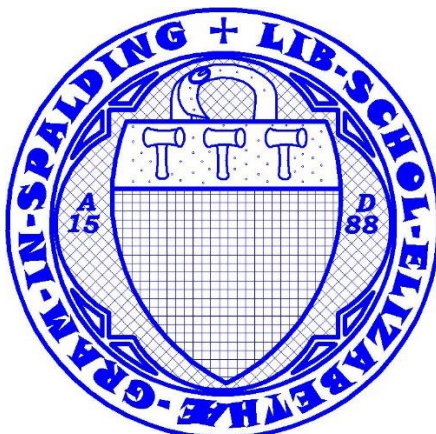


Spalding Grammar School



Child Protection & Safeguarding Policy 2021-22

SCHOOL NAME: Spalding Grammar School

Headmaster: Mr S M Wilkinson

Named personnel with designated responsibility for Safeguarding

| Academic Year | Designated Safeguarding Lead | Deputy Designated Safeguarding Lead | Safeguarding Governor | Chair of Governors |
|---------------|------------------------------|-------------------------------------|-----------------------|--------------------|
| 2021/22 | Mr A Brooks | Mr P Dormor | Mr M Scott | Mr A Faulkner |
| 2020/21 | Mr A Brooks | Mrs J Lutton | Mr P Callow | Mr A Faulkner |
| | | | | |

Dedicated teacher for Looked After Children:
SENCO:

Mrs J Lutton
Mrs J Lutton

Policy review dates (No later than one year following publication of the policy)

| Review Date | Changes made | By whom | Date Shared |
|--------------|------------------------|--------------|-------------|
| October 2021 | Yes (in line with LCC) | Mrs J Lutton | 04.11.21 |
| October 2022 | | | |

Contents

Introduction

Section 1 – School Commitment **pages 4-10**

- 1.1 Our Guidance and Training
- 1.2 Whistleblowing and Professional Resolution and Escalation
- 1.3 Child Protection Procedures
- 1.4 Concerns that staff must immediately report
- 1.5 Responding to disclosure
- 1.6 Action by the Safeguarding Team
- 1.7 Action following a child protection referral
- 1.8 Recording and monitoring

Section 2 – Student information **pages 11-12**

- 2.1 Student Information
- 2.2 Transfer of files

Section 3 – Role and Responsibilities **pages 13-17**

- 3.1 Governing Body
- 3.2 Headmaster
- 3.3 Safeguarding Team
- 3.4 All Staff and Volunteers

Section 4 – Child Abuse, Neglect and Specific Safeguarding Situations
page 18

Section 5 - Providing a Safe and Supportive Environment **pages 19-23**

- 5.1 Safer Recruitment and Selection
- 5.2 Home-stays (Exchange Visits)
- 5.3 Safe Working Practice
- 5.4 Risk Assessments
- 5.5 Safeguarding Information for Students
- 5.6 Partnership with Parents
- 5.7 Partnership with others
- 5.8 Support, Advice and Guidance for Staff
- 5.9 Alternative Provision

Section 6 - Allegations regarding Person(s) Working in or on behalf of School (including Volunteers)
pages 24-25

Appendices:

- Appendix 1 Safeguarding Contacts
- Appendix 2 Referral flowchart (KCSIE)
- Appendix 3 Receiving Disclosures
- Appendix 4 SGS Disclosure Form
- Appendix 5 Body Map (including guidance)
- Appendix 6 Definitions of Abuse
- Appendix 7 Symptoms of Abuse
- Appendix 8 Meeting the needs of children and families in Lincolnshire
- Appendix 9 Lincolnshire Safeguarding Children Partnership (LSCP)
- Appendix 10 Useful contacts
- Appendix 11 Specific Safeguarding Issues
 - 11.1 Children and the court system
 - 11.2 Children Missing from Education
 - 11.3 Children with family members in prison
 - 11.4 Child Sexual Exploitation
 - 11.5 Child Criminal Exploitation: County Lines & Cyber Crime
 - 11.6 Domestic Abuse & Operation Encompass
 - 11.7 Homelessness
 - 11.8 'Honour-based' violence (including Female Genital Mutilation and Forced Marriage)
 - 11.9 Female Genital Mutilation/FGM
 - 11.10 Forced Marriage
 - 11.11 Preventing Radicalisation, The Prevent Duty and Channel
 - 11.12 Peer on Peer Abuse
 - 11.13 Serious Violence
 - 11.14 Sexual Violence and Sexual Harassment
 - 11.15 Upskirting
 - 11.16 Youth Produced Sexual Imagery
 - 11.17 Contextual Safeguarding
 - 11.18 Carrying Knives/Offensive weapons and gang culture
 - 11.19 Children who may require Early Help
 - 11.20 Children with Special Educational Needs and/or Disabilities
 - 11.21 Looked After Children
 - 11.22 Online Safety
 - 11.23 Pre-Birth Protocol

This policy applies to all young people under 18 at the School. Anyone coming into contact with children in our school or visiting the school site must abide by this policy. Everyone working at the school as a member of staff, or volunteer, has a duty to safeguard and protect our children. They must read this policy and sign to say they agree to work to it. Visitors to the school, including contractors, must read our safeguarding statement.

In this policy, the term “child” or “children” refers to anyone under the age of 18 years. The term parent refers to both parents and carers.

The aims of this policy are:

- To clarify roles and responsibilities of everyone within our school in relation to child protection and safeguarding
- To provide information on the range of safeguarding concerns
- To explain the clear procedures that are followed when a child is identified as needing more than universal services can provide

Section 1 School Commitment

We aim to work in partnership and have an important role in inter-agency safeguarding arrangements as set out by Working Together 2018 and Keeping Children Safe in Education (KCSiE) 2021. KCSiE applies to all schools, colleges and providers who educate children up to the age of 19. Everyone working in or for our school service shares an objective to help keep children and young people safe by contributing to:

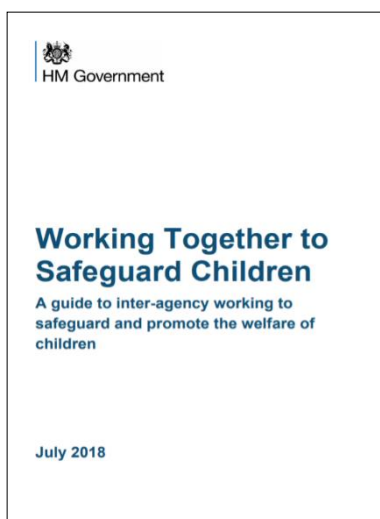
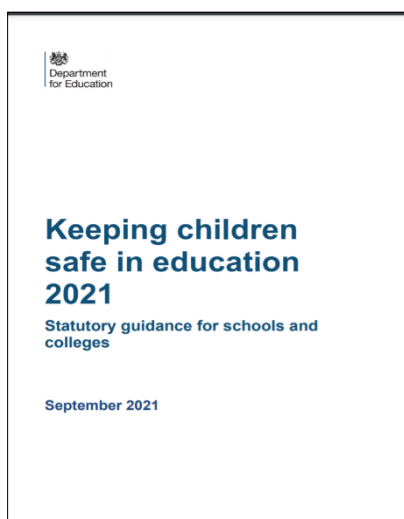
- providing a safe environment for children and young people to learn and develop in our school setting, and
- identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both within and outside of our school setting
- creating a whole school approach to safeguarding through a culture of care where children are listened to, and heard, with the knowledge that their concerns and worries will be taken seriously

Spalding Grammar School is committed to safeguarding and promoting the wellbeing of all of its students. Each student’s welfare is of paramount importance. We recognise that some children *may* be especially vulnerable to abuse, e.g. those that are less mobile or have difficulty communicating, and that their needs are unique to them and that no one size fits all. We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world in a positive way. We will ensure that no child will feel that what they have to say is a problem or carries any shame. As a school we are committed to putting the child at the heart of any procedures that operate. We recognise that, safeguarding concerns do not adhere to school/home boundaries and that what happens at home and within the wider school environment, including on social media, is as relevant as what happens within the classroom. Behaviour may be challenging and we recognise that at times, this may impact on other children either directly or indirectly. We will always take a considered and sensitive approach in order that we can support all of our students.

Safeguarding is at the heart of how we run our school. It is not only about high-level child protection but about how we prevent the need for this. It is considered, for example, in our:



1.1 Our guidance and training



It is important every agency knows what to do if they are worried about a child. We follow the above national guidance for schools so we are clear what to expect and can explain this to our children and their families.

Where there are additional risks we will refer to other specific guidance which is listed in Appendix 2.

Our Governing Body is responsible for ensuring school staff read the appropriate parts of Keeping Children Safe in Education 2021 depending on their roles within the school. This will be based on the level of responsibility for safeguarding in the school and their contact with children. The Local Authority recommends that all staff read section 1 and 5; we will follow this guidance and Governors will review regularly to ensure that staff are appropriately informed.

In our school we follow a six-year training pathway which ensures that all staff receive suitable training to

undertake their role. To guide us, we follow the [Lincolnshire Safeguarding Children's Partnership \(LSCP\)](#) pathway and guidance and access the expertise from the partnership.

The DSL (and any other members of the Safeguarding Team) will undergo additional specific training at least every two years to provide them with the knowledge and skills required to carry out the role. If we recruit a new member of the Safeguarding Team, we will ensure they are fully trained and undertake the appropriate training course provided by the local authority.

In addition to the formal training, their knowledge and skills will be refreshed at regular intervals to allow them to understand and keep up to date with any developments relevant to their role. This will be done by attending the termly local authority DSL Safeguarding Updates, of which we attend a minimum of two per year, accessing DSL drop-in sessions and by attending appropriate LSCP inter-agency training and other relevant training and/or conference opportunities.

We use the LCC Self-Assessment Safeguarding Audit Tool which allows us to regularly assess the safeguarding in our school and identify areas of good practice as well as areas for improvement.

1.2 Whistleblowing and Professional Resolution and Escalation

Anyone worried about a child must continue to raise the concern until they have a reason not to be worried about the child anymore

It is essential that our school expect good practice and professional conduct from ourselves, and others involved in the safeguarding of our children. Staff must be committed to providing a high standard of service and children cannot be expected to raise concerns in an environment where staff fail to do so. All staff are aware of their duty to raise concerns, where they exist, about the management of child protection, which may include the attitude or actions of colleagues. They will follow the procedures for reporting low level concerns which are in our [Code of Conduct](#) and Disciplinary Policy and raise with the Headmaster and involve the [Local Authority Designated Officer \(LADO\)](#) if required. If a member of staff notices anything that gives them cause for concern, it is vital that this is raised. Acting upon staff concerns is fundamental to ensuring good practice and support for staff. Resolving issues must be viewed by all staff as a positive action and not a breach of trust between colleagues or an attack on the school. We value an atmosphere of openness and honesty and welcome suggestions, complaints and criticisms in addition to compliments.

Our staff are encouraged to use the Whistleblowing policy as appropriate to raise or pass on concerns about any of the following:

- a) Poor standards of service
- b) Issues of bad practice
- c) The conduct of colleagues or managers
- d) Anything which is not in the best interest of the children or the school
- e) Anything which is illegal or unacceptable behaviour.

We will always listen to any concerns and try to resolve them but should staff feel unable to raise concerns regarding child protection failures internally or have concerns about the way a concern is being handled in the school, they can use the NSPCC helpline [The NSPCC's 'What you can do to report abuse dedicated helpline](#) or call 0800 028 0285 – line is available from 8am-8pm, Mon-Fri or email: help@nspcc.org.uk

If the school have concerns with the way other agencies are handling a safeguarding concern, then we will follow the Lincolnshire LSCP Professional Resolution and Escalation Protocol the [LSCP Professional Resolution & Escalation Protocol](#). This allows us to open up a dialogue with other professionals and resolve any issues in an open and honest approach and in the best interest of the child.

