

THE CROSSLEY HEATH SCHOOL ACADEMY TRUST  
8225755



## **The Crossley Heath School**

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# **CHILD PROTECTION AND SAFEGUARDING POLICY**

**September 2022**

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**CHILD PROTECTION AND SAFEGUARDING POLICY**

**Responsibility:** Designated Safeguarding Lead  
**Date:** September 2022  
**Approved by:** Governing Body .  
**Review:** October 2023 (annual review)

The DSL is Lee Chesters

The Governor with responsibility for Child Protection and Safeguarding is Angela Birt

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## **Introduction**

The policy reflects Calderdale local safeguarding partnership arrangements and in line with:

- Calderdale Safeguarding Children Partnership Policies and Procedures which are available on <https://safeguarding.calderdale.gov.uk/>
- West Yorkshire Consortium Inter Agency Safeguarding and Child Protection Procedures which are available on [\(hyperlink to document\)](#)
- Working Together to Safeguard Children (2018) [\(hyperlink to document\)](#)
- Keeping Children Safe in Education (2022) [\(hyperlink to document\)](#)
- Information Sharing (2018) [\(hyperlink to document\)](#)
- What to do if a child is being abused (2015) [\(hyperlink to document\)](#)
- Children Act 1989 and Children Act 2004 [\(hyperlink to 1989 Act\)](#) [\(hyperlink to 2004 Act\)](#)
- Education Act 2002 [\(hyperlink to Ed. Act 2002\)](#)
- Teaching Standards (updated Dec 2021) [\(hyperlink to document\)](#)
- Guidance for Safer Working Practice for those working with Children and Young People in Education Settings (SR Consortium Feb 2022) [\(hyperlink to document\)](#)
- Sharing nudes and semi-nudes: advice for education settings working with children and young people [\(hyperlink to document\)](#)
- Sexual Violence and Sexual Harassment between Children in Schools and Colleges (Sept 2021) [\(hyperlink to document\)](#)
- Children Missing Education Statutory Guidance, September 2016 [\(hyperlink to document\)](#)
- Alternative Provision – Statutory Guidance 2013 [\(hyperlink to document\)](#)
- Behaviour in Schools – July 2022 [\(hyperlink to document\)](#)
- Searching, Screening and Confiscation – Advice to Schools July 2022 [\(hyperlink to document\)](#)

Safeguarding is defined as:

- Protecting children from maltreatment;
- Preventing impairment of children’s mental and physical health or development;
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care and;

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- Taking action to enable all children to have the best outcomes

(Working Together to Safeguard Children, 2018)

The term “Child” or “Children” refers to as anyone under the age of 18 years

We believe that:

- Schools play a key role in the prevention of abuse.
- All children have the right to be protected from harm.

Children need support which matches their individual needs, including those who may have experienced abuse.

## **Section 1      School Commitment**

**This policy applies to all adults, including volunteers, working in or on behalf of the school.**

We consider it essential that everybody at The Crossley Heath School understands their safeguarding responsibility

The purpose of this policy is:

- To inform staff, parents, volunteers and governors about the school’s responsibility for safeguarding children and to develop awareness and identification of abuse
- To establish and maintain an environment where children are and feel safe, can learn, and are encouraged to talk and are listened to.

Everyone working in or for our school shares an objective to help keep children and young people safe by:

- Reading and understanding Part 1 of the current version of Keeping Children Safe in Education (or Annex A as directed by the Senior Leadership Team)
- Providing a safe environment for children and young people to learn and develop
- Identifying children and young people who are suffering or likely to suffer significant harm at the earliest opportunity, and taking appropriate action with the aim of making sure they are kept safe both at home and in our school

Our school leaders and governing body promote a whole school approach to safeguarding students, ensuring safeguarding and child protection are at the forefront and underpin all relevant aspects of process and policy development with the best interests of the child at their heart. There is a focus around ensuring the child’s wishes and feelings are taken into account when determining what action should be taken following the raising of any safeguarding concern.

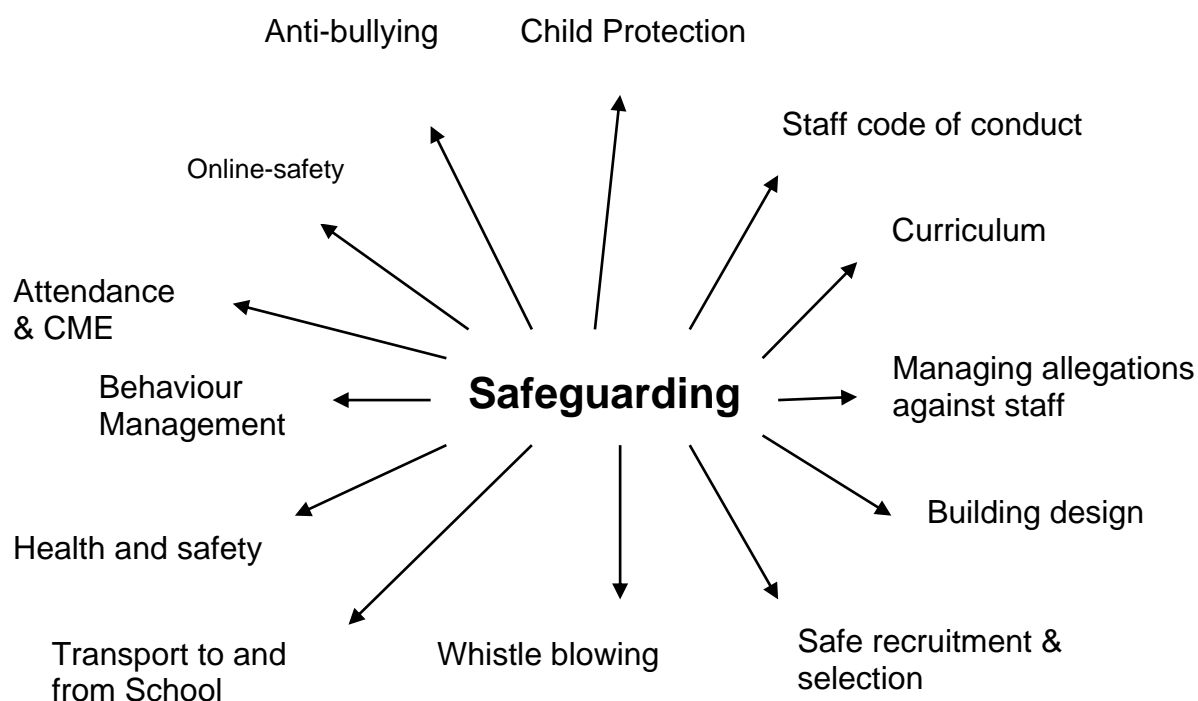
The school ensures this policy and procedures document will be reviewed on an annual basis to reflect changes in national and local guidance.

The Crossley Heath School is committed to safeguarding and promoting the well being of all of its students. Each student’s welfare is of paramount importance. We recognise that some children *may* be especially vulnerable to abuse, especially those with SEN and/or a disability and 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.

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Whilst at school, their behaviour may be challenging, we recognise that some children who have experienced abuse may harm others. The diagram below indicates what we consider to be essential to our safeguarding work and indicates some of the other policies that relate to safeguarding. All these policies are reviewed annually and available to staff, and a register is kept and signed by staff as evidence that they have read, understood and thus agreed to adhere to any policies.

*Annex A: Safeguarding information for school and college staff, is a condensed version of KCSIE Part 1. It can be provided (instead of Part one) to those staff who do not directly work with children, if the governing body think it will provide a better basis for those staff to promote the welfare and safeguard children.*



## **Section 2 Providing a Safe and Supportive Environment**

### **2.1 Safer Recruitment and Selection**

The school pays full regard to current DfE guidance ‘Keeping Children Safe in Education’ (KCSIE 2021). We ensure that all appropriate measures are applied in relation to everyone who works in the school, who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice as laid out in KCSIE 2022 Part 3, is adhered to in terms of scrutinising applicants and DBS Checks, appropriate to the level required for the role.

This school is committed to keeping an up-to-date Single Central Record (SCR) or Register which covers the following people:

- all staff (including supply staff) who work at the school;
- all members of the Governing Body
- all others who work in regular contact with children in the school, including Trustees, Members and volunteers;

The Single Central Record (SCR) records the safer recruitment checks and states whether the checks have been carried out or certificates obtained, the date on which the checks were completed and by whom.

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If we have staff from an agency or third-party organisation, we will obtain written notification from that agency or organisation that they have carried out the checks, and we will ensure that we check the identification of the person presenting themselves for work and that this is the same person on whom the checks have been made.

At least one member of staff and/or school governor has undertaken Safer Recruitment Training in the last 3 years and will be involved in all staff and volunteer appointments and arrangements (including, where appropriate, contracted services).

### **Home-stays (Exchange Visits)**

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

## **2.2 Safe Working Practice**

The Teaching Standards (March 2013) state that teachers, including head teachers should safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties. All staff who work within our school are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.

