

# NONSUCH PRIMARY SCHOOL

## SAFEGUARDING POLICY AND PROCEDURES



Date of Policy: September 2018  
Date of Review: September 2019  
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### **"THE WELFARE OF THE CHILD IS PARAMOUNT"**

At Nonsuch Primary School the safety and welfare of our pupils/students is of the utmost importance. Because of the day-to-day contact with children/young people, our staff are well placed to observe the outward signs of abuse.

**All adults working in the school must protect children/young people from harm and abuse, including Child Sexual Exploitation (CSE), Female Genital Mutilation (FGM), Sexual Violence and Sexual Harassment (SVSH), Radicalisation/Extremism (Prevent Duty) and so-called 'Honour-based Violence' (HBV), Bullying (B), Children and the Courts (CC), Children Missing in Education (CMIE), Children with Family in Prison (CFP), Drugs (D), Health and Wellbeing (HWB), Homelessness (HL) and Online (O) (see 'Keeping Children Safe in Education' (DfE, September 2018, Part 1). and be aware that any pupil/student may be at risk. (see Annex A)**

We have a duty to safeguard and promote the welfare of our pupils/students under the Education Act 2002 and Children Act 1989 through identifying any child/young person welfare concerns and taking action to address them in partnership with families and other agencies where appropriate.

In addition to our child protection policy and procedures, we have policies and procedures to cover the roles of staff, pupils/students and parents in respect of health and safety, anti-bullying, e-safety, positive handling, racism and discrimination, FGM, SVSH, Radicalisation/Extremism (Prevent Duty), (HBV), (B), (CC), (CMIE), (CFP), (D), (HWB), (HL), (O) and 'Honour-based Violence' (see 'Keeping Children Safe in Education' (DfE, September 2018, Part 1).

We also ensure that issues of safeguarding are raised with pupils/students through the Personal, Social and Health Education (PSHE) curriculum. Our policy applies to all staff, governors and volunteers working in the school and pupils/students and parents are informed about this and our other policies in the school prospectus and on our website.

There are a number of elements to our policy:

- Ensuring safe recruitment practice in checking the suitability of all our staff and volunteers to work with children;
- Raising awareness of child protection/safeguarding issues amongst all staff and volunteers and of what to do if they have concerns;
- Developing and implementing procedures for identifying and reporting cases, or suspected cases, of abuse;
- Developing effective links with relevant agencies and co-operating as required with their enquiries regarding child protection matters including attendance at case conferences and core group meetings;
- Establishing and maintaining a safe environment in which children feel secure and are encouraged to talk freely about anything that concerns them;
- Ensuring children/young people know there are adults in the school who they can approach if they are worried about anything;

- Including opportunities in the PSHE curriculum to develop and equip pupils/students with the skills needed to recognise risks and stay safe from abuse;
- Supporting pupils/students who have been abused or may be at risk of harm in accordance with any agreed child protection plan;
- Ensuring we respond appropriately to any concern or allegation about a member of staff or volunteer; and
- Ensuring staff follow accepted “safe practice” principles when working with pupils/students.
- Exercising our duties under the Counter-Terrorism and Security Act 2015 by ensuring all staff attend ‘Prevent’ training in respect of radicalisation and extremist behaviour

If there are Child Protection concerns the **London Child Protection Child Protection Procedures** (*London Safeguarding Children Board, 28th September 2018*) must be followed (available on the staff shared area, and also available from the designated safeguarding person. It can also be found at <http://www.londoncp.co.uk>). The Sutton Local Safeguarding Children Board (LSCB) has adopted these procedures. This policy and procedure also accords with:

- “Working Together to Safeguard Children” (*HM Government, 2018*).
- ‘Keeping Children Safe in Education’ DfE September 2018 (KCSIE)
- ‘What to do if you’re worried a child is being abused’ (*HM Government, March 2015*)
- ‘Child sexual exploitation’ (*HM Government, February 2017*)

If lower level concerns or needs (i.e. not child protection) are identified about a particular pupil/student the Early help Assessment form (flowchart available at [www.sutton.gov.uk](http://www.sutton.gov.uk)) should be followed.

The early help assessment is a tool to help the early identification of children and young people’s emerging needs and strengths and promote coordinated, timely service provision. The assessment is a family based assessment meaning that each child’s needs and strengths can be captured in one place, taking into account the whole family and its unique context.