1.3 Child Protection Procedures

All staff follow the school's Child Protection Procedures which are consistent with:

- [‘Working Together to Safeguard Children 2018’](#),
- [Keeping Children Safe in Education 2021](#); and
- [the Lincolnshire Safeguarding Children Partnership Procedures Manual](#).

Teachers and other adults in school are well placed to observe any physical, emotional or behavioural signs which indicate that a child may be suffering significant harm. Appendix 6 outlines the definitions of abuse.

The relationships between staff, children, parents and the public which foster respect, confidence and trust can lead to disclosures of abuse, and/or school staff being alerted to concerns.

All staff will have an awareness of specific safeguarding issues as referred to in Appendix 11. Domestic Abuse, Child Exploitation (CE), Radicalisation and the Prevent Duty, Female Genital Mutilation (FGM), Attendance and Children Missing from Education (CME) and Contextual Safeguarding are some of these areas.

All staff will also be aware that safeguarding concerns can manifest themselves via peer-on-peer abuse. This is most likely to include, but is not limited to: bullying (including cyber bullying), gender-based violence/sexual assaults and sexting. Staff are clear as to the school's procedures with regards to peer-on-peer abuse.

It is **not** the responsibility of the school staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All members of staff however, have a duty to recognise concerns and maintain an open mind. Accordingly, all concerns regarding the welfare of children will be recorded and discussed with a member of the Safeguarding Team prior to any discussion with parents.

1.4 Concerns that staff must act on immediately and report:

- any suspicion that a child is injured, marked, or bruised in a way which is not readily attributable to the normal knocks or scrapes received in play
- any explanation given to the above which appears inconsistent or suspicious
- any behaviours which give rise to suspicions that a child may have suffered harm (e.g. worrying drawings or play)
- any concerns that a child may be suffering from inadequate care, ill treatment, or emotional maltreatment
- any concerns that a child is presenting signs or symptoms of abuse or neglect
- any significant changes in a child's presentation, including non-attendance
- any hint or disclosure of abuse from any person
- any concerns regarding person(s) who may pose a risk to children (e.g. living in a household with children present)
- any potential indicators of Child Exploitation
- any potential indicators of FGM
- any potential indicators of Radicalisation
- any potential indicators of living in a household with Domestic Abuse

1.5 Responding to disclosure

Staff will not investigate but will, wherever possible, elicit enough information to pass on to the Safeguarding Team in order that they can make an informed decision of what to do next.

The Safeguarding Team will ensure that the child's wishes and feelings are taken into account when determining what action to take and what services to provide. Child Protection processes will operate with the best interests of the child at their core.

Staff will:

- listen to and take seriously any disclosure or information that a child may be at risk of harm
- try to ensure that the person disclosing does not have to speak to another member of school staff
- clarify the information
- try to keep questions to a minimum and of an 'open' nature e.g. using TED technique – 'Tell me, Explain to me, Describe to me....'
- try not to show signs of shock, horror or surprise
- try not to express feelings or judgements regarding any person alleged to have harmed the child
- explain sensitively to the child that they have a responsibility to refer the information to the Safeguarding Team, children need to know that staff may not be able to uphold confidentiality where there are concerns about their safety or someone else's
- reassure and support the child as far as possible
- explain that only those who 'need to know' will be told
- explain what will happen next and who will be involved as appropriate
- record details including date, what the child has said, in the child's words on CPOMS, the school's safeguarding recording system and ensure in person that the Safeguarding Team are made aware
- record any visible signs, injuries or bruises on a Body Map on CPOMS (see Appendix 5)
- record the context and content of their involvement, distinguishing between fact, opinion and hearsay

1.6 Action by the Safeguarding Team

Following any information raising concern, the Safeguarding Team will consider:

- any urgent medical needs of the child
- whether the child is subject to a child protection plan
- discussing the matter with other agencies involved with the child/family
- consulting with appropriate persons e.g. [Duty and Advice Team](#)
- the child's wishes

Then decide:

- to talk to parents, unless to do so may place a child at risk of significant harm, impede any police investigation and/or place the member of staff or others at risk
- whether to make a [child protection referral](#) to Children's Social Care-Duty and Advice Team because a child is suffering or is likely to suffer significant harm and if this needs to be undertaken immediately

OR

- not to make a referral at this stage, if
 - further monitoring is necessary
 - it would be appropriate to undertake an assessment (e.g. Early Help Assessment - EHA)

All information and actions taken, including the reasons for any decisions made, will be fully documented. All referrals to Lincolnshire's Customer Service Centre will be followed up in writing and these referrals will always be kept on file irrespective of the outcome.

1.7 Action following a child protection referral

The Safeguarding Team will:

- make regular contact with the social worker involved to stay informed
- wherever possible, contribute to the strategy discussion
- provide a report for, attend and contribute to any subsequent [child protection conference](#)
- if the child or children are made the subject of a child protection plan, contribute to the child protection plan and attend core group meetings and review conferences
- where possible, share all reports with parents prior to meetings and ensure that they understand the content
- where in disagreement with a decision and concerns remain with the child
 1. talk in the first instance to the social worker/customer service centre
 2. check the referral including all the relevant information and clearly document the concerns about the child
 3. finally follow the [professional resolution and escalation protocol](#) if the concern remains
- where a child subject to a child protection plan moves from the school or goes missing, immediately inform the social worker and/or Children's Social Care Customer Service Centre

1.8 Recording and monitoring

Accurate records will be made as soon as practicable and will clearly distinguish between observation, fact, opinion and hypothesis. All records will state who is providing the information, the date and time, information will be recorded in the child's words where possible and a note made of the location and description of any injuries seen, if this is a paper record than this should be signed.

An example of how this is done can be found in Appendix 3. Photographs of injuries will not be taken.

The Safeguarding Team ensures that the method for other members of staff or volunteers passing on concerns or information is always adhered to as consistency is paramount in ensuring that nothing gets missed. All records of concerns are followed up and clearly show what action is being taken as a result of the concern and the outcomes of this action.

All documents will be retained in a 'Child Protection file', separate from the child's school file. It is kept secure with appropriate level of limited access.

1.9 Supporting the child and partnership with parents

Our school recognises that the child's welfare is paramount and that good child protection and safeguarding practice and outcomes rely on a positive, open and honest working partnership with parents

Whilst we may, on a rare occasion, need to make referrals without consultation with parents, we will make every effort to maintain a positive working relationship with them whilst fulfilling our duties to protect any child

We will also provide a secure, caring, supportive and protective relationship for the child. Children will be given a proper explanation (appropriate to age and understanding) of what action is being taken on their behalf and why.

We will endeavour always to preserve the privacy, dignity and right to confidentiality of the child and parents. The Safeguarding Team will determine which members of staff need to know personal information and what they need to know for the purpose of supporting and protecting the child.

Section 2 Student Information

2.1 In order to keep children safe and provide appropriate care for them the school requires accurate and up to date information regarding:

- names, contact details and relationship to the child of any persons with whom the child normally lives
- names and contact details of all persons with parental responsibility (if different from above)
- emergency contact details (if different from above). We need to know that if the person(s) with parental responsibility is unable to collect their child, there is someone know to us who can collect the child and keep them safe until either the person(s) with parental responsibility is available or a more suitable arrangement is made. We need more than one emergency contact so we have additional options to make contact with a responsible adult when there is a welfare and/or safeguarding concern
- any relevant court orders in place including those which affect any person's access to the child (e.g. Residence Order, Contact Order, Care Order, Injunctions etc.)
- if the child is or has been subject to a Child Protection Plan
- if the child is or has been subject to an Early Help Assessment (EHA) or Child In Need (CIN) processes
- if the child is a Looked After Child (LAC) or previously looked after
- name and contact detail of the child's G.P
- any other factors which may impact on the safety and welfare of the child

The school will collate, store and agree access to this information, ensuring all information held electronically, on the School's SIMs, Go 4 Schools and CPOMS systems, is stored securely with due regard to meeting data protection and safeguarding requirements. Schools need to make sure this information is accurate. We encourage parents to keep us informed of any changes to the basic contact information that we hold at any time but in addition to this our school will check information for all students at least on an annual basis.

The Safeguarding Team keep an up-to-date record of all children who have been referred to them because of a safeguarding concern, this record includes dates, an outline of the concern, any further action and the outcome (parental contact, monitoring, EHA, TAC, CIN, CP).

The Safeguarding Team meet regularly to discuss and review current concerns. Safeguarding is an agenda item at each full governors' meeting.

2.2 Transfer of files

A child protection file is kept separate to a main student record. When a child leaves the school, the student record, including child protection file which is separated from the main student record in a sealed envelope clearly marked as such, is transferred to the new school as soon as possible. "Live" files are usually handed over in a face-to face meeting, unless the child moves out of area. If this is the case, the file is transferred with an accompanying list of the files, e.g. student file, child protection file etc., by recorded delivery and signed for. The child protection file is clearly marked Child Protection, Confidential, for attention of Designated Safeguarding Lead and a receipt of this transfer will be retained.

The receiving school should sign a copy of the list to say that they have received the files and return that to the sending school for tracking and auditing purposes. This record of transfer is retained by our school.

The information added to a record of transfer which the sending school keep until the child reaches their 25th birthday is

- name & DOB of child
- name & address of receiving school
- date file(s) transferred with name and role of person who received it
- date sending school received confirmation of receipt of files from receiving school
- summary of safeguarding concerns at the time of transfer e.g. Child Protection Plan: Neglect.

In addition to the child protection file, the Safeguarding Team should also consider if it would be appropriate to share any information with the new school or college in advance of a child leaving. This will allow the new school to have support in place for when the child arrives.

The full student record is transferred to the next school unless there are records with a short retention period. It is important that full information is transferred to ensure a vital piece of information is not missing that could contribute at a later stage.

Electronic documents, such as those held on CPOMS, that relate to the student file will also be transferred, or, if duplicated in a master paper file, destroyed.

We do not keep copies of any records except where there is an ongoing legal action when the student leaves the school. Once records are transferred, they are the custody and responsibility of the new school. A student's last school is responsible for retaining the main student record until they reach the age of 25 years. These files are stored securely.

We refer to the guidance below for further support:

- [IRMS Information Management Toolkit for Schools June 2019](#)
- [IRMS Information Management Academies Toolkit](#)
- [DfE Data protection: a toolkit for Schools August 2018](#)

3.1 The Role of Our Governing Body

It is the responsibility of our Governing Body to ensure that everyone in the setting understands their role in safeguarding children. It is accountable for the strategic overview and to make sure that safeguarding runs through every policy and procedure that operates within the school. The Governing Body will ensure that the safeguarding measures reflect the specific needs of the students in our school and consider any additional risks related to this.