In accordance with the Safer Recruitment Consortium's 'Guidance for Safer Working Practice for those with Children and Young People in Education Settings' (February 2022) and linked to our Staff Behaviour Policy (Code of Conduct) and Whistleblowing Policy; safe working practices in our school ensure that pupils are safe and that all staff:

- understand their responsibilities to safeguard and promote the welfare of pupils
- are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions
- should work, and be seen to work in an open and transparent way including self-reporting if their conduct or behaviour falls short of these guiding principles
- should acknowledge that deliberately invented/malicious allegations are rare and that all concerns should be reported and recorded
- should apply the same professional standards regardless of culture, disability, gender, language, racial origin, religious belief and sexual orientation
- should not consume or be under the influence of alcohol or any other substance, including prescribed medication, which may affect their ability to care for children
- should be aware that breaches of the law and other professional guidelines could result in disciplinary action being taken against them, criminal action and/or other proceedings including barring by the Disclosure and Barring Service (DBS) from working in regulated activity, or for acts of serious misconduct, prohibition from teaching by the Teaching Regulation Agency (TRA)
- should continually monitor and review practice to ensure this guidance is followed
- should be aware of and understand the school/college safeguarding policy and child protection procedures including arrangements for managing allegations against staff, staff behaviour policy, whistleblowing procedures and the procedures of the local safeguarding children partnership

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Whistleblowing is the mechanism by which staff can voice their concerns, made in good faith, without fear of repercussion. No disciplinary action will be taken against any member of staff who acts in good faith in reporting concerns about a colleague. If the staff member or volunteer feels unable to raise a concern within school, or feels that their genuine concerns are not being addressed or taken seriously they can contact the NSPCC Whistleblowing Helpline (0800 028 0285: 8.00am – 8.00pm Mon to Fri; email address: [help@nspcc.org.uk](mailto:help@nspcc.org.uk) ).

### **2.3 Risk Assessments**

Risk assessments are taken seriously and used to good effect to promote safety. Risk assessments are available for all aspects of the school's work, including on-site and off-site activities. Where relevant, risk assessments are carried out for individual students, and supported by action plans identifying how potential risks would be managed. The school uses Calderdale EVOLVE electronic systems for managing risk assessments. The school is aware of its duty under the PREVENT agenda to be alert to the level of radicalisation within Calderdale and respond accordingly, following consultation with the Safer Communities Partnership.

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

### **2.4 Safeguarding Information for students**

All students in our school are aware of a number of staff who they can talk to. The school is committed to ensuring that students are aware of behaviour towards them that is not acceptable and how they can keep themselves safe. All students know that we have a Designated Safeguarding Lead (DSL), who is a senior member of staff with responsibility for child protection and students know who this is. Likewise all students know that there is a Deputy DSL who they would talk to if the DSL was not in school or any member of the Pastoral team who are DSL trained. However the key message we convey to all our students is to speak to any trusted adult in school, regardless of their role or designation. Annual staff training ensures that all adults know and understand their responsibility to pass on relevant information to the DSL.

Students in our school are treated with dignity and respect and their views are listened to. School's arrangements for consulting with and listening to students are embedded into self-review processes as well and students having opportunities via Student Council, peer mentoring and certain staff appointments. We make students aware of these arrangements through assemblies/tutorial sessions.

Safeguarding is a priority which is reflected in the curriculum, which is used to promote safeguarding and is tailored to local concerns.

### **2.5 Partnership with Parents**

The school shares a purpose with parents to educate and keep children safe from harm. We ensure that parents receive signposts via our website regarding action to take if they have concerns about their own, or someone else's, child.

We are committed to working with parents positively, openly and honestly. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission to do so, or it is necessary to do so, in order to protect a child. The school will share with parents or those persons with parental responsibility, any concerns we may have about their child unless to do so may place a child at increased risk of harm.

The school DSL may consult with Calderdale Children's Social Care, Multi-Agency Screening Team (MAST)



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where safeguarding concerns arise that require the advice or guidance from other safeguarding professionals.

We encourage parents to discuss any concerns they may have with their child's Form Tutor, Pastoral Leader, Progress Leader or Mr Chesters and we encourage use of Parent View as an opportunity to provide feedback to the school. Parents know that our safeguarding policy and other related policies are accessible at all times via the school website. Posters and displays also ensure that Safeguarding has a high profile within the whole school community. We keep parents informed with general safeguarding issues such as the use of new social media apps, via our own social media and via direct electronic mail.

## **2.6 Partnerships with others**

Information sharing is vital in identifying and tackling all forms of abuse and neglect, and in promoting children's welfare, including their educational outcomes. The Data Protection Act 2018 and UK GDPR do not prevent the sharing of information for the purposes of keeping children safe. Fears about sharing information must not be allowed to stand in the way of the need to safeguard and promote the welfare and protect the safety of children.

School has both a duty and clear powers to share, hold and use information for these purposes. Further detail can be found in the following HM Govt guidance: [Information sharing - advice for practitioners](#)

Our school recognises that it is essential to establish positive and effective working relationships with other agencies. We work with the LA, Multi-Agency Screening Team (MAST), CAMHS, Police, and Health. There is a joint responsibility on all these agencies to share information to ensure the safeguarding of all children which is coordinated by the Calderdale Safeguarding Children Partnership <https://safeguarding.calderdale.gov.uk/>

As a school we will cooperate with Social Care where they are conducting child protection enquiries. Furthermore, school will endeavour to attend appropriate multi-agency meetings such as Early Intervention Panels, Early Help Pathways, Team Around the Child meetings, Child In Need reviews, Initial and Review Child Protection Case Conferences, and Children Looked After (CLA) reviews. We will provide written reports as required for these meetings and, wherever possible, these reports will be shared with parents prior to the meetings. We appreciate that attendance and contribution to these meetings may require key members of staff to be contactable and available during school holidays.

Where partner agencies such as the police and/or social care attend school to conduct enquiries under section 47 of The Children Act 1989, staff will inform the headteacher or principal as to the nature of the enquiries. Consideration will always be given to the requirement for children to have an Appropriate Adult present. Further information can be found in the DfE guidance:

[Searching, Screening and Confiscation - Advice to schools July 2022](#)

## **2.7 School Training and Staff Induction**

The school's Designated Safeguarding Lead and any person undertaking the role of Deputy Designated Safeguarding Lead undertakes refresher training at 2 yearly intervals, provided by Calderdale Council's Schools Safeguarding Service. The DSL's also attend other opportunities such as Calderdale's Safeguarding Network Meetings to ensure that they are up to date with current practices and procedures and in order to further their continuous professional development. Key members of our Pastoral team are also trained to DSL Standard

The Head teacher and all other school staff, including non teaching staff and volunteers, undertake appropriate induction training to equip them to carry out their responsibilities for child protection

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effectively, which is kept up to date by refresher training in Basic/Foundation Safeguarding Awareness on an annual basis. The school ensures that this takes place by (the DSL provides annual updates through face-to-face delivery or by coordinating online training.

All staff (including temporary staff and volunteers) are provided with a copy of the school's safeguarding policy and child protection procedures and are informed of school's child protection arrangements on induction. All staff sign a register to say that they have received, read and understood the policy.

In line with KCSIE 2022, all staff upon induction will also receive:

- Copy of the school's behaviour policy
- Copy of the school's procedures for managing children who are missing education
- Copy of the staff code of conduct/staff handbook
- Copy of KCSIE Part One (including Annex A) via IAMCOMPLIANT

## **2.8 Support, Guidance and Supervision for Staff**

Staff will be supported in their safeguarding role by the Pastoral Team and SLT, LA and other professional associations.

The designated safeguarding lead for Safeguarding/Child Protection will be supported by the Head Teacher and from the Schools Safeguarding Advisor from the L.A: the school subscribe to their training and support as well as The Key for School Leaders.

Safeguarding is also an agenda item for pastoral meetings, providing an opportunity for discussion and to raise concerns on a weekly basis.

It is recognised that staff should receive regular supervision and support if they are working directly and regularly with children whose safety and welfare are at risk, and therefore the Designated Safeguarding Lead and the Deputy Designated Safeguarding Lead receive supervision from the Head Teacher.

## **2.9 Alternative Provision including Work Placements**

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

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

Alternative Provision – Statutory Guidance 2013 ([hyperlink to document](#))

## **Section 3 Ensuring that Children are Safe at School and at Home**

### **3.1 Child Abuse and Neglect**

Teachers and other adults in school are well placed to observe any physical, emotional or behavioural signs which indicate that a child may be suffering significant harm. The relationships between staff, students, parents and the public which foster respect, confidence and trust can lead to disclosures of abuse, and/or school staff being alerted to concerns. Additional barriers can exist when recognising abuse and neglect among children with SEND. Our SENCO is a part of our pastoral team and also the CLA link. Any safeguarding issues with any SEND students will involve liaison and input from the SENCO.

**Definitions:**

(‘Working Together’ 2018 and ‘Keeping Children Safe in Education’ 2022)

**A child:** any person under the age of 18 years.

**Harm** means ill-treatment or impairment of health and development, including, for example, impairment suffered from seeing or hearing the ill-treatment of another;

**Development** means physical, intellectual, emotional, social or behavioural development;

**Health** includes physical and mental health; maltreatment includes sexual abuse and other forms of ill-treatment which are not physical.

**Abuse:** a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children.

**Physical abuse:** a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child (Fabricated Induced Illness).

**Emotional abuse:** the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child’s emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or ‘making fun’ of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child’s developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

**Sexual abuse:** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. The sexual abuse of children by other children is a specific safeguarding issue in education.

**Neglect:** the persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a

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child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

All staff follow the schools Child Protection Procedures which are consistent with 'Working Together to Safeguard Children 2018' and the Calderdale Safeguarding Children Partnership guidance.

It is **not** the responsibility of the school staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All members of staff however, have a duty to recognise concerns and maintain an open mind. Accordingly all concerns regarding the welfare of students will be recorded and discussed with the Designated Safeguarding Lead with responsibility for child protection (or the deputy DSL in the absence of the designated person) prior to any discussion with parents or those with parental responsibility.

Where a member of staff is recognising signs or indicators that a child may have unmet needs or welfare concerns these will always be passed on to the Designated Safeguarding Lead to ensure that any appropriate interventions and/or referrals can be actioned. The DSL will use the Calderdale Continuum of Need to determine the threshold of concern and then will determine whether this can be dealt with within school or whether this may require an Early Help Pathway Assessment, Single Assessment, Referral into the Early Intervention Panels or a referral into the Multi Agency Screening Team (MAST) if the child may be at the threshold of Child In Need or there is concern that the child is at risk of significant harm and thus Child Protection Enquires (S47) may be needed. These signs or indicators may be of one of the main four types of abuse or neglect or may relate to other specific safeguarding issues.

