with a child who has suffered harm, or appears to be likely to suffer harm, may find the situation stressful and upsetting. We will support such staff by providing regular sessions to talk through their anxieties and to seek further support.

### 10 If you have concerns about a colleague

- 10.1 Staff who are concerned about the conduct of a colleague towards a child are undoubtedly placed in a very difficult situation. They may worry that they have misunderstood the situation and they will wonder whether a report could jeopardise their colleague's career. All staff must remember that the welfare of the child is paramount. All concerns of poor practice or concerns about a child's welfare brought about by the behaviour of colleagues should be reported to the Head. Complaints about a Head should be reported to the Trust Chief Executive.

### 11 If you have concerns about the safeguarding practices within the school or have a complaint

- 11.1 Staff and volunteers should feel able to raise concerns about poor or unsafe practice and potential failures in the schools safeguarding regime. Appropriate whistleblowing procedures are in place to raise such a concern with the schools management team. Please refer to the Whistleblowing Policy for full details.
- 11.2 Our complaints procedure will be followed where a child or parent raises a concern about poor practice towards a child that initially does not reach the threshold for child protection action. Complaints from staff are dealt with under the school's grievance procedures.

### 12 Allegations against staff

- 12.1 All staff should take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults.
- 12.2 We understand that a pupil or parent may make an allegation against a member of staff. If such an allegation is made, the member of staff receiving the allegation will immediately inform the Head or the most senior teacher if the Head is not available.
- 12.3 If the allegation concerns the Head it should be reported to the Chair of Governors or Trust Chief Executive immediately. In these instances, any reference to the Head in this section should be read as referring to the Chair of Governors or Trust Chief Executive.
- 12.4 If the allegation meets any of the following criteria it should be reported by the Head to the Local Authority Designated Officer as soon as possible on that day.
- Staff have behaved in a way that has harmed a child, or may have harmed a child
  - Staff have possibly committed a criminal offence against or related to a child
  - Staff have behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.
- 12.5 Any member of staff who believes with reasonable cause that allegations about staff are not being referred to the Local Authority Designated Officer or handled appropriately may refer the matter directly to the Local Authority Designated Officer.

- 12.6 For allegations against Early Years staff, Early Years volunteers or anyone who resides at the premises, Ofsted will need to be informed within 14 days of the allegation being made and reported to the Local Authority Delegated Officer. Not applicable to Secondary Schools.
- 12.7 Under no circumstances will we send a child home, pending such an investigation, unless this advice is given exceptionally, as a result of a consultation with the Local Authority Designated Officer.
- 12.8 Suspension of the member of staff, excluding the Head, against whom an allegation has been made, needs careful consideration, and the Head will consult in making this decision. In the event of an allegation against the Head, the decision to suspend will be made by the Chief Executive with advice from the Local Authority Designated Officer and HR Advisor.
- 12.9 If an allegation is made directly to the police, they will co-ordinate with the Local Authority Designated Officer. The Local Authority Designated Officer will then discuss the allegation with the Head and, where necessary, obtain further details of the allegation. *The Head should not investigate the allegation at this stage. The discussion should also consider whether there is evidence/information that establishes that the allegation is false or unfounded.*
- 12.10 If the allegation is not definitively false and there is cause to suspect that a child is suffering or is likely to suffer significant harm, the Local Authority Designated Officer will immediately refer to Children's Social Care and request a strategy discussion with the Head.
- 12.11 If there is not cause to suspect that significant harm is an issue, but a criminal offence might have been committed, the Local Authority Designated Officer will immediately inform the police and convene a similar discussion to decide whether a police investigation is needed. That discussion will also involve other agencies involved with the child.
- 12.12 After this initial consideration, if it is decided that the allegation does not involve a possible criminal offence, it will be for the school to deal with. In such cases, the Head will decide if a Disciplinary process is required and if so, will handle the matter in line with the current disciplinary policy. In a case in which Children's Social Care has undertaken enquiries, the Head should take account of any relevant information obtained in the course of those enquiries when considering disciplinary action.
- 12.13 The Local Authority Designated Officer will continue to liaise with the school to monitor progress of the case and provide advice and support.
- 12.14 If a criminal investigation is required, the police will aim to complete their enquiries as quickly as possible consistent with a fair and thorough investigation and will keep the progress of the case under review.
- 12.15 If the police and/or Criminal Prosecution Service (CPS) decide not to charge the individual with an offence, or decide to administer a caution, or a Court acquits the person, the police aim to pass all information they have which may be relevant to a disciplinary case to the school as quickly as possible after the decision. The school will then consider the matter in line with the current disciplinary policy.
- 12.16 If the person is convicted of an offence the police will inform the employer straight away so that appropriate disciplinary action can be taken.