Our Governors will ensure that:

- there is a named Safeguarding Governor who is appropriately trained
- a senior member of the School's leadership team is appointed to the role of DSL who will take lead responsibility for safeguarding and child protection
- the school has one or more deputy DSL's who are trained to the same standard as the lead DSL
- the school has an effective Child Protection and Safeguarding policy and procedures in place that are in accordance with local authority guidance and locally agreed inter-agency procedures
- the policy is available publically via the school website or other means. The policy will be reviewed and updated on an annual basis or sooner if there are national or local changes to procedures or guidance
- our school staff know who are required to read all or parts of the Department for Education statutory guidance **Keeping Children Safe in Education** and that this is recorded for evidence and reviewed regularly
- the school has a staff behaviour policy/**code of conduct** and that this is provided to all staff and volunteers on induction. The policy includes acceptable use of technology, staff/student relationships and communications including the use of social media
- the school operates safer recruitment procedures and makes sure that all appropriate checks are carried out on staff and volunteers who work with children; and that any panel involved in the recruitment of staff has at least one member who has undertaken the Safer Recruitment Training
- the school has procedures for dealing with allegations against staff and volunteers that comply with guidance from the local authority and locally agreed inter-agency procedures
- the school has procedures for dealing with low level concerns in relation to staff behaviour and that there is a culture of openness in reporting and dealing with these concerns and a process of escalation if any allegation reaches or contributes to a risk of harm to children
- online safety policy and procedures are in place and training and support is provided for staff and students to ensure that there is a good understanding of child protection issues related to electronic media
- the school has appropriate electronic filtering and monitoring systems in place to ensure that children are safeguarded from potentially harmful and inappropriate online material; whilst recognising that "over blocking" should not lead to unreasonable restrictions as to what children can be taught
- students are taught about safeguarding, including online safety as part of providing a broad and balanced curriculum. This may include covering relevant issues in Personal and Careers Education (PaCE) lessons where the Relationships Education and Relationships and Sex Education, and Personal, Social, Health and Economic curriculums are delivered.
- staff including the Headmaster undertake appropriate safeguarding training and there is a training plan that reflects the national, local and School requirements, which is updated annually

- they remedy, without delay, any deficiencies or weaknesses regarding child protection arrangements and reflect on incidents, or near misses, to consider lessons learnt
- the Chair of Governors is responsible for liaising with the LA and/or partner agencies in the event of allegations of abuse being made against the Headmaster
- where services or activities are provided on the school premises by another body, the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection and that they are reviewed annually. There are arrangements in place to liaise with the School about safeguarding matters where appropriate and inspections should take place if required. Any transfer of control or lease or hire arrangements will include safeguarding arrangements. Failure to comply with these arrangements will result in termination of the agreement
- the school appoints an appropriately trained designated teacher with responsibility for “promoting the educational achievement of children who have left care through adoption, special guardianship or child arrangement orders or who were adopted from state care outside England and Wales” in addition to Looked After Children (LAC)

3.2 Our Headmaster will ensure that:

- the policies and procedures adopted by the Governing Body are fully implemented, and followed by all staff
- sufficient resources and time are allocated to enable the designated safeguarding lead and other staff to discharge their responsibilities including taking part in strategy discussions and other inter-agency meetings and contributing to the assessments of children
- there are arrangements in place for safeguarding supervision for all members of the Safeguarding Team
- all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing
- the Designated Safeguarding Lead is supported in providing a contact for the school to provide a report and attend Initial Child Protection Case Conferences, Reviews and Looked After Children Reviews
- allegations regarding staff or any other adults in the school are referred to the Local Authority Designated Officer (LADO), as set out in the Managing Allegations procedure.
- low level concerns in relation to staff behaviour are dealt with through disciplinary policy and a culture of openness and transparency is developed
- individuals are referred to the Disclosure and Barring Service and/or the Secretary of State via the Teaching Regulation Agency where a person is dismissed or has left due to a safeguarding concern or serious misconduct

3.3 Our Safeguarding Team, as stated in KCSIE (2021)

The members of the Safeguarding Team and its structure can be found in Appendix 1.

The DSL and other members of the Safeguarding Team's maintain oversight and hold lead responsibility for any concern about a student, including students requiring early help or child protection

A member of the Safeguarding Team will always be available during school hours for staff in the school to discuss any safeguarding concerns. Arrangements will be made for appropriate cover for any out of hours/out of term activities.

Their role will include ensuring that the school, and staff, know who their vulnerable or potentially vulnerable children are, understand their additional needs, academic progress and attainment and maintain a culture of high aspirations for this cohort by supporting teaching staff to identify the challenges that children in this group might face and the additional support and adjustments, both pastoral and academic that could be made to best support them.

As part of their role, they will:

Manage referrals by

- referring cases of suspected abuse to the local authority children's social care (Customer Service Centre)
- supporting staff who make referrals to Customer Service Centre
- seeking advice from Prevent Team regarding radicalisation concerns and refer cases to the Channel programme when necessary
- supporting teachers to report any cases of Female Genital Mutilation (FGM) as outlined in the duty
- supporting the Headmaster to refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required
- referring cases to the Police where a crime may have been committed

Work with others by

- liaising with the Headmaster to inform them of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations
- as required, liaising with the "case manager" (as per Part four of KCSIE) and the designated officer (LADO) for child protection concerns (all cases which concern a staff member or volunteer)
- liaising with staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies.
- acting as a source of support, advice and expertise for staff
- Liaising with mental health team or lead where safeguarding concerns are linked to mental health
- helping promote educational outcomes by sharing the information about the welfare, safeguarding and child protection issues that children, including children with a social worker, are experiencing, or have experienced, with teachers and school leadership staff.

Undertake training

The members of the Safeguarding Team will undergo training to provide them with the knowledge and skills required to carry out their role. In Lincolnshire we have a 6-year Safeguarding Training Plan and the Safeguarding Team undertake training around their specific role at least every two years. New members of

the Team will become familiar with the content of the LSCP's procedures manual and keep up to date with bi-annual updates.

In addition to the formal training, their knowledge and skills will be refreshed at regular intervals, as required, but at least annually, to allow them to understand and keep up with any developments relevant to their role (this will be done by attending the termly LCC Safeguarding Briefings, DSL Drop-in's and support forums and by attending appropriate LSCP inter-agency training and other relevant training and/or conference opportunities) to ensure that they are sufficiently trained and informed to:

- understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments
- have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so
- ensure each member of staff, especially new and part time staff, has access to and understands this policy and the School's procedures relating to safeguarding and child protection
- be alert to the specific needs of children in need, those with special educational needs and young carers
- be able to understand the unique risks associated with online safety and keep up to date with knowledge to keep children safe whilst they are online at school
- understand the lasting impact that adversity and trauma can have on children's behaviour, mental health and wellbeing, and know what is needed in responding to this in promoting educational outcomes
- understand the importance of information sharing, both within the school and with the safeguarding partners, other agencies, organisations and practitioners
- be able to keep detailed, accurate, secure written records of concerns and referrals
- understand and support the school with regards to the requirements of the Prevent duty and can provide advice and support to staff on protecting children from the risk of radicalisation
- maintain access to resources and receive information about additional relevant or refresher training courses
- encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the School may put in place to protect them

Raise Awareness by

- ensuring the School's child protection and safeguarding policies and procedures are known, understood and used appropriately
- ensuring the School's child protection and safeguarding policy is reviewed at least annually, and the procedures and implementation are updated and reviewed regularly
- working with the Governing Body, in particular the Safeguarding Governor
- ensuring the latest version of the School's Child Protection and Safeguarding Policy is available publicly and parents know that referrals about suspected abuse or neglect may be made and the role of the School in this

- linking with the LSCP to make sure staff are aware of training opportunities and the latest local policies on safeguarding

3.4 All staff and volunteers will:

- read and sign to say that they understand and will fully comply with the School's policies and procedures
- read the appropriate parts of KCSiE (2021) in accordance with the Governors direction and sign to say that they have read and understood them
- identify concerns and inform the Safeguarding Team as early as possible to prevent concerns from escalating and identify children who may be in need of extra help or who are suffering or are likely to suffer significant harm
- ensure there is a culture of listening to children and always considering their thoughts and wishes
- recognising the difficulties that some children have in approaching and sharing concerns with adults, putting in place measures to build relationships
- attend annual whole school safeguarding training and other appropriate training identified
- provide a safe environment in which children can learn
- be aware that they may be asked to support a Social Worker to take decisions about individual children
- inform the Headmaster of any concerns regarding an adult within school at the earliest opportunity
- inform the Chair of Governors of any concerns regarding the Headmaster at the earliest opportunity
- inform the Headmaster of any behaviour of staff that is deemed as low level concerns
- act on the concern and make the referral themselves if they feel the concern is not being taken seriously

Section 4 Child Abuse, Neglect and Specific Safeguarding Situations

Abuse or neglect of a child can happen by someone inflicting harm or failing to act to prevent harm. Young people may be abused in a family, an institutional or community setting by those known to them or by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children. Sometimes they tell us about abuse, sometimes they don't.

Abuse is categorised in Working Together into four areas Sexual Abuse, Emotional Abuse, Physical Abuse and Neglect. Further information can be found in Appendix 6.

Children also face risks within several safeguarding situations, these are detailed in Appendix 11. In our school, we ensure that staff training focuses on the situations that are relevant to our students in our school environment, recognising also that children are part of a wider community and that a 'it may happen here' culture allows early intervention. We also ensure that children themselves develop skills in recognising risks and keeping themselves and others safe within these situations.

Child on Child Sexual Violence and Harassment

A recent Ofsted report on the nature and extent of child-on-child sexual abuse has led the school to be more aware and vigilant in addressing this safeguarding concern. We refer to the recent guidance [Sexual violence and sexual harassment between children in schools and colleges](#)

At SGS we have a culture where sexual harassment including online sexual abuse is not tolerated. We will ensure this is a whole school approach assuming that sexual abuse is, to some extent, happening in our school. This will allow us to identify issues and intervene early to better protect our students.

Section 5 Providing a Safe and Supportive Environment

5.1 Safer Recruitment and Selection

The school pays full regard to DfE guidance 'Keeping Children Safe in Education 2021'. Safer recruitment ensures that every new member of staff understands their duties to safeguard young people from the outset starting from the advertisement, through the interview, to their induction, and start at the school. It is essential that no one gets to work with children who cannot keep them safe.

We ensure that all appropriate measures are applied in relation to everyone who works in the school who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity academic and vocational qualifications, obtaining professional references, checking previous employment history (and ensuring all aps in employment are accounted for) and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and all relevant safer recruitment checks, e.g. Disclosure and Barring Service and Right to Work in the UK checks.

The key staff involved in staff recruitment are trained in safer recruitment and vetting as detailed in the LCC Employment Manual. At least one member of the recruitment panel, including appointment of volunteers and contracted services, will have received safer recruitment training in the last 5 years and accessed more regularly updates on changes to safer recruitment legislation and procedures.

The School maintains a Single Central Record (SCR) which is a statutory document that holds relevant information including safer recruitment checks on

- all staff (including supply staff, and teacher trainees on salaried routes) who work at the school: this means those providing education to children; and
- for independent schools, including academies and free schools, all members of the proprietor body.

The information that must be recorded in respect of all staff members mentioned above is whether the following checks have been carried out or certificates obtained, **and** the date on which each check was completed/certificate obtained:

- an identity check
- a barred list check
- an enhanced Disclosure and Barring Service (DBS) check
- a prohibition from teaching check
- a section 128 check for management positions (as set out in paragraph 99 for independent schools, including free schools and academies)
- further checks on people who have lived or worked outside the UK: this would include recording checks for those European Economic Area (EEA) teacher sanctions and restrictions
- a check of professional qualifications
- a check to establish the person's right to work in the United Kingdom

Individuals who have lived or worked outside the UK

Individuals who have lived or worked outside the UK **must** undergo the same checks as all other staff in school. This includes obtaining (via the applicant) an enhanced DBS certificate (including barred list

information, for those who will be engaging in regulated activity) even if the individual has never been to the UK. In addition, the school must make any further checks they think appropriate so that any relevant events that occurred outside the UK can be considered. These checks might include, where available

- criminal records checks for overseas applicants or Home Office guidance and for teaching positions
- obtaining a letter of professional standing from the professional regulating authority in the country in which the applicant has worked using the UK European Information Centre UK ENIC for advice about which regulatory or professional body applicants could be contacted.

