



Abbey Hey Primary Academy

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Part of United Learning

SAFEGUARDING CHILDREN AND CHILD PROTECTION POLICIES AND PROCEDURES



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■ Ambition ■ Confidence ■ Creativity ■ Respect ■ Enthusiasm ■ Determination

Designated Safeguarding Lead	Tracey Short
Deputy Safeguarding Lead	Sue Whitehead
Level 3 Safeguarding trained	Paul Graham
Safeguarding governor	Catherine Horton-Hale



**UNITED LEARNING SAFEGUARDING CHILDREN AND CHILD PROTECTION
POLICIES AND PROCEDURES**

DATE:

5TH SEPTEMBER 2016

Date of last central office review:	Sept.'16	Review Period:	1 year
Date of next central office review:	September 2017	Owner:	Director with responsibility for Safeguarding
Date of next school level review:	September 2018		
Type of policy:	United Learning Policy	Local Governing Body	Recommends school policy for Group Board approval
		Group Board:	Group Board approves United Learning Policy

Policy Signed off on	Date:	Date:
Signed off by:	Name:	Name:
	Signature:	Signature:
	Role: Principal/Head Teacher	Role: Chair of Governors



CONTENTS

SECTION 1 Safeguarding Children Policy

Para	Contents	Page
1.1	Policy Statement	6
1.2	Policies that come under the umbrella term of Safeguarding	8
1.3	Review Process	11
1.4	Roles and Responsibilities of Trustees	12
1.5	Key Principles	12
1.6	Monitoring and Evaluation	13
1.7	Adoption of this Policy	14

SECTION 2 Safeguarding Children: A Whole School Approach

Para	Contents	Page
2.1	What is Safeguarding?	15
2.2	Safeguarding Induction	15
2.3	Safeguarding Induction Programme and Whole School Training	16
2.4	Keeping Children Safe in Education – Statutory guidance for Schools and Colleges, 5 th September 2016	16
2.5	KCSIE, Sept. '16, Part One	16
2.6	KCSIE, Sept '16, Annex A	16
2.7	What to do if you are worried a child is being abused - Advice for practitioners, September 2016	17
2.8	What to do when you have a safeguarding concern	17
2.9	What to do if a Child is at Risk of Immediate Harm	17

Para	Contents	Page
3.1	Safeguarding Children	18
3.2	Safeguarding Information for Pupils	18
3.3	Working in Partnership with Parents/Carers/Guardians	19
3.4	Confidentiality and information sharing	19
3.5	Manchester multi agency levels of need	21
3.6	Early Help	22
3.7	Safeguarding Training	22
3.8	Safer Recruitment Training	23
3.9	Lettings	23
3.10	Safeguarding Training Records	24

SECTION 4 Child Protection: A Whole School Approach

Para	Contents	Page
4.1	Safer Recruitment	25
4.2	Child Protection	26
4.3	Online Safety (e-Safety)	29
4.4	Prevent duty	30
4.5	FGM Reporting Duty	31
4.6	Peer on Peer Abuse	31
4.7	Youth Produced Sexual Imagery	32
4.8	Vulnerable Pupils	32
4.9	Local Authority Safeguarding Services	33
4.10	Key Safeguarding Personnel	33
4.11	Roles and responsibilities of the Local Governing Body	34



4.12	The Principal/Headteacher	35
4.13	Roles and responsibilities of the Safeguarding Team	36
4.14	Roles and responsibilities of the School Staff	36
4.15	Site Security	37
4.16	Restraint	38

SECTION 5 Annex A: Induction and Whole School Safeguarding Training Materials

Annex A	Contents	Page
A1	Keeping Children Safe in Education- Statutory Guidance for Schools and Colleges, September 2016 (Link), and Part One and Annex A in full	40
A2	United Learning Annual Staff Student Relationship Guidance and Letter, September 2016 (Link)	40
A3	United Learning Annual Acceptable Use of IT Agreement (September 2016) (Link)	40
A4	United Learning Online Safety (e-Safety) Policy	40
A5	School's Behaviour Policy and/or Code of Conduct	40
A6	United Learning Whistleblowing Policy (Link)	40
A7	School's Children Missing Education Policy	40
A8	School's Reporting A Concern Form (Template)	40
A9	School's Prevent Policy/Statement/Risk Assessment (as applicable)	41
A10	Childcare Disqualification Requirements and Disclosure by Association (As applicable)	42
A11	Meet the Safeguarding Team (Template)	44
A12	Reporting a Safeguarding Concern to United Learning (Template)	45
A13	Safeguarding Training Log (Academic Year 2016-17) (Template)	46
A14	Record of Meeting between DSL and Nominated Governor for Safeguarding (Template)	47
A15	Other	

SECTION 6 Annex B Supplementary Information

Annex B	Contents	Page
B1	Useful Agencies	50
B2	EYFS information (ISI regulations)	51
B3	Boarding	
B4	Other	
B5	Other	



UNITED LEARNING SAFEGUARDING CHILDREN AND CHILD PROTECTION POLICIES AND PROCEDURES

Section 1: Safeguarding Policy

1.1 Policy Statement

United Church Schools Trust and United Learning Trust, referred to throughout this policy as United Learning, is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010).

Abbey Hey Primary Academy recognises that safeguarding encompasses the duties of child protection and promoting the rights and welfare of children. As such, it is:

- Everyone's responsibility to safeguard children
- Everyone who comes into contact with children and families has a role to play; and
- Everyone working with children maintains an attitude of 'it could happen here'.

This policy applies to all members of our school community. This includes all staff, governors and volunteers working in the school.

It also applies to contractors and visitors during any interactions they may have with children, United Learning central office staff and to Trustees, working in or on behalf of the school.

Abbey Hey Primary Academy's Safeguarding Children Policy and Child Protection Policy and Procedures (hereafter referred to as 'the Policy') has been drawn up on the basis of law and guidance that seeks to protect children, namely:

- The Children Act, 1989
- United Convention of the Rights of the Child, 1991
- Data Protection Act, 1998
- Sexual Offences Act, 2003
- Children Act, 2004
- Protection of Freedoms Act, 2012; and
- Relevant government guidance on safeguarding children, as follows:
 - [Keeping Children Safe in Education – Statutory guidance for schools and colleges, September 2016](#)
 - [Working Together to Safeguard Children, March 2015 \(Statutory guidance\)](#)
 - [Prevent Duty, July 2015](#)
 - ['What to do if you are worried a child is being abused' – Advice for Practitioners, March 2015](#)

This policy conforms to locally agreed inter-agency procedures and is available to all interested parties on our website and on request from the main school office. It should be read in conjunction with other relevant policies and procedures. (See Section 3).

The welfare of children is paramount:

- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity have the right to equal protection from all types of harm or abuse.
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.



- Working in partnership with children/young people, their parents/carers/guardians and other agencies is essential in promoting children/young people's welfare.

Abbey Hey Primary Academy strives to keep children/young people safe by valuing them, listening to and respecting them, and through our policies, procedures and practices.

- Adopting child protection practices through procedures and a Staff Behaviour Policy/Code of Conduct for staff and volunteers.
- Developing and implementing an Online Safety (e-safety) Policy and related procedures.
- Providing effective management for staff and volunteers through supervision, support and training.
- Recruiting staff and volunteers safely, ensuring all necessary checks are made.
- Sharing information about child protection and good practice with children, parents/carers, staff and volunteers.
- Sharing concerns with agencies that need to know, and involving parents/carers/guardians and children/young people appropriately.
- Ensuring that safeguarding responsibilities are appropriately addressed in all related policies and procedures.

1.2 Policies that come under the 'umbrella' term of Safeguarding

Abbey Hey Primary Academy understands that safeguarding is intrinsic to all that we do and requires a consistent whole school ethos and approach. The tables below demonstrate how safeguarding is at the core of many of our policies and procedures; and that the term 'safeguarding' is an overarching one.