All staff follow the schools Child Protection Procedures which are consistent with 'Working Together to Safeguard Children 2018' and the Calderdale Safeguarding Children Board guidance.

### **3.2 Supporting the child and partnership with parents**

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

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

We will provide a secure, caring, supportive and protective relationship for the child

Children will be given a proper explanation (appropriate to age and understanding) of what action is being taken on their behalf and why and we will endeavour always to preserve the privacy, dignity and right to confidentiality of the child and parents. The Designated Safeguarding Lead will determine which members of staff "need to know" personal information and what they "need to know" for the purpose of supporting and protecting the child.

### **3.3 The Prevent Duty**

Children are vulnerable to extremist ideology and radicalisation. Just like any other form of abuse, protecting them is a vital part of the school's approach to safeguarding.

**Extremism** is the vocal or active opposition to our fundamental values including democracy, rule of law, liberty and the mutual respect and tolerance of different faiths and beliefs

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

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Under section 26 of the Counter-Terrorism and Security Act 2015, the school is aware that we must have due regard to the need to prevent people from being drawn into terrorism, and that this is known as the Prevent Duty.

In order to fulfil the Prevent Duty, staff have received training to help them to identify children who may be vulnerable to radicalisation, and the school is committed to accessing further training to ensure that all staff are up to date and aware of this duty. If staff do identify children for whom this may be a concern, they will apply the usual referral process and Child Protection procedures and pass this information to the Designated Safeguarding Lead (DSL) with immediate effect.

The Designated Safeguarding Lead will contact the Prevent Coordinator should there be concerns about a child or family linked to potential radicalisation or extremism. The Prevent Coordinator will then assist the DSL regarding whether a referral is appropriate and whether this child or family will need to be referred to the Channel Panel.

The Prevent Education Officer is Assia Hussain: [assia.hussain@calderdale.gov.uk](mailto:assia.hussain@calderdale.gov.uk)

The Prevent Team can be contacted as follows: [prevent@calderdale.gov.uk](mailto:prevent@calderdale.gov.uk)

The school will also incorporate the promotion of fundamental British Values into the our tutorials, assemblies and P.D. lessons in order to help build students' resilience and enable them to challenge extremist views. School will provide a safe space in which children and staff can understand the risks associated with terrorism and develop the knowledge and skills to be able to challenge extremist arguments within our P.D. lessons or individually at the Pastoral Base

Radicalisation will also be considered within current Online Safety policies, procedures and curriculum in terms of having suitable filtering and monitoring in place and also raising awareness with staff, parents and children about the increased risk of online radicalisation, through the use of the internet, Social Media and Gaming.

### **3.4 Child Sexual Exploitation**

#### **County Lines**

The school recognise that specific forms of CCE can include children being forced or manipulated into transporting drugs or money through county lines, working in cannabis factories, shoplifting or pickpocketing. They can also be forced or manipulated into committing vehicle crime or threatening/committing serious violence to others.

Children can become trapped by this type of exploitation as perpetrators may threaten victims (and their families) with violence, or entrap and coerce them into debt. They may be coerced into carrying weapons for a sense of protection and may often commit crimes themselves. Such vulnerability is not always recognised and victims may be criminally exploited even if the activity appears to be something they have agreed to or consented to.

Criminal exploitation of girls can be different from boys with girls often being at a higher risk of sexual exploitation.

Key indicators to identifying potential involvement in child criminal exploitation involve:

- children who appear with unexplained gifts or new possessions;
- children who associate with other young people involved in exploitation;
- children who suffer from changes in emotional well-being;
- children who misuse drugs and alcohol;

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- children who go missing for periods of time or regularly come home late; and
- children who regularly miss school or education or do not take part in education.

When identifying missing episodes, the victim may have been trafficked for the purpose of transporting drugs. The school will therefore consider whether a referral to the National Referral Mechanism (NRM) should be undertaken in order to safeguard that child and/or other children. ([hyperlink to NRM guidance doc.](#))

### **Child Sexual Exploitation**

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

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/591903/CSE\\_Guidance\\_Core\\_Document\\_13.02.2017.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/591903/CSE_Guidance_Core_Document_13.02.2017.pdf)

CSE can occur over time or be a one-off occurrence and may happen without the child's immediate knowledge. CSE can affect any child who has been coerced into engaging in sexual activities including 16 and 17 year olds who can legally consent to have sex. Some children may not realise they are being exploited.

Staff have been made aware of some of the key indicators of CSE via Inset training (sept 21) and via online learning modules. In addition, the school appreciates that it has a role to play in the prevention of CSE within its Safeguarding curriculum.

If staff do identify children for whom CSE may be a concern they will follow normal safeguarding process and child protection procedures. Staff must pass this information to the Designated Safeguarding Lead (DSL) immediately. The DSL will then assess the level of concern and consider referring cases where relevant to MAST and the Child Exploitation (CE) Hub.

The school also appreciates that we have a role to play in sharing intelligence relevant to perpetrators of CSE, and therefore if such information should come to light within school, the DSL will share this appropriately with the police.

### **Modern Slavery and the National Referral Mechanism**

Modern slavery encompasses human trafficking and slavery, servitude and forced or compulsory labour. Exploitation can take many forms, including: sexual exploitation, forced labour, slavery, servitude, forced criminality and the removal of organs.

Tackling modern slavery is a complex process involving partner agencies. School have a part to play in identifying signs and indicators of this form of exploitation, ensuring appropriate referrals are made through the DSL to the Police, Calderdale MAST and the National Referral Mechanism (NRM) Further details can be found at: [www.gov.uk/](http://www.gov.uk/)

### **3.5 Female Genital Mutilation**

We understand that Female Genital Mutilation (FGM) comprises all procedures involving partial or total removal of the external female genitalia, and know that FGM is illegal in the UK, is a form of child abuse

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and has long-lasting harmful consequences. We are aware that Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) places a statutory duty upon teachers to report to the police where they discover that FGM appears to have been carried out on a girl under 18 years of age. This mandatory duty commenced in October 2015.

Staff are trained in the awareness of the indicators of FGM. If they were to directly observe (if involved in intimate care) or indirectly become aware of other potential indicators they must follow the normal safeguarding process and Child Protection procedures passing this information to the Designated Safeguarding Lead (DSL) immediately. The DSL will then assess this information and make appropriate referrals to MAST and the Police as per their mandatory reporting duty. Staff will not undertake any examination of student.

### **3.6 Domestic Abuse**

Crossley Heath understands that the cross-government definition of domestic violence and abuse is: any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to: psychological, physical, sexual, financial, emotional. Children can be victims of domestic abuse. They may see, hear, or experience the effects of abuse at home and/or suffer domestic abuse in their own intimate relationships (teenage relationship abuse). All of which can have a detrimental and long-term impact on their health, well-being, development, and ability to learn.

Controlling behaviour is a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

Coercive behaviour is an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.

If staff do identify children for whom domestic abuse (DA) may be a concern, they must follow the normal safeguarding process and Child Protection procedures, passing this information to the Designated Safeguarding Lead (DSL) immediately. The DSL will then refer cases where relevant to Early Intervention Panels or MAST and share information where necessary with the Domestic Abuse Hub within the context of the daily MARAC meetings. Where DA Notifications are received from the Domestic Abuse Hub, this information will be added to a child's chronology and child protection record to ensure that appropriate support can be provided where necessary.

#### **Operation Encompass.**

Operation Encompass is an initiative that directly connects the police with schools to ensure better outcomes for children who are subject or witness to police-attended incidents of domestic abuse.

One of the principles of Operation Encompass is that all incidents of domestic abuse are shared with schools, not just those where an offence can be identified.

It is a system that provides rapid support within the school environment meaning children are better safeguarded against the short, medium and long term effects of domestic abuse.

Operation Encompass provides an efficient, confidential channel of communication between the police, via the Domestic Abuse Hub to the Designated Safeguarding Leads. This enables the immediate and discrete

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recognition of the child's situation by key school staff, ensuring a secure and sympathetic environment is provided and the broader effects of abuse are addressed.

This information is shared by the Police with schools regardless of whether parental permission to share the information has been provided at the time of Police attendance at the domestic incident. All records are managed at Child Protection level and are recorded securely and directly onto the individual child safeguarding record in school in full accordance

### **3.7 Forced Marriage**

A forced marriage is where one or both people do not (or in cases of people who lack capacity, cannot) consent to the marriage and pressure or abuse is used. It is an appalling and indefensible practice and is recognised in the UK as a form of violence against women and men, domestic/child abuse and a serious abuse of human rights.

Staff at Crossley Heath school understand that likewise this is a potential Safeguarding issue and they must follow the normal safeguarding process and Child Protection procedures passing this information to the Designated Safeguarding Lead (DSL) immediately. The DSL will then assess this information and where necessary make appropriate referrals to MAST

### **3.8 Child on Child Abuse**

Children can and sometimes do, abuse other children (sometimes referred to as child on child abuse). This can happen both inside and outside of school and online (known as cyber bullying).

Child on child abuse is most likely to include, but may not be limited to:

- bullying (including cyberbullying, prejudice-based and discriminatory bullying);
- abuse in intimate personal relationships between peers;
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (this may include an online element which facilitates, threatens and/or encourages physical abuse);
- sexual violence, such as rape, assault by penetration and sexual assault; (this may include an online element which facilitates, threatens and/or encourages sexual violence);
- sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be standalone or part of a broader pattern of abuse;
- causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party;
- consensual and non-consensual sharing of nudes and semi-nude images and or videos (also known as sexting or youth produced sexual imagery);
- upskirting, which typically involves taking a picture under a person's clothing without their permission, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm; and
- initiation/hazing type violence and rituals (this could include activities involving harassment, abuse or humiliation used as a way of initiating a person into a group and may also include an online element).