Where available, such evidence will be considered together with information obtained through other pre-appointment checks to help assess suitability. Where this information is not available School will seek alternative methods of checking suitability or undertake a risk assessment that supports informed decision making on whether to proceed with the appointment. Although sanctions and restrictions imposed by another regulating authority do not prevent a person from taking up teaching positions in England, the School will consider the circumstances that led to the restriction or sanction being imposed when considering a candidate's suitability for employment.

The school use further information from the DfE Guidance: Recruit Teachers from Overseas and will contact the senior HR advisor within LCC for further guidance on visas and immigration.

Supply teachers and agency staff

We obtain information in writing from our supply staff agencies that relevant checks have been carried out on the supply staff and that appropriate certificates have been obtained. We also seek confirmation that an enhanced DBS check certificate has been provided and the date that confirmation was received.

Where appropriate, we will recognise the safer recruitment process within an organisation as proof that all staff who work for the organisation have been recruited safely e.g. for Lincolnshire County Council staff and other partner organisations that have been assessed by the LSCP as being section 11 compliant.

If at any point we are concerned about whether safer recruitment procedures have been implemented to employ a member of staff who is intending to work in our school, we will immediately contact the organisation to check. We will also feedback any concerns we have about the staff and expect the agency to action this.

Volunteers

Volunteers play an important role in our School and we value the work they do. We ensure that appropriate checks are carried out and recorded and that no volunteer will be left unsupervised or allowed to work in regulated activity with a child without checks.

If required, we will carry out a risk assessment based on the nature of the work with students, what we know about the volunteer, whether the volunteer has other employment or volunteering where referees can be acquired and if the role is eligible for a DBS check and at what level.

Use of school premises

We will ensure that adequate checks are carried out when the school premises are used by others not employed by the school. We will:

- with the person's consent, apply for a DBS using the online system
- check for any updates to the DBS every 3-6 months
- check if the person involved is with a regulated body and if so, contact the body to see if there are any concerns
- ask the person involved for names of other schools that they have worked in and contact these schools to see if any concerns have been raised

5.2 Home-stays (Exchange Visits)

Where children from overseas are staying with UK parents as part of an exchange organised by the school, those parents will be deemed to be in 'Regulated Activity' for the duration of the stay and as such be will required to submit an enhanced DBS check including barring check. As a volunteer, all checks will be processed free of charge by the DBS. Where additional people in the host family are aged over 16 (i.e. older siblings) the school will consider on a case by case risk assessment basis whether such checks are necessary.

5.3 Safe Working Practice

Our school will comply with the current Guidance for Safer Working Practice for Adults who work with children and young people in education settings

Safe working practice ensures that students are safe and that all staff:

- are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions;
- work in an open and transparent way;
- work with other colleagues where possible in situations open to question
- discuss and/or take advice from school management over any incident which may give rise to concern;
- record any incidents or decisions made;
- apply the same professional standards regardless of gender, sexuality or disability
- comply and are aware of the confidentiality policy
- are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

School staff having concerns about another member of staff:

- Staff members having concerns about another member of staff will report these to the Headmaster.
- Where staff members have concerns about the Headmaster, these will be reported to the chair or governors.

School staff having concerns about safeguarding practices:

- All staff and volunteers should feel able to challenge and raise concerns about poor or unsafe practice and potential failures in the School's safeguarding regime or concerns about other agencies by using the LSCP Professional Resolution and Escalation Protocol. Any such concerns will be taken seriously by the senior leadership team and others involved.
- Appropriate whistleblowing procedures, are in place within the school and can be read in further detail by accessing the separate school whistleblowing policy.

5.4 Risk Assessments

Risk assessments are taken seriously and used to good effect to promote safety. Risk assessments are available for all aspects of the school's work. Where relevant, risk assessments are carried out for individual students, and supported by action plans identifying how potential risks would be managed.

Individual risk assessments are also used when deciding a response to a child demonstrating potentially harmful behaviour such as sexually harmful behaviour or when identifying whether a child who may be particularly vulnerable, such as a child at risk of Child Sexual Exploitation.

5.5 Safeguarding Information for students

All students in our school are regularly reminded that they can approach any member of staff. The school is committed to ensuring that students are aware of behaviour towards them that is not acceptable and how they can keep themselves safe. All students know that we have a senior member of staff (DSL) with responsibility for child protection and safeguarding and know who this is. We inform students of whom they might talk to, both in and out of school, their right to be listened to and heard and what steps can be taken to protect them from harm. PaCE and online safety awareness materials we use to help students learn how to keep safe are ChildLine, NSPCC Speak Out Stay Safe, Police, Stranger Danger, and Anti-bullying.

Our school will ensure that students are made aware that information can be found at the following helplines, NSPCC, Kooth and SHOUT.

The School's arrangements for consulting with and listening to students are our School Council, the Sixth Form Peer Support Scheme and members of the Additional Needs and Safeguarding Teams, including Mrs Thompson our Wellbeing Support Assistant. We make students aware of these arrangements through posters, form activities and assemblies.

5.6 Partnership with Parents

The school shares a purpose with parents to educate and keep children safe from harm. We are committed to working with parents and carers positively, openly and honestly. We ensure that all parents and carers are treated with respect, dignity and courtesy. We respect their rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so in order to protect a child. We make safeguarding information available in a variety of formats, e.g. for families with English as an additional language (EAL) etc.

We encourage parents to discuss any concerns they may have with a member of the Safeguarding Team. Contact details are given on the School Website or a member of the Team can be reached by telephoning the School.

The School's Child Protection & Safeguarding Policy is available by accessing the School website or a written copy will be provided on request to the school office.

Spalding Grammar School is committed to ensuring the welfare and safety of all children in school. All Lincolnshire schools, including Spalding Grammar School, follow the Lincolnshire Safeguarding Children Partnership procedures.

The school will, in most circumstances, endeavour to discuss all concerns with parents or carers about their children. However, there may be exceptional circumstances, where it is felt that to do so may place the child at risk of harm, when the School will discuss concerns with the Children's Services Customer Service Centre and/or the Police without parental/carer knowledge (in accordance with Lincolnshire Safeguarding Children Partnership procedures). The School will, of course, always aim to maintain a positive relationship with all parents/carers.

5.7 Partnerships with others

Our school recognises that it is essential to establish positive and effective working relationships with other agencies who are partners in Lincolnshire Safeguarding Children Board. We liaise, as and when necessary, with a range of external agencies such as Local Authorities (Lincolnshire, Cambridgeshire, Peterborough and Norfolk), Police, Health, NSPCC, 'We are with You', Kooth.

There is a joint responsibility on all these agencies to share information to ensure the safeguarding of all children.

5.8 Support, Advice and Guidance for Staff

Staff will be supported by the School's Safeguarding Team, the Local Authority and professional associations.

The Designated Safeguarding Lead for Child Protection will be supported by the other members of the Safeguarding Team, the Headmaster and the designated safeguarding governor.

Spalding Grammar School seek advice about safeguarding concerns from Lincolnshire Customer Services on 01522 782111 and for non-urgent early help queries from our Early Help Consultant (for contact details see Appendix 10). The LCC Safeguarding and Education Welfare Supervisor for Education Settings, Ruth Fox, is available on 01522 554695 or by emailing safeguardinginschool@lincolnshire.gov.uk for non-urgent safeguarding advice about training, policy, audit etc.

5.9 Alternative Provision

This School is committed to safeguarding our children even if they are placed in alternative provision for a period of time within the school day/week. We therefore seek written reassurance that any alternative provision provider has acceptable safeguarding practices in place including - their response to concerns about a child; safer recruitment processes; attendance and child missing education procedures; and appropriate information sharing procedures. The School will also obtain a written statement from the provider that they have completed all the vetting and barring checks that are necessary on their staff.

When organising work placements the school will ensure that the placement provider has policies and procedures in place to safeguard students.

Section 6 Allegations regarding Person(s) Working in or on behalf of the School (including Volunteers)

Where an allegation is made against any person working in or on behalf of the School that he or she has:

- behaved in a way that has harmed a child or may have harmed a child
- possibly committed a criminal offence against or related to a child
- behaved towards a child or children in a way that indicates he or she would pose a risk of harm to children, or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children (This is to take account of situations where a person's behaviour outside school may suggest 'transferable risk'. For example, where a member of staff or volunteer is involved in an incident outside of school which did not involve children but could have an impact on their suitability to work with children.)

we will apply the same principles as in the rest of this document and we will always follow the Lincolnshire Safeguarding Children Partnership Procedures that can be accessed at [Lincolnshire Safeguarding Children Partnership](#). Detailed records will be made to include decisions, actions taken, and reasons for these. All records will be retained securely in the safe room in school.

Whilst we acknowledge such allegations, (as all others), may be false, malicious or misplaced, we also acknowledge they may be founded. It is, therefore, essential that all allegations are investigated properly and in line with agreed procedures.

Initial action to be taken:

- the person who has received an allegation or witnessed an event will immediately inform the Headmaster and make a record
- in the event that an allegation is made against the Headmaster the matter will be reported to the Chair of Governors who will proceed as the 'Headmaster'
- the Headmaster will take steps, where necessary, to secure the immediate safety of children and any urgent medical needs
- the member of staff will not be approached at this stage unless it is necessary to address the immediate safety of children
- the Headmaster may need to clarify any information regarding the allegation; however no person will be interviewed at this stage
- the Headmaster (or Chair of Governors if the allegation is about the Headmaster) will consult with the Local Authority Designated Officer via the LADO referral form immediately, in order to determine if it is appropriate for the allegation to be dealt with by school or whether there needs to be a multi-agency response to the matter
- the needs of the child or children will remain at the centre of all action taken. With this in mind, any referral to the Local Authority Designated Officer should also be accompanied by consultation with Lincolnshire Customer Service Centre when appropriate. This is to establish from the outset whether the concerns identified meet the threshold for a Section 47 child protection investigation and/or the police in respect of any criminal investigation
- consideration will be given throughout to the support and information needs of students, parents, staff and the employee who is the subject of the allegation
- the Headmaster will inform the Chair of Governors of any allegation against a member of school staff

If consideration needs to be given to the individual's employment and immediate management of risk, advice will be sought from either Lincolnshire County Council HR or the HR advisor employed by the school.

Allegations of Abuse Made Against Supply Teachers

Where there is an allegation about a supply teacher, whilst schools are not the employer of supply teachers, they should ensure allegations are dealt with properly. In no circumstances should a school decide to cease to use a supply teacher due to safeguarding concerns, without finding out the facts and liaising with the Local Authority Designated Officer (LADO) to determine a suitable outcome. The School will usually take the lead in any investigation because agencies do not have direct access to children or other school staff, so they will not be able to collect the facts when an allegation is made, nor do they have all the relevant information required by the LADO as part of the referral process.

