

SAFEGUARDING & CHILD PROTECTION POLICY AND PROCEDURES

This is a whole School policy from Nursery to Year 13.

New Hall School are committed to safeguarding and promoting the welfare of children and young people and expect all staff, volunteers and other third parties to share this commitment.'

The safety of our students is our number one priority. Any concerns or signs of abuse or neglect must be immediately reported in accordance with this policy.

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Safeguarding contacts	
Designated Safeguarding Leads Senior Division (DSL)	Suzanna Minnis, Assistant Principal (Lead DSL) Chair of Safeguarding & Child Protection Committee s.minnis@newhallschool.co.uk 01245 467 588 ext 450
Deputy Designated Safeguarding Leads Senior Division (Deputy DSL)	Paul Goulding, Head of Sixth Form p.goulding@newhallschool.co.uk 01245 467 588 ext 279 Stephanie Foster, Deputy Head of Sixth Form s.foster@newhallschool.co.uk 01245 467 588 ext 279 Sarah Norman, Head of Upper Division s.norman@newhallschool.co.uk 01245 467 588 ext 372 Lucy Broughton, Head of Middle Division l.broughton@newhallschool.co.uk 01245 467 588 ext 384 Samuel Carroll, Director of Boarding & Admissions s.carroll@newhallschool.co.uk 01245 467 588 ext 462
Designated Safeguarding Lead Preparatory Division (DSL)	Samantha Twomey, Head of Preparatory Division s.twomey@newhallschool.co.uk 01245 467 588 ext 264
Designated Safeguarding Lead Pre-Prep Division (DSL)	Vincent Holden, Vice Principal & Acting Head of Pre-Prep Division v.holden@newhallschool.co.uk 01245 467 588 ext 414
Deputy Designated Safeguarding Leads Preparatory/Pre-Prep Divisions (Deputy DSL)	Robin Field, Class Teacher (Preparatory Divisions) r.field@newhallschool.co.uk 01245 467 588 ext 320 Alison Hilder, Director of Teaching & Learning (Prep) a.hilder@newhallschool.co.uk 01245 467 588 ext 312 Samuel Carroll, Director of Boarding & Admissions s.carroll@newhallschool.co.uk 01245 467 588 ext 462
Designated Safeguarding Lead Nursery Division (DSL) & Lead Practitioner for Safeguarding EYFS	Lynne Baines, Nursery Manager l.baines@newhallschool.co.uk 01245 467 588 ext 142
Deputy Designated Safeguarding Leads Nursery Division (Deputy DSL)	Fionnuala Crowe, Deputy Nursery Manager f.crowe@newhallschool.co.uk 01245 467 588 ext 142 Rachel Tagoe, Head of Pre-Prep Division

	r.tago@newhallschool.co.uk 01245 467 588 ext 414 Vincent Holden, Vice Principal & Acting Head of Pre-Prep Division v.holden@newhallschool.co.uk 01245 467 588 ext 414
Principal	Katherine Jeffrey, Principal 01245 467 588 ext 244
Link Governor for Safeguarding & Child Protection	Pauline Wilson, Governor; safeguarding@newhallschool.co.uk
National contacts;	
NSPCC Whistleblowing Help Line	Tel: 0800 028 0285 Email: help@nspcc.org.uk
Non-emergency DfE Prevent advice	020 7340 7264 counter.extremism@education.gov.uk
Child Line	Tel: 0800 11 11
National Children's Commissioner	Tel: 0800 528 0731
NSPCC Helpline - Report Abuse in Education	Tel: 0800 136 663 Email: help@nspcc.org.uk

1 Introduction

Schools and their staff form part of the wider safeguarding system for children. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.

(Keeping Children Safe in Education – DfE, 2025)

This *Safeguarding & Child Protection Policy* is for all staff, parents, governors, volunteers and the wider school community. It forms part of the safeguarding arrangements for our School and should be read in conjunction with the following:

- *Keeping Children Safe in Education* (DfE, 2025)
- The School *Behaviour Policy*
- The School *Staff Code of Conduct*
- The safeguarding response to children missing from education
- The role of the Designated Safeguarding Lead (DSL) (Annex C of KCSIE)

Safeguarding and promoting the welfare of children is defined in *Keeping Children Safe in Education* as:

- providing help and support to meet the needs of children as soon as problems emerge
- protecting children from maltreatment, whether that is within or outside the home, including online
- preventing the impairment of children’s mental and physical health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes

Our School has a whole-school approach to safeguarding, which ensures that keeping children safe is at the heart of everything we do, and underpins all systems, processes and policies. It is important that our values are understood and shared by all children, staff, parents/carers, governors and the wider School community. We believe that, only by working in partnership, can we truly keep children safe.

2 Statutory framework

There is government guidance set out in [Working Together to Safeguard Children \(DfE 2023\)](#) on how agencies must work in partnership to keep children safe. This guidance places a shared and equal duty on three Safeguarding Partners (the Local Authority, Police and Health) to work together to safeguard and promote the welfare of all children in their area under multi-agency safeguarding arrangements. These arrangements sit under the [Essex Safeguarding Children Board](#) (ESCB). In Essex, the statutory partners are Essex County Council, Essex Police and three NHS Integrated Care Boards covering the county.

Section 157 of the *Education Act 2002* places a statutory responsibility on the Governing Body to have policies and procedures in place that safeguard and promote the welfare of children who are students of the school.