Safeguarding (Table 1)

Safeguarding (Universal)	Child Protection (Risk of Significant Harm)	E-Safety	Medical (Health and Well-being)	Health and Safety	HR		Other Statutory Documents
					Safer Recruitment	Communication/ External	
<p>United Learning Safeguarding Children Policy and Child Protection Procedures</p>	<p>United Learning Safeguarding Children Policy and Child Protection Procedures</p> <p>Non- Mandatory School Based Policies:</p> <ul style="list-style-type: none"> - E-Safety Preventing Radicalisation Sexting Cyberbullying - Missing Children From Education From Home/Care - CSE - FGM - Restraint/Safe Handling - Abuse & Neglect DV, Faith Abuse, Gangs & Youth Violence, Gender Based Violence, Private Fostering, Teenage Relationship Abuse, Trafficking, Medical. 	<p>United Learning Safeguarding Children Policy and Child Protection Procedures</p> <ul style="list-style-type: none"> - Filtering, Monitoring & Reporting Policy - Procedures for responding to specific online incidents and concerns - Electronic Device Searching - Mobile Device and Phone Policy - Social Media Policy - Images Policy 	<p>Mandatory School Based Policies</p> <ul style="list-style-type: none"> - SEND* - Sex Education* <p>Non-Mandatory School Based Policies</p> <ul style="list-style-type: none"> - Medical Policy - Supporting pupils with medical plans - Intimate Care - First Aid - Mental Health - Drug & Substance Abuse - Self-harm - Well-being 	<p>United Learning Group Health and Safety Policy</p> <ul style="list-style-type: none"> - Transporting Pupils - Educational Visits and Outdoor Activities - Supervision of Pupils - Site Security - CCTV - Evacuation - UL Behaviour of Visitors* 	<p>United Learning Policies:</p> <ul style="list-style-type: none"> - UL Safeguarding Children - HR Procedural Guidance - UL Recruitment & Selection Policy - Annual Staff-Student Relationship Letter & Guidance - Annual Acceptable Use of Technology* - United Learning Whistleblowing Policy - UL Guidance on Dealing with Allegations of abuse against Teachers and other Staff <p>School Based:</p> <ul style="list-style-type: none"> - Staff Behaviour/ Code of Conduct - Central Record of Recruitment and Vetting 	<ul style="list-style-type: none"> - UL Behaviour of Visitors* - UL Equality guidelines - UL Disciplinary Policy - Group Guidelines for Professional Conduct - UL Employee Data Protection Policy - Freedom of Information - UL Grievance Procedures <p>School Based:</p> <ul style="list-style-type: none"> - Complaints procedure - Admissions arrangements - Accessibility plan 	<ul style="list-style-type: none"> - Keeping Children Safe in Education, September 2016 - What to do if you suspect a child is being abused, March 2015 - Prevent Duty, July 2015 - FGM Reporting Duty, October 2015

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Policies related to Safeguarding (Table 2)	Date	Owner	Renewal Date	Policies related to Safeguarding	Date	Owner	Renewal Date
United Learning Mandatory Policies				Intimate Care		Tracey Short	September 2018
UL Safeguarding Children and Child Protection Policies and Procedures	Sept '16	Central Office	Sept '17	First Aid		Tracey Short	September 2018
SEND		Tracey Short	September 2018	Mental Health			
Sex Education				Drug & Substance Abuse			
Pupil Behaviour		Catherine Horton Hale	September 2018	Self-Harm			
E-Safety	Sept '16	Central Office	Sept '17	Well-being			
Universal				Health & Safety			
Anti-Bullying		Catherine Horton Hale	September 2018	Transporting Pupils			
Exclusion		Catherine Horton Hale	September 2018	Educational Visits & Outdoor Activities			
Attendance		Tracey Short	September 2018	Supervision of Pupils			
EYFS				Site Security			
Register of Pupil admissions to School				CCTV			
Register of attendance				Evacuation			
Supervision of Staff				UL Behaviour of Visitors	August '13	Central Office	
Safe Handling/Restraint		Tracey Short	December 2018	HR – Safer Recruitment			
Technology (NB some aspects of technology do not sit within safeguarding. Those listed below do)				UL Safeguarding Children - HR Procedural Guidance	September '16	Central Office	August '17
Filtering, Monitoring & Reporting Policy	Sept '16	Central Office	Sept '17	UL Recruitment & Selection	August '16	Central Office	August '17
Procedures for responding to specific online incidents and concerns	Sept '16	Central Office	Sept '17	Annual Staff-Student Relationship Letter & Guidance	July '16	Central Office	July '17
Electronic Device Searching	Sept '16	Central Office	Sept '17	Annual Acceptable Use of Technology	July '15	Central Office	
Mobile Device and Phone Policy	Sept '16	Central Office	Sept '17	UL Whistleblowing Policy	February '16	Central Office	February '17
Annual Acceptable Use of Technology (See HR)	July '15	Central Office	August '16	UL Guidance on Dealing with Allegations of abuse against Teachers and other Staff	August '16	Central Office	August '17
Images Policy	Sept '16	Central Office	Sept '17	Staff Behaviour/ Code of Conduct			
Social Media Policy	Sept '16	Central Office	Sept '17	Central Record of Recruitment and Vetting			
Child Protection				HR - Communication/ External			
Child Protection	Sept '16	Central Office	Sept '17				



Preventing Radicalisation		Tracey Short	September 2018	UL Equality guidelines	May '16	Central Office	
Sexting / Cyberbullying				UL Disciplinary Policy	May '15	Central Office	
Children Missing from Education	July 2016	Manchester Education		Group Guidelines for Professional Conduct	May 15	Central Office	
Children Missing from Home/Care		MSCB		UL Employee Data Protection Policy	May '15	Central Office	
CSE				Freedom of Information			
FGM				UL Grievance Procedures	May '15	Central Office	
FM				Complaints procedure			
Medical				Admissions arrangements			
Supporting Pupils with medical plans		Tracey Short	September 2018	Accessibility plan		Tracey Short	September 2018



1.3 Review Process

1.3.1 The Review Process

- The Policy will be reviewed by central office (Lead Safeguarding Officer) annually or as events, or legislation requires.
- The Designated Safeguarding Lead, Principal, Nominated Safeguarding Governor at **Abbey Hey Primary Academy** will also review the Policy annually, or as events, or legislation requires, ensuring that the content specific to their school and local authority is accurate, prior to approval by their Local Governing Body.
- These documents will then be ratified by the United Learning Group Board, (USCT Trustees).
- Any deficiencies or weaknesses identified will be remedied without delay.

1.3.2 Review Timescales

Commencing April 2015, the Policy will be reviewed annually, as set out below:	
Policy reviewed centrally:	April
Policy personalised by schools:	May
School level Policy ratified by Local Governing Bodies:	May - June
Individual school level Policy approved by the Group Board	July – December
Implementation of Group Policy	September 2015
First Annual Review	June 2016
Implementation of Reviewed Policy	September 2016

1.3.3 In Year Policy Review Dates

Review Date	Changes Made	By Whom
July 2015	Inclusion of Prevent Duty	United Learning Central Office
September 2015	Inclusion of Overseas and Prohibition from Management checks.	United Learning Central Office
October 2015	Inclusion of statutory duty to report FGM.	United Learning Central Office
January 2016	Inclusion of EEA Checks	United Learning Central Office
March 2016	Updates to links following move to the United Hub	United Learning Central Office
June 2016	Reordered and updated to reflect changes in KCSIE May 2016	United Learning Central Office
September 2016	Updates to reflect changes in KCSIE September 2016	United Learning Central Office
September 2017	Reviewed policy	School



February 2018	Reviewed and updated policy	School
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1.4 Roles and Responsibilities of Trustees

The United Learning Group Board of Trustees retains statutory responsibility for ensuring that all legal responsibilities in connection with safeguarding, child protection and safer recruitment are discharged. This responsibility is invested in:

- Darran Lee, Primary Director, and United Learning’s Designated Senior Person.

Responsibility for all safeguarding and child protection matters, other than safer recruitment, is delegated by United Learning’s Designated Senior Person to the Principal of **Abbey Hey Primary Academy**, and the school’s Designated Safeguarding Lead to act on behalf of the United Learning Group Board and ensure that child protection policies and procedures are compliant with local authority guidance and locally agreed inter-agency procedures. Support to United Learning’s Designated Senior Person is provided by United Learning’s Lead Safeguarding Officer, who will work closely with schools.

Responsibility for safer recruitment is delegated to the Principal of **Abbey Hey Primary Academy**, supported by the central office HR team and responsibility for ensuring that policies and procedures are complied with is delegated to the Designated Safeguarding Lead at **Abbey Hey Primary Academy** ; who, within his/her duties, will keep the Principal and the Lead Safeguarding Officer for United Learning informed of any issues and ongoing investigations which:

- Lead to any referral to the designated officer(s) from the local authority (which could result in, or has resulted in, a strategic case meeting being called)
- Relate to a member of staff and, without prejudice to the case, the Designated Safeguarding Lead for **Abbey Hey Primary Academy** judges may result in disciplinary action being taken.

(See Annex A12: Reporting a Safeguarding Concern to United Learning - Template form for use by schools).

These matters will then be raised with United Learning’s Designated Senior Person who will report to the Group Board, as necessary.

1.5 Key Principles

This policy and its associated procedures will ensure that **Abbey Hey Primary Academy** practices safer recruitment in checking the suitability of staff and volunteers to work with children by completing all necessary checks required by the DfE; and storing and maintaining this information on a Single Central Record (SCR). See [United Learning Safeguarding Children – HR Procedural Guidance](#) September 2016

In accordance with [Working Together to Safeguard Children, March 2015](#) (Page 5) **Abbey Hey Primary Academy** understands that safeguarding is everyone’s responsibility and is committed to safeguarding and promoting the welfare of children by:

- Protecting children from maltreatment;
- Preventing impairment of their health and development;
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to have the best outcomes.



In order to do this, we will raise awareness of child protection issues, and equip children with the skills they need to keep themselves safe. We will develop and implement robust procedures for identifying and reporting cases, or suspected cases, of abuse; and will support pupils who have been abused. We will work in accordance with agreed child protection plans and will establish a safe environment in which children can learn and develop.

Abbey Hey Primary Academy will be vigilant in respect of the specific safeguarding issues highlighted in [Keeping Children Safe in Education, September 2016](#) and ensure that the needs of Looked After Children and those with Special Education Needs or disabilities are recognised as being particularly vulnerable.