Effective early help assessments ensure everyone works together, and provides a forum for the whole family and the key professionals involved with them to form an assessment of the current situation of the child or young person. This reduces the needs for families to repeat their stories, and ensures that the right people are in place to quickly provide appropriate support and services.

The assessment should always be undertaken in a sensitive and supportive manner, it may seem a scary process for families so you may need to speak to them a couple of times about the process.

### **Definition**

**Safeguarding is about every child and child protection is about significant harm.**

Safeguarding and promoting the welfare of student relates to any child or young person (i.e. under 18 years of age) who has suffered from, or **may be at risk of** physical injury, neglect, emotional and/or sexual abuse and all forms of abuse specified in this document.

### **Recognition**

The first indication of concern about a pupil’s/student’s welfare is not necessarily the

presence of a serious injury. Concerns may be because of:

- bruises or marks on a pupil's/student's body;
- remarks made by the pupil/student, another pupil/student, a parent or another adult;
- observations of the pupil's/student's behaviour;
- unexplained changes in the pupil's/student's behaviour or personality;
- evidence of disturbance or explicit detail about abuse or possible abuse in a pupil's/student's play, drawing or writing;
- evidence of neglect, failure to thrive or exposure to unnecessary risks;
- unauthorised absence from school; and / or
- information about the parent(s) / carer(s) of the child/young person or their home background.

### **Designated Safeguarding Lead for child protection**

Our Designated Safeguarding Lead for children is the head teacher, Geoff Green and the deputy head teacher, Rachel Evans. They are responsible for child protection issues. Any member of staff concerned about a pupil/student should tell the Designated Safeguarding Lead or, in her absence, the other designated staff, immediately. If they are unavailable, a senior member of staff should be advised. We also have a nominated governor for safeguarding, who is the chair of governors, Jonathan Nicholas.

The Designated Safeguarding Lead has a responsibility to:

- Liaise with the nominated governor, the Multi Agency Safeguarding Hub (MASH) local authority Education and Children and Family Services, Police and other agencies on individual child protection cases;
- Act as the contact person within the school, providing advice and support and ensuring that all staff (including temporary, supply staff and volunteers and members of the governing body) are aware of their role;
- Be responsible for co-ordinating action within the school on child protection issues;
- Discuss individual cases with staff on a "need to know basis" to protect children's right to confidentiality;
- Oversee the planning of any curricular or other provision in relation to child protection/safeguarding matters;
- Ensure staff are familiar with this Policy and Procedure, the London Child Protection Procedures, and any other relevant guidance;
- With any other relevant staff (e.g. tutor, year head), represent the school at child protection meetings and be a member of a core group if required;
- Raise awareness about child protection on an ongoing basis;
- Together with the head teacher and local authority safeguarding children training officer, arrange regular training for ***all according to their roles and responsibilities*** and that all training undertaken is recorded on the schools' Single Central Record (SCR);
- Ensure that they the Designated Safeguarding Lead and other staff who provide significant cover receive update training at least every 2 years and recorded on the SCR.

### **The role of individual staff**

Everyone in the school must be alert to the possibility that any pupil/student, regardless of race, religion, culture, class or family background, could be the victim of abuse or neglect, exploitation, FGM and Radicalisation/Extremism and must be familiar with all of these procedures as set out in KCSIE September 2018. All staff must read and understand section 1 of KCSIE and a record of this is logged. Concern about a pupil/student must be discussed with the Designated Safeguarding Lead immediately so that if necessary, a referral can be made without delay.

Members of staff should not investigate child protection/safeguarding concerns, but gather information including any witnesses of an incident. An investigation is done by Children's Social Services and or the Police. However, if a pupil/student says something, it is vital to listen carefully, so you can record and report it accurately and pass onto the Designated Safeguarding Lead as soon as possible.

### **Confidentiality of records**

Our pupils/students and their parents/carers have the right to expect all staff to deal sensitively and sympathetically with their situation. It is important that information is only available to those who need to know it. Parents/carers and, where appropriate, pupils/students should be told their right to confidentiality may be breached if information comes to light suggesting possible harm to a child or young person. Child protection issues relating to individual cases **must not** be subject to open discussion in the staff room or elsewhere in the school.

Members of staff should also remember not to promise to pupils/students to keep "secrets" (*see procedure below*).