School staff have received training in recognising the indicators and signs of child on child abuse and know how to identify it and respond to reports.

Staff understand, that even if there are no reports of such abuse in school it does not mean it is not happening, it may be the case that it is just not being reported. Staff are aware that it is important that if staff have any concerns regarding child on child abuse, they speak to the designated safeguarding lead.



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All staff are trained to understand the importance of challenging inappropriate behaviours between peers, that are abusive in nature. Downplaying certain behaviours, for example dismissing sexual harassment as “just banter”, “just having a laugh”, “part of growing up” or “boys being boys” can lead to a culture of unacceptable behaviours, an unsafe environment for children and in worst case scenarios a culture that normalises abuse leading to children accepting it as normal and not coming forward to report it.

Staff are clear that whilst these may be responded to through behaviour management processes, there is also a need for this information to be shared with the DSL in order to address any underlying safeguarding concerns.

School staff are particularly vigilant of students with identified Special Educational Needs and/or Disabilities who may be particularly vulnerable to peer on peer abuse.

Such behaviour should never be considered as ‘banter’ or part of growing up. Child on child abuse often meets the threshold for the recording and investigation of criminal offences by the Police.

Staff becoming aware of any incident of child on child abuse must follow the safeguarding process and Child Protection procedures, passing this information to the Designated Safeguarding Lead (DSL) immediately. The DSL will then assess this information and where necessary make appropriate referrals to MAST and potentially the Police, should criminal offences be identified.

Child on child allegations that do not meet the threshold for police investigation will be subject of internal school investigation by the Designated Safeguarding Lead and/or senior leaders at the school. This will involve speaking to the victim and any witnesses to secure accounts of the allegation. All findings including any additional information secured, will be considered when making decisions around resolution of the allegation. Outcomes may involve application of the school behaviour policy.

School recognises that victims of child on child abuse need to be supported and with parental consent, may secure external agency support where this is deemed appropriate.

All staff will reassure victims that they are being taken seriously and that they will be supported and kept safe. A victim should never be given the impression that they are creating a problem by reporting child on child abuse, nor should a victim ever be made to feel ashamed for making a report.

School recognises that perpetrators of child on child abuse may have identified un-met needs of their own and with parental consultation, may secure external agency support where this is deemed appropriate.

### **3.9 Youth Produced Sexual Imagery**

Where there is a disclosure from a child or young person and/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’ or sending ‘nudes or semi nudes’, it will refer to the guidance in the UKCIS document ‘Sharing nudes and semi-nudes: advice for education settings working with children and young people (Dec 2020).

[\(hyperlink to document\)](#)

Staff understand that when an incident involving youth produced sexual imagery comes to their attention:

- The incident must be referred to the DSL immediately
- The DSL should hold an initial review meeting with appropriate school staff
- There will be subsequent interviews with the young people involved (as appropriate)
- Parents will 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

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- The DSL will assess the information available and with the use of appropriate risk assessment tools, decide the appropriate response by the school to such an incident  
[Calderdale Sexual Harmful Behaviour Toolkit](#)
- If at any point in the process it has been established a young person has been harmed or is at risk of harm, or such behaviour involves a young person communicating with an adult, then a referral will be made to children's social care and/or the police immediately

### **3.10 Attendance and Children Missing from Education**

The Crossley Heath School promotes good attendance and understands that poor attendance can be an indicator of concern for children with welfare and safeguarding concerns.

Likewise school understands that a parent failing to inform the school that a child has an authorised absence could be a cause for concern and thus will follow the school's 'First Day Calling' procedure in these circumstances in order to try and locate the child and ensure that they are safe.

The school has a duty to investigate unauthorised absences to establish if safeguarding concerns are evident

The school appreciates that the Local Authority has a statutory duty to ensure that all children and young people of compulsory school age receive suitable and appropriate education.

The school will therefore support the Authority in ensuring that this duty is carried out effectively. There are specific duties in respect of Children Missing Education (CME) and there are strict guidelines in respect of both the definition of CME and the legalities of deleting a student from a school roll.

The Local Authority will be informed when a student has been added or removed from the admissions register at non-standard transition times, within five days of them joining.

(DfE Guidance on Children Missing Education - September 2016)

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/550416/Children\\_Missing\\_Education\\_-\\_statutory\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/Children_Missing_Education_-_statutory_guidance.pdf)

(School Attendance guidance – May 2022). [School Attendance Guidance - May 2022](#)

Where a student leaves the School, the Local Authority will be notified as soon as grounds for the deletion are met but no later than when the name is deleted from the register. The grounds for deletion are where a student:

- has been taken out of school by their parents and is being educated outside the school system e.g. is in home education
- has ceased to attend school and no longer lives within reasonable distance of the school at which they are registered
- has been certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he/she nor his/her parent has indicated the intention to continue to attend the school after ceasing to be of compulsory school age
- is in custody for a period of more than four months due to a final court order and the School does not reasonably believe they will be returning at the end of that period
- has been permanently excluded

The school understands that it is essential that contact is made with the Education Welfare Service (Duncan Thorpe 01422 266125) as soon as a child or young person is believed to have left the school without suitable education provision being provided. In addition, a member of the Pastoral Team or SLT will contact the Local Authority to inform them where any student has been absent for 10 consecutive days without a reason being provided for the absence.

### **3.11 Serious Violence**

Staff are aware of the indicators, which may signal children are at risk from, or are involved with serious violent crime. These may include increased absence from school, a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or a significant change in wellbeing, or signs of assault or unexplained injuries. Unexplained gifts or new possessions could also indicate that children have been approached by, or are involved with, individuals associated with criminal networks or gangs and may be at risk of criminal exploitation

Factors which heighten risk and increase the likelihood of involvement in serious violence, include being male, having been frequently absent or permanently excluded from school, having experienced child maltreatment and having been involved in offending, such as theft or robbery.

The school response to such concerns will involve a partnership approach, which may involve local authority services via a MAST referral, the Police and other partnership services.

### **3.12 Contextual Safeguarding**

School recognises that safeguarding incidents and/or behaviours can be associated with factors outside the school and/or can occur between children outside the school. This extra-familial harm can take a variety of different forms which can include sexual exploitation, criminal exploitation and serious youth violence. All staff, but especially the designated safeguarding lead will consider the context within which such incidents and/or behaviours occur. This is known as contextual safeguarding, which simply means assessments of children should consider whether wider environmental factors are present in a child's life that are a threat to their safety and/or welfare. The school will provide as much information as possible to children's social care (and if appropriate the police) as part of any referral undertaken.

### **3.13 Children with Family Members in Prison**

School understands that children who have members of their family in prison are more likely to underachieve and fail to reach their potential than their peers and may require specific services and support. Families and children of people in prison will be seen as families first and school will work to ensure their needs are appropriately met. This will include providing support to ensure the voice of the child is considered when seeking contact with a family member in prison.

### **3.14 Sexual Violence and Sexual Harassment between children**

Sexual violence and sexual harassment involving children at the school is a form of child on child abuse. It can occur between children of any age and sex. It can happen inside or outside of school and online. It can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children.

Children who are victims of sexual violence and sexual harassment will likely find the experience stressful and distressing. This will, in all likelihood, adversely affect their educational attainment.

Sexual violence and sexual harassment exist on a continuum and may overlap, they can occur online and offline (both physical and verbal).

Children with Special Educational Needs and Disabilities (SEND) are 3 times more likely to be abused than their peers.

Additional barriers can sometimes exist when recognising abuse in SEND children. These can include:

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- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration;
- the potential for children with SEND being disproportionately impacted by behaviours such as bullying and harassment, without outwardly showing any signs; and
- communication barriers and difficulties overcoming these barriers.

Any reports of abuse involving children with SEND will therefore require close liaison with the DSL and the SENCO.

School staff are made aware through safeguarding training of the specific stance to school take on this subject including:

- making clear that sexual violence and sexual harassment is not acceptable, will never be tolerated and is not an inevitable part of growing up;
- not tolerating or dismissing sexual violence or sexual harassment as "banter", "part of growing up", "just having a laugh" or "boys being boys"; and
- challenging behaviours (potentially criminal in nature), such as grabbing bottoms, breasts, and genitalia, flicking bras, and lifting up skirts.

Staff awareness training also includes:

- not recognising, acknowledging, or understanding the scale of harassment and abuse and/or downplaying some behaviours related to abuse can lead to a culture of unacceptable behaviour, an unsafe environment and in worst case scenarios a culture that normalises abuse leading to children accepting it as normal and not coming forward to report it
- understanding that all of the above can be driven by wider societal factors beyond the school and college, such as everyday sexist stereotypes and everyday sexist language

A whole school approach is taken to such safeguarding concerns and includes preventative education through the school PSHE/RSHE curriculum.

All staff will reassure victims that they are being taken seriously and that they will be supported and kept safe. A victim will never be given the impression that they are creating a problem by reporting abuse, sexual violence, or sexual harassment. Nor should a victim ever be made to feel ashamed for making a report.

**Sexual violence** involves the criminal sexual offences defined in the Sexual Offences Act 2003 which include: Rape, Assault by Penetration, Sexual Assault and Causing someone to engage in sexual activity without consent.

In relation to the issue of consent the following legal definitions apply:

- a child under the age of 13 can never consent to any sexual activity
- the age of true consent is 16
- sexual intercourse without consent is rape

**Sexual Harassment** is defined as unwanted conduct of a sexual nature and can include online behaviour.

School takes all such reports seriously and they will receive the same high standard of care that any other safeguarding concern receives.

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A multi-agency approach will be undertaken when responding to all such complaints; however, the school will always take immediate action to protect children despite the actions of any other agency. These actions may include an immediate risk assessment in respect of the needs of the child victim and will address any risks identified to any child in respect of an alleged perpetrator of sexual violence or sexual harassment to ensure children are protected from harm.