We will ensure that all staff, governors, volunteers; and contractors adhere to the school's child protection procedures. (See Annex A2: [United Learning Staff Student Relationship Letter](#) and [Guidance, September 2016](#)).

Abbey Hey Primary Academy recognises that it has both statutory and pastoral responsibilities for the well-being of its pupils; and, in keeping with our aims and ethos, the well-being and safety of pupils is of paramount importance, and it is the responsibility of everyone who comes in to contact with pupils to be vigilant and report any incidents of child abuse and other safeguarding concerns.

These responsibilities include having robust safeguarding and child protection procedures in place, to ensure:

- The identification of students at risk of suffering significant harm;
- Raising awareness of all staff through effective communication and training
- The referral of all disclosures to the appropriate agencies
- Effective working relationships with the local Police, Local Safeguarding Children Board, Social Care, Health, and other relevant external agencies; and
- The delivery of an effective curriculum which enables pupils to stay safe from harm.

[United Learning Safeguarding Children – HR Procedural Guidance](#) (September 2016) should be read in conjunction with other relevant United Learning HR policies, procedures and guidance and school based policies.

1.6 Monitoring and Evaluation

At **Abbey Hey Primary Academy** we monitor and evaluate our Safeguarding Children and Child Protection Policies and Procedures document and related policies via the following processes:

- Local Governing Body visits to the school
- Senior Leadership Team 'drop ins' and discussions with staff
- Pupil surveys and questionnaires
- Scrutiny of attendance data
- Scrutiny of a range of risk assessments
- Scrutiny of Local Governing Body minutes
- Logs of Bullying, Racist, and Behavioural Incidents
- Review of parental concerns and parent questionnaires
- Review of therapeutic data for all vulnerable groups

This analysis will be discussed during regular meetings between the Principal, the Chair of Governors and the United Learning Director and Education Advisers; and during Safeguarding Audits completed by the United Learning Lead Safeguarding Officer. Local Governing Body checks on the effectiveness of safeguarding will be reported in termly minutes of meetings.



1.7 Adoption of this Policy

Abbey Hey Primary Academy has adopted the **United Learning Group Safeguarding Children and Child Protection Policies and Procedures** document and has included details of the local arrangements, to ensure that this document meets the standards required.



Section 2: Safeguarding: A Whole School Approach

2.1 What is Safeguarding?

Safeguarding is everyone responsibility.

Safeguarding children is the action we take to promote the welfare of children and protect them from harm.

Everyone who comes into contact with children and families has a role to play.

Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:

- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes.

(Working Together to Safeguard Children March 2015 – Page 5)

2.2 Safeguarding Induction

Abbey Hey Primary Academy recognises that safeguarding children is the single most important duty that we undertake.

To ensure that everyone working within our school understands their roles and responsibilities and always act in the best interests of the child, we provide a comprehensive safeguarding induction, which includes child protection, e-safety and Prevent duty information.

Modules are completed on Educare and face to face training takes place on the first day of the term before the pupils start.

This is provided to:

- All staff
- all volunteers
- all agency staff (e.g. supply teachers)
- all contractors

For agency staff and contractors, this is in addition to the training that they receive and is verified by their own agency or employer; and is provided to ensure that the safeguarding procedures within our school are followed.



2.3 Safeguarding Induction Programme and Whole School Training

Abbey Hey Primary Academy ensures that everyone receiving safeguarding induction reads and understands Part One and Annex A of [Keeping Children Safe in Education – Statutory Guidance for Schools and Colleges](#), September 2016; and considers the implications of it, in relation to the work undertaken within, and on behalf of the school.

- As appropriate to their role and responsibilities, senior staff and members of the safeguarding team and members of the local governing body will also be required to read the complete guidance.
- All staff and volunteers are required to sign to confirm:
 - Attendance at Safeguarding Induction Training, which includes Child Protection, Online Safety (e-Safety) and the Prevent duty.
 - 'Keeping Children Safe in Education, September 2016': Part One
 - 'Keeping Children Safe in Education, September 2016': Annex A
 - School's Safeguarding Children Policy and Child Protection Policy and Procedures document
 - School's Online Safety (e-Safety) Policy and related policies
 - School's Prevent documents (e.g. Prevent duty, statement, risk assessment or policy)
 - United Learning Whistleblowing Policy
 - United Learning Annual Staff Student Relationship Letter and Guidance
 - United Learning Annual Acceptable Use of IT agreement
 - Childcare Disqualification Requirements and Disclosure by Association (as appropriate).
 - School's Behaviour Policy/Code of Conduct
 - School's Children Missing Education Policy
- A copy of the signed documents will be retained by the school as part of our Safer Recruitment procedures.
- This Safeguarding Induction Programme will be followed up with at least annual safeguarding training.

2.4 Keeping Children Safe in Education Statutory Guidance for Schools and Colleges, September 16

For Keeping Children Safe in Education (whole document), [click here](#)

2.5 Keeping Children Safe in Education, Part One

For Part One, [click here](#)

2.6 Keeping Children Safe in Education, Annex A

For Annex A, [click here](#)



2.7 What to do if you are worried a child is being abused - Advice for practitioners

For What to do if you are worried about a child is being abused, [click here](#)

2.8 What to do when you have a safeguarding concern

- Details of the child protection procedures at **Abbey Hey Primary Academy** are provided in Section 4.
- These procedures should be followed by all staff, in the knowledge that all concerns, however small they may seem, will be taken seriously.
- If concerns continue, staff should raise these through the appropriate channels.

2.9 What to do if a Child is at Risk of Immediate Harm

If you are seriously concerned about a child's immediate safety, always dial 999.

If, at any point, there is risk of immediate harm to a child a referral should be made to children's social care immediately. Anybody can make a referral. If the child's situation does not appear to be improving the staff member with concerns should press for re-consideration. Concerns should always lead to help for the child at some point.

(Keeping Children Safe in Education).



Section 3: Child Protection Policy

3.1 Safeguarding Children

Abbey Hey Primary Academy understands that safeguarding children is our single most important responsibility.

- We teach children about safeguarding and how to keep safe.
- Children's wishes and feelings are taken into account when we are determining what action to take and what services to provide.
- We encourage children to express their views and give feedback (e.g. School Council, Student Ambassadors, pupil voice, work watch.)
- We support vulnerable children to do this through therapeutic support, 1-1 sessions, play therapy, multi-agency support etc
- Our governing body and United Learning Trustees ensure that:
 - Training is provided to all staff that clearly explains that staff must not agree confidentiality and must always act in the best interests of the child.
 - Safeguarding arrangements take into account the procedures and practice of the local authority as part of the inter-agency safeguarding procedures set up by the LSCB. This includes understanding and reflecting local protocols for assessment and the LSCB's threshold document along with supplying information as requested by the LSCB.
 - In accordance with the Data Protection Act 1998 **Abbey Hey Primary Academy** process personal information fairly and lawfully, it recognises that this is not a barrier to sharing information where the failure to do so would result in a child being placed at risk of harm. We understand that fears about sharing information cannot be allowed to stand in the way of the need to promote the welfare and protect the safety of children.

3.2 Safeguarding Information for Pupils

At Abbey Hey Primary Academy we believe that:

All children have the right to be listened to, the right to be heard.

All children have the right to feel safe, to be safe and protected from harm.

Abbey Hey Primary Academy promotes its belief that as children, our pupils have the right to achieve their full potential regardless of their ethnicity, religion, gender, orientation, ability, or disability.

We strive to ensure our pupils have the ability to:

- Be as physically and mentally healthy as possible
- Gain the maximum benefit possible from good education opportunities
- Live in a safe environment and be protected from harm
- Experience emotional well-being
- Feel loved and valued, supported by affectionate relationships
- Become competent at looking after themselves



- Have a positive self-image, a secure identity including cultural and racial identity
- Develop good interpersonal skills and confidence in social situations.

At **Abbey Hey Primary Academy** we will teach children to understand and manage risk, through our:

- PHSE lessons
- Other lessons, such as Drama
- Assemblies and Special Days
- E-Safety Programme
- Anti-Bullying Programme.

Confidentiality

As the pupils of Abbey Hey Primary Academy we want you to know that:

- **We will always take what you tell us seriously.**
- **We cannot agree to keep anything that you tell us secret, but we will only share information with the people that we need to, in order to ensure that you and others are kept safe from harm.**

Any pupil concerned about their safety can talk to one of the school's Safeguarding Team, or a member of staff who you feel able to talk to.

3.3 Working in Partnership with Parents/Carers/Guardians

At Abbey Hey Primary Academy:

- We are committed to working with parents/carers/guardians positively, openly and honestly.
- We ensure that parents/carers/guardians are treated with respect, dignity and courtesy.
- We respect parents'/carers'/guardians' 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 share a purpose with parents/carers/guardians to educate and keep children safe from harm and to have their welfare promoted.
- Any referral made to Manchester Children's Services is shared with parents beforehand, unless it is inappropriate to do so; and as a school we will ensure regular contact with parents/carers/guardians of all pupils.
- All staff have the skills knowledge and understanding to keep safe children who are looked after by the Local Authority.
- All staff have the skills and understanding to keep children safe who have Special Education Needs or disabilities.