In addition to national statutory guidance, in Essex, all professionals must work in accordance with the [SET Procedures](#). Our School also works in accordance with the following legislation and guidance (*this is not an exhaustive list*):

- [Keeping Children Safe in Education \(DfE 2025\)](#)
- [Working Together to Safeguard Children \(DfE 2023\)](#)
- [Working Together to Improve Attendance \(DfE 2024\)](#)
- Education Act (2002)
- [Essex Effective Support](#)
- [Counter-Terrorism and Security Act \(HMG, 2015\)](#)
- [Serious Crime Act 2015 \(Home Office, 2015\)](#)
- Children and Social Work Act (2017)
- [Children Missing Education - statutory guidance for local authorities \(DfE, 2016\)](#)
- Sexual Offences Act (2003)
- Education (Pupil Registration) Regulations 2006
- [Information Sharing \(DfE 2024\)](#)
- [Data Protection Act \(2018\)](#)
- [What to do if you're worried a child is being abused \(HMG, 2015\)](#)
- Children Act (1989)
- Children Act (2004)
- [Preventing and Tackling Bullying \(DfE, 2017\)](#)
- Female Genital Mutilation Act 2003 (S. 74 - Serious Crime Act 2015)
- [Teaching online safety in schools \(DfE, 2023\)](#)
- [Meeting digital and technology standards in schools and colleges \(DfE 2025\)](#)
- [Generative AI: product safety expectations \(DfE 2025\)](#)
- [Relationships Education, Relationships and Sex Education \(RSE\) and Health Education \(DfE 2025\)](#)
- [Behaviour in Schools \(DfE 2024\)](#)
- [School suspensions and permanent exclusions \(DfE, 2024\)](#)
- [Searching, screening and confiscation \(DfE 2022\)](#)
- [Understanding and supporting behaviour and appendices \(ECC 2025\)](#)
- [Meeting digital and technology standards in schools and colleges DfE 2025\)](#)
- [Domestic Abuse Act \(2021\)](#)
- [Victims and Prisoners Act \(2024\)](#)
- [Education Access Team CME / Home Education policy and practice \(ECC, 2023\)](#)

3 Roles and responsibilities

All adults working with or on behalf of children have a responsibility to protect them and to provide a safe environment in which they can learn and achieve their full potential. However, there are key people within schools and the Local Authority and other agencies who have specific responsibilities under child protection procedures. The names of those in our School with these specific responsibilities the Lead Designated Safeguarding Lead (Lead DSL), Designated Safeguarding Leads (DSL) and Deputy Designated Safeguarding Leads (DDSLs) are shown on the cover sheet of this document. However, we are clear that safeguarding is everyone's responsibility and that everyone who comes into contact with children has a role to play.

3.1 The Governing Body

The governing body has overall responsibility for safeguarding in our school. It ensures that the policies, procedures and training in our school are effective and comply with the law at all times. It ensures that all required policies relating to safeguarding are in place, that the Safeguarding and Child Protection Policy reflects statutory and local guidance and that it is reviewed at least annually.

The governor for safeguarding arrangements is named on the front cover of this document. This governor takes strategic responsibility at governing body level for safeguarding arrangements in our school and a 'whole-school approach' to this. The governing body ensures there is a named Lead DSL and at least one deputy safeguarding lead in place (also named on the front cover).

The governing body ensures the School engages with statutory safeguarding partners and contributes to multi-agency working, in line with statutory and local guidance. It ensures that information is shared and stored appropriately and in accordance with statutory requirements.

The governing body ensures that all adults in our school (including governors/trustees) who work with children undergo safeguarding and child protection training at induction as appropriate and that it is regularly updated. All staff members receive regular safeguarding and child protection updates, at least annually, to provide them with the relevant skills and knowledge to keep our children safe.

The governing body ensures our students are taught about safeguarding (including online safety) through teaching and learning opportunities as part of a broad and balanced curriculum. We teach our children how to keep themselves safe and we work in accordance with statutory guidance to help children recognise and respond to risk and to prevent them from coming to harm. We comply with government regulations which make the subjects of Relationships Education (for primary age pupils) and Relationships and Sex Education (for secondary age pupils) mandatory.

The governing body has specific duties around online safety and ensures we have appropriate filtering and monitoring systems in place to keep our children safe online.

The governing body is responsible for ensuring that adults in our school are suitable – this is done by:

- ensuring we have in place safer recruitment procedures that help to deter, reject or identify people who might abuse children
- ensuring we meet statutory responsibilities to check adults working with children and have recruitment and selection procedures in place (see the School's Recruitment, Selection and Disclosure Policy for further information)
- ensuring volunteers are appropriately supervised in school
- online safety (including strategic oversight of filtering and monitoring systems to support this)

3.2 The Governing Body and the School Leadership & Management Team

The Governing Body and the School Leadership & Management Team (SLMT) are responsible for:

- ensuring we have in place safer recruitment procedures that help to deter, reject or identify people who might abuse children
- ensuring we meet statutory responsibilities to check adults working with children and have recruitment and selection procedures in place
- ensuring volunteers are appropriately supervised in School
- online safety (including strategic oversight of filtering and monitoring systems to support this)

3.3 The Principal

The Principal works in accordance with all statutory requirements for safeguarding and is responsible for ensuring that safeguarding policies and procedures adopted by the Governing Body are followed by all staff. The Principal will ensure that:

- staff are aware of their responsibility to provide a safe environment in which children can learn
- all safeguarding policies and procedures adopted by the Governing Body are followed by all staff.
- staff are fully aware of the School safeguarding and child protection policies and systems (including the School's policies on Safeguarding & Child Protection, *Code of Conduct*, *Safer Recruitment Selection and Disclosure Policy and Procedure*, and *Whistleblowing Policy*) and that these policies and systems are fully implemented
- all staff have a good understanding of their role in the identification and referral of safeguarding concerns and to work with other services as needed
- the Lead DSL is given sufficient time and resources to carry out their responsibilities
- there is always cover provided on site for the Lead DSL role in our School, in the form of a DSL or DDSL
- staff are released to attend child protection conferences, core group meetings and other meetings held to discuss safeguarding issues concerning students at the School
- safer recruitment practice is followed whenever recruiting to posts or welcoming volunteers
- the School offers a safe environment for staff, students, parents or carers, visitors or volunteers or students to raise concerns about poor or unsafe practice
- appropriate action is taken whenever an allegation is made against a member of staff; and Safeguarding issues are referred in line with local authority guidance and protocols

3.4 Lead DSL, DSLs and Deputy DSLs

- The Lead DSL in School has ultimate lead responsibility for safeguarding and child protection. Their role includes managing child protection referrals, working with other agencies, ensuring all staff are appropriately trained leading on online safety (including filtering and monitoring standards) and raising awareness of all safeguarding and child protection policies and procedures. They ensure that everyone in school (including temporary staff, volunteers and contractors) is aware of these procedures and that they are followed at all times. They act as a source of advice and support for other staff (on child protection matters) and ensure that timely referrals to Essex Children's Social Care (Children and Families Hub) are made in accordance with current SET procedures. They work with the local authority and the ESCB as required and ensure that information is shared appropriately (See appendix for DSL job description)
- The DSLs and DDSLs are trained to the same standard as the Lead DSL. If for any reason the Lead DSL is unavailable, the DSLs or DDSLs is able to act in their absence

3.5 All School staff

- Everyone in our School has a responsibility to provide a safe learning environment where our children can learn. All staff are aware of the types of abuse and safeguarding issues that can put children at risk of harm, so we are able to identify children who may be in need of help or protection. We understand that behaviours linked to issues such as drug taking and/or alcohol misuse, missing education and

consensual/non-consensual sharing of nudes and semi-nudes images can be signs that children are at risk. In addition, we recognise that any child may benefit from additional help and all staff members are aware of the local early help process and our role in it

- All staff members are aware of and follow school safeguarding processes (as set out in this policy) and are aware of how to make a referral to Social Care, if there is a need to do so. Staff understand that, if they have any concerns about a child's welfare, they must act on them immediately and speak with the Lead DSL (or DSL/DDSL) – we do not assume that others have taken action
- Our staff understand that children may not always feel able or know how to tell someone that they are being abused. This may be because they are embarrassed, scared or do not recognise they are experiencing abuse, either at home or out in the community. We understand there are many factors which may impact on our children's welfare and safety and we also understand safeguarding in the wider context (contextual safeguarding). We recognise that abuse, neglect and safeguarding issues rarely occur in isolation and that, in most cases, multiple issues will overlap
- Our staff will always reassure children who report abuse that they are taken seriously and that they will be supported and kept safe. We will never make a child feel ashamed for reporting abuse, nor make them feel they are causing a problem

4 Types of abuse/specific safeguarding issues

Keeping Children Safe in Education describes abuse as 'a form of maltreatment of a child'. It sets out that:

"Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. 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 another child or children"

The guidance refers to four main categories of abuse:

- **Physical abuse:** a form of abuse causing physical harm to a child – this includes where an adult fabricates or deliberately induces illness in a child
- **Emotional abuse:** the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development
- **Sexual abuse:** forcing or enticing a child to take part in sexual activities (through actual physical or online contact)
- **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

In addition, Annex B of *Keeping Children Safe in Education* contains important information about specific forms of abuse and safeguarding issues. Some of these, and our approach to them are outlined below:

4.1 Child Criminal Exploitation (CCE) and Child Sexual Exploitation (CSE)

Both CCE and CSE are forms of abuse that occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child into taking part in sexual or criminal activity, in exchange for something the victim needs or wants, and/or for the financial advantage or increased status of the perpetrator or facilitator

and/or through violence or the threat of violence. CSE and CCE can affect children, both male and female and can include children who have been moved (commonly referred to as trafficking) for the purpose of exploitation.

Some 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.

Child Sexual Exploitation (CSE) is a form of child abuse, which can happen to boys and girls from any background or community. It may occur over time or be a one-off occurrence. In Essex, the definition of Child Sexual Exploitation (CSE) from the Department of Education (DfE, 2017) has been adopted:

"Child Sexual Exploitation is a form of child sexual abuse. It occurs when 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".

It is understood that a significant number of children who are victims of CSE go missing from home, care and education at some point. Our School is alert to the signs and indicators of a child becoming at risk of, or subject to, CSE and will take appropriate action to respond to any concerns. The Lead DSL will lead on these issues and work with other agencies as appropriate.

4.2 Child-on-child abuse (including sexualised behaviours)

Child-on-child abuse can manifest itself in many ways. This may include bullying (including cyber bullying), physical abuse, harmful sexual behaviours, gender-related abuse, 'up-skirting', 'sexting' or initiation/hazing type violence and rituals. We do not tolerate harmful behaviour of any kind in School and will take swift action to intervene where this occurs, challenging inappropriate behaviours when they occur. We do not normalise abuse, and it is not tolerated in our setting. Our culture is very much one of care, trust and respect.

Any incidents of child-on-child abuse will be managed in the same way as any other child protection concern and we will follow the same procedures. We will seek advice and support from other agencies as necessary and ensure that appropriate agencies are involved when required.