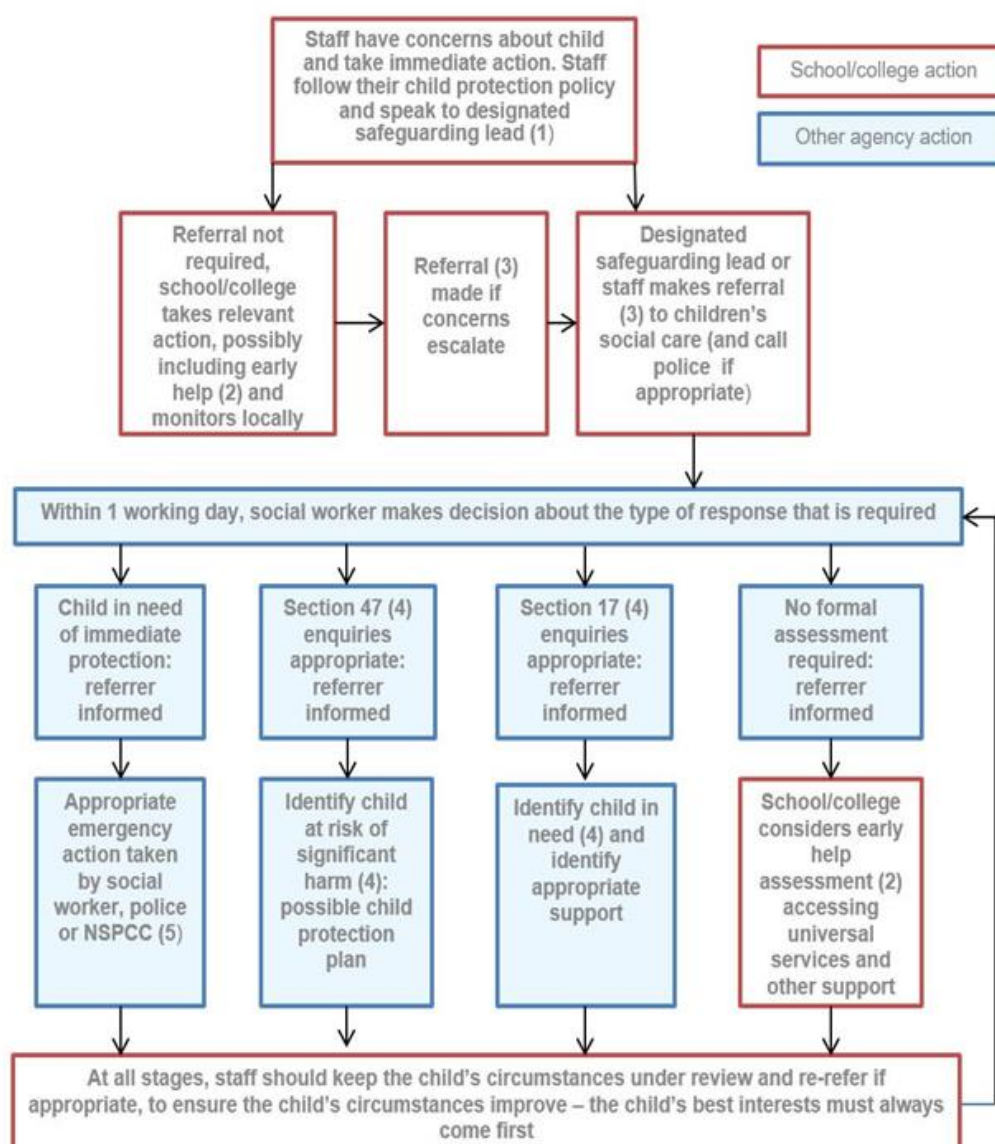
Appendix 1: Safeguarding Contacts

Advice on any aspect of Safeguarding and Child Protection can be sought from the Safeguarding Team;

| SGS contact numbers: | |
|---|---|
| Designated Safeguarding Lead | Mr A G Brooks (Assistant Headteacher) Ext 232 |
| Deputy Designated Safeguarding Lead | Mrs J Lutton Ext 215 |
| Designated Safeguarding Officer | Mr P Dormor Ext 215 Mrs A J Stamp Ext 205 |
| Local Authority safeguarding of children contact numbers: | |
| Reporting concerns Lincolnshire | Children's Services Customer Service Centre 01522 782111 Emergency Duty Team 01522 782333 (6pm-8am/weekends/Bank Holidays) |
| Cambridgeshire & Peterborough | Children Social Care 0345 045 1362 (Cambridgeshire) 01733 864170 (Peterborough) Emergency Duty Team 01733 234724 (5:30pm(4:30pm Friday)-8am/weekends/Bank Holidays) |
| Norfolk | Multi Agency Safeguarding Hub (MASH) 0344 800 8020 |
| Advice around Lincolnshire safeguarding policy, audits etc. Safeguarding Children Officer (Education Settings) | Ruth Fox 01522 554695 safeguardingschools@lincolnshire.gov.uk Stay Safe Partnership ('Safeguarding in Schools' tab) |
| Police | |
| Emergency | 999 |
| Non Emergency | 101 |
| Lincolnshire Police Public Protection Unit, Central Referral Unit | 01522 947590 |
| Allegations against /concerns about adult(s) working with children | |
| Concerns about staff/volunteers must be reported to the Headmaster | Mr SM Wilkinson |
| Concerns about the Headmaster must be reported to the Chair of Governors | Mr A Faulkner (Contact via the Clerk to the Governors) |
| The Headmaster/Chair must contact the LADO to discuss the concerns and the necessary course of action | Lincolnshire LADOs: Rachel Powis, Kim Murray and Ildiko Kiss 01522 554674 LSCP_LADO@lincolnshire.gov.uk LADO referral form |
| The Emergency Duty Team should be contacted outside normal working hours | 01522 782333. |

Appendix 2: Referral Flowchart from Keeping Children Safe in Education (KCSIE)

Actions where there are concerns about a child



(1) In cases which also involve 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 local authority's referral process. 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. This can include section 17 assessments of children in need and section 47 assessments of children at risk of significant harm. Full details are in Chapter One of [Working together to safeguard children](#).

(5) This could include applying for an Emergency Protection Order (EPO).

Appendix 3: Receiving Disclosures

Receive

- Listen, try not to look shocked or be judgmental
- Believe what they say 'take it seriously'
- Accept what the young person says
- Don't make them feel bad by saying "you should have told me earlier"
- Don't 'interrogate' them – let them tell you, try not to interrupt
- Note the date and time, what was done, who did it, and where it took place
- Use the young person's own words
- Don't criticise the perpetrator
- Don't take photographs of any injuries
- Don't ask leading questions – use 'open' questions to clarify only (T.E.D)



Tell me what you mean by that?/ Can you Tell me how that happened?

Explain that to me

Describe that....

Reassure

- Stay calm, tell the young person they've done the right thing in telling you
- Reassure them they are not to blame
- Empathise – don't tell them how they should be feeling
- Don't promise confidentiality, explain who needs to know
- Explain what you'll do next
- Be honest about what you can do

Report and Record

- Make a brief, accurate, timely and factual record on a Safeguarding Disclosure Form (Appendix 4)
- Discuss with a member of the Safeguarding Team, without delay
- They will assess the situation and decide on the next steps

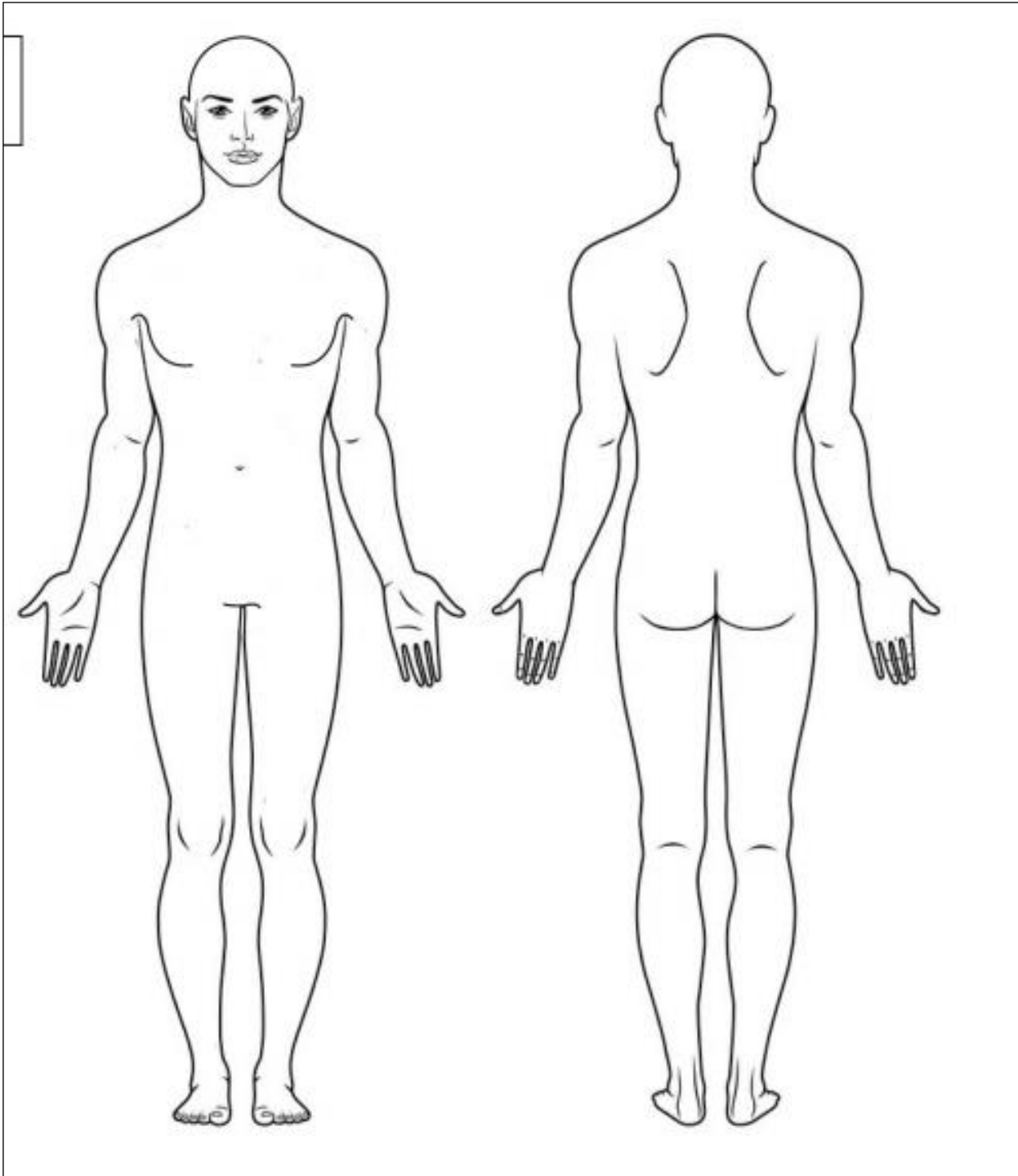
Things to include:

- Time and full date of disclosure/incident and the time and full date the record was made
- An accurate record of what was said or seen
- Whether it is 1st or 2nd hand information
- Whether the child was seen/spoken to
- Whether information is fact/ professional judgement
- Full names and roles/status of anyone identified in the report
- Avoid acronyms/jargon/abbreviations
- Sign the record with a legible signature.
- Record actions agreed with/by the member of the Safeguarding Team

Records should be reviewed regularly and any new concerns should be added and responded to immediately.

Appendix 5: Body Map (including guidance)

| | |
|-----------------------|--|
| Student's Name | |
| Date | |
| Completed by | |



Body Map Guidance

Body Maps should be used to document and illustrate visible signs of harm and physical injuries. Always use a black pen (never a pencil) and do not use correction fluid or any other eraser. Do not remove clothing for the purpose of the examination unless the injury site is freely available because of treatment.

***At no time should an individual teacher/member of staff or school take photographic evidence of any injuries or marks to a child's person, the body map below should be used. Any concerns should be reported and recorded without delay to Customer Service Centre or the child's social worker if already an open case to social care.**

When you notice an injury to a child, try to record the following information in respect of each mark identified e.g. red areas, swelling, bruising, cuts, lacerations and wounds, scalds and burns:

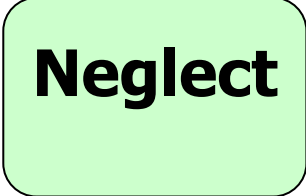

- Exact site of injury on the body, e.g. upper outer arm/left cheek.
- Size of injury - in appropriate centimetres or inches.
- Approximate shape of injury, e.g. round/square or straight line.
- Colour of injury - if more than one colour, say so.
- Is the skin broken?
- Is there any swelling at the site of the injury, or elsewhere?
- Is there a scab/any blistering/any bleeding?
- Is the injury clean or is there grit/fluff etc.?
- Is mobility restricted as a result of the injury?
- Does the site of the injury feel hot?
- Does the child feel hot?
- Does the child feel pain?
- Has the child's body shape changed/are they holding themselves differently?