12.17 Referral to the DBS and/or The National College for Teaching and Leadership will be made at the conclusion of the disciplinary process where the threshold for referral is met. See also <https://www.gov.uk/guidance/making-barring-referrals-to-the-dbs>

12.18 Staff, parents and governors are reminded that publication of material that may lead to the identification of a teacher who is the subject of an allegation is prohibited by law. Publication includes verbal conversations or writing including content placed on social media sites.

### 13 Allegations against pupils

13.1 In most instances, the conduct of pupils towards each other will be covered by the Behaviour Policy. However, some serious allegations may raise safeguarding concerns including physical abuse, emotional abuse, sexual abuse and sexual exploitation. It is likely to be considered a safeguarding allegation if the allegation:

- is made against an older pupil and refers to their behaviour towards a younger or more vulnerable pupil
- is of a serious nature, possibly including a criminal offence
- raises risk factors for other pupils in the school
- indicates that other pupils may have been affected by this student
- indicates that young people outside the school may be affected by this student.

13.2 Examples of safeguarding issues against a student could include:

- violence, particularly pre-planned
- forcing others to use drugs or alcohol
- blackmail or extortion
- threats and intimidation
- indecent exposure, indecent touching or serious sexual assaults
- forcing others to watch pornography or take part in sexting
- encouraging others to attend inappropriate parties
- photographing or videoing other children performing indecent acts.

13.3 When an allegation is made by a pupil, staff will need to consider if the complaint raises a safeguarding concern. If there is a safeguarding concern the Head and Designated Safeguarding Lead should be informed immediately.

13.4 A factual record should be made of the allegation, but no attempt at this stage should be made to investigate the circumstances.

13.5 The Designated Safeguarding Lead will contact the Local Authority Designated Officer to discuss the case and will follow through the outcomes of the discussion. The Designated Safeguarding Lead will make a record of the concern, the discussion and any outcome and keep a copy in the files of both pupils' files.

13.6 If the allegation indicates a potential criminal offence has taken place, the police should be contacted at the earliest opportunity and both sets of parents informed.

13.7 It may be appropriate to exclude the pupil being complained about for a period of time according to the Behaviour Policy.

13.8 Where neither Children's Social Care nor the police decide to investigate the complaint, a thorough school investigation should take place, with a risk assessment prepared and a supervision plan implemented, if required.

## Safeguarding and Child Protection Policy

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### 14 Confidentiality

- 14.1 All matters relating to child protection are confidential. The Head or Designated Safeguarding Lead will disclose any information about a child to other members of staff on a need-to-know basis only.
- 14.2 All staff must be aware that they have a professional responsibility to share information with other agencies such as Social Care, Local Authority, Channel etc, in order to safeguard children.
- 14.3 All staff must be aware that they cannot promise a child to keep secrets that might compromise the child's safety or wellbeing, or that of another.
- 14.4 The Trust will always undertake to share our intention to refer a child to Social Care with their parents unless to do so could put the child at greater risk of harm, or impede a criminal investigation.
- 14.5 All confidentiality will take into account the requirements to notify agencies of safeguarding concerns under the Children's Act 1989, Working to Safeguard Children and the Prevent Duty.

### 15 Physical Intervention

- 15.1 We acknowledge that staff must only ever use physical intervention as a last resort, when a child is endangering him/herself or others, and that at all times it must be the minimal force necessary to prevent injury to another person. Such events should be recorded and signed by a witness.
- 15.2 We understand that physical intervention of a nature that causes injury or distress to a child may be considered under child protection or disciplinary procedures.
- 15.3 We recognise that touch is appropriate in the context of working with children, and all staff have been given 'Safe Practice' guidance to ensure they are clear about their professional boundaries.
- 15.4 It is up to the Designated Safeguarding Lead to ensure that every staff member in the school, that may be called upon to use physical intervention, has been appropriately trained to deal with any potential scenarios that may arise.