3.4 Confidentiality and Sharing Information

Abbey Hey Primary Academy

- Recognises and complies with its duties under current Data Protection legislation.
- Ensures the confidentiality of its pupils and their families.



- Ensures confidentiality so that evidence is not compromised.
- Only shares information on a 'Need to Know' basis, and this decision is taken by the Designated Safeguarding Lead, or Deputy Designated Safeguarding Lead.
- Keeps all Child Protection information securely.
- Ensures that all information is processed for limited purpose, is adequate, relevant and not excessive, is accurate, retained and processed in accordance with data subject's rights.
- All child protection information is held in a locked filing cabinet in the designated person's office as well as securely online on CPOMS in accordance with England (Pupil Information) (England) Regulations 2005.
- Every effort is made to prevent unauthorised access and sensitive information is not stored on laptop computers, which, by the nature of their portability, could be lost or stolen. All laptops should have encrypted hard drives to prevent access to information should the device be lost or stolen.
- If it is necessary to store Child Protection information on portable media, such as a CD or flash drive, these items must be encrypted and kept in locked storage.
- Child Protection information is stored separately from the pupil's school file and the school file is 'tagged' to indicate that separate information is held.
- Child Protection Records are normally exempt from the disclosure provisions of the Data Protection Act, which means that pupils and parents do not have an automatic right to see them. If a member of staff receives a request from a pupil or parent to see Child Protection Records, request will be referred to the Principal, and to Alison Hussain at Central Office (Alison.Hussain@unitedlearning.org.uk).

The Data Protection Act does not prevent school staff from sharing information with relevant agencies where that information may help to protect a child and is in the child's best interests.

Abbey Hey Primary Academy recognises that:

- It is essential to establish positive and effective working relationships with outside agencies.
- There is a joint responsibility on all these agencies to share information to ensure that all children are safeguarded.
- We share information:
 - To ensure the fullest possible picture of the child's circumstances
 - To enable practitioners to assess the needs of the child properly
 - To co-ordinate and improve service provision to the child and family
 - To protect other adults and children.
- Examples of when it is necessary to share information include if:
 - A child seems hungry, or inappropriately dressed, or has hygiene concerns
 - A child's behaviour is concerning: aggressive, or withdrawn, or unhappy, or overly familiar, or sexually inappropriate
 - There is a suspicion or evidence that the child has an injury; e.g. the child has awkward or protective movement; has bruising, marks, cuts or burns
 - Things said by, or about the child that are concerning.
- Staff are aware that low level issues should be shared with support and/or senior teaching staff as soon as possible.



- In line with [Keeping Children Safe in Education, September 2016](#) (Pages 7-8 Paragraphs 21-27) and the [Prevent duty, July 2015](#).
 - Safeguarding and child protection concerns about the child will be reported to the **Designated Safeguarding Lead (Tracey Short) or Deputy Safeguarding Lead (Sue Whitehead)**. This should be done as soon as possible and before the end of the day. The Designated Safeguarding Lead (or equivalent) will decide who else needs to have this information.
 - **However, if at any point, there is a risk of immediate serious harm to a child a referral should be made to social care immediately, and anybody can make this referral.**
 - If staff have concerns about another staff member they will be referred to the Principal.
 - Where the concerns are about the **Principal / Head Teacher** they will be referred to the Chair of Governors. ([See also Keeping Children Safe in Education, September 2016](#), Part 4)
- In line with [Working Together to Safeguard Children, March 2015](#) (Pages 16-17 & Page 71) we follow inter-agency information sharing protocols. We:
 - Discuss with the child and their family the involvement of other agencies and how and who you will share information with and gain their consent where appropriate. The only time we would not share information with the family would be if it could potentially put the child at further risk of harm to do so.
 - Share all appropriate information as early as possible with practitioners and organisations who are currently working with, or due to work with a child.
 - Discuss and share any assessments or reports with the child and their family and include their views even if they differ from our own.
 - Seek permission before expressing the views of another agency or practitioner to a child, parent/carer/guardian.
 - Notify Children's Services if a child subject to a Child Protection Plan has an unexplained absence from school.
 - Having confirmed that a child is changing school, the Designated Safeguarding Lead will confirm their safe arrival; and will transfer their child protection file as soon as possible, separately from the main pupil file and via secure transit, and confirm safe receipt thereof.

Abbey Hey Primary Academy recognises that:

- Staff may need to seek support themselves if they are distressed.
- Staff can speak with the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead in confidence.
- If staff seek support from external agencies they must adhere to the requirements of strict confidentiality at all times.
- Staff will have a debriefing session with the safeguarding team following a distressing incident. Referrals to outside agencies will be suggested if deemed necessary
- The safeguarding team receives supervision from therapeutic support services, eQe

3.5 Manchester's Multi-Agency Levels of Need and Response Framework

Abbey Hey Primary Academy use Manchester's Multi-Agency Levels of Need and Response Framework when working with their families.

Manchester's Multi-Agency Levels of Need and Response Framework is a tool to assist all those who work with children, young people and their families (including the unborn child).



It aims to assist practitioners to identify the level of need of a child or young person (in the context of their family, environment and experiences) and provides simple guidelines on how to respond with the most appropriate and proportionate intervention at the right time

3.6 Early Help

Within Manchester's Multi-Agency Levels of Need, school will action an Early Help Assessment where appropriate.

Early Help means identifying needs within families early, and providing preventative support and intervention before problems become complex and entrenched. It includes both universal interventions and targeted interventions to prevent needs from escalating.

Early Help allows for support to be put in place at the right time to meet families' needs prior to issues reaching crisis point. It draws upon families' own skills and promotes self-reliance.

Early Help approaches mean using approaches that promote and strengthen community, children and family assets, building on the strengths of individuals and communities to develop new ways of thinking about and responding to difficulties.

Early Help means supporting children, families and communities to build networks within communities, resulting in individuals, families and the wider community building a 'resilience' that leads to a sense of well-being and greater quality of life.

3.7 Safeguarding Training

Abbey Hey Primary Academy provides safeguarding training that enables all staff to understand the roles and responsibilities that they have in relation to keeping children safe. Staff receive regular safeguarding updates, as required and at least annual training, to provide them with relevant skills and knowledge to safeguard children effectively.

3.7.1 Principal/Headteacher

The principal has level three Safeguarding and specific training on Prevent and FGM. All staff have access to further modules on Educare

3.7.2 Designated Safeguarding Lead/s

- The DSL has level three Safeguarding training
- DSL/s complete appropriate training and at least annual update training.
- This training will include child protection, Online Safety (e-safety) and Prevent, where there have been any changes in statutory requirements, or the local procedures have been updated.
- This training will be undertaken in accordance with Local Safeguarding Children Board (LSCB) procedures, and in line with Keeping Children Safe in Education, September 2016.



3.7.3 Deputy Designated Safeguarding Lead/s

Deputy DSLs will complete training to the same level as the Designated Safeguarding Lead, and will cover for them when they are unavailable.

3.7.4 All Existing Staff

All staff must undertake at least annual safeguarding training and receive any in year safeguarding updates. This training must equip all staff to demonstrate an understanding and the delivery of their safeguarding responsibilities.

Refresher training should include updates of child protection, Online Safety (e-safety) and Prevent procedures.

Abbey Hey Primary Academy use Educare online training and the Designated safeguarding Lead is able to monitor all safeguarding training and personalise training needs.

3.7.5 All New Staff

All new staff and agency staff complete safeguarding induction training.

This includes face to face training with the Designated Safeguarding Lead and also completing online modules on Educare.

3.7.6 Agency Staff and Peripatetic Staff

All agency and peripatetic staff complete safeguarding induction training.

They are given a brief when signing in and are expected to read the document and sign to say they have done so.

3.7.7 Governors

Governors receive appropriate training which includes Level 1 Introduction to Safeguarding. Governors will be registered with Educare and can access additional modules.

Two Governors also have Safer Recruitment Training

3.7.8 Volunteers

Volunteers are given a brief when signing in and are expected to read the document and sign to say they have done so. If they are working in the school for a longer period of time they will access face to face training.

3.8 Safer Recruitment Training

Safer Recruitment training has been undertaken by 2 members of staff and two members of the LGB.

3.9 Lettings

As part of our commitment to safeguarding all children and vulnerable adults in our community, Abbey Hey Primary Academy requires all lettings to provide details of the named child protection lead for any event involving under 18's; and confirmation that staff have undergone appropriate safer recruitment checks and training.



3.10 Safeguarding Training Records

The training record can be found in Annexe A13.

Training is included on the Single Central Record under 'Training'.