### **Working with children**

We recognise that children and young people who are abused, neglected, or who witness abuse or neglect may find it difficult to develop a sense of self worth. They may feel helpless, humiliated and a sense of blame. The school may be the only stable, secure and predictable element in the lives of children at risk. When at school their behaviour may be challenging and defiant or they may be withdrawn. The school will endeavour to support the student through:

- the content of the curriculum;
- the school ethos which promotes a positive, supportive and secure environment and gives students a sense of being valued;
- the school behaviour policy which is aimed at supporting vulnerable pupils/students in the school; we will ensure that pupils/students know that some behaviour are unacceptable and that they are valued and not blamed for any abuse which has occurred;
- liaison with other agencies that support pupils/students such as social services, the child and adolescent mental health service, the borough school attendance service and the educational psychology service; and
- ensuring that, where a pupil/student with a child protection plan leaves the school, their information is transferred to any new school immediately and that their social worker is informed.

## **Recruitment, selection, training and supervision of all staff and volunteers**

In our recruitment and selection of staff and volunteers we will at all times adhere to the Government guidance contained within “*Working Together to Safeguard Children*” (HM Government 2018), ‘*Keeping Children Safe in Education* (DfE September 2018).

In particular we will ensure that:

- Our interview panel includes at least one member who has completed safer recruitment training,
- that we always follow up gaps in previous employment,
- that we always require specific references from employers for the last five years and
- that for all posts, paid and voluntary, the appropriate Disclosure and Barring Service (DBS) information has been received

We keep a single central record (SCR) of all staff with the date and outcome of their DBS check.

The school is aware of and takes notice of ‘Disqualification by Association’ Guidance 2018 where relevant to the school community and responds in a timely manner.

## **Contractors and outside services**

We expect all contractors providing services within the school whose staff have access to school premises to comply with this policy and the attached procedure. The contractor or individual must agree to this in writing.

In particular we require any contractor or organisation delivering a service on behalf of the school or using our premises to provide evidence they adhere to the above requirements in terms of recruitment, selection, training and supervision of their staff and any volunteers, in particular DBS information. Checks are usually only required if a contractor’s member of staff will be left unsupervised.

This policy and procedure will also apply to any organisation using school facilities. They must agree to this in writing.

## **Preventing Extremism**

Under the Counter-Terrorism and Security Act, schools and other authorities have a duty to “have due regard to the need to prevent people from being drawn into terrorism”.

The guidance outlines activities schools will be expected to demonstrate, including:

- Assessing the risk of pupils being drawn into terrorism, and having robust safeguarding policies in place to identify pupils at risk and refer them to relevant authorities
- Setting out protocols for ensuring that visiting speakers are suitable and appropriately supervised
- Working in partnership with other local bodies and following local authority inter-agency procedures
- Ensuring staff are trained to identify pupils at risk of being drawn into terrorism, challenge extremist ideas and refer children to appropriate authorities where necessary

- Ensuring the school has internet filters in place to block terrorist and extremist material

### **Definitions**

Radicalisation refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.

Extremism is defined by HM Government as ‘Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs; and/or calls for the death of members of our armed forces, whether in this country or overseas’.

In this school we recognise that safeguarding against radicalisation and extremism is no different from safeguarding against any other vulnerability.

- Our curriculum promotes respect, tolerance and diversity as they uphold and promote British values. Children are encouraged to share their views and to understand that they are entitled to have their own different beliefs which should not be used to influence others.
- We recognise that children with low aspirations are more vulnerable to radicalisation and therefore we strive to equip our pupils with confidence, self-belief, respect and tolerance as well as setting high standards and expectations for themselves.
- Children are taught about how to stay safe when using the Internet and are encouraged to recognise that people are not always who they say they are online. They are taught to seek adult help if they are upset or concerned about anything they read or see on the Internet. Any concerns about pupils becoming radicalised or being drawn into extremism will be reported to the DSL who will not speak to parents/carers or other family members at this stage but will take prompt advice from the Police by emailing the Safeguarding Referral Unit.

## **CHILD PROTECTION PROCEDURE**

‘My Concern’, an online safeguarding system, has been implemented and all staff members have been given a username and training and the site is fully operational. If ‘My Concern’ is unable to be used, the form attached to this policy needs to be completed and the procedure below needs to be followed immediately if a threat of significant harm is suspected.