Our School recognises that some children may abuse other children and that this may happen in school, or outside of it. We understand there are many factors which may lead a child to display abusive behaviours towards other children, and that these matters are sensitive and often complex. We recognise our school may be the only stable, secure and safe element in the lives of some children, particularly those who have experienced harm and trauma. We have a duty to safeguard all children and, whilst inappropriate behaviours will be challenged and addressed, it is in the context of providing appropriate support to all children in our school where harmful behaviour has occurred. We will, at all times, take a balanced and proportionate approach to risky or harmful behaviour.

We understand the barriers which may prevent a child from reporting abuse and work actively to remove these. We use lessons and assemblies to teach children about healthy, positive relationships, how to report concerns, and to help them understand, in an age-appropriate way, what abuse is. We aim to provide children with the language to report abuse and to tell a trusted adult if someone is behaving in a way that makes them feel uncomfortable. We will never make a child feel ashamed for reporting abuse, nor that they are creating a problem by doing so. We never assume, if abuse is not being reported, that it is not occurring in our School – we are vigilant to signs of abuse and promote a culture of safety and understanding.

We use PSHEE lessons and assemblies to help children understand, in an age-appropriate way, what abuse is and we encourage them to tell a trusted adult if someone is behaving in a way that makes them feel uncomfortable. Our School understands the different gender issues that can be prevalent when dealing with child-on-child abuse. We will never make a child feel ashamed for reporting abuse, nor that they are creating a problem by doing so. (Please refer to the School's *Anti Child-on-Child Abuse Policy* and *Anti-Bullying Policy*).

4.3 Children who are absent from education

All children, regardless of their age, ability, aptitude and any special education needs they may have, are entitled to a full-time education. We recognise that good attendance begins with our school being somewhere our children want to be, and also that some children find it harder to attend school for a range of reasons. We will always try to understand underlying reasons for absence and will work collaboratively with other partners to support children to attend school and to ensure that they receive the right help at the right time.

A child missing education is a potential indicator of abuse or neglect, and we follow the procedures for unauthorised absence and for children missing education. It is also recognised that, when not in school, children may be vulnerable to or exposed to other risks. We believe that early intervention to address absence from school is vital, so we work with parents/carers and other partners to keep children in school and remove any barriers to them accessing their education.

Parents should always inform us of the reason for any absence. Where this does not happen, we will attempt contact with parents (parents are required to provide at least two emergency contact numbers to the school, to enable us to communicate with someone if we need to). Where contact is not made, a referral may be made to another appropriate agency ([Education Access Team](#), Social Care or Police). Our school must inform the local authority of any student who has been absent without school permission for a continuous period of 10 days or more.

We work in accordance with the Essex Protocol for children who go missing during the school day to ensure that there is an appropriate response to children who go missing. Please refer to the School's *Missing Student Policy*.

4.4 Contextual safeguarding and risk in the community

Risk in the Community (RIC) is the Essex partnership approach to tackling criminal and sexual exploitation of children and young people.

We understand that safeguarding incidents and behaviours can be associated with factors in the community, outside a child's home or our School. All staff are aware of 'contextual

safeguarding' and we are therefore mindful of things in a child's life which may be a threat to their safety and/or welfare. We always consider relevant information when assessing any risk to a child and will share it with other agencies when appropriate, to support better understanding of a child and their family. This is to ensure that our children and families receive the right help at the right time and to help keep our children safe.

4.5 Domestic abuse

Domestic abuse can involve a wide range of behaviours and can include intimate partner violence, abuse by family members, teenage relationship abuse and child to parent abuse. We understand that anyone can be a victim of domestic abuse, and that it can take place inside or outside of the home.

Our School recognises that exposure to domestic abuse (either by witnessing or experiencing it) can have a serious, long-term emotional and psychological impact on children. We work with other key partners and we receive/share relevant information where there are concerns that domestic abuse may be an issue for a child or family or be placing a child at risk of harm.

4.6 Harmful sexual behaviour

We understand that children's sexual behaviours exist on a continuum, ranging from age-appropriate/developmental to inappropriate/problematic/abusive. We also understand that harmful sexual behaviour and child on child abuse can occur between children of any age and gender, either in person or online. We recognise that children who display harmful sexual behaviour may have experienced their own abuse and trauma, and we will support them accordingly.

Our School has a 'zero-tolerance' approach to harmful sexual behaviour of any kind, and any inappropriate behaviour is challenged and addressed. We work in accordance with all statutory guidance in relation to such behaviours and with other agencies as appropriate.

We seek to teach our students about healthy and respectful relationships, boundaries and consent, equality, the law and how to keep themselves safe (on and offline). Please refer to the School's *Relationships and Sex Education Policy*.

4.7 Mental health

Positive mental health is the concern of the whole community and we recognise that our School plays a key part in this. Our School aims to develop the emotional wellbeing and resilience of all students and staff, as well as provide specific support for those with additional needs. We understand that there are risk factors which increase someone's vulnerability and protective factors that can promote or strengthen resiliency. The more risk factors present in an individual's life, the more protective factors or supportive interventions are required to counter-balance and promote further growth of resilience.

Our staff are aware 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. We understand that, where children have suffered abuse or other potentially traumatic adverse childhood experiences, this can have a lasting impact throughout childhood, adolescence and into adulthood. Where we have concerns this may impact on mental health, we will seek advice and work with other agencies as appropriate to support a child and ensure they receive the help they need.

It is vital that we work in partnership with parents/carers to support the wellbeing of our students. We expect parents/carers, if they have any concerns about the wellbeing of their child, to share this with us, so we can ensure that appropriate support and interventions can be identified and implemented.