Section 4: Child Protection: A Whole School Approach

4.1 Safer Recruitment

Abbey Hey Primary Academy operates safer recruitment procedures and is committed to doing its utmost by complying with procedures set out in:

- [Keeping Children Safe in Education](#), Information for all school and college staff, September 2016 (Part 3)
- [United Learning Safeguarding Children – HR Procedural Guidance , September 2016](#)
- [United Learning Recruitment and Selection Policy, August 2016](#)
- [United Learning Whistleblowing Policy, February 2016](#)

4.1.1 As identified in our Child Protection Policy (Section 3.7) the following staff and governors have undertaken Safer Recruitment training:

Paul Graham – Principal/LGB
Rachel Nock – Admin
Karin Connell – Chair of Governors
Catherine Horton – Hale – Senior Vice principal/Safeguarding Governor

4.1.2 Safer recruitment means that all applicants are required to:

- Complete an application form
- Provide two referees, including at least one who can comment on the applicant's suitability to work with children
- Provide evidence of identity and qualifications
- Be checked through the disclosure and barring service as appropriate to their role
- Be subject to a Prohibition Order check if applying for a teaching position
- Provide evidence for right to work in the United Kingdom
- Assist in the completion of overseas checks, (as appropriate)
- Be subject to checks carried out to ensure that individuals are not disqualified under the Childcare (Disqualifications) Regulations 2009 including barred by association, as appropriate to the role, (as appropriate).
- Be subject to a Section 128, Prohibition from Management check, (as appropriate).
- Be subject to EEA check, (as appropriate)
- Be interviewed
- Provide evidence on medical fitness (mental and physical).

4.1.3 New members of staff will:

- Undergo an induction that includes familiarisation with the school's Safeguarding Children Policy and Child Protection Procedures, Online Safety (e-Safety) training and the Prevent duty; and assist with the identification of their further child protection training needs.
- Read and demonstrate an understanding of [Part 1 of Keeping Children Safe in Education, September 2016](#)



4.1.4 All staff are required to:

- Take part in at least annual safeguarding and child protection training
- Sign annual safeguarding agreements and disclosures, (as appropriate) as set out above.

4.2 Child Protection

Abbey Hey Primary Academy is committed to safeguarding and promoting the welfare of our children.

- Where a child is suffering significant harm, or is likely to do so, or where a child is at risk of radicalisation or being drawn into terrorism/extremism, we will ensure that action is taken to protect that child.
- Action will also be taken to promote the welfare of a child in need of additional support even if they are not suffering harm or are not at immediate risk.
- We will respect all children and will work to promote their physical, material and psychological well-being.
- We recognise that some children may be especially vulnerable to abuse and 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; and know that some of their behaviours may be challenging.
- We recognise that some children who have experienced abuse may harm others.
- We will always take a considered and sensitive approach in order that we can support all of our children.
- Any deficiencies or weaknesses in our child protection arrangements will be remedied without delay.

RECORDING AND REPORTING CONCERNS

- All staff, volunteers and visitors have a responsibility to report any concerns about the welfare and safety of a child and all such concerns must be taken seriously
- If a concern arises all staff, volunteers and visitors must:
 - Speak to the Designated Person or the person who acts in their absence
 - Agree with this person what action should be taken, by whom and when it will be reviewed
 - Record the concern using the school's safeguarding recording system (CPOMS)
- The school follows the procedures recommended by the MSCB when dealing with allegations made against staff and volunteers.
- All allegations made against a member of staff and volunteers, including contractors or security staff working on site, will be dealt with quickly and fairly and in a way that provides effective protection for the child while at the same time providing support for the person against whom the allegation is made.
- If staff have concerns about another staff member they will be referred to the Principal
- Where the concerns are about the Principal they will be referred to the Chair of Governors.
- Our approach to working with parents/carers is one of transparency and honesty and our responsibility is to safeguard and promote the welfare of all the children in our care. We aim to do this in partnership with our parents/carers. In most cases parents and carers will be informed when concerns are raised about the safety and welfare of their child. Parents and carers should be given the opportunity to address any concerns raised.



- Parents and carers will be informed if a referral is to be made to the Children and Families Service or any other agency.
- Parents/carers will not be informed if it is believed that by doing so would put the child at risk. In such cases the Designated Person or Principal will seek advice from the Children and Families Service's Initial Assessment Team.
- When reporting Cases to the Disclosure and Barring Service (DBS) - see United Learning Safeguarding Children - HR Procedural Guidance; and United Learning Safer Recruitment Policy and Procedure.
- When reporting directly to Child Protection Agencies; the Designated Safeguarding Lead will make a referral to the contact centre/MASH team by telephone. The referral will be followed up in writing within 48 hours (See Flowchart: Action when a child has suffered or is likely to suffer harm (Keeping Children Safe in Education)).
- When reporting a case of a child at risk of radicalisation or being drawn into terrorism/extremism the Designated Safeguarding Lead will make a referral to the contact centre/MASH team by telephone.

4.2.1 Abbey Hey Primary Academy is committed to safeguarding and promoting the welfare of our children.

- Where a child is suffering significant harm, or is likely to do so; or where a child is at risk of radicalisation or being drawn into terrorism/extremism, we will ensure that action is taken to protect that child.
- Action will also be taken to promote the welfare of a child in need of additional support even if they are not suffering harm or are not at immediate risk.
- We will respect all children and will work to promote their physical, material and psychological well-being.
- We recognise that some children may be especially vulnerable to abuse and 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; and know that some of their behaviours may be challenging.
- We recognise that some children who have experienced abuse may harm others.
- We will always take a considered and sensitive approach in order that we can support all of our children.
- Any deficiencies or weaknesses in our child protection arrangements will be remedied without delay.

4.2.2 What To Do

- If you suspect or become aware of an allegation of child abuse made against another pupil
- If you suspect or become aware of an allegation of child abuse made against a colleague, volunteer or Designated Safeguarding Lead
- If you suspect or become aware of an allegation of child abuse made against the Principal /Head Teacher
- When reporting cases to the Disclosure and Barring Service (DBS) and NCTL. (To save on duplication, schools can signpost to United Learning Safeguarding Children - HR Procedural Guidance; and United Learning Safer Recruitment Policy and Procedure).
- When notifying parents
- When referring pupils to Children's Services or making a multi-agency referral
- When reporting directly to Child Protection Agencies; confirming what the Designated



Safeguarding Lead will do. (See Flowchart: Action when a child has suffered or is likely to suffer harm ([Keeping Children Safe in Education](#), September 2016 - Page 10).

- When reporting a case of a child at risk of radicalisation or being drawn into terrorism/extremism.

- If a pupil makes a disclosure about abuse staff must not ask leading questions or agree to maintain confidentiality.
- The school will not undertake their own investigations of allegations without prior consultation with the LADO.
- Allegations against staff, volunteers, visitors or the designated person with responsibility for safeguarding must be reported to the Head or, in the Head's absence, the Head of Independent Schools and the chair of the LGB.
- Allegations against the Head must be reported directly to the Head of Independent Schools, the chair of the LGB, and the LADO by the person receiving the allegation without informing the Head.
- Allegations against another student must be reported to the designated person with responsibility for safeguarding (who will inform the Head and the LSCB in accordance with local procedures)
- In cases of serious harm the police will be informed from the outset.
- If an allegation is made against anyone working with children in a school all unnecessary delays will be eradicated
- Schools will include details of the use of curriculum to reduce the risk of radicalisation.
- Schools will include details of visiting speakers log kept by the school.
- Where a teacher has been dismissed (or would have been dismissed had he/she not resigned) and a prohibition order may be appropriate, the school will make a referral to the National College for Teaching and Leadership (NCTL). The reasons such an order would be considered are 'unacceptable professional conduct', 'conduct that may bring the profession into disrepute' or 'a conviction, at any time, for a relevant offence.
- Where a referral has been made to the DBS, the school will not make a referral to the NCTL, as information is shared between the two bodies. Where a dismissal does not reach the threshold for DBS referral, separate consideration by the school will be given to an NCTL referral.
- The school will report, as appropriate, to the Disclosure and Barring Service within one month of leaving the school any person (whether employed, contracted, a volunteer or student) whose services are no longer used because he or she is considered unsuitable to work with children.
- Failure to make such a report constitutes an offence, 'compromise agreements' cannot apply in this connection. Historical allegations will be referred to the police if they arise.
- Appropriate whistleblowing procedures, which are suitably reflected in staff training and staff behaviour policies, are in place for concerns about poor or unsafe practice and potential failures in the schools and safeguarding regime to be raised with the management team.

4.2.3 Working in the best interests of the child

Safeguarding is everybody's responsibility and the best interests of the child are paramount. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.

School work closely with other agencies to support our most vulnerable groups such as looked after children and those with SEN. Staff are aware of potential barriers to these children and this is covered during safeguarding training and updates.



4.2.4 Abbey Hey Primary Academy will be vigilant in respect of types of abuse and neglect; and the specific safeguarding issues highlighted in [Keeping Children Safe in Education, September 2016](#) (Pages 11-13)

The Principal/Headteacher, together with the Designated Safeguarding Lead will ensure that staff and governors have at least annual safeguarding training and access to up to date relevant information in relation to the following:

- [Child missing from Education](#)
- [Child missing from home or care](#)
- [Child Sexual Exploitation \(CSE\)](#)
- [Bullying, including Cyber-bullying](#)
- [Domestic Violence \(DV\)](#)
- [Drugs](#)
- [Fabricated or Induced Illness](#)
- [Faith Abuse](#)
- [Female Genital Mutilation \(FGM\)](#)
- [Forced Marriage \(FM\)](#)
- [Gangs and Youth Violence](#)
- [Gender Based Violence/Violence against Women and Girls \(VAWG\)](#)
- [Mental Health](#)
- [Private Fostering](#)
- [Preventing Radicalisation](#)
- [Sexting](#)
- [Teenage Relationship Abuse](#)
- [Trafficking](#)

See also pages 16 and 17 for Prevent duty and reporting to Channel programme.