Any risk assessment will be fluid and may change to reflect any developments during the management of the case. All such reports will be managed by the Designated Safeguarding Lead.

There are a number of options the school may consider in respect of the management of a report of sexual violence or sexual harassment between children and each case will receive an appropriate bespoke response once all the facts are known. Irrespective of any potential criminal outcome, the school have a duty to safeguard all children and may deal with any such report on a balance of probability basis when considering the outcomes for the children involved. Should an outcome involve a move to an alternative school for any child, then full information sharing of the case will be undertaken with the Designated Safeguarding Lead professional at our school.

### **3.15 Homelessness**

The school are aware that being homeless or being at risk of becoming homeless presents a real risk to the welfare of a child. Indicators that a family may be at risk of becoming homeless include household debt, rent arrears, Domestic Abuse and Anti-Social Behaviour. The school recognise that referrals to Calderdale Housing Options Service may be necessary. Concerns around homelessness may also require an accompanying referral to Children's Social Care where welfare concerns are identified or a child has been harmed or is at risk of harm. In some cases children over the age of 16 could be living independently of their parents or carers for example through exclusion from the family home. Where this situation is identified Children's Social Care will be the lead agency and the Designated Safeguarding Lead at school will ensure that an appropriate referral has been made to the Calderdale Multi-Agency Screening Team in the first instance.

The [Homeless Reduction Act 2017](#) places a legal duty on councils to provide advice and support

### **3.16 Private Fostering**

A 'privately fostered' child is a child under the age of 16 (18 if disabled) who is cared for and accommodated by someone other than a parent or close relative for more than 28 consecutive days

Any child separated from their parent is potentially vulnerable and thus there is a responsibility to ensure that the alternative care meets their welfare and safety needs.

The parents or those with parental responsibility and the private foster carer have a duty to notify the local authority of this arrangement.

In accordance with Part 9 of The Children Act 1989, where a private fostering arrangement is identified in respect of any child, the school will inform the relevant local authority of such an arrangement in order to ensure the child will be satisfactorily safeguarded and their welfare promoted.

### **3.17 Child Mental Health**

Our staff recognise that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation.

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Only trained professionals should attempt to make a diagnosis, however our school staff are well placed to observe children on a day-to-day basis and identify behaviour that might suggest a child is experiencing a mental health problem or be at risk of developing one.

Where children have suffered potentially harmful adverse childhood experiences, this can have a lasting effect throughout childhood and into their adult life.

Calderdale have a number of support services with access to trained professionals that are available to support schools. The support available is coordinated through the Open Minds programme and can be accessed through the following link: [www.openmindscalderdale.org.uk](http://www.openmindscalderdale.org.uk)

All concerns identified about child mental health problems identified by a member of staff will be referred to the DSL so the most appropriate follow up action can be taken.

#### **Section 4 Managing Allegations**

Where an allegation is made against any person working in or on behalf of the school, the procedures detailed in Keeping Children Safe in Education 2022 (Part 4) and the Calderdale Managing Allegations procedures will be followed.

##### **4.1 Managing allegations that may meet the harm threshold**

Whilst we acknowledge such allegations may be false, malicious, or misplaced, we also acknowledge that they may be founded and shall therefore be treated with respectful uncertainty, investigated properly and in line with agreed procedures of the Local Authority Designated Officer (LADO) for Calderdale.

Allegations made against a member of staff will be dealt with by the Head Teacher/Principal.

Where an allegation is made against the Head Teacher/Principal the matter will be dealt with by the Chair of the Governing Body.

The needs of the child or children will remain at the centre of all action taken. With this in mind, any referral to the Local Authority Designated Officer should also be accompanied by consultation with Calderdale MAST. This is to establish from the outset whether the concerns identified meet the threshold for a Section 47 child protection investigation and/or the police in respect of any criminal investigation.

##### **4.2 Managing concerns that do not meet the harm threshold**

Where lower-level concerns and allegations that do not meet the harms test are reported or identified, the school will ensure that they are shared responsibly and with the right person and that they are appropriately dealt with and recorded.

School will encourage an open and transparent culture; to identify concerning, problematic or inappropriate behaviour early; minimising the risk of abuse; and ensuring that adults working in or on behalf of the school are clear about professional boundaries and act within these boundaries, and in accordance with the ethos and values of the school.

Concerns identified at the lower level indicate that an adult may have acted in a way that:

- is inconsistent with the staff code of conduct, including inappropriate conduct outside of work, and
- does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the LADO.

Where considered relevant, the school will ensure parents/carers are informed.

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### Child Protection Procedures

The aims of these procedures are:

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

The term “child “or “children” refers to anyone under the age of 18 years.

## **Section 5      Student Information**

### **5.1      Student Information**

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

- names, contact details and relationship to the child of any persons with whom the child normally lives.
- names and contact details of all persons with parental responsibility (if different from above)
- emergency contact details (if different from above), ensuring that if the person(s) with parental responsibility is unable to collect this person, who could collect the child and keep them safe until either the person(s) with parental responsibility is available or a more suitable arrangement is made. The school encourages all parents and carers to provide more than one emergency contact, providing the school with additional options to make contact with a responsible adult when a child missing education is identified as a welfare and/or safeguarding concern
- details of any persons authorised to collect the child from school (if different from above)
- any relevant court orders in place including those which affect any person’s access to the child (e.g. Residence Order, Contact Order, Care Order, Injunctions etc.)
- if the child is or has been subject to a Child Protection Plan
- if the child is or has been subject to the Early Help Pathway or Child In Need (CIN) processes.
- If the child is a Child Looked After (CLA)
- name and contact detail of G.P.
- any other factors which may impact on the safety and welfare of the child

The school will collate, store and agree access to this information, ensuring all information held electronically is stored securely with due regard to meeting the requirements of the Data Protection Act 2018 and safeguarding requirements. The school uses SIMS and CPOMS.

### **5.2      Transfer of files**

It is the responsibility of our school to maintain the original child protection file whilst the child is a student here.

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When a child leaves the school their original child protection file is transferred to their new school as soon as possible and within 5 days for an in-year transfer or within the first 5 days of the start of a new term. This original file will be transferred separately from the main student file. This is usually undertaken between Designated Safeguarding Leads at both schools and may be undertaken electronically. If the child moves out of area the child protection file is transferred by recorded delivery and signed for and is clearly marked confidential. A receipt is obtained which states when the file was transferred and who delivered and received the file.

A transferring school does not need to keep copies of child protection files, however, may have good reason to do so, such as a copy of the child's chronology and any documents that the school created e.g. risk assessments and documents in relation to involvement with ongoing proceedings, in an archive file. Any such files must be kept in accordance with the school data retention policy and rules.

The receipt of the transferred file is kept alongside this archive. Any archived files are stored securely in the same way as an active file.

## **Section 6      Roles and Responsibilities**

### **6.1      The Governing Body**

Our Governing Body will ensure that:

- all governors and trustees receive appropriate safeguarding and child protection (including online) training at induction. This training will equip them with the knowledge to provide strategic challenge to test and assure themselves that the school's safeguarding policies and procedures are effective and support the delivery of a robust whole school approach to safeguarding. The training will be regularly updated.
- there is a named Safeguarding Governor – Angela Birt: who takes the lead on safeguarding arrangements ensuring that safeguarding and child protection are at the forefront and underpin all relevant aspects of process and policy development with a focus on the best interests of the child
- The Crossley Heath School has a behaviour policy, which includes measures to prevent bullying (including cyberbullying, prejudice-based and discriminatory bullying);
- The Crossley Heath School has an effective Safeguarding policy and Child Protection procedures in place that are in accordance with local authority guidance and locally agreed inter-agency procedures, and the policy is available publicly via the school website or other means. The policy will be reviewed and updated on an annual basis;
- The Crossley Heath School has a staff behaviour policy or code of conduct and that this is provided to all staff and volunteers on induction. The policy includes acceptable use of technology, staff/student relationships and communications including the use of social media;
- The Crossley Heath School has appropriate safeguarding arrangements in place to respond to children who go missing from education, particularly on repeat occasions;
- The Crossley Heath School operates safer recruitment procedures and makes sure that all appropriate checks are carried out on staff and volunteers who work with children; and that any panel involved in the recruitment of staff has at least one member who has undertaken safer recruitment training;



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- The Crossley Heath School has procedures for dealing with allegations against staff and volunteers that comply with guidance from the local authority and locally agreed inter-agency procedures;
- online safety policy and procedures are in place and training and support is provided for staff and students to ensure that there is a good understanding of child protection issues related to electronic media;
- The Crossley Heath School I has in place appropriate electronic filtering and monitoring systems to ensure that children are safeguarded from potentially harmful and inappropriate online material; whilst recognising that “over blocking” should not lead to unreasonable restrictions as to what children can be taught;
- a senior member of the school’s leadership team is appointed to the role of DSL who will take lead responsibility for safeguarding and child protection;
- the school has one or more deputy DSL’s who are trained to the same standard as the lead DSL;
- that children are taught about safeguarding, including online safety as part of providing a broad and balanced curriculum;
- staff including the head teacher undertake appropriate safeguarding training which is updated annually;
- they remedy, without delay, any deficiencies or weaknesses regarding child protection arrangements;
- a governor is nominated to be responsible for liaising with the LA and /or partner agencies in the event of allegations being made against the head teacher;
- where services or activities are provided on the school premises by another body, the body concerned has appropriate policies and procedures in place with regard to safeguarding children and liaises with the school on these matters where appropriate;
- they review their safeguarding related policies and procedures annually;
- will ensure the appointment of an appropriately trained designated teacher with responsibility for “promoting the educational achievement of children who have left care through adoption, special guardianship or child arrangement orders or who were adopted from state care outside England and Wales” in addition to Children who are Looked After (CLA);

## **6.2 The Head Teacher**

Our Head Teacher will ensure that:

- the policies and procedures adopted by the Governing Body or Proprietor are fully implemented, and followed by all staff;
- sufficient resources and time are allocated to enable the designated safeguarding lead and other staff to discharge their responsibilities including taking part in strategy discussions and other inter-agency meetings and contributing to the assessments of children;
- there are arrangements in place for safeguarding supervision for the Designated Safeguarding Lead and the deputy Designated Safeguarding Lead(s);
- all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing policies;

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- the Designated Safeguarding Lead is supported in providing a contact for the school to provide a report and attend Initial Child Protection Case Conferences, Reviews and Children Looked After Reviews out of school term time when needed;
- allegations regarding staff or any other adults in the school are referred to the Local Authority Designated Officer (LADO), as set out in the Managing Allegations procedure;
- individuals are referred to the Disclosure and Barring Service in cases where a person is dismissed or removed due to risk/harm to a child. This is a legal duty placed upon the school.
  - Where a teacher is dismissed or the school ceases to use the services of a teacher because of serious misconduct, or might have dismissed them or ceased to use their services had they not left first, our head teacher must consider whether to refer the case to the Secretary of State (via the Teaching Regulation Agency).