- Tell the Designated Safeguarding Lead as soon as you can - it may be necessary to interrupt a lesson to do this - do not leave notes in the Designated Safeguarding Lead’s pigeonhole as they may not get back to check their post until the end of the day once the pupil/student has gone home;
- Early referral gives more time to offer help to the pupil/student and family before the situation becomes severe or serious;
- When the matter is already severe or serious, early referral gives more time for others to protect the pupil/student;
- The Designated Safeguarding Lead may consult the Children’s Social Services, and/or MASH (Multi Agency Safeguarding Hub) or the NSPCC

## **MAKE WRITTEN NOTES**

- At the earliest opportunity make a written record of your concerns - record facts accurately and be clear when you are expressing an opinion and the basis for this - these notes will help to ensure accuracy in recalling events later - notes should be legible, signed and dated;
- These notes must be given to the Designated Safeguarding Lead as soon as possible.
- Record on a body map any visible injuries.

## **CONCERN FROM SOMETHING THE CHILD SAYS**

**Listen** - do not ask questions or interrogate. Consider interpreting services if English is a second language.

**Remain calm** - if you are shocked, upset or angry the pupil/student will sense this and this could stop them from saying more.

**Reassure** - the pupil/student that s/he has done nothing wrong - tell them it is alright to talk.

**Do not promise to keep it secret** - tell the pupil/student you cannot keep the matter secret and will need to take advice from someone who can help.

## **REFERRAL PROCESS**

If a member of staff wishes to make a referral to Social Services or to the Police they should consult the Designated Safeguarding Lead about how to do this. However, referral must not be delayed - if the Designated Safeguarding Lead is not available a senior member of staff should be advised and the referral made to the Sutton Multi Agency Safeguarding Hub (MASH). Guidance on how to make a referral can be found at [https://www.sutton.gov.uk/info/200235/safeguarding\\_children/473/what\\_to\\_do\\_if\\_you\\_are\\_worried\\_about\\_a\\_child/2](https://www.sutton.gov.uk/info/200235/safeguarding_children/473/what_to_do_if_you_are_worried_about_a_child/2)

(Additional information is also available in the *London Child Protection Procedures for details*). The MASH social care team or the Education Safeguarding Children's Adviser will be happy to discuss concerns even if you are not sure at that stage that a referral needs to be made. They can be contacted on 020 8649 0418/0414

**For pupils at Nonsuch you will need to know the child's address as referrals are to the authority in which the child lives (usually Sutton or Surrey). However, MASH will assist you regardless and will give you the appropriate contact number of other services.**

## **REMEMBER**

- If in doubt, consult;
- do not ignore concerns, even if these are vague;
- your first responsibility is to the pupil/student; and
- if you need help or support to manage your own feelings, this can usually be provided.

## **CONTACT WITH THE FAMILY**

Contact with the family should be discussed with the Designated Safeguarding Lead, who

may consult the MASH social care team or the Education Safeguarding Children's Adviser (change of people).

In cases where a minor physical injury causes concern, it is usual school practice to discuss this with the parent or carer. If the explanation suggests a non-accidental cause for the injury (or a failure to protect the pupil/ student from harm), the pupil/student (as appropriate), parent or carer should be informed that the matter must be referred to the Children and Family Social Work Service via the MASH.

In cases of possible neglect or emotional abuse, the concern may have built up over a period of time. There may have been discussion previously between school staff and the family about sources of help (e.g. the Children and Family Social Work Service), but if concerns persist, the Designated Safeguarding Lead will need to refer to the MASH .

**In cases where there are suspicions of sexual abuse, the Designated Safeguarding Lead will seek immediate advice from the MASH before discussing this with the family.**

### ***RECORDING***

- All records relating to child welfare concerns will be kept securely in the pupil's/student's file in the head teacher's office and the file will be kept secure - a chronology of concern should be kept;
- Where there are concerns about a pupil/student, the pupil's/student's file in the office indicates this with a notifying sheet of A4, making the files easily distinguishable from others where there are no concerns and our electronic files have an appropriate "flag" to indicate there are concerns about the pupil/student;
- We will keep written records of any concerns about pupils/students, even where there is no need to refer the matter immediately;
- Information from records will only be accessed by staff on a "need to know" basis;
- Key staff will need to know when a pupil/student is subject to a Child Protection Plan so they can monitor the pupil's/student's welfare;
- Records relating to the pupil's/student's welfare will remain on the pupil's/student's file as long as the pupil/student is at the school;
- When the pupil/student leaves the school, the new school will be advised in writing that our records contain information about child protection concerns even where these are no longer current. Records should be sent in a way that is lawful in terms of the requirements GDPR Regulations.