Importantly, the date and time of the recording must be stated as well as the name and designation of the person making the record. Add any further comments as required.

Ensure First Aid is provided where required and then recorded appropriately.

A copy of the body map should be kept on the child's confidential safeguarding file.

“WORKING TOGETHER TO SAFEGUARD CHILDREN” 2018

| | |
|--|--|
| <div style="text-align: center; margin-bottom: 20px;">  <p>Neglect</p> </div> <p>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.</p> <p>It may occur during pregnancy as a result of maternal substance abuse.</p> <p>Once a child is born, neglect may involve a parent or carer failing to:</p> <ul style="list-style-type: none"> • provide adequate food, clothing and shelter (including exclusion from home or abandonment) • protect a child from physical and emotional harm or danger • ensure adequate supervision (including the use of inadequate care-givers) • ensure access to appropriate medical care or treatment. <p>It may also include unresponsiveness to, or neglect of a child’s basic emotional needs.</p> | <div style="text-align: center; margin-bottom: 20px;">  <p>Emotional Abuse</p> </div> <p>The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on their emotional development. It may involve:</p> <ul style="list-style-type: none"> • conveying to them that they are worthless, unloved, inadequate, or valued only insofar as they meet the needs of another person. • not giving them opportunities to express their views, deliberately silencing them or ‘making fun’ of what they say or how they communicate. • developmentally inappropriate expectations being imposed; interactions that are beyond the child's developmental capability • overprotection and limitation of exploration and learning • preventing the child participating in normal social interaction. • seeing / hearing the ill-treatment of another. • serious bullying causing them frequently to feel frightened or in danger • exploitation or corruption of them. <p>Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone</p> |
|--|--|

Sexual Abuse

- forcing or enticing a child to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.
- physical contact: including assault by penetration e.g. rape or oral sex; or non-penetrative acts e.g. masturbation, kissing, rubbing & touching outside of clothing
- Non-contact activities: e.g. involving children in looking at/ in the production of sexual images/ activities, encouraging children to behave in sexually inappropriate ways, grooming a child in preparation for abuse.

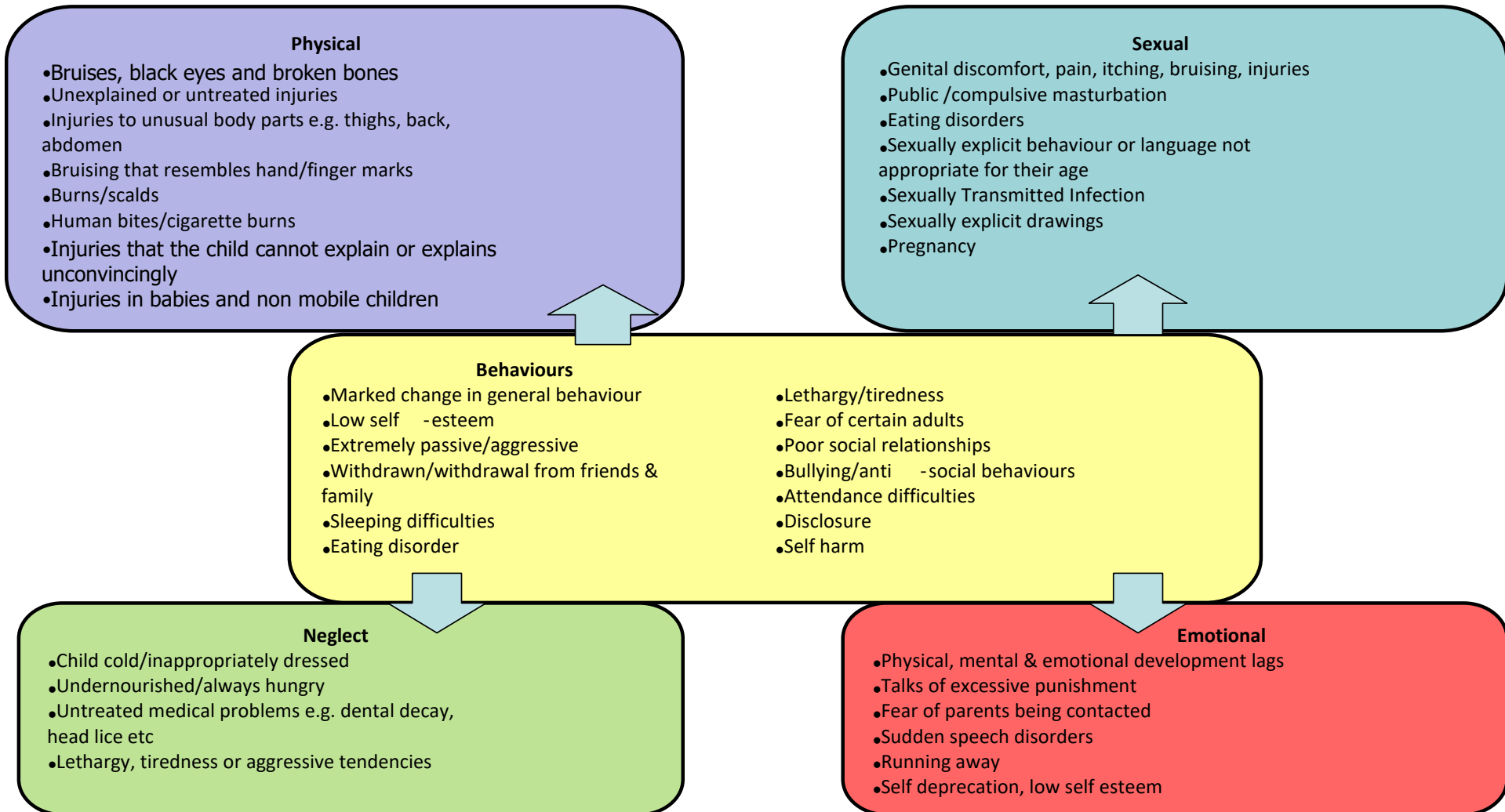
Physical Abuse

A form of abuse which may involve:

- Hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating, or otherwise causing physical harm to a child.
- Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately induces illness in a child.
- Injuries in babies and non-mobile children

APPENDIX 7: Symptoms of Abuse

Symptoms of Abuse



Appendix 8: Meeting the needs of children and families in Lincolnshire

Meeting the needs of Children & Families Lincolnshire is Lincolnshire's safeguarding model based on Signs of Safety.

STATUTORY INTERVENTIONS

If you suspect or believe a child is suffering, or is likely to suffer, significant harm (including any form of mistreatment or abuse) you should ALWAYS report your concerns

In an emergency always dial 999

If there is no immediate danger to the child, or if you need some advice or information, you can contact the Children Services Customer Service Centre (CSC) on 01522 782111. If it is outside normal office hours you can contact the Emergency Duty Team (EDT) on 01522 782333.

Telephone calls are answered by customer services staff and they will always ask for the child's name, date of birth and address and will check if the child already has an Early Help or Social Worker involved. They will then ask a number of questions which is based on the Signs of Safety model to help to understand what your concern or worry is.



**In an
emergency
always dial
999**



- Promotes safeguarding awareness
- Produces multi-agency policies, procedures and protocols
- Monitors and evaluates the effectiveness of local safeguarding services
- Provides core inter-agency safeguarding training
- Reviews child deaths
- Undertakes serious case reviews and shares key messages
- The three safeguarding partners; Lincolnshire County Council, Clinical Commissioning Group and Lincolnshire Police have a shared and equal duty to work together with schools and colleges to safeguard and promote the welfare of children.

Safeguarding is everyone's responsibility

Customer Service Centre for referrals and advice

Tel: 01522 782111

[Lincolnshire Safeguarding Children Partnership website](#)

Appendix 10: Useful Documents and Contacts

- [Lincolnshire Safeguarding Children Partnership Multi-Agency Procedures](#)
- [Working Together to Safeguard Children & Young People 2018](#)
- [Keeping Children Safe in Education 2020](#)
- [Information Sharing Document 2018](#)
- [What to do if you're worried a child is being abused 2015](#)
- [Children Act 1989](#) and [Children Act 2004](#)
- [Education Act 2002](#)
- [Teaching Standards 2013](#)
- [Guidance for Safer Working Practice for Adults who work with Children and Young People 2019](#)
- [Sexting in Schools and Colleges 2016](#)
- [Sexual Violence and Sexual Harassment between children in Schools and Colleges May 2018](#)

Lincolnshire County Council

- Education Safeguarding Team
safeguardingschools@lincolnshire.gov.uk
Service Manager John O'Connor
Team Manager Jill Chandar-Nair
Team Leader Joanne Carr
Safeguarding & Education Welfare Supervisor Ruth Fox 01522 554695
- Head of Virtual School LAC Lincolnshire Kieran Barnes Kieran.barnes@lincolnshire.gov.uk
- Elective Home Education (EHE) ehe@lincolnshire.gov.uk
- Children Missing Education (CME) cme@lincolnshire.gov.uk
- Child in Entertainment or Employment cee@lincolnshire.gov.uk
- Attendance Queries attendance@lincolnshire.gov.uk

Prevent

- Paul Drury, Prevent Support Officer, Lincolnshire County Council, 01522 555367, prevent@lincolnshire.gov.uk
- PREVENT Officer, East Midlands Special Operations Unit – Special Branch, 01522 558304, Email: prevent@lincs.pnn.police.uk

Online Safety incidents

- National helpline
www.saferinternet.org.uk/helpline

Early Help Team

- www.lincolnshire.gov.uk/tac
- TACadmin@lincolnshire.gov.uk
- earlyhelpconsultants@lincolnshire.gov.uk

Training Materials

- LSCP Online and face to face Safeguarding Training courses including Safer Recruitment training and the new 6 year training pathway: [LSCP Training](#)
- LCC Safeguarding in Schools Training Package
safeguardingschools@lincolnshire.gov.uk
- Safeguarding Governor Training governorsupport@lincolnshire.gov.uk
- Prevent Training
- All staff can undertake e-learning which is equivalent to WRAP 2 via the [LSCP website](#).
- In addition free face to face Prevent Awareness training is available through contacting either of the following:
 - Lincolnshire Police, Prevent Officer, 01522 558304, prevent@lincs.pnn.police.uk.
 - Lincolnshire County Council, Prevent Officer, 01522 555367, prevent@lincolnshire.gov.uk

Appendix 11 Specific Safeguarding Issues

All staff should have an awareness of safeguarding issues that can put children at risk of harm. Behaviours linked to behaviours such as drug taking, alcohol abuse, deliberately missing education and sexting (also known as youth produced sexual imagery) put children in danger.

11.1 Children and the court system

Children are sometimes required to give evidence in criminal courts. There are two age appropriate guides to support children 5-11 year olds and 12-17 year olds.

11.2 Children Missing from Education

All staff should be aware that children going missing, particularly repeatedly, can act as a vital warning sign of a range of safeguarding possibilities. This may include abuse and neglect, which may include sexual abuse or exploitation and child criminal exploitation. It may indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of female genital mutilation or risk of forced marriage. Early intervention is necessary to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child going missing in the future. Staff should be aware of their school's unauthorised absence and children missing from education procedures.

11.3 Children with family members in prison

The School understands that children with a parent(s) in prison are at risk of poor outcomes including poverty, stigma, isolation and poor mental health. They may require specific services and support. Families and children of people in prison will be seen as families first and school will work to ensure their needs are appropriately met. This will include providing support to ensure the voice of the child is considered when seeking contact with a family member in prison. NICCO provides information designed to support professionals working with offenders and their children, to help mitigate negative consequences for those children.