4.3 Online Safety (e-Safety)

Abbey Hey Primary Academy

- Understands that Online Safety (e-safety) is everyone's responsibility and is viewed as an integral part of our whole school safeguarding and child protection procedures.
- As it is a constantly developing field, we are committed to providing a comprehensive programme of advice, support, teaching and training to parents/carers/guardians, children and staff.

Abbey Hey Primary Academy recognises that:

- As we increasingly work online, the safe use of information and communication technologies bring significant challenges.
- We have a responsibility to understand online safety issues and plan accordingly to ensure appropriate, effective and safer use of electronic communications and associated devices.



It is therefore essential that we:

- Teach children about safeguarding
- Safeguard children from potentially harmful and inappropriate online material.
- Ensure that appropriate filters and appropriate monitoring systems are in place; so that children are not able to access harmful or inappropriate material via the school's IT system.
- Ensure that systems are in place that will identify children accessing, or trying to access harmful and inappropriate content online.
- Are careful that "over blocking" does not lead to unreasonable restrictions as to what children can be taught with regards to online teaching and safeguarding.

ICT, digital and mobile technology resources are now regarded as essential to support learning, teaching and personal and social development. They form part of an essential life skill. When using technology with young children, staff need to ensure that the resource is used safely and responsibly.

Children have their photographs taken to provide evidence of their achievements for developmental records (The Early Years Foundation Stage, EYFS 2014). Staff, visitors, volunteers and students are not permitted to use their own mobile phones to take or record any images of children for their own records during session times.

To ensure that our online safety arrangements are robust, Abbey Hey Primary Academy has personalised and localised the **United Learning Online Safety (e-Safety) Policy Template, June 2016. Which can be found in full by following this link.**

<http://www.abbeyheyprimary.org.uk/Portals/0/Library/Documents/E-safety%20Policy%20Nov%202014.pdf>

Abbey Hey Primary Academy is further committed to doing its utmost to ensure robust Online Safety (e-Safety) procedures by complying with procedures set out in the following additional policy and procedural documents:

- [United Learning Filtering, Monitoring and Reporting Policy, September 2016](#)
- [United Learning Electronic Devices Search Policy, September 2016](#)
- [United Learning Mobile Devices and Phone Policy, September 2016](#)
- [United Learning Social Media Policy, September 2016](#)
- [United Learning Use of Images Policy, September 2016](#)

4.4 Prevent Duty

Abbey Hey Primary Academy recognises its responsibilities in relation to the Prevent duty (July 2015).

Abbey Hey Primary Academy recognises that it has a duty under Section 26 of the Counter-Terrorism and Security Act, 2015, in the exercise of its functions, to have due regard to the need to prevent people



from being drawn into terrorism.

The Prevent Lead is the designated safeguarding lead.

A risk assessment is in place and all staff have up to date Prevent training.

As with other safeguarding issues, where a professional has any concerns that a child or their family may be at risk of radicalisation or involvement in terrorism, they should speak with the safeguarding lead who should make a referral to Children's Social Care following MCSB procedures.

4.5 FGM Reporting Duty

Abbey Hey Primary Academy recognises its responsibilities in relation to the FGM reporting duty (October 2015).

All staff receive regular updates regarding FGM.

As with other safeguarding issues, if staff have any concerns regarding FGM they should refer to the designated safeguarding lead who can then make the appropriate referrals to children's social care following MSCB procedures.

4.6 Peer on Peer abuse

Children and young people may be harmful to one another in a number of ways which would be classified as peer on peer abuse.

Verbal abuse should never be tolerated or passed off as banter or as part of growing up. While there is no intent to criminalise young people peer to peer abuse does form part of our safeguarding procedures.

Some forms of per on peer abuse;

- Physical abuse e.g. (biting, hitting, kicking, hair pulling etc.)
- Sexually harmful behaviour/sexual abuse e.g. (inappropriate sexual language, touching, sexual assault etc.)
- Bullying (physical, name calling, homophobic etc.)
- Cyber bullying
- Youth produced sexual imagery- popularly known as 'Sexting'
- Prejudiced Behaviour

Abbey Hey Primary Academy has put safeguards in place to reduce the likelihood of peer on peer abuse including our clear set of expectations and consequences for unacceptable behaviour, together with an ethos of respect, friendship, courtesy and kindness.



Any peer on peer allegation must be referred to the Designated Safeguarding lead immediately. Where a concern regarding peer on peer abuse has been disclosed to the Designated Safeguarding lead, advice and guidance will be sought from Children Social Services and where it is clear a crime has been committed or there is a risk of crime being committed the Police will be contacted. Working with external agencies there will usually be a response to the unacceptable behaviour and safeguards will be put in place to promote the well-being of the pupils affected and the victim and perpetrator will be provided with appropriate support to prevent any reoccurrence of improper behaviour.

4.7 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 DSL as soon as possible
- The DSL 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.

4.8 Children who may be particularly vulnerable

It is vital that children receive the right help and support at the right time to address unmet needs and identify risks to prevent issues from escalating.

To ensure that all of our pupils receive equal protection, we will give special consideration to children who are:

- Disabled or have special educational needs;
- Living in a domestically abusive situation;
- Affected by parental substance misuse;
- Asylum seekers;
- Regularly absent from school;
- Attending alternative provision or subject to a managed move;
- Vulnerable to being bullied, or engaging in bullying;
- Living in temporary accommodation;
- Living a transient lifestyle;
- Living in chaotic and unsupportive home situations;
- Vulnerable to discrimination and maltreatment on the grounds of race, ethnicity,



- religion or sexuality;
- Involved directly or indirectly in child trafficking;
- Speakers of another first language;
- Subject to a Child Protection Plan or Child in Need Plan;
- Exhibiting any changing behaviours that cause concerns;
- Looked After Children;
- Missing from education.

4.9 Local Authority Safeguarding Services

4.9.1 Web Address for Local Procedures

Full local procedures on what to do if you have a concern are available at

<http://www.manchesterscb.org.uk/concerned-about-child.asp>

4.9.2 Contact Details for Local Services

Local Services	Contact Name	Address	Telephone	Email
Police	999 – emergency 101 Wayne - PCSO Nabil - PCSO		856 3521	
Local Safeguarding Children Board	Ring reception in the first instance		234 3330	
Designated Officer(s) from the local authority	Majella O’Hagan		234 1214	
Relevant front line social care teams	Duty Manager	Longsight Office	225 9293	
Prevent/Channel	DC Paul Meadows			channel.project@gmp.police.uk paul.meadows@gmp.pnn.police.uk

4.10 Key Safeguarding Personnel

4.10.1 The Local Governor Body

Local Governing Body	
Name	Role
Karin Cornell	Chair of Governors
Catherine Horton Hale	Nominated Safeguarding Governor



The chair of governors and the nominated safeguarding governor can be contacted via the school office.

4.10.2 The Safeguarding Team

The Safeguarding Team			
Name	Role	Location	Contact Details
Paul Graham	Principal	Abbey Hey Primary Academy	0161 223 1592
Tracey Short	Designated Safeguarding Lead	Abbey Hey Primary Academy	0161 223 1592
Susan Whitehead	Deputy Designated Safeguarding Lead	Abbey Hey Primary Academy	0161 223 1592
Jane Bowcock	Attendance Officer	Abbey Hey Primary Academy	0161 223 1592
Catherine Horton-Hale	Vice Principal Safeguarding Governor	Abbey Hey Primary Academy	0161 223 1592

4.10.3 Other Members of the Safeguarding Team

Other Key Staff			
Name	Role	Location	Contact Details
Paul Graham	Principal	Abbey Hey Primary Academy	0161 223 1592
Tracey Short	Special Education Needs Manager	Abbey Hey Primary Academy	0161 223 1592
Tracey Short	Medical Needs Manager	Abbey Hey Primary Academy	0161 223 1592
Tina Webber Rostron	School Nurse	New Moston Library	0161 241 2813
Nabil Fiaz Wayne McKay	Police Community Support Officers	North Manchester Divisional HQ Central Park Newton Heath M40 5BP	0161 856 3521

And everyone else in the school - because safeguarding is everyone's responsibility.

4.11 Roles and Responsibilities of the Local Governing Body

The Local Governing Body and United Learning adhere to their responsibilities as set out in [Keeping](#)



[Children Safe in Education, September 2016](#), Part 2: The Management of Safeguarding; and the [Prevent duty, July 2015](#)..

Statutory responsibility does not pass to the Local Governing Body or any of its members; however it performs a vital role in monitoring compliance with the law, and the school's policies and procedures and challenging the school to ensure best practice is followed.

The Child Protection (Safeguarding) policy is reviewed annually by the School's Local Governing Body to ensure that it reflects local procedures. The policy is also reviewed and approved annually at a United Learning Group Board.