Details about how to make a referral to the Teaching Regulation Agency can be found on <https://www.gov.uk/guidance/teacher-misconduct-referring-a-case>

### **6.3 The Designated Safeguarding Lead**

Our Designated Safeguarding Lead (DSL) as stated in Keeping Children Safe in Education (2022) will ensure that they:

#### **Manage referrals**

The designated safeguarding lead is expected to refer cases:

- of suspected abuse and neglect to the local authority children's social care as required and support staff who make referrals to local authority children's social care;
- to the Channel programme where there is a radicalisation concern as required and support staff who make referrals to the Channel programme;
- where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required; and
- where a crime may have been committed to the Police as required.

#### **Work with others**

- act as a source of support, advice and expertise for all staff;
- act as a point of contact with the safeguarding partners;
- liaise with the headteacher or principal to inform him or her of issues- especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations;
- as required, liaise with the "case manager" (as per Part four) and the local authority designated officer(s) (LADO) for child protection concerns in cases which concern a staff member;
- liaise with staff (especially teachers, pastoral support staff, school nurses, IT Technicians, senior mental health leads and special educational needs coordinators (SENCOs), or the named person with oversight for SEN in a college and Senior Mental Health Leads) on matters of safety and safeguarding and welfare (including online and digital safety) and when deciding whether to make a referral by liaising with relevant agencies so that children's needs are considered holistically;
- liaise with the senior mental health lead and, where available, the Mental Health Support Team, where safeguarding concerns are linked to mental health;

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- promote supportive engagement with parents and/or carers in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances;
  - work with the headteacher and relevant strategic leads, taking lead responsibility for promoting educational outcomes by knowing the welfare, safeguarding and child protection issues that children in need are experiencing, or have experienced, and identifying the impact that these issues might be having on children's attendance, engagement and achievement at school or college. This includes:
  - ensure that the school or college knows who its cohort of children who have or have had a social worker are, understanding their academic progress and attainment, and maintaining a culture of high aspirations for this cohort;
- and,
- support teaching staff to provide additional academic support or reasonable adjustments to help children who have or have had a social worker reach their potential, recognising that even when statutory social care intervention has ended, there is still a lasting impact on children's educational outcomes.

### **Training, knowledge and skills**

The DSL (and any deputies) will undergo training to provide them with the knowledge and skills required to carry out the role. This training will be updated at least every two years. They will also undertake Prevent awareness training.

In addition to the formal training, their knowledge and skills will be refreshed at regular intervals, as required, but at least annually, to allow them to understand and keep up with any developments relevant to their role so they:

- understand the assessment process for providing early help and statutory intervention, including local criteria for action and local authority children's social care referral arrangements;
  - have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so;
  - understand the importance of the role the designated safeguarding lead has in providing information and support to children social care in order to safeguard and promote the welfare of children;
  - understand the lasting impact that adversity and trauma can have, including on children's behaviour, mental health and wellbeing, and what is needed in responding to this in promoting educational outcomes;
  - are alert to the specific needs of children in need, those with special educational needs and disabilities (SEND), those with relevant health conditions and young carers;
  - understand the importance of information sharing, both within the school and college, and with the safeguarding partners, other agencies, organisations and practitioners;
  - understand and support the school or college with regards to the requirements of the Prevent duty and are able to provide advice and support to staff on protecting children from the risk of radicalisation;
  - are able to understand the unique risks associated with online safety and be confident that they have the relevant knowledge and up to date capability required to keep children safe whilst they are online at school or college;
  - can recognise the additional risks that children with special educational needs and disabilities (SEND) face online, for example, from online bullying, grooming and radicalisation and are confident they have the capability to support children with SEND to stay safe online;
  - obtain access to resources and attend any relevant or refresher training courses;
- and,

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- encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school or college may put in place to protect them.

### **Providing support to staff**

The school will support the designated safeguarding lead in developing expertise, so they can support and advise staff and help them feel confident on welfare, safeguarding and child protection matters. This includes specifically to:

- ensure that staff are supported during the referrals processes; and
- support staff to consider how safeguarding, welfare and educational outcomes are linked, including to inform the provision of academic and pastoral support.

### **Understanding the views of children**

It is important that children feel heard and understood. Therefore the designated safeguarding leads will be supported in developing knowledge and skills to:

- encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, and in any measures the school or college may put in place to protect them; and,
- understand the difficulties that children may have in approaching staff about their circumstances and consider how to build trusted relationships which facilitate communication.

### **Availability**

- during term time the designated safeguarding lead (or a deputy) will always be available for staff in the school or college to discuss any safeguarding concerns. (The term 'available' includes by means of electronic communication using a mobile device);
- there will also be a DSL or deputy available to be contacted out of hours/out of term for urgent enquiries such as an Initial Child Protection Case Conference.

## **6.4 Staff and Volunteers**

All staff and volunteers will:

- read and sign to say that they understand and will fully comply with the school's safeguarding policy and child protection procedures;
- read and sign to say that they understand Part 1 of 'Keeping Children Safe in Education' 2022 (or Annex A as directed by the school senior leadership team) via iamcompliant and know how to apply the guidance;
- attend annual whole school safeguarding training and other appropriate training identified;
- identify concerns as early as possible and provide help, to prevent concerns from escalating and identify children who may be in need of extra help or who are suffering or are likely to suffer significant harm;
- provide a safe environment in which children can learn;
- be aware that they may be asked to support a Social Worker to take decisions about individual children;
- inform the designated safeguarding lead of any concerns about a child immediately;
- inform the head of any concerns regarding an adult within school at the earliest opportunity;
- inform the Chair of Governors of any concerns regarding the head at the earliest opportunity.

## **Section 7      Responding to concerns and follow up actions**

### **7.1      Concerns that staff must immediately report**

It is **not** the responsibility of the school staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All members of staff, however, have a duty to recognise concerns and maintain an open mind. Accordingly, all concerns regarding the welfare of students will be recorded and discussed with the designated safeguarding lead (or the deputy DSL in the absence of the DSL) prior to any discussion with parents.

#### **Concerns that staff must immediately report:**

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

### **7.2      Responding to Disclosure**

Disclosures or information may be received from students, parents or other members of the public. The school recognises that those who disclose such information may do so with difficulty, having chosen carefully to whom they will speak. Accordingly all staff will handle disclosures with sensitivity

Such information cannot remain confidential and staff will immediately communicate what they have been told to the designated safeguarding lead and make a contemporaneous record.

#### **Principles:**

Staff will not investigate but will, wherever possible, elicit enough information to pass on to the designated safeguarding lead in order that s/he can make an informed decision of what to do next.

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

Staff will:

- listen to and take seriously any disclosure or information that a child may be at risk of harm;
- try to ensure that the person disclosing does not have to speak to another member of school staff;
- clarify the information;
- try to keep questions to a minimum and of an 'open' nature e.g. using TED technique – 'Tell me, Explain to me, Describe to me...';
- try not to show signs of shock, horror or surprise;
- not express feelings or judgements regarding any person alleged to have harmed the child;
- explain sensitively to the person that they have a responsibility to refer the information to the designated safeguarding lead, children need to know that staff may not be able to uphold confidentiality where there are concerns about their safety or someone else's;
- reassure and support the child as far as possible;
- explain that only those who 'need to know' will be told;
- explain what will happen next and who will be involved as appropriate;
- record details including what the child has said, in the child's words on a 'Record of Concern'/'Cause for Concern' form (Example available in Appendix 1) or on electronic system eg. CPOMS and record any visible signs, injuries or bruises on a Body Map (Example available in Appendix 2).
- record the context and content of their involvement, and will distinguish between fact, opinion and hearsay.

### **7.3 Action by the Designated Safeguarding Lead (or deputy DSL in their absence)**

Following any information raising a concern, the designated safeguarding lead will consider:

- any urgent medical needs of the child;
- whether the child is subject to a child protection plan;
- discussing the matter with other agencies involved with the family;
- consulting with appropriate professionals known to the child e.g. Early Help Service Manager, Multi-Agency Screening Team (MAST), medical professional working with the child and/or Safeguarding Advisor for Education;
- the child's wishes.

Then decide:

- to talk to parents, unless to do so may place a child at risk of significant harm, impede any police investigation and/or place the member of staff or others at risk;

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- whether to make a child protection referral to the Multi-Agency Screening Team (MAST) because a child is suffering or is likely to suffer significant harm and if this needs to be undertaken immediately;

**OR**

- not to make a referral at this stage;
- if further monitoring is necessary;
- if it would be appropriate to undertake an assessment (e.g. Early Help assessment) and/or make a referral to the Early Intervention Panel and/or to other services.