4.8 Online safety

We recognise that our children are growing up in an increasingly complex world, living their lives on and offline. Whilst this presents many positive and exciting opportunities, we recognise it also presents challenges and risks, in the form of:

- **content:** being exposed to illegal, inappropriate or harmful material; for example, pornography, fake news, suicide, racist or radical and extremist views
- **contact:** being subjected to harmful online interaction with other users; for example, peer to peer pressure, commercial advertising as well as adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes
- **conduct:** personal online behaviour that increases the likelihood of, or causes, harm; for example, making, sending and receiving explicit images, or online bullying
- **commerce:** risks such as online gambling, inappropriate advertising, phishing and/or financial scams

All staff in our School are aware of the risks to children online. We understand any child can be vulnerable online, and that their vulnerability can vary according to age, developmental stage and personal circumstances. We aim to equip all our students with the knowledge they need to use the internet and technology safely, and we want to work with parents to support them to keep their children safe online.

We have systems in School to filter information and block internet access to harmful sites and inappropriate content. These systems are monitored and regularly reviewed to ensure they are effective, and all staff are trained in online safety and how to report concerns. Please refer to the School's *Online Safety Policy*.

4.9 Prevention of radicalisation

As of July 2015, the [Counter-Terrorism and Security Act \(HMG, 2015\)](#) placed a new duty on schools and other education providers. Under Section 26 of the Act, schools are required, in the exercise of their functions, to have "*due regard to the need to prevent people from being drawn into terrorism*". This duty is known as the Prevent Duty.

The Prevent Duty requires schools to:

- teach a broad and balanced curriculum, which promotes spiritual, moral, cultural, mental and physical development of students and prepares them for the opportunities, responsibilities and experiences of life and must promote community cohesion
- be safe spaces in which children/young people can understand and discuss sensitive topics, including terrorism and the extremist ideas that are part of terrorist ideology, and learn how to challenge these ideas
- be mindful of their existing duties to forbid political indoctrination and secure a balanced presentation of political issues

Channel is a national programme which focuses on providing support at an early stage to people identified as susceptible to being drawn into terrorism. If a child on roll at our

School is referred to the Channel Panel, a representative from the school may be asked to attend the Channel panel to help with an assessment and support plan.

Our School operates in accordance with local procedures for PREVENT and with other agencies, sharing information and concerns as appropriate. Where we have concerns about extremism or radicalisation, we will seek advice from appropriate agencies and, if necessary, refer to the Police, Social Care and/or the Channel Panel.

4.10 Serious violence

All staff are aware of the risk factors and indicators which may signal that children are at risk from or 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 well-being, or signs of assault or unexplained injuries. Unexplained gifts or new possessions could also indicate that a child has been approached by, or is involved with, individuals associated with criminal networks or gangs.

4.11 So-called 'honour-based violence' (including Female Genital Mutilation and forced marriage)

So-called 'honour'-based abuse (HBA) encompasses incidents or crimes which have been committed to protect or defend the honour of the family and/or the community, including female genital mutilation (FGM), forced marriage, and practices such as breast ironing. We understand that this form of abuse often involves a wider network of family or community pressure and can include multiple perpetrators.

Female Genital Mutilation (FGM) comprises all procedures involving partial or total removal of the external female genitalia or other injury to female genital organs. It is illegal in the UK and a form of child abuse.

As of October 2015, the *Serious Crime Act 2015* (Home Office, 2015) introduced a duty on teachers (and other professionals) to notify the police of known cases of FGM where it appears to have been carried out on a girl under the age of 18. Our School operates in accordance with the statutory requirements relating to this issue, and in line with local safeguarding procedures.

A forced marriage is one entered into without the full consent of one or both parties. It is where violence, threats or other forms of coercion is used and is a crime. Our staff understand how to report concerns where this may be an issue.

5 Procedures

Our School works with key local partners to promote the welfare of children and protect them from harm. This includes providing a co-ordinated offer of early help when additional needs of children are identified and contributing to inter-agency plans which provide additional support (through a Child in Need or a Child Protection plan).

All staff members have a duty to identify and respond to suspected/actual abuse or disclosures of abuse. Any member of staff, volunteer or visitor to the School who receives a disclosure or allegation of abuse, or suspects that abuse may have occurred, **must** report it immediately to the Lead DSL (or DSL/DDSL).

All action is taken in accordance with the following guidance:

- *Essex Safeguarding Children Board guidelines - the SET (Southend, Essex and Thurrock) Child Protection Procedures (ESCB, 2025)*
- [Essex Effective Support](#)
- *Keeping Children Safe in Education (DfE, 2025)*
- *Working Together to Safeguard Children (DfE, 2023)*
- *'Effective Support for Children and Families in Essex' (ESCB)*
- *Prevent Duty Guidance (2023)*

Any staff member or visitor to the School must refer any concerns to the Lead DSL (DSLs or DDSLs). Where there is risk of immediate harm, concerns will be referred by telephone to the Children and Families Hub and/or the Police. Less urgent concerns or requests for support will be sent to the Children and Families Hub via [Essex Effective Support](#). We may also seek advice from Social Care or another appropriate agency about a concern if we are unsure how to respond to it. Wherever possible, we will share any safeguarding concerns, or an intention to refer a child to another agency, with parents or carers. However, we will not do so where it is felt that to do so could place a child at greater risk of harm or impede a criminal investigation. If it is necessary for an external agency to meet with a child in school, we will always seek to inform parents or carers, unless we are advised not to by that agency. On occasions, it may be necessary to consult with the Children and Families Hub and/or Essex Police for advice on when to share information with parents/carers.

All staff understand that, if they continue to have concerns about a child, feel a concern is not being addressed or that a situation does not appear to be improving for a child, they should raise this with the designated safeguarding lead.