The Local Governing Body will:

- Require the Designated Safeguarding Lead to report on measures that are being taken to ensure compliance.
- Confirm annually in writing to United Learning and the Local Safeguarding Children Board that they have reviewed the school level policy against practice and that this has been discussed at a full Local Governing Body meeting.
- Ensure that it completes and returns the response for the school's annual Section 175 or 157 Safeguarding Audit to United Learning and to the Local Safeguarding Children Board, where this is a local requirement.
- Ensure that regular updates and at least annual safeguarding training, which includes Child Protection, Online Safety (e-Safety) and Prevent are delivered in accordance with Section 3.5 of this policy.

4.12 The Principal/Headteacher

The Principal of Abbey Hey Primary Academy will ensure that:

- The policies and procedures adopted by the United Learning Group Board and the Local Governing Body associated with protecting children are fully implemented, understood and adhered to by all staff. This includes the implementation of the [Prevent duty, July 2015](#); and the FGM reporting duty (31st October 2015).
- Regular updates and at least annual safeguarding training, which includes Child Protection, Online Safety (e-Safety) and Prevent are delivered in accordance with this policy.
- The nominated local Safeguarding Governor is made known to all staff.
- Sufficient resources and time are allocated to enable the Designated Safeguarding Lead and other staff to discharge their responsibilities.
- 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 policies.
- All responsibilities assigned to the Designated Safeguarding Lead (or to the Deputy DSL in the absence of the DSL) for Abbey Hey Primary Academy are fully carried out.

4.13 Roles and Responsibilities of the Safeguarding Team

At Abbey Hey Primary Academy

- Our Safeguarding Team is committed to ensuring that we deliver effective and sound whole school safeguarding and child protection procedures in adherence with our policy.
- Through our procedures and training we will provide clear direction to staff and others about



expected codes of behaviour in dealing with child protection issues.

- We ensure that child protection concerns and referrals are handled sensitively, professionally and in ways which prioritise the needs of the child.
- We receive and participate in supervision.

4.13.1 The Designated Safeguarding Lead/s

In line with [Keeping Children Safe in Education, September 2016](#) (Annex A) the Designated Safeguarding Lead (DSL):

- Is a senior member of staff
- Is provided with dedicated time to carry out the duties intrinsic to the role
- Takes lead responsibility for child protection; managing referrals, including any referrals made to Channel, in line with the Prevent duty; and in relation to FGM.
- Takes lead responsibility for the school's safeguarding programme and provides regular updates to raise awareness.
- Completes at least annual training, which includes Child Protection, Online Safety (e-Safety) and Prevent.

At Abbey Hey Primary Academy the Designated Safeguarding Lead is a member of the senior leadership team and does not have a class responsibility.

The designated Safeguarding Lead attends local termly networks to ensure ongoing and updated training. This information is then disseminated to staff via ongoing staff meetings.

Annual training takes place via Educare.

4.13.2 The Deputy Designated Safeguarding Lead/s

- Deputy DSLs are to be trained to the same standard as the DSL in order that they can cover for them at any time.
- Deputy DSLs are required to complete at least annual training, which includes Child Protection, Online Safety (e-Safety) and Prevent.

At Abbey Hey Primary Academy the Deputy Designated safeguarding Lead works closely alongside the Designated Safeguarding Lead and accesses the same networks and training opportunities.

4.14 Roles and Responsibilities of School Staff

Staff must ensure that they:

- Understand and comply fully with the school's policies and procedures.
- Attend at least annual appropriate safeguarding training, which includes Child Protection, Online Safety (e-Safety) and Prevent.
- Report concerns to the Designated Safeguarding Lead, the **Principal /Head Teacher**, or the Chair of Governors; as appropriate, dependent on the circumstances (see [Keeping Children Safe in Education](#), September 2016. This includes reporting any concerns related to any children who may be at risk of radicalisation or being drawn into terrorism/extremist activity.
- The mandatory duty to report 'known' cases of FGM under 18's which they identify in the course



of their professional work. (from 31.10.15)

- Ensure that appropriate action is taken if a child is at immediate risk of harm.
This may include contacting social care or the police directly.

4.15 Site Security

Our aim is to provide a safe and secure environment for our pupils, staff and visitors

- All school gates are locked by the site manager during school hours
- Access to school is through the main gate via an intercom to the office
- All school doors are closed throughout the school day and have key code door locks for staff to access

Staff

- Staff based in school are the only staff to have key fobs for the front and side door
- All staff must challenge visitors who are not wearing a visitors badge

Visitors into school

- All visitors must sign in, be issued with a visitors pass and be asked to wait in reception until a member of staff collects them. They must enter via the office

Parents/Parent Volunteers/Governors/United Learning, Central Office Staff; and United Learning Trustees

- Governors and regular parent volunteers will have a DBS check and will be on the SCR.
- Parents visiting staff members who do not have a DBS check will need to be accompanied by a staff member at all times.
- Parents dropping off children during the school day (i.e. not the usual times) to leave their children in reception with a staff member

Supply Teachers

- These need to have valid DBS checks issued by their employer prior to their arrival.
- The visitor will be asked for their ID to check the person is who they say they are (pass, driving license or passport – something with a picture on).

Independent School Clubs

- These visitors need to have a valid DBS.
- The visitor will be asked for their ID to check the person is who they say they are (pass, driving license or passport – something with a picture on).



Contractors

- These visitors need to have a valid DBS.
- The visitor will be asked for their ID to check the person is who they say they are (pass, driving license or passport – something with a picture on).

Unexpected visitors

- No one can be in school on their own without a validated DBS. Sometimes contractors visit unexpectedly for example, to carry out annual maintenance checks and book clubs. These visitors must be accompanied by staff member if they need to enter or carry out work in school.

Protocols are in place to ensure that that visiting speakers, whether invited by staff or pupils are suitably supervised.

All presentations are checked prior to them being delivered to children or staff.

4.16 Restraint

The DFE state that

- The term 'reasonable force' covers the broad range of actions used by most teachers at some point in their career that involve a degree of physical contact with pupils
- Force is usually used either to control or restrain. This can range from guiding a pupil to safety by the arm through to more extreme circumstances such as breaking up a fight or where a student needs to be restrained to prevent violence or injury
- 'Reasonable in the circumstances' means using no more force than is needed

- All members of school staff have a legal power to use reasonable force
- Reasonable force can be used to prevent pupils from hurting themselves or others, from damaging property, or from causing disorder
- In a school, force is used for two main purposes – to control pupils or to restrain them
- The decision on whether or not to physically intervene is down to the professional judgement of the staff member concerned and should always depend on the individual circumstances.

24 members of staff are trained in Team Teach

The aims of Team Teach are

- To promote the least intrusive positive handling strategy and a continuum of gradual and graded techniques, with an emphasis and preference for the use of verbal, non-verbal de-escalation strategies being used and exhausted before positive handling strategies are utilised.



- To enable services develop acceptable and authorised responses to disruptive, disturbing, angry and aggressive behaviours in a manner that maintains positive relationships and provides safety for all, by training in Team-Teach.
- To reduce the amount of serious incidents involving physical controls in all settings and to emphasise the importance of exhausting behaviour management strategies in the first instance.
- To increase the awareness of staff concerning the importance of recording and reporting, monitoring and evaluating, all incidents involving positive handling.
- To provide a process of repair and reflection for both staff and children.

Any Team Teach incident is logged on cpoms and reported to parents or carers
Incidents are monitored by SLT and behaviour plans and risk assessments will be carried out if deemed necessary



**UNITED LEARNING SAFEGUARDING CHILDREN AND CHILD PROTECTION
POLICIES AND PROCEDURES**

Section 5: Induction and Whole School Training Materials

Annex A1: Keeping Children Safe in Education (September 2016)

For KCSIE Whole Document, [click here](#)

Annex A1.1 Keeping Children Safe in Education (September 2016) – Part One

For KCSIE Part One, [click here](#)

Annex A1.2 Keeping Children Safe in Education (September 2016) – Annex A

For Annex A, [click here](#)

Annex 2: [United Learning Annual Staff-Student Relationship Letter](#) and [Guidance](#) (September 2016)

Annex A3: [United Learning Annual Acceptable Use of IT Agreement](#) (September 2016)

Annex A4: [United Learning Online Safety \(e-Safety\) Policy](#) (September 2016)

Annex A5: School's Behaviour Policy and/or Code of Conduct

<http://www.abbeyheyprimary.org.uk/Information/Policies/Behaviour>

Annex A6: [United Learning Whistleblowing Policy](#) (February 2016)

Annex 7 School's Children Missing Education Policy

See School Website for policy

Annex A8: Reporting a Concern Form

School use CPOMS to report a concern



Annex 9: School's Prevent Policy/Statement/Risk Assessment (as applicable)

See school website for policy



**Annex A10: Childcare Disqualification Requirements and Disclosure by Association
School Staff Disqualification Declaration**