### ***CONCERN ABOUT A STAFF MEMBER, CARER OR VOLUNTEER***

- Allegations or concerns about a member of staff, worker or volunteer must immediately be notified to the head teacher (or the chair of governors if the concern is about the head teacher);
- The head teacher (or chair of governors) will always consult the Local Authority Designated Officer (LADO).
- Following consultation, the head teacher (or chair of governors) in agreement with the LADO will decide on appropriate action:
  - ❖ consider a Senior Strategy meeting
  - ❖ consideration of disciplinary proceedings
- It is important to bear in mind that although the concern may relate to an individual

pupil/student, other pupils/students may also be at risk;

- The procedures are in, Working Together to Safeguard Children 2018, “Dealing with allegations of abuse against teachers and other staff and ‘Keeping Children safe in Education (DfE September 2018). (updated)
- When appropriate with guidance from the LADO, consideration will be given to referral of a member of staff to the DBS for consideration of the case.
- If a member of staff believes a reported allegation or concern is not being dealt with appropriately, they should report the matter to the Local Authority Designated Officer (LADO) to give support and direction on how to proceed.
- Further guidance can also be sought from the MASH or NSPCC

### **HARM, FROM OR TO, OTHER CHILDREN**

- Abuse or concerns about a risk of abuse or harm by other children/young people is subject to the same safeguarding procedures as in respect of children or young people being abused by an adult;
- Professionals responding should be alert to the risk a child/young person may pose to children/young people other than any “current” victim; and
- Children or young people who harm others are likely to have considerable needs themselves (e.g. they may have been subjected to abuse, witnessed domestic violence or committed criminal offences).

In such cases there will usually be a need to refer the alleged perpetrator of harm to the Children and Families Service.

### **REQUESTS FOR ASSISTANCE BY OTHER AGENCIES**

- All school staff have a legal duty to assist local authority Children and Family Social Care Services or the Police when they are making enquiries about the welfare of pupils/students;
- Information about a pupil/student must therefore be shared on a "need to know" basis with other agencies;
- When telephone requests for information are received, **always** maintain security by checking the telephone number listing for the caller and calling back to a switchboard number **before** giving information or confirming the student is on the school roll;
- Always advise the designated person about such requests for information;
- Requests for attendance at meetings about individual pupils/students (e.g. child protection conferences) should be notified to the designated person, who will arrange preparation of a report and attendance at the meeting;
- Reports should contain information about the child's/young person's:
  - ❖ academic progress, attendance, behaviour, relationships with children/young people and adults, family and any other relevant matters;
- Reports should be objective, distinguishing between fact, observation, allegation and opinion;
- Unless you specify otherwise, reports will normally be made available to the student's family.

### **PUPILS/STUDENTS SUBJECT TO A CHILD PROTECTION PLAN**

- The school will be told by the relevant local authority Children and Family Social Work Service when a pupil/student is subject to a Child Protection Plan (previously the Child Protection Register) whether the London Borough of Sutton or another local authority;
- The name of the key social worker must be clearly recorded on the pupil's/student's record;
- The school will participate fully in the work of Core Groups for these pupils/students to assist with the objectives of the Child Protection Plan for the pupil/student;
- When a pupil/student is subject to a Child Protection Plan, the school will report all unexplained absences even if only of a day;
- When a pupil/student is subject to a Child Protection Plan, the school will report all behavioural changes or other concerns to the key social worker; and
- when a pupil/student who is subject to a Child Protection Plan leaves the school, all the child protection information will be transferred to any new school.