Where an immediate response is required, and if for any reason the Lead DSL (or DSLs/DDSLs) are not immediately available, this will not delay any appropriate action being taken. Safeguarding contact details are made available to ensure that all staff members have access to urgent safeguarding support, should it be required. Any individual may refer to Social Care where there is suspected or actual risk of harm to a child.

When new staff, volunteers or regular visitors join our school they are informed of the safeguarding arrangements in place, the name of the Lead DSL, DSLs and DDSLs, and how to share concerns with them. We also provide information on safeguarding to any visitor to our school, so they understand how to report a concern if they have one.

6 Children potentially at risk of greater harm

We recognise that some children may potentially be at risk of greater harm and require additional help and support. These may be children with a Child in Need or Child Protection Plan, those in Care or previously in Care or those requiring mental health support. We work with Social Care and other appropriate agencies to ensure there is a joined-up approach to planning for these children and that they receive the right help at the right time.

Our School understands that children with Special Educational Needs (SEN) and/or disabilities can face additional safeguarding challenges. Barriers can exist when recognising abuse and neglect in this group of children. These can include:

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability, without further exploration
- that they may be more prone to peer group isolation than others

- the potential to be disproportionately impacted by things like bullying, without outwardly showing signs
- communication difficulties in overcoming these barriers

7 Training

In line with statutory requirements, the Lead DSL (and DSLs/DDSLs) undertake Level 3 child protection training at least every two years. The Principal, all staff members and Governors receive appropriate child protection training, which is regularly updated and in line with advice from the Essex Safeguarding Children Board (ESCB). In addition, all staff members and other adults working with children in our School receive safeguarding and child protection updates as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively. Records of any safeguarding/child protection training undertaken are kept for all staff and Governors.

The School ensures that the Lead DSL (DSLs/DDSLs) also undertake training in inter-agency working and other matters as appropriate.

8 Information sharing and confidentiality

Sharing information is a key part of safeguarding work and we understand that decisions about how much information to share, with whom and when, can have a profound impact on a child's life. Our school is signed up to the Education and Learning Information Sharing Protocol which includes information sharing for safeguarding purposes. This protocol enables us to share and receive information with the Local Authority in a legal, safe, and secure way, to support our work in keeping children safe.

Where there are concerns about the safety of a child, the sharing of information in a timely and effective manner between organisations can reduce the risk of harm. Whilst the *Data Protection Act 2018* places duties on organisations and individuals to process personal information fairly and lawfully, it is not a barrier to sharing information, where the failure to do so would result in a child or vulnerable adult being placed at risk of harm. Similarly, human rights concerns, such as respecting the right to a private and family life, would not prevent sharing information where there are real safeguarding concerns. Fears about sharing information cannot (and will not) stand in the way of the need to safeguard and promote the welfare of children at risk of abuse or neglect. Generic data flows related to child protection are recorded in our Records of Processing Activity and are regularly reviewed; and our online school privacy notices accurately reflect our use of data for child protection purposes.

A member of staff will never guarantee confidentiality to anyone (including parents/carers or students) about a safeguarding concern, nor promise to keep a secret. In accordance with statutory requirements, where there is a child protection concern, this must be reported to the Lead DSL and may require further referral to and subsequent investigation by appropriate authorities.

In some cases, it may be necessary for the Lead DSL (DSLs/DDDs) to share information on individual child protection cases with other relevant staff members. This will be on a 'need to know' basis only and where it is in the child's best interests to do so.

Information on individual child protection cases may be shared by the Lead DSL (DSLs/DDSLs) with other relevant staff members. This will be on a 'need to know' basis only and where it is in the child's best interests to do so.

Information sharing can help to ensure that a child receives the right help at the right time and can prevent a concern from becoming more serious and difficult to address.

9 Child protection records

Well-kept records are an essential to effective child protection practice. Our School is clear about the need to record any concern held about a child or children within our School, the status of such records and when these records should be shared with other agencies.

Any member of staff receiving a disclosure of abuse or noticing signs or indicators of abuse, will record it on MyConcern as soon as possible, noting what was said (using the words said) or seen, giving the date, time and location. All records will be dated and signed and will include the action taken. This is then triaged by the Lead DSL (or DSL/DDSL), who will decide on appropriate action and record this accordingly.

Any records related to child protection are kept on MyConcern (which is separate to the student file). All child protection records are stored securely and confidentially and will be retained for 25 years after the student's date of birth, or until they transfer to another School/educational setting.

In line with statutory guidance, where a student transfers from our School to another School/educational setting (including colleges), their child protection records will be forwarded to the new educational setting. These will be marked 'Confidential' and for the attention of the receiving School's Lead DSL, with a return address on the envelope so it can be returned to us if it goes astray. We will obtain evidence that the paperwork has been received by the new School and then destroy any copies held in our School. Where appropriate, the Lead DSL may also make contact with the new educational setting in advance of the child's move there, to enable planning so appropriate support is in place when the child arrives.

Where a student joins our School, we will request child protection records from the previous educational establishment (if none are received).

10 Interagency working

It is important that agencies work together to keep children safe, and there is a legal requirement to do so.

We work with other relevant agencies, such as Social Care, the Virtual School, Police and Health/mental health services to support children and keep them safe. This includes where a child in our school (or who was previously known to us) has a Child in Need, Child Protection or Care Plan. Where this is the case, it is the responsibility of the Lead DSL to ensure our school is represented at, and that a report is submitted to, any statutory meeting called. Where possible and appropriate, any report will be shared in advance with the parent(s)/carer(s). The member of staff attending the meeting will be fully briefed on any issues or concerns the school has and be prepared to contribute to the discussions.