All information and actions taken, including the reasons for any decisions made, will be fully documented and the process depicted in the flowchart in Appendix 3 will be followed. All referrals to Multi-Agency Screening Team (MAST) will be followed up in writing using the Calderdale Request for Service/Referral Form and these referrals will always be kept on file irrespective of the outcome.

If the DSL is of the view that concerns are not being responded to appropriately then these concerns will be escalated appropriately until the DSL feels that some resolution has been achieved. Initial escalation would be to the appropriate Team Manager, however may also involve escalation to the appropriate Service Manager if it is felt necessary to do so.

#### **7.4 Action following a child protection referral**

The designated safeguarding lead or other appropriate member of staff will:

- make regular contact with the social worker involved to stay informed;
- wherever possible, contribute to the strategy discussion;
- provide a report for, attend and contribute to any subsequent child protection conference;
- if the child or children are made the subject of a child protection plan, contribute to the child protection plan and attend core group meetings and review conferences;
- where possible, share all reports with parents prior to meetings;
- where in disagreement with a decision made by Multi-Agency Screening Team (MAST) e.g. not to apply child protection procedures or not to convene a child protection conference, follow the guidance in the West Yorkshire Consortium Safeguarding Children Procedures – 2.8 Resolving Multi Agency Professional Disagreements and Escalation;  
[https://westyorkscb.proceduresonline.com/p\\_res\\_profdisag.html](https://westyorkscb.proceduresonline.com/p_res_profdisag.html)
- where a child subject to a child protection plan moves from the school or goes missing, school will immediately inform the Multi-Agency Screening Team (MAST).
- If the DSL is of the view that concerns are not being responded to appropriately then these concerns will be escalated until the DSL feels that some resolution has been achieved. Initial escalation would be to the appropriate Practice or Team Manager, however, may also involve escalation to the appropriate Service Manager if it is felt necessary to do so.

#### **7.5 Recording and monitoring**

Accurate records of concerns, discussions and decisions will be made as soon as practicable and will clearly distinguish between observation, fact, opinion, and hypothesis. All records will state who is providing the information, the date and time, information will be recorded in the child's words where possible and a

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note made of the location and description of any injuries seen, if this is a paper record than this should be signed.

An example of how this is done can be found in Appendix 1.

The DSL ensures that the method for other members of staff of volunteers passing on concerns or information is always adhered to as consistency is paramount in ensuring that nothing gets missed.

Safeguarding records will include:

- a clear and comprehensive summary of the concern;
- details of how the concern was followed up and resolved;
- a note of any action taken, decisions reached and the outcome.

All documents will be retained in a 'Child Protection file', separate from the child's school file. This will be locked away and only accessible to the head teacher and the DSL if a paper file. If an electronic file eg. using CPOMS (Child Protection Online Management System), it will be stored securely with appropriate levels of access. The creation, retention and maintenance of all child protection files will meet the requirements of the Data Protection Act 2018 (which includes the General Data Protection Regulations 2018)

It is the responsibility of the final school the child attends to maintain the original child protection file until the child reaches the age of: date of birth plus 25 years.

If the child goes missing from education or is removed from roll to be educated at home, any child protection file will be transferred and sent to the Education Welfare Service.



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**Annex A FIRST DAY CALLING PROCEDURE**

**IT IS OF VITAL IMPORTANCE THAT THE FOLLOWING PROCEDURE IS COMPLETED EVERY DAY**

**STAGE 1**

On arrival the Receptionist completes a check of school systems for absence notifications from parents (Via voicemail/school email) and updates the system with the correct code for the time of absence and a comment to explain the absence where necessary.

Class Teachers complete registers by 08:40 - late arrivals are updated on entry and the register is saved. The Attendance Officer (BJC) checks with reception and the rest of the admin team to confirm that registers are up to date by 09:35. BJC will run an absence report for period 1 & 2. This report will be emailed to the Pastoral Leaders & cc LCH. They will confirm receipt. If after 10 minutes of sending the report, receipt of the email has not been acknowledged by Pastoral Leaders confirming they can conduct visual checks, BJC will telephone pastoral to confirm who will conduct visuals.

**STAGE 2**

Pastoral Leaders will check the classrooms and gain a visual/confirm the accuracy of the register with the class teacher. If there has been no confirmation by Pastoral Leaders (as per stage 1) that they are able to do the checks in a timely manner then it is the Attendance Officer's duty (BJC) to go to classrooms and conduct visuals/confirm with teaching staff the accuracy of the register as per stage 2.

After a visual check the accuracy of the register will be confirmed.

BJC by 10:15 will check with reception and pastoral that registers are up to date and send a text out to the first and second contact (where appropriate).

**STAGE 3**

Reception/BJC/Pastoral Leaders will update the system with a comment if they receive a response from parents

BJC by 11:30 will check with reception that registers are up to date and send a second text out to the first contact and second contact (where appropriate) and will also email anyone still N coded without a known reason

BJC by 12:10 will repeat the check and attempt to make contact with parents/carers via the telephone with a home contact of any student still absent without a known reason.

**STAGE 4 (PM PROCEDURE)**

Class Teachers complete registers by 13:20 - late arrivals are updated on entry and the register is saved. The Attendance Officer (BJC) checks with reception and the rest of the admin team to confirm that registers are up to date by 13:35. BJC will run an absence report for period 1. This report will be emailed to the Pastoral Leaders & cc LCH. They will confirm receipt. If after 10 minutes of sending the report, receipt of the email has not been acknowledged by Pastoral Leaders confirming they can conduct visual checks, BJC will telephone pastoral to confirm who will conduct visuals.

**STAGE 5**

Pastoral Leaders will check the classrooms for the students and gain a visual/confirm the accuracy of the register with the class teacher - If there has been no confirmation by Pastoral that they are able to do the checks in a timely manner then it is the Attendance Officer's duty (BJC) to go to classrooms and conduct visuals/confirm with teaching staff accuracy of the register.

The accuracy of the report will be confirmed by 13:50

**OTHER DETAILS**

BJC will inform Pastoral Leaders and LCH of any students (from the AM or PM session) still absent from school without reason by 2pm.

Pastoral Leaders will telephone all contacts including the student themselves if number is known. Home visits/101 may be considered if the child is perceived to be at risk at this point.

If this process is repeated for a child on the following day (including Monday from a Friday) the DSL will be informed and the next steps which may include a home visit or a call to 101.

**IF AT ANY POINT IT IS THOUGHT THAT A STUDENT MAY BE IN A SITUATION OF HARM THEN THE DSL MUST BE INFORMED IMMEDIATELY**

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**INTERNAL TRUANCY/MISSING CHILD IN SCHOOL.**

This procedure should be followed if a child has been marked as present for registration/previous lesson but fails to arrive at their next lesson without a known reason.

1. The teacher should mark the student as absent via the N code.
2. After 15 minutes if the student still has not arrived to class, the teacher should telephone themselves or send a responsible child to reception to alert them.
3. If the student(s) arrive(s) after this point the register must be updated immediately with a late mark and a standards detention issued if there is no acceptable reason for absence.
4. Reception will telephone a key member of staff until someone has been alerted. Key staff in order of contact are, Pastoral Leaders, Progress Leaders, Assistant Head Pastoral, any other member of SLT, the headteacher.
5. The alerted member of staff will attempt to locate the student.
6. If the student cannot be located, the DSL/Headteacher will be alerted.

If a child does not arrive for an alternative curriculum lesson/meeting etc. the adult who is expecting them will contact reception if the child does not arrive for their class. If they subsequently arrive reception will again be informed and amend the register.

## **Annex B – Procedures for Visitors to School**

### **Visitors to School**

**Everyone working in our school shares an objective to help keep children safe. Having robust procedures to monitor and verify who is in the building is a key part of ensuring effective safeguarding.**

Visitors can include:

- trainee teachers, volunteers, and those on work experience
- people who attend the school in connection with children and who have a professional role ie social workers, educational psychologist, targeted support workers or health related professionals
- Visitors who attend the school in connection with the building, grounds or equipment i.e. builders, contractors, maintenance staff or IT workers.
- Teachers from other school attending a meeting or conference
- People attending the school for a job interview
- Other legitimate visitors ie parents, parent helpers, school governors.

### **Crossley Heath Visitor Procedures**

**Wherever possible, visits to school should be pre-arranged and reception staff informed in advance about when to expect visitors.**

- All visitors must immediately report to reception on arrival and not enter the school via any other entrance. This also includes 'parents' who may come to the sports hall or other area of the school to spectate, who should be directed to reception to sign in as a visitor.
- If a visitor inadvertently arrives via another entrance, they should be escorted by a member of staff to the reception area.
- All visitors should provide their details to the reception staff, including their name, purpose of the visit, name of the student the visit affects/staff member who arranged the visit. They should be ready to produce formal identification.
- All visitors will be asked to sign the visitors' electronic recording system which includes a photograph of the visitor being taken.
- The photo should be slipped into a plastic pouch and attached to a VISITOR lanyard which the visitor should wear and display prominently.
- VISITOR lanyards are orange or red. Red lanyards are issued to staff who have been DBS checked and as such do not have to be accompanied around the building. Orange lanyards are issued to visitors whose DBS status is unknown and should therefore be accompanied at all times.
- Visitors should wait in the reception area until they are met by an appropriate member of staff to be escorted to their destination.
- All visitors should be accompanied by a member of staff. Visitors should not be alone with students/children unless this is a legitimate part of their role- for example a social worker seeing a child in which case they will have been issued with a red visitor lanyard.
- If visitors find they are alone with students/children they should report to a member of staff or reception.
- On departing the school, visitors should leave via reception, sign out of the building, return their visitor badge and be seen to leave the premises.
- If a regular visitor to the school does not have DBS clearance (eg ex-student carrying out work experience), this will be referred to the Headteacher for approval. If the visitor is allowed onto the premises, it will be made clear to this individual that they must be accompanied by a member of staff at all times and they must not have unsupervised activity with students.