11.4 Child Sexual Exploitation

Spalding Grammar School is aware that; Child Sexual Exploitation (CSE) is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology. (Child sexual exploitation: Definition and a guide for practitioners, local leaders and decision makers working to protect children from child sexual exploitation (2017).)

Staff have been made aware of some of the key indicators of CSE by training provided by Deputy DSL in September 2020. In addition Spalding Grammar School appreciates that it has a role to play in the prevention of CSE within its PaCE curriculum.

If staff identify children for whom CSE may be a concern they will apply the usual referral process and Child Protection Procedures and pass this information to the Safeguarding Team. The Safeguarding Team can then refer cases where relevant to Lincolnshire Customer Services Team. Spalding Grammar School also appreciates that they have a role to play in sharing soft intelligence relevant to perpetrators of CSE, and therefore if such information should come to light within school the Safeguarding Team will share this appropriately with the police on Tel: 101.

11.5 Child Criminal Exploitation: County Lines and Cyber Crime

The School recognise that criminal exploitation of children is a geographically widespread form of harm that can affect children both in a physical and virtual environment.

County Lines Criminal Activity: Drug Networks or gangs groom and exploit children and young people to carry drugs and money from urban areas to suburban and rural areas, market and seaside towns. Key to identifying potential involvement in county lines are missing episodes, when the victim may have been trafficked for the purpose of transporting drugs. School will consider whether a referral to the National Referral Mechanism (NRM) should be undertaken in order to safeguard that child and/or other children.

Cybercrime Involvement: Organised criminal groups or individuals exploit children and young people due to their computer skills and ability, in order to access networks/data for criminal and financial gain.

There are a number of signs that may indicate a student is a victim or is vulnerable to being exploited which include;

- missing from education
- show signs of other types of abuse/aggression towards others
- have low self-esteem, and feelings of isolation, stress or fear
- lack trust in adults and appear fearful of authorities
- have poor concentration or are excessively tired
- become anti-social
- display symptoms of substance dependence
- excessive time online computer/gaming forums
- social Isolation in school with peers
- high-functioning with an interest in computing

This is not an exhaustive list and Spalding Grammar School are aware of other factors which may also impact on the child. Like with all other safeguarding concerns, if our children are in this situation, support will be provided through the School or a partner agency. Please refer to useful contacts for further advice and support regarding concerns of this nature.

11.6 Domestic Abuse and Operation Encompass

Spalding Grammar School understands that the cross-government definition of domestic violence and abuse is:

- any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality
- the abuse can encompass, but is not limited to: psychological, physical, sexual, financial and emotional
- controlling behaviour is a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour
- coercive behaviour is an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim

If staff identify children for whom Domestic Abuse may be a concern they should apply the usual referral process and Child Protection Procedures and pass this information to the Safeguarding Team. They can then refer cases, where relevant, to Lincolnshire Customer Services. Where DV Notifications are received from the Multi-Agency Risk Assessment Conference (MARAC), this information will be added to a child's chronology and child protection record to ensure that appropriate support can be provided where necessary. A coding system will be in place.

The School will refer to the following for guidance and advice,

- [Domestic Abuse Resource Pack for Schools and Educational Settings in Lincolnshire 2019](#),
- [Ending Domestic Abuse Now \(Lincolnshire\)](#), <https://edanlincs.org.uk/>, email: info@edanlincs.org.uk Tel: 01522 510041

Operation Encompass

Operation Encompass is a national police-led initiative to notify schools, prior to the start of the next school day, when a child or young person has experienced, any domestic abuse. An officer attending a domestic abuse incident will record at the scene the names and school of any children in the household. This will result in an email notification to our school in readiness for the start of the next school day. This information sharing will enable us to take any appropriate action we see fit.

Further guidance on what to do and the resources we may require are located via <https://www.lincolnshire.gov.uk/domestic-abuse>. If we are unsure whether our concerns need to be reported to Children's Services, we will contact 01522 782111 and request a consultation with a social worker, which will be arranged for the following working day. If we notify the parents that we wish to discuss the situation with Children's Services, the consultation can be recorded on the child's record and the social worker can review any relevant history beforehand. If we do not notify the parents, a hypothetical consultation can be held, though the social worker will only have the information available during the discussion.

If the child referred to in the email does not attend our school and we have been sent a notification in error, we will report this to OperationEncompass@lincs.pnn.police.uk

11.7 Homelessness

Being homeless or at risk of homeless presents a real risk to a child's welfare. The Safeguarding Team should be aware of contact details and referral routes in to the Lincolnshire Housing Authority so they can raise/progress concerns at the earliest opportunity. [Homeless Reduction Act Factsheets](#) summarise the new duties that focus on early intervention and encourage those at risk to seek support as soon as possible, before they are facing a homelessness crisis.

11.8 'Honour-based' violence (including Female Genital Mutilation and Forced Marriage)

So called 'honour-based violence' (HBV) encompasses incidents or crimes which have been committed to protect or defend the honour of the family and/or the community, including female genital mutilation (FGM), forced marriage, and practices such as breast ironing. All forms of HBV are abuse and should be handled and escalated as such. Professionals in all agencies need to be alert to the possibility of a child being at risk from HBV, or already having suffered HBV.

11.9 Female Genital Mutilation/FGM

Spalding Grammar School understands that Female Genital Mutilation (FGM) comprises all procedures involving partial or total removal of the external female genitalia or other injury to the

female genital organs. Staff know that FGM is illegal in the UK and a form of child abuse with long-lasting harmful consequences.

FGM mandatory reporting duty for teachers

Spalding Grammar School is aware that Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) places a statutory duty upon **teachers (and those employed or engaged to carry out teaching work)** to report to the police where they discover that FGM appears to have been carried out on a girl under 18 years of age. Those failing to report such cases will face disciplinary sanctions. It will be rare for teachers to see visual evidence, and they should **not** be examining students or students. Information on when and how to make a report can be found at: [Mandatory reporting of female genital mutilation procedural information](#)

Teachers **must** personally report to the police cases where they discover that an act of FGM appears to have been carried out. Unless the teacher has a good reason not to, they should still consider and discuss any such case with the Safeguarding Team and involve Children's Social Care as appropriate. The duty does not apply in relation to at risk or suspected cases. In these cases, teachers should follow usual safeguarding procedures reporting to the Safeguarding Team.

11.10 Forced Marriage

A forced marriage is where one or both people do not (or in cases of people with learning disabilities, cannot) consent to the marriage and pressure or abuse is used. It 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.

Staff at Spalding Grammar School understand that likewise this is a potential Safeguarding issue and thus they would pass on concerns by applying the usual referral process and Child Protection Procedures and pass this information to the Safeguarding Team. The Forced Marriage Unit may be contacted on Tel; 020 7008 0151 for advice or information and has published statutory guidance;

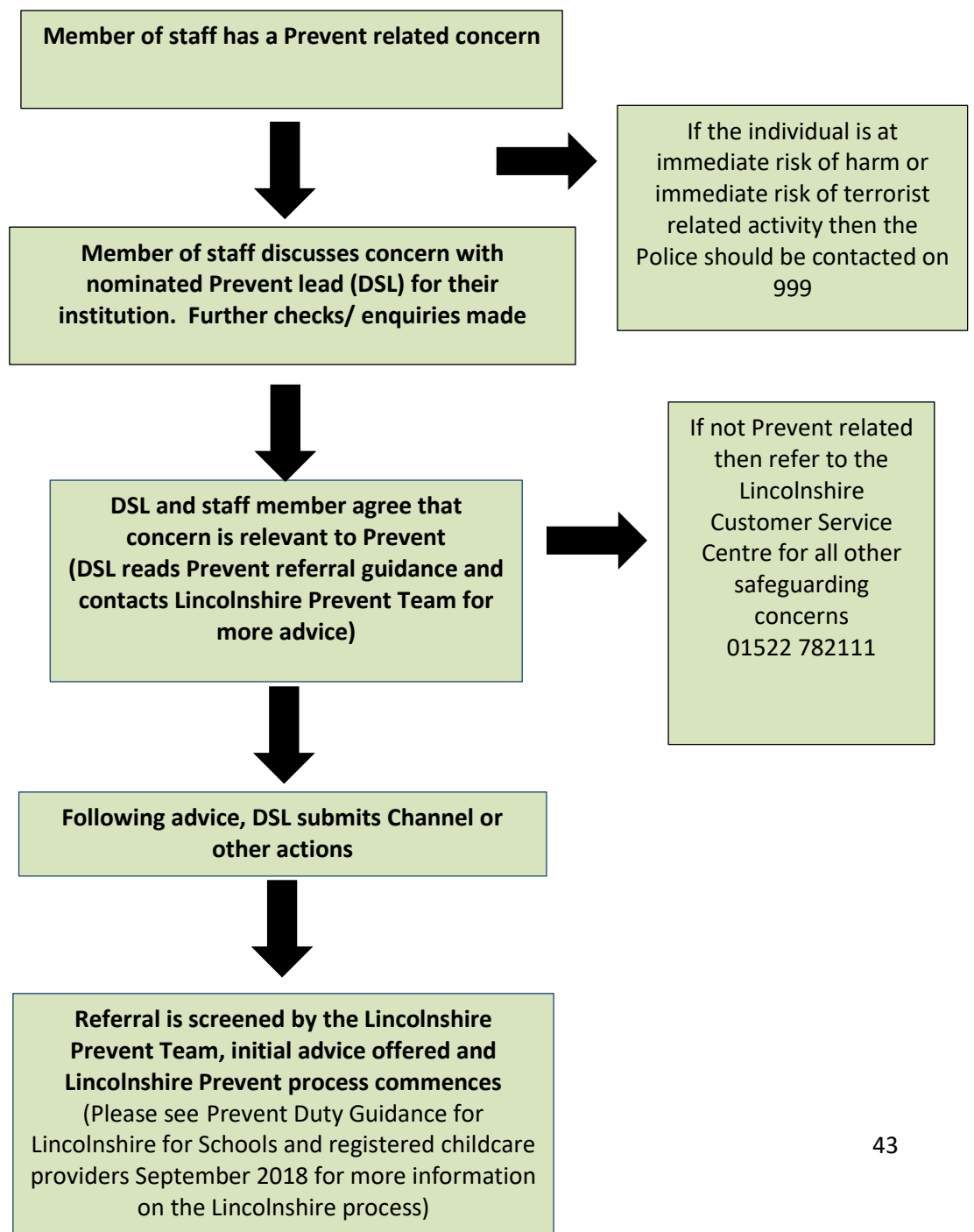
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/322310/HMG_Statutory_Guidance_publication_180614_Final.pdf

11.11 Preventing Radicalisation, The Prevent Duty and Channel

- children are vulnerable to extremist ideology and radicalisation. As with other safeguarding risks, staff should be alert to changes in children's behaviour, which could indicate that they may be in need of help or protection and report concerns to the Safeguarding Team.
- under section 26 of the Counter-Terrorism and Security Act 2015, Spalding Grammar School is aware that we must have due regard to the need to prevent people from being drawn into terrorism, and that this is known as the Prevent Duty.
- in order to fulfil the Prevent Duty staff have received information/training to help them to identify children who may be vulnerable to radicalisation, and the school is committed to accessing further training to ensure that all staff are up to date and aware of this duty. If staff identify children for whom this may be a concern they should apply the usual referral process and Child Protection procedures and pass this information to the Safeguarding Team.
- Prevent duty guidance: for England and Wales – see page 57-76 which contains specific information for schools.
- The Safeguarding Team will contact the Prevent Coordinator should there be concerns about a child or family linked to potential radicalisation or extremism. The Prevent Coordinator will then assist the Safeguarding Team regarding whether a referral is appropriate and whether this child or family will need to be referred to the Channel Panel. Channel guidance