### **GENERAL ISSUES**

**All staff must observe the above policy and procedure at all times. They will be reviewed annually and as required in line with changes in local (LSCB) or national guidance. The new GDPR Regulations do not restrict how data is collected and used within safeguarding practices and procedures. The safeguarding of children remain of paramount importance.**

### **SUTTON CONTACT DETAILS (SEPTEMBER 2018)**

- LB Sutton Multi-Agency Safeguarding Hub (MASH) – 020 8770 6001 (27/09/2018)
- LBS Education, Safeguarding Children Adviser - Gill Bush 0208770 5590 (if unavailable contact the MASH)
- LBS Education, Safeguarding and Wellbeing Lead – Jenny Rowley 0208 770 5571 or 07736 33 8180 [jenny.rowley@suttonmail.org](mailto:jenny.rowley@suttonmail.org)
- LB Sutton Children & Families, Referral & Assessment Service (RAS) - 020 8770 5674/6862 Assistant team managers or team manager 020 8770 4275
- LB Sutton (out of office hours) Children & Families Emergency Duty Social Work Team (EDT) - 020 8770 5000 X9
- LBS Child Protection Advisor (Quality & Performance Unit) - 020 8770 4532 (if unavailable ask for the deputy or contact the Referral and Assessment Service)
- Local Authority Designated Officer Petra Kitchman (LADO) - 020 8770 5777, 9am-5pm. Duty Lado 020 8770 4776. Email: [lado@sutton.gov.uk](mailto:lado@sutton.gov.uk)
- Hate crime and prevent manager: Krishna Kaur 020 8649 0448, [krishna.kaur@sutton.gov.uk](mailto:krishna.kaur@sutton.gov.uk)

### **SURREY CONTACT DETAILS (SEPTEMBER 2018)**

Surrey MASH 0300 470 9100

out of hours: 01483 517898

Professionals wanting to consult about whether to make a referral can contact the Duty Manager at the Contact Centre, on 0300 470 9100 (27/09/2018) [csmash@surreycc.gov.uk](mailto:csmash@surreycc.gov.uk)

**Availability:** 9am to 5pm, Monday to Friday.

**Out of hours phone:** 01483 517898

If contacting allocated workers: North east: 0300 123 1610.

Any allegations against members of staff should be referred to Local Authority Designated Officer: **0300 123 1650\*** or [LADO@surreycc.gov.uk](mailto:LADO@surreycc.gov.uk)

### ***KEY SAFEGUARDING DOCUMENTS***

- Working Together to Safeguard Children - September 2018
- Keeping Children Safe in Education – DfE September 2018
- What to do if you think a child is being abused – DfE March 2015
- Advice for Schools on the Prevent Duty – DfE 2015
- Section 26 of the Counter – Terrorism and Security Act 2015
- Section 5B of the Female Genital Mutilation Act 2003 – section 74 of the Serious Crime Act 2015 places a mandatory duty for schools to report from October 2015 to the police.
- Child sexual exploitation February 2017

## Additional Advice and Support

| <b><u>Abuse or Safeguarding Issue</u></b>            | <b><u>Link to Guidance/Advice</u></b>   | <b><u>Source</u></b>  |
|--|---|---|
| <u>Abuse</u>   | <a href="#">What to do if you're worried a child is being abused</a>                  | <u>DfE Advice</u>   |
|  | <a href="#">Domestic abuse: Various Information/Guidance</a>                          | <u>Home Office</u>  |
|  | <a href="#">Faith based abuse: National Action Plan</a>                               | <u>DfE Advice</u>   |
|  | <a href="#">Relationship abuse: disrespect nobody</a>                                 | <u>Home Office Website</u>  |
| <u>Bullying</u>                                      | <a href="#">Preventing bullying including cyberbullying</a>                           | <u>DfE Advice</u>   |
| <u>Children and the courts</u>                       | <a href="#">Advice for 5-11 year olds witnesses in criminal courts</a>                | <u>MoJ advice</u>   |
|  | <a href="#">Advice for 12-17 year old witnesses in criminal courts</a>                | <u>MoJ advice</u>   |
| <u>Children missing from education, home or care</u> | <a href="#">Children missing education</a>  | <u>DfE Statutory Guidance</u>   |
|  | <a href="#">Child missing from home or care</a>                                       | <u>DfE Statutory Guidance</u>   |
|  | <a href="#">Children and adults missing strategy</a>                                  | <u>Home Office strategy</u>   |
| <u>Children with family members in prison</u>        | <a href="#">National Information Centre on Children of Offenders</a>                  | <u>Barnardo's in partnership with Her Majesty's Prison and Probation Service (HMPPS) advice</u> |
| <u>Child Exploitation</u>                            | <a href="#">County Lines: criminal exploitation of children and vulnerable adults</a> | <u>Home Office guidance</u>   |
|  | <a href="#">Child sexual exploitation: guide for practitioners</a>                    | <u>DfE</u>  |
|  | <a href="#">Trafficking: safeguarding children</a>                                    | <u>DfE and HO guidance</u>  |
| <u>Drugs</u>   | <a href="#">Drugs: advice for schools</a>   | <u>DfE and ACPO advice</u>  |
|  | <a href="#">Drug strategy 2017</a>  | <u>Home Office strategy</u>   |
|  | <a href="#">Information and advice on drugs</a>                                       | <u>Talk to Frank website</u>  |