If a child is subject to a Care, Child Protection or a Child in Need plan, the Lead DSL will have oversight of their school attendance, emotional well-being, academic progress, welfare and presentation, linking with the Essex Virtual School, which has strategic oversight of this group of children. Where our School is part of the core group, the Lead DSL will ensure we are represented, provide appropriate information and contribute to the plan at these meetings. We will report on the child's progress in school, and any concerns about them will be shared at the meeting, unless to do so would place them at risk of harm. In this case the Lead DSL would speak with the child's key-worker outside of the meeting, and as soon as there is a concern.

11 Allegations about members of the children's workforce

We ensure all staff members (including agency staff) are made aware of the boundaries of appropriate behaviour and conduct. These matters form part of staff induction and are outlined in our *Code of Conduct for Staff*. All staff are regularly reminded of this through updates and training, and are also informed about our *Whistleblowing Policy*.

Keeping Children Safe in Education (DfE 2025) and the *SET procedures* (ESCB 2025) set out the procedures in respect of allegations against an adult working with children (in a paid or voluntary capacity). These procedures should be followed where an adult has:

- behaved in a way that has harmed a child, or may have harmed a child and/or
- possibly committed a criminal offence against or related to a child, and/or

- behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children, and/or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children

Any concerns about an adult in our setting should be reported to the Principal or the Lead DSL, who will then decide how to take this forward. In some cases, it might not be clear whether an incident constitutes an allegation. If this is the case, it will be necessary for us to explore the concerns to establish some facts – this initial fact-finding is not an investigation, it is to clarify information and to direct our response to the concern raised. If an allegation is made against anyone working with children in the School, before contacting the LADO, the School will conduct an initial assessment to establish the facts in order to determine whether there appears to be any foundation to the allegation.

Where an allegation against a member of staff is received, and it is felt that any of the above criteria apply, the SET procedures (ESCB, 2025) require this to be reported to the Duty Local Authority Designated Officer (LADO) at the Essex Children’s Workforce Allegations Team at LADO@essex.gov.uk. We may not carry out any investigation before a Children’s Workforce Allegations Team referral has been made.

In the event of an allegation relating to the conduct and behaviour of an agency member of staff, the Principal (or Deputy Principal) will liaise with the agency, while following due process, to facilitate a joint investigation or enable the agency to move this forward.

A concern relating to the Principal should be reported directly to the Chair of Governors, who will refer the matter to the Children’s Workforce Allegations Team.

Staffing matters are confidential and the School operates within a statutory framework around Data Protection. We do not share information about any individual staff member with anyone other than appropriate statutory agencies.

12 Behaviour, use of physical intervention and reasonable force
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Our *Behaviour Policy* sets out our approach to behaviour for all children and also for those with more difficult or harmful behaviour. We recognise there are some children who have needs that require additional support and a more personalised approach and we always consider all behaviour, and our response to it, in the context of safeguarding.

There are occasions when staff will have cause to have physical contact with children and young people for a variety of reasons, this may include:

- to comfort a child or young person in distress (*appropriate to their age and individual specific needs identified through a risk assessment*)
- to direct a child or young person
- for curricular reasons (*for example in PE, Music, Drama etc*)
- in an emergency, to avert danger to the child or young person or others

The guidance produced by the Department for Education [Use of Reasonable Force \(DfE, 2013\)](#) states that:

*“Schools **should not** have a ‘no contact’ policy. There is a real risk that such a policy might place a member of staff in breach of their duty of care towards a child or young person or prevent them taking action needed to prevent a child or young person causing harm.”*