### 16 Staff training

- 16.1 It is important that all staff have training to enable them to recognise the possible signs of abuse and neglect and to know what to do if they have a concern. New staff and governors will receive training during their induction. All staff will receive training that is updated annually with refreshers throughout the year.
- 16.2 All members of staff:
- are provided with child protection awareness information at induction so that they know who to discuss a concern with
  - are trained in and receive regular updates in e-safety and reporting concerns
  - have child protection awareness training every year, to maintain their understanding of the signs and indicators of abuse
  - know how to respond to a pupil who discloses abuse and the procedure to be followed in appropriately sharing a concern of possible abuse or disclosure of abuse

- are expected to have read at least Section One of Keeping Children Safe in Education
- will have been notified of the details of the Local Safeguarding Children Board and Prevent partners.

### 17 Safer Recruitment

17.1 The Trust endeavours to ensure that we do our utmost to employ 'safe' staff by following the guidance in Keeping Children Safe in Education 2018. Refer to GST Safer Recruiting Policy.

17.2 The Deputy Designated Persons who are involved in recruitment, along with at least one governor, will be trained in complete Safer Recruitment Training.

### 18 Use of Mobile Phones and Cameras

18.1 Where appropriate the school may provide a camera for staff to use to record images and videos. At no time should a staff camera or mobile phone be used to record children. Staff mobile phones should not be taken onto the playground, unless being used for Health & Safety reasons, and should be locked away when in a classroom.

18.2 All recorded images should only be downloaded onto a school-based system, and should be deleted once printed.

18.3 Parental consent will be sought for the use of photographs or videos in school and outside of school, such as on school trips and for promotional reasons. If images are used with consent, only first names or anonymised titles will be used.

18.4 The school's policy on E-safety outlines the expectations of pupils regarding mobile phones and cameras. In the EYFS setting, no pupils are permitted to bring mobile devices with any form of camera facility into the premises.

18.5 Parents may bring mobile phones into school but may only take photographs, of their own child/ren, during events such as plays, concerts or sporting events for personal use. Parents should be reminded that the publications of such images might be unlawful.

18.6 The school is vigilant to ensure the appropriate use of social media.

### 19 Extended school and off-site arrangements

19.1 Where extended school activities are provided this policy will still apply. When our children attend off-site activities, we will check that effective child protection arrangements are in place.

### 20 Site Security

20.1 Visitors to the school, including contractors, are expected to sign in and are given an identity (visitor) badge, which confirms they have permission to be on site. Parents who are simply delivering or collecting their children do not need to sign in. All visitors are expected to observe the school's safeguarding and health and safety regulations to ensure children in school are kept safe. The Head will exercise professional judgement in determining whether any visitor should be escorted or supervised while on site.

### 21 Record Keeping

- 21.1 The Designated Safeguarding Lead will maintain child protection records and ensure they:
- Have details of two emergency contacts on every child's file
  - Keep clear detailed written records of concerns about children even when there is no need to refer the matter
  - Keep records in meticulous chronological order
  - Keep all records in secure and in locked locations
  - Send all relevant records to the receiving school, college or education establishment when a pupil moves and that safe receipt is confirmed.
- 21.2 Child protection records will be maintained independently from the pupil's school files and the school file will be 'tagged' to indicate that separate information is held. Such records will only be accessible to the Designated Safeguarding Lead and any school leader that needs to be aware.
- 21.3 Such records will include, in addition to the name, address and age of the child, timed and dated observations describing the child's behaviour, appearance, statements/remarks made to staff or other children and observations of interactions between the child, other children, members of staff and/ or parents/ carers that give rise to concern. Where possible and without interpretation, the exact words spoken by the child or parent/carer will be recorded. Records will be signed, dated and timed by the member of staff making the record.
- 21.4 Child protection records are normally exempt from the disclosure provisions of the Data Protection Act\*, which means that children and parents do not have an automatic right to see them. If a request is received, please refer to the Head/Head of School, who will advise them to submit a Freedom of Information request for consideration. The Data Protection Act does not prevent school staff from sharing information with relevant agencies, where that information may help to protect a child.