Name	Post	
Please circle one answer for each question		
Section 1 – Orders or other restrictions		
Have any orders or other determinations related to childcare been made in respect of you?		YES / NO
Have any orders or other determinations related to childcare been made in respect of a child in your care?		YES / NO
Have any orders or other determinations been made which prevents you from being registered in relation to child care, children’s homes or fostering?		YES / NO
Are there any other relevant orders, restrictions or prohibitions in respect of you as set out in the Schedule 1 of the Regulations ?		YES / NO
Are you barred from working with Children by the Disclosure and Barring Service (DBS)?		YES / NO
Are you prohibited from teaching by the National College for Teaching & Leadership (NCTL)?		YES / NO
Section 2 – Specified and Statutory Offences		
Have you ever been cautioned, reprimanded, given a warning for or convicted of:		
Any offence against or involving a child? (A child is a person under the age of 18)		YES / NO
Any violent or sexual offence against an adult?		YES / NO
Any offence under the Sexual Offences Act?		YES / NO
Any other relevant offence?		YES / NO
Further information available in Schedule 2 and Schedule 3 of the Regulations.		
Have you ever been cautioned, reprimanded, given a warning for or convicted of any similar offence in another country?		YES / NO



Section 3 – Disqualification by Association	
<p>To the best of your knowledge, is anyone in your household* disqualified from working with children under the Regulations? (*household – includes family, lodgers, house-sharers, household employees etc.)</p> <p><i>This means does anyone in your household have an Order or Restriction against them as set out in Section 1 or have they been cautioned, reprimanded, given a warning for or convicted of any offence in Section 2 or 3 of the Childcare (Disqualification) Regulations 2009?</i></p>	YES / NO
Section 4 – Provision of Information	
<p>If you have answered YES to any of the questions above you should provide details the below in respect of yourself, or where relevant the member of your household. You may supply this information separately if you so wish, but you must do so without delay.</p>	YES / NO
<p>Details of the order, restriction, conviction, caution etc. including dates and relevant court(s) body(ies) (give details below)</p>	
<p>You must also provide a copy of the relevant order, caution, conviction etc. In relation to cautions/convictions a DBS Certificate may be provided.</p>	
Section 4 – Declaration	
<p>In signing this form, I confirm that the information provided is true to the best of my knowledge and that:</p>	
<p>I understand my responsibilities to safeguard children.</p>	
<p>I understand that I must notify my Head Teacher immediately of anything now or in the future that affects, or might affect, my suitability to work in the School, including any cautions, warnings, convictions, orders or other determinations made in respect of me or a member of my household that would render me disqualified from working with children under the Childcare (Disqualification) Regulations 2009, replacement or similar legislation. Failure to notify will be a serious matter, considered as gross misconduct under the Disciplinary processes and could result in summary dismissal.</p>	
Signed:	Date
Print Full Name:	



Annex A11: Meet the Safeguarding Team

The Designated Safeguarding Lead is:

Tracey Short



The Deputy Designated Safeguarding Leads is:

Susan Whitehead




The Principal

Paul Graham



Annex A12: Reporting a Safeguarding Concern to United Learning (Template form for use by schools)

<p>Reporting a Safeguarding Concern to United Learning</p> 
Date:
Name of School:
Name of Designated Safeguarding Lead completing form:
<p>Nature of Concern:</p> <p><i>Delete/amend as applicable:</i></p> <p>I am informing you that there has been an incident which:</p> <ul style="list-style-type: none">• Could result in, or has resulted in, a strategic case meeting being called by a Designated Officer(s) from the Local Authority.• Relates to a member of staff and, without prejudice to the case, the Designated Safeguarding Lead for the School judges may result in disciplinary action being taken. <p><i>Add any other essential information here: i.e. type of case (e.g. Child Sexual Exploitation) but do not include names of staff or children).</i></p>
<p>This form must be emailed to your Principal /Head Teacher, and to Fiona Lyon, Lead Safeguarding Officer, United Learning at fiona.lyon@unitedlearning.org.uk</p> <p>Please call Fiona Lyon on 07889 645086 if you would like to discuss this case in confidence. Alternatively, she will contact you, on receipt of this form.</p>



Annex A13 Safeguarding Training Log

Safeguarding Training Log – Academic Year 2016-17

Attendees	Type of training provided	Date undertaken
Principal/Headteacher	Level 3 safeguarding	September 2017
Designated Safeguarding Lead	Level 3 safeguarding	January 2017
Deputy Designated Safeguarding Lead	Level 3 safeguarding	January 2017
Senior Leadership Team	Level 1 safeguarding	September 2017
Whole School	Level 1 safeguarding	September 2017
e-safety Lead	Level 1 safeguarding	September 2017
P.E. staff	Level 1 safeguarding	September 2017
Paediatric First Aiders	Level 1 safeguarding	September 2017
Health & Safety /COSH	Level 1 safeguarding	September 2017
Chair of Governors	Level 1 safeguarding	September 2017
Nominated Safeguarding Governor	Level 1 safeguarding	September 2017
Local Governing Body	Level 1 safeguarding	January 2018
Agency Staff /Peris.	Level 1 safeguarding	September 2017
Volunteers	Level 1 safeguarding	September 2017
Contractors	Brief	Ongoing



Annex A14 Record of Meeting between DSL and Nominated Governor for Safeguarding –Template

Agenda for Meeting between DSL and Nominated Governor for Safeguarding

Date:

Period covered:

Agenda Item	Update Provided:	Agreed Actions/Information to be provided to LGB:
SCR – compliance and sign off Any issues? Matters rectified?		
Are any amendments required to CP policy due to legislative changes?		
Has the policy on website been updated?		
Staffing (e.g. are there any new staff, updates in relation to personnel files, confirmation of checks on contractors etc.).		
Staffing – Number of allegations, any cases reported to the LADO?		
Numbers of children on plans (LAC, CP, CiN...)		
Numbers of children on EHC plans, number of SEN/D pupils.		
Numbers of children who currently have social care involvement/ or in receipt of Early Help.		
Numbers of children in receipt of Child and Adolescent Mental Health Service (CAMHS) or equivalent; any other cases of concern.		



Any serious incidents (include any incidents of self-harm, drugs, alcohol, pupils going missing, radicalisation etc. ...) <i>(Provide numbers not details and confirm if risk assessment has been established/updated following the incident).</i>		
Are there any trips, sporting fixtures, other events which require specific thought in relation to safeguarding arrangements?		
In relation to trips and visits, have any vulnerable children needed specific risk assessments in order to attend?		
Any planned safeguarding training in this period?		
Attendance summary – with particular reference to attendance of vulnerable pupils, and those that are PA.		
Progress of any pupils attending alternative provision (attendance/support provided/attainment).		
Exclusion data		
Site security (Have there been any breaches? If so, what action has been taken? <i>(This may be covered within H&S reporting).</i>		
Numbers and types of accidents etc. <i>(This may be covered within H&S reporting).</i>		
Where applicable: Any specific safeguarding issues related to Boarding?		
Other		
Other		





Section 5: Annex B - Supplementary Information

Annex B1: Useful Agencies

- Non-Emergency Police: 111
- www.samaritans.org - The Samaritans: 0845 790 9090
- www.childline.org.uk - Childline (This is the free helpline for children and young people in the UK. Children and young people can call 0800 1111 to talk about any problem)
- www.nspcc.org.uk - The NSPCC (National Society for the Prevention of Cruelty to Children is the UK's leading charity specialising in child protection and the prevention of cruelty to children)
- www.barnardos.org.uk – (Barnardos helps the most vulnerable children and young people transform their lives and fulfil their potential)
- www.ceop.police.uk - The Child Exploitation and Online Protection Centre
- www.thinkuknow.co.uk – CEOP's Thinkuknow (Information and age appropriate resources about protecting children from on line child exploitation and abuse)
- www.anti-bullyingalliance.org.uk- Anti-Bullying Alliance
- www.beatbullying.org - Beat Bullying
- www.safechild.org
- www.missingpeople.org.uk – 24 hr helpline for those who are thinking of running away

Any member of staff, pupil, parent or carer may report concerns or allegations about abuse at the school directly to Ofsted using the whistle-blower hotline on 0300 123 3155 (Monday to Friday from 8.00am to 6.00pm) or via whistleblowing@ofsted.gov.uk or by writing to: WBHL, Ofsted, Piccadilly Gate, Store Street, Manchester M1 2WD.



Annex B2: EYFS Information

Regulation	Details
ISI guidance E362 EYFS Regulation 3	Do the policy or procedures contain the designation of a practitioner to take lead responsibility for safeguarding children within the EYFS setting and liaising with local statutory children’s agencies as appropriate (<i>Ofsted currently allows this role to be assumed by a member of staff who does not specifically work within EYFS</i>)
ISI guidance E355 EYFS Regulation 3.8	Do the policy or procedures contain the statement that <i>“Ofsted will be informed - as soon as is reasonably practicable, but at the latest within 14 days - of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether that allegation relates to harm or abuse committed on the premises or elsewhere), or any other abuse which is alleged to have taken place on the premises, and of the action taken in respect of these allegations”</i>
ISI guidance E355 EYFS Regulation 3.4	Does the policy include a sentence which states <i>“For details on the use of Mobile Digital Devices, which includes the use of mobile phones and cameras, please see the Mobile Devices and Phone policy (or whatever it is called in your school) which can be found in XYZ place”</i>
ISI guidance 115	Does the policy state that the school will not employ people to work in these settings if they or others in their household are disqualified? Note: disqualification includes: barred from working with children or cautioned, convicted or charged with a violent or sexual offence. DfE has advised that relevant convictions are not considered ‘spent’ in this connection. Note: It may be useful to include a copy of the Self-Declaration form as an appendix.