|  |   |   |
|--|---|---|
|  | <a href="#">ADEPIS platform sharing information and resources for schools: covering drug (&amp; alcohol) prevention</a> | Website developed by Mentor UK              |
| "Honour Based Violence"<br>(so called) | <a href="#">Female genital mutilation: information and resources</a>  | Home Office                                 |
|  | <a href="#">Female genital mutilation: multi agency statutory guidance</a>  | DfE, DH, and HO statutory guidance          |
|  | <a href="#">Forced marriage: information and practice guidelines</a>  | Foreign Commonwealth Office and Home Office |
| Health and Well-being                  | <a href="#">Fabricated or induced illness: safeguarding children</a>  | DfE, Department for Health and Home Office  |
|  | <a href="#">Rise Above: Free PSHE resources on health, wellbeing and resilience</a>                                     | Public Health England resources             |
|  | <a href="#">Medical-conditions: supporting pupils at school</a>   | DfE statutory guidance                      |
|  | <a href="#">Mental health and behaviour</a>   | DfE advice                                  |
| Homelessness                           | <a href="#">Homelessness: How local authorities should exercise their functions</a>                                     | HCLG  |
| Online                                 | <a href="#">Sexting: responding to incidents and safeguarding children</a>  | UK Council for Child Internet Safety        |
| Private fostering                      | <a href="#">Private fostering: local authorities</a>  | DfE - statutory guidance                    |
| Radicalisation                         | <a href="#">Prevent duty guidance</a>   | Home Office guidance                        |
|  | <a href="#">Prevent duty advice for schools</a>   | DfE advice                                  |
|  | <a href="#">Educate Against Hate Website</a>  | DfE and Home Office                         |
| Violence                               | <a href="#">Gangs and youth violence: for schools and colleges</a>  | Home Office advice                          |
|  | <a href="#">Ending violence against women and girls 2016-2020 strategy</a>  | Home Office strategy                        |
|  | <a href="#">Violence against women and girls: national statement of expectations for victims</a>                        | Home Office guidance                        |

|  |                                      |
|--|--------------------------------------|
| <a href="#">Sexual violence and sexual harassment between children in schools and colleges</a> | <a href="#">DfE advice</a>           |
| <a href="#">Serious violence strategy</a>  | <a href="#">Home Office Strategy</a> |



### Safeguarding Concern

*(To be used if 'My Concern' cannot be accessed due to an I.T. failure)*

|  |              |
|--|--------------|
| <b>Child's Name:</b>                       | <b>DoB:</b>  |
| <b>Year:</b>                               |              |
| <b>Name of Reporter:</b>                   | <b>Role:</b> |
| <b>Details of Concern:</b>                 |              |
| <b>Location:</b>                           |              |
| <b>Additional Information:</b>             |              |
| <b>Immediate action taken by reporter:</b> |              |

|                                  |                 |  |
|----------------------------------|-----------------|--|
| <b>Is this URGENT?</b>           | <b>YES / NO</b> |  |
| <b>Signed:</b>                   | <b>Date:</b>    |  |
| <b>Date DSL/DDSL notified:</b>   |                 |  |
| <b>DSL / DDSL Response:</b>      |                 |  |
| <b>Category(ies):</b>            |                 |  |
| <b>Actions by DSL/DDSL:</b>      |                 |  |
| <b>Reasons for action taken:</b> |                 |  |

|                                     |                 |
|-------------------------------------|-----------------|
|                                     |                 |
| <b>Feedback to reporter:</b>        |                 |
|                                     |                 |
| <b>Added to child's chronology?</b> | <b>Yes / No</b> |
| <b>Date added to 'My Concern':</b>  |                 |
| <b>Signed:</b>                      | <b>Date:</b>    |
| <b>DSL / DDSL</b>                   |                 |