- Spalding Grammar School will also incorporate the promotion of fundamental British Values into the PaCE curriculum and during tutor time in order to help build students' resilience and enable them to challenge extremist views. The School will provide a safe space in which children and staff can understand the risks associated with terrorism and develop the knowledge and skills to be able to challenge extremist arguments within the PaCE curriculum.
- Radicalisation will also be considered within current Online Safety policies, procedures and curriculum in terms of having suitable filtering and monitoring in place and also raising awareness with staff, parents and children about the increased risk of online radicalisation, through the use of the internet, social media and gaming.
- For more information about Prevent in Lincolnshire, including referral forms and project examples please read the Prevent Duty Guidance for Lincolnshire for Schools and registered childcare providers September 2018, available within the Safeguarding folder on Perspective light and at Lincolnshire Safeguarding Children Partnership
- Contact Lincolnshire Police, Prevent Officer 01522 558304 prevent@lincs.pnn.police.uk or LCC, Prevent Officer 01522 555367 prevent@lincolnshire.gov.uk

Lincolnshire Prevent Referral pathway



11.12 Peer on Peer Abuse

All staff should be aware that children can abuse other children (often referred to as peer on peer abuse). This is most likely to include, but not limited to:

- bullying (including cyber bullying);
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;
- sexual violence, such as rape, assault by penetration and sexual assault;
- sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be stand-alone or part of a broader pattern of abuse;
- upskirting, which typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, distress or alarm;
- sexting (also known as youth produced sexual imagery); and
- initiation/hazing type violence and rituals;

All staff should be clear as to the School's policy and procedures to peer on peer abuse.

11.13 Serious Violence

- All staff should be aware of indicators, which may signal that children are at risk from, or are involved with serious violent crime. These may include increased absence from school, a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or a significant change in wellbeing, or signs of assault or unexplained injuries. Unexplained gifts or new possessions could also indicate that children have been approached by, or are involved with, individuals associated with criminal network or gangs.
- All staff should be aware of the associated risks and understand the measures in place to manage these. Advice for schools and colleges is provided in the Home Office's guidance; <https://www.gov.uk/government/publications/advice-to-schools-and-colleges-on-gangs-and-youth-violence>, <https://www.gov.uk/government/publications/criminal-exploitation-of-children-and-vulnerable-adults-county-lines>

11.14 Sexual Violence and Sexual Harassment

Staff are aware of sexual violence and sexual harassment and that children can, and sometimes do, abuse their peers in this way. Sexual violence refers to Rape, Assault by Penetration and Sexual Assault as described in the Sexual Offences Act 2003. Sexual harassment means 'unwanted conduct of a sexual nature' that can occur online and offline. Staff understand that when we reference sexual harassment we do so in a context of child on child sexual harassment. Sexual harassment is likely to: violate a child's dignity, and/or make them feel intimidated, degraded or humiliated and/or create a hostile, offensive or sexualised environment. Keeping Children Safe in Education 2020 section 5 has guidance.

Neither is acceptable and will not be tolerated by the School. The School take all such reports seriously and they will receive the same high standard of care that any other safeguarding concern receives. A multi-agency approach will be undertaken when responding to all such complaints; however the School will always take immediate action to protect children despite the actions of any other agency. These actions may include an immediate risk assessment in respect of the needs of the child victim and will address any risks identified to any child in respect of an alleged perpetrator of sexual violence or sexual harassment to ensure children are protected from harm. Any risk assessment will be fluid and may change to reflect any developments during the management of the case. All such reports will be managed by the Designated Safeguarding Lead. There are a number of options the school may consider in respect of the management of a report of sexual violence or sexual harassment between children and each case will receive an appropriate

bespoke response once all the facts are known. Irrespective of any potential criminal outcome, the School has a duty to safeguard all children and may deal with any such report on a balance of probability basis when considering the outcomes for children involved. Should an outcome involve a move to an alternative school for any child then full information sharing of the case will be undertaken with the Designated Safeguarding Lead professional at that school.

11.15 Upskirting

'Upskirting' typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm. It is now a criminal offence. Staff should always act in the best interests of a child and follow usual safeguarding procedures.

11.16 Youth Produced Sexual Imagery

Where there is a disclosure or the school becomes aware that a child may have been involved in sending 'youth produced sexual imagery' which is sometimes referred to as 'sexting' it will refer to the guidance in the document 'Sexting in Schools and Colleges, responding to incidents and Safeguarding young people' published by the UK Council for Child Internet Safety (2016). Staff understand that when an incident involving youth produced sexual imagery comes to their attention:

- the incident should be referred to the Safeguarding Team as soon as possible
- the safeguarding Team should hold an initial review meeting with appropriate school staff
- there should be subsequent interviews with the young people involved (if appropriate)
- parents should be informed at an early stage and involved in the process unless there is good reason to believe that involving parents would put the young person at risk of harm
- at any point in the process if there is a concern a young person has been harmed or is at risk of harm a referral should be made to children's social care and/or the police immediately

We will also refer to: The DfE guidance 2018 on Searching Screening and Confiscation Advice for Schools

11.17 Contextual Safeguarding

The School recognises that safeguarding incidents and/or behaviours can be associated with factors outside the school and/or can occur between children outside the school. All staff, but especially the Safeguarding Team will consider the context within which such incidents and/or behaviours occur. This is known as contextual safeguarding, which simply means assessments of children should consider whether wider environmental factors are present in a child's life that are a threat to their safety and/or welfare. The School will provide as much information as possible to Children's Social Care as part of any referral undertaken.

Further advice can be found at <https://www.contextualsafeguarding.org.uk/> .

11.18 Carrying Knives/offensive weapons and gang culture

Bringing and carrying a knife/offensive weapon onto School premises is a criminal offence and immediate action will be taken by calling the police and informing all relevant personnel. The guidance on Searching, Screening and Confiscation for Head teachers, schools and Governors, January 2018 will be consulted and the school will consider and may apply the disciplinary procedure. If a member of staff suspects a student being involved in gang culture, this is a safeguarding concern and will require a discussion with the Designated Safeguarding Lead who will seek advice from agencies and professionals including reference to the safeguarding procedures as outlined by the local authority. The student may be an exploited child and victim to which the school will offer support

11.19 Children who may require Early Help

Meeting the Needs of Children & Families in Lincolnshire 2019 is Lincolnshire's safeguarding model based on Signs of Safety.

All Staff (Governors and Volunteers) working within the School are aware safeguarding is not just about protecting children from deliberate harm, neglect and failure to act. It relates to broader aspects of care and education, including:

- Children's health and safety and wellbeing, including their mental health
- Meeting the needs of children who have special educational needs and/or disabilities.
- The use of reasonable force
- Meeting the needs of children with medical conditions
- Providing first aid
- Educational visits
- Intimate care and emotional wellbeing
- Online safety and associated issues
- Appropriate arrangements to ensure children's security taking into account the local context
- Young carers
- Privately fostered children
- Children who have returned home to their family from care
- Children showing signs of engaging in anti-social or criminal behaviour
- Family circumstances presenting challenges for the child, such as substance abuse, adult mental health, domestic violence
- Early signs of abuse and/or neglect
- Signs of displaying behaviour or views that are considered to be extreme
- Children misusing drugs or alcohol themselves
- Not attending school or are at risk of exclusion from school
- Frequently going missing/goes missing from care or from home
- Is at risk of modern slavery, trafficking, exploitation, radicalised
- Not in education, training or employment after the age of 16 (NEET);
- Unborn babies – LSCP pre-birth protocol

These children are therefore more vulnerable; this School will identify who their vulnerable children are, ensuring all staff and volunteers know the processes to secure advice, help and support where needed. Useful advice can be found on www.lincolnshire.gov.uk/tac, or by contacting TACadmin@lincolnshire.gov.uk.

When using restraint this is in line with national guidelines and takes into account individual student needs and risk management/care plans and in particular with regard to SEND; [Lincolnshire SEND offer](#).

11.20 Children with Special Educational Needs and/or Disabilities

[Lincolnshire SEND offer](#) is available for every child and family in Lincolnshire. Special consideration should be given to safeguarding and protecting children who may have additional vulnerabilities;

- Additional barriers can exist to the recognition of abuse and neglect which can include assumptions that indicators of abuse such as behaviour, mood and injury relate to the child's disability without further exploration.
- Vulnerable children can disproportionately be impacted by things like bullying and abuse, without outwardly showing any signs.
- Communication barriers and difficulties in overcoming these barriers.
- Seeing a disability first and abuse second.
- These additional challenges are addressed through a high level of pastoral care at Spalding Grammar School and in our communication and interaction with our young people. These communication tools may include communication in print to ensure the child's voice is heard despite their additional needs.

11.21 Looked After Children

All staff recognise that looked after children and care leavers are more vulnerable than other children, often having poorer educational outcomes; therefore, ensuring their wellbeing, safety and welfare, helping them to reach their potential which includes the looked after child who is moving on. The school will also ensure that care leavers are supported with pathways including liaison with the local authority where a personal advisor will be appointed and a full working relationship is maintained with the relevant local authority's Virtual School in respect of all students at the school who are subject of 'looked after' status.

Care leavers queries should be addressed with the social worker until 17 years 6 months and in Lincolnshire to Andrew Morris (Lincolnshire County Council's Corporate Parenting Manager, M: 07770 648 087, T: 01522 553916, Andrew.Morris@lincolnshire.gov.uk) for broader queries and once they are 18.

In Lincolnshire all 16 year old looked after children have a social worker until they are 17 years 6 months. At that point they will be allocated a leaving care worker, transferring to Lincolnshire Leaving Care Service at 18 years old. We would expect schools to be working closely with the young person and their social worker.

11.22 Online safety

Staff are aware of and follow the DfE guidance Teaching online safety in school 2019 to ensure our students understand how to stay safe and behave online as part of existing curriculum requirements. We also make use of UKCIS Education for a connected world framework. Staff are aware that safeguarding also relates to broader aspects of care and education including Children's health and safety and wellbeing, including their mental health

11.23 Pre-Birth Protocol

Section 11 of the Children Act 2004 requires agencies to have in place mechanisms to ensure that they are able to safeguard and promote the welfare of children.

All practitioners whether adult or children services, have a responsibility to protect and safeguard children and work collaboratively with Children's Services and other childcare professionals in contributing to assessments and interventions. Therefore, the professional who is first made aware of the pregnancy should initiate the pre-birth protocol and complete an Early Help Assessment, or make a referral for unborn to Social Care.

A young person of statutory education age is entitled to 18 weeks of maternity leave. Either side of this period there is an expectation that the young person continues to attend school or alternative provision. The educational establishment is required to make all reasonable adjustments to allow the young person to have appropriate access to the curriculum whilst they attend the establishment including timetable and learning environment adjustments. It is important that the provision participate in the Team Around the Child (see Team Around the Child Supporting Documentation,) in order for them to fully support the continued education of the young parent. Education establishments should have a clear strategy for engaging with the young person while they are away from the provision so as to limit the disruption to their education and make appropriate arrangements that work for the young person and educational establishment. Where there is robust medical evidence that indicates that the young person is unfit to attend, the educational establishment can make a referral to the student reintegration team on 01522 554525 who will assess and consider alternative arrangements if appropriate.

The Lincolnshire Pre-Birth Protocol link to the full document is below;

https://lincolnshirescb.proceduresonline.com/chapters/p_pre_birth_protocol.html?zoom_highlight=pre+birth+protocol

https://lincolnshirescb.proceduresonline.com/pdfs/pre_birth_flow_chart.pdf