\*The Data Protection Act and GDPR do not prevent, or limit, the sharing of information for the purposes of keeping children safe. Fears about sharing information will not be allowed to stand in the way of the need to promote the welfare and protect the safety of children.

### 22 Monitoring and Review

- 22.1 This policy is reviewed by the Griffin Schools Trust Board and the school each year. Safeguarding incidents are monitored by the Trust to inform any required changes to the policy.

## Appendix A: Welfare Concern Form

Use this form to record any concern about a child’s welfare, including at risk of homelessness or being homeless, and give it to the Designated Safeguarding Lead for child protection. If you suspect the child may be suffering abuse or neglect, or you have received a disclosure of abuse from a child, or you have heard about an allegation of abuse, you must complete the child protection record of concern form instead, and hand it to the Designated Safeguarding Lead as soon as possible today.

Child’s full name	
Date of this record	
Why are you concerned about this child?	
What have you observed and when?	
What have you heard and when?	
What have you been told and when?	
Date and time you handed this form to the Designated Safeguarding Lead	
Class teacher/form tutor	
Your name and designation	

Signature: \_\_\_\_\_

Have you spoken to the child?  Yes  No

What did they say? Use the child’s own words

Have you spoken to anyone else about your concern?  Yes  No

Who?

Is this the first time you have been concerned about this child?  Yes  No

Further details:

Designated Safeguarding Lead or Deputy Designated Person Comments:
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## Appendix B: Record of concern

Information about Child	
Child's full name	
Child's Address	
Child's Telephone	
Child's Date of Birth	
Child's Gender	
Is the child looked-after by the local authority or are there any other legal family arrangements? (for example, a residence order)	
When was the child first admitted to this school?	
Ethnicity, culture and religion	
Preferred language of child. Is any language support required? If Yes, please specify.	
Does the child have any disability or special educational need. If Yes, please specify.	
Does the child know this form has been completed? If not, why not? If yes, what did the child say?	
Has a Common Assessment Framework (CAF) been completed for this child? If Yes, please give date and reason for the CAF	
Information on Parental Responsibility	
Name, Telephone and Address of those with parental responsibility	
Relationship of those with parental responsibility to child	

Ethnicity, culture and religion of those with parental responsibility if known	
<p>Preferred language of those with parental responsibility. Is any type of language support required?</p> <p>Do those with parental responsibility have any disability or special need? How does this disability or special need affect the child?</p>	
Details of any siblings	
Does the child regularly spend time with other carers, for example, after-school or holiday carers, or at a short break service?	
<b>Details of Concern</b>	
<p>Why are you concerned about this child?</p> <p><i>Please provide a description of any incidents/conversations and the dates they occurred. You must make clear what is fact and what is opinion or hearsay. You must not ask the child leading questions or try to investigate the concern yourself</i></p>	
<p>What have you observed and when? <i>(This relates to anything you have personally witnessed)</i></p>	



## Safeguarding and Child Protection Policy

What have you been told and when? *(Write here anything you have been told by the child or any other person. Be clear about who has said what)*

What have you heard and when? *(This may be third-party information that is relevant but as yet unsubstantiated)*

If an allegation has been made, give any details you have about the alleged abuser:

### Reporting

Date and time of this record

Your Name

Your Position

Do those with parental responsibility know this form has been completed? If not, why not? If yes, what did they say? *NOTE: Those with parental responsibility should not be contacted by anyone in the school if this could place the child at risk. Speak to the Designated Safeguarding Lead first.*

Does the child have any visible injury, or have they told you they have been injured? If yes, has medical advice been sought?	
Has any action already been taken in relation to this concern? (for example, child taken out of class, first aid)	
Name and position of the person this record was handed to:	
Date and time the above person received this record	
If this record has been handed to anyone other than the Designated Safeguarding Lead please explain why	

If you have used additional sheets to complete this record of concern please staple them to this form and write the number of additional sheets here \_\_\_\_\_

Hand this form to the Designated Safeguarding Lead before you go home. If the Designated Safeguarding Lead is unavailable, hand it to their Deputy, the Head or your line manager.

**NB:** If you do not have certain information, such as the child or family’s ethnicity, do not delay handing in the form.