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**Visitors must:**

- Have an appointment
- Be prepared to confirm their identity upon signing in
- Display the ID badges/lanyards provided at all times whilst on school property
- Return ID badges/lanyards to reception on departure
- Sign out using the computerised system

All visitors will be made aware of the relevant school policies, including those in relation to health and safety, reporting a concern and emergency procedures via a leaflet on reception.

**School staff must:**

- Ensure appropriate arrangements are made for any meeting taking place in school, including signing in procedures
- Not allow people into reception when there is no receptionist on duty
- Wear their own ID badges and lanyard when in school (if the badge is forgotten, staff should get a temporary ID badge from reception)
- Challenge anyone in the building who is not wearing a VISITOR ID
- Not allow anyone into the building except via reception
- Sign out using the computerised system

**Reception / office staff must:**

- Ensure that the reception desk is staffed and never left unattended between 7:45 and 16:00
- **Not** buzz people into reception when there is no one in reception to meet them
- Ensure that all visitors sign in as per the procedure above
- Not allow anyone into the building unless they have signed in and their identity has been verified
- Ensure that visitors are signed out and return their badges and lanyards.

**Visitor Categories**

**Red Lanyard Visitors**

Visitors whose **identity has been verified** and who have been DBS checked should be issued with a red lanyard indicating that they can move around the building unaccompanied.

Examples include:

- Exam board moderators
- Student teachers
- Social workers / Calderdale council staff (with appropriate Calderdale ID)
- Regular volunteers (who have been DBS checked)
- Police officers
- Ofsted Inspectors



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**Orange Lanyard Visitors**

Visitors whose identity has not been verified and/or for whom no evidence of a DBS check has been taken should be issued with an orange lanyard indicating that they must be accompanied by a member of staff at all times.

**If in doubt, visitors should be issued with an orange lanyard.**

**Contractors** working on site should wear their contractor provided ID badges. If they are not wearing one, they should be challenged and asked to sign in as a Visitor.

## Appendix 1

### Body Map Guidance for Schools

Body Maps should be used to document and illustrate visible signs of harm and physical injuries.

Always use a black pen (never a pencil) and do not use correction fluid or any other eraser.

Do not remove clothing for the purpose of the examination unless the injury site is freely available because of treatment.

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

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

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

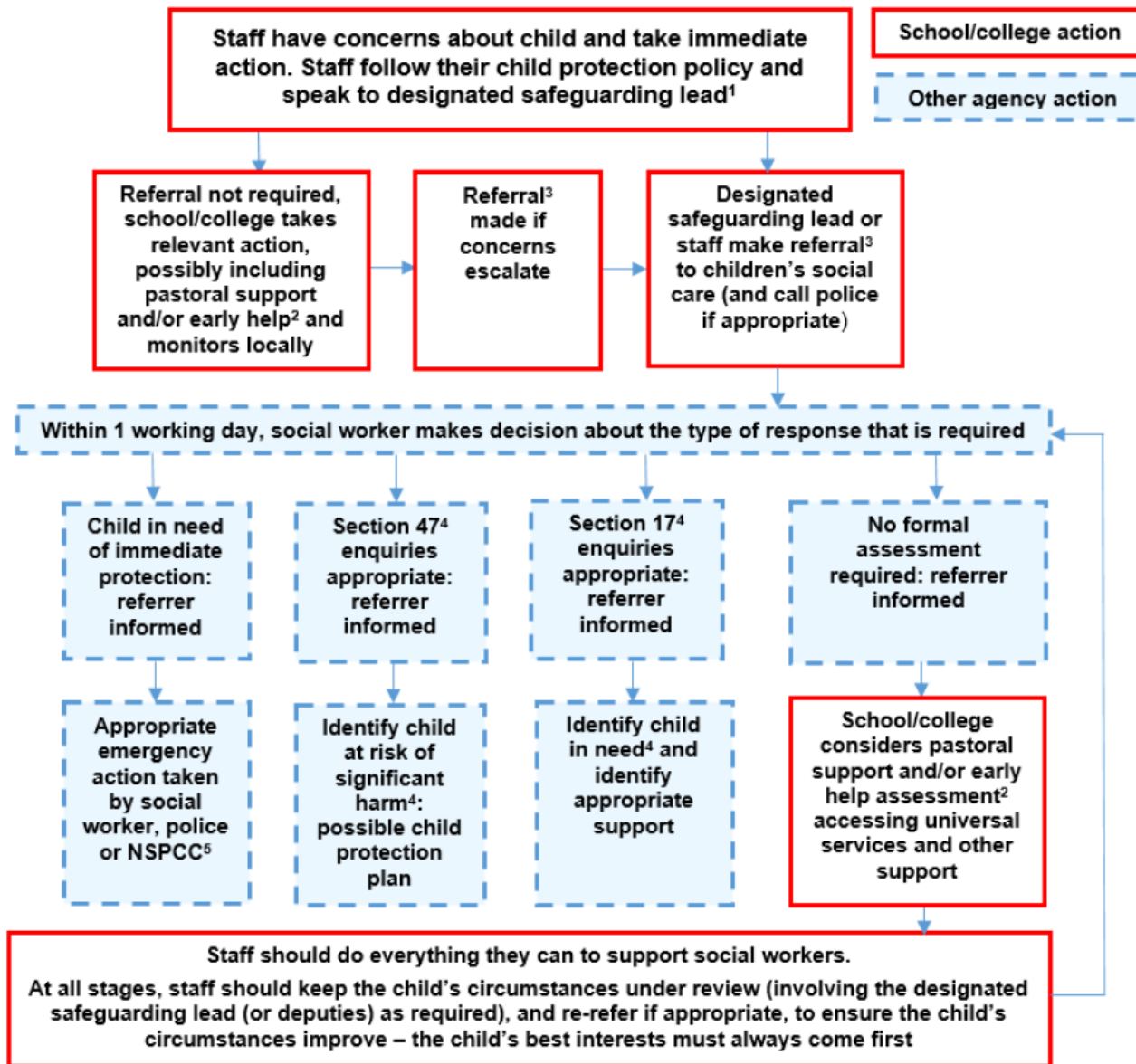
Importantly the date and time of the recording must be stated as well as the name and designation of the person making the record. Add any further comments as required.

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

A copy of the body map should be kept on the child's concern/confidential file on cpoms

Appendix 2

**Actions where there are concerns about a child**



<sup>1</sup> In cases which also involve a concern or an allegation of abuse against a staff member, see Part Four of this guidance.

<sup>2</sup> Early help means providing support as soon as a problem emerges at any point in a child's life. Where a child would benefit from co-ordinated early help, an early help inter-agency assessment should be arranged. Chapter one of [Working Together to Safeguard Children](#) provides detailed guidance on the early help process.

<sup>3</sup> Referrals should follow the process set out in the local threshold document and local protocol for assessment. Chapter one of [Working Together to Safeguard Children](#).

<sup>4</sup> Under the Children Act 1989, local authorities are required to provide services for children in need for the purposes of safeguarding and promoting their welfare. Children in need may be assessed under section 17 of the Children Act 1989. Under section 47 of the Children Act 1989, where a local authority has reasonable cause to suspect that a child is suffering or likely to suffer significant harm, it has a duty to make enquiries to decide whether to take action to safeguard or promote the child's welfare. Full details are in Chapter one of [Working Together to Safeguard Children](#).

<sup>5</sup> This could include applying for an Emergency Protection Order (EPO).

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**Appendix3: Useful contacts**  
**Children's Social Care**

Multi-Agency Screening Team [MAST@calderdale.gov.uk](mailto:MAST@calderdale.gov.uk) 01422 393336

Disabled Children's Team [DisabledChildrensTeam@calderdale.gov.uk](mailto:DisabledChildrensTeam@calderdale.gov.uk)  
01422 394091

Emergency Duty Team [EDT@calderdale.gov.uk](mailto:EDT@calderdale.gov.uk) 01422 288000  
(Outside office hours support)

**Schools Service**

Schools Safeguarding Adviser  
Steve Barnes [steve.barnes@calderdale.gov.uk](mailto:steve.barnes@calderdale.gov.uk) 07540 672735

Senior School Effectiveness Officer  
Connie Byrne [connie.byrne@calderdale.gov.uk](mailto:connie.byrne@calderdale.gov.uk) 01422 394102

Senior Education Welfare Officer  
Duncan Thorpe [duncan.thorpe@calderdale.gov.uk](mailto:duncan.thorpe@calderdale.gov.uk) 01422 266125  
07833 049343

Virtual School – Head teacher  
Parveen Akhtar [parveen.akhtar@calderdale.gov.uk](mailto:parveen.akhtar@calderdale.gov.uk) 01422 394123

**Prevent Team**

Prevent team email [prevent@calderdale.gov.uk](mailto:prevent@calderdale.gov.uk)

**Managing Allegations**

Local Authority Designated Officer (LADO)  
Sam Saxby -Brown [LADOadmin@calderdale.gov.uk](mailto:LADOadmin@calderdale.gov.uk) 01422 394055

**Whistleblowing – NSPCC helpline**

0800 028 0285 from 8am to 8pm Monday to Friday or email [help@nspcc.org.uk](mailto:help@nspcc.org.uk).

**Report Sexual Abuse in Education – NSPCC helpline** 0800 136 663

**Police**

West Yorkshire Police [www.westyorkshire.police.uk/report-it](http://www.westyorkshire.police.uk/report-it)

**Child Emotional Health and Wellbeing Support** [www.openmindscalderdale.org.uk](http://www.openmindscalderdale.org.uk)

**Calderdale Housing** [www.calderdale.gov.uk/v2/residents/housing/homeless-or-risk-page](http://www.calderdale.gov.uk/v2/residents/housing/homeless-or-risk-page)