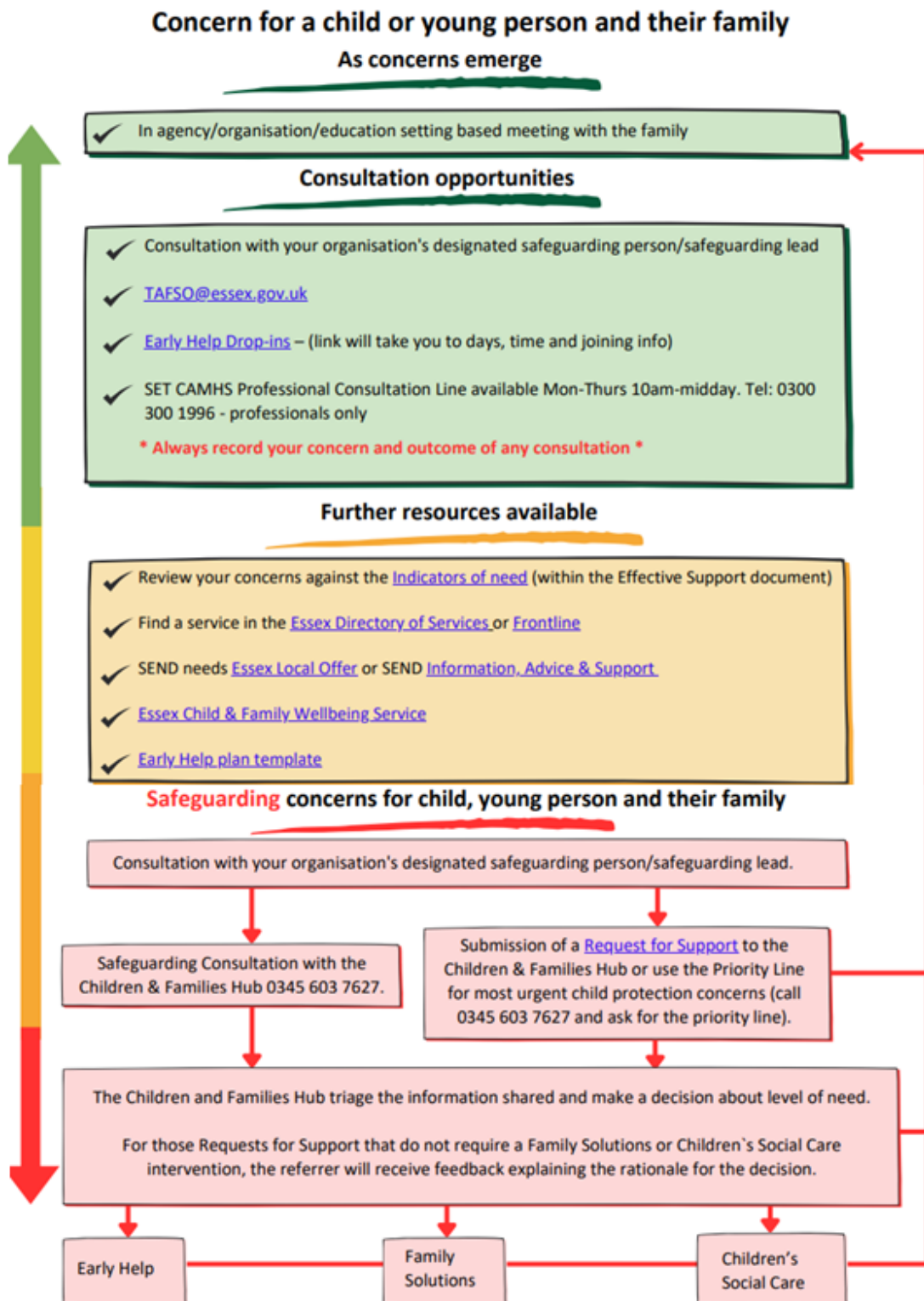
The term 'reasonable force' covers a broad range of actions used by staff that involve a degree of physical contact to control or restrain children. There are circumstances when it is appropriate for staff to use reasonable force to safeguard children and young people, such as guiding a child to safety or breaking up a fight. 'Reasonable' means using no more force than is needed. Our School works in accordance with statutory and local guidance on the use of reasonable force (*see Section 2*) and recognises that where intervention is required, it should always be considered in a safeguarding context.

13 Whistleblowing

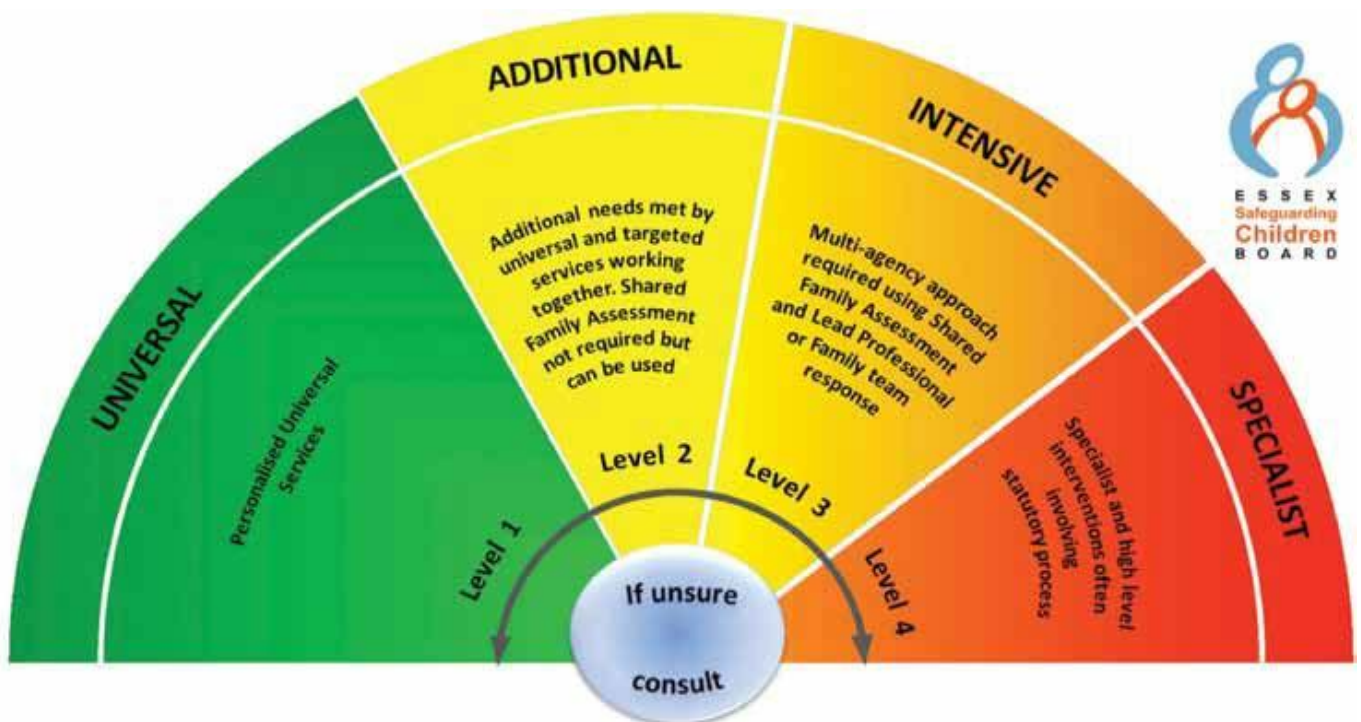
All members of staff and the wider school community should be able to raise concerns about poor or unsafe practice and feel confident any concern will be taken seriously by the school leadership team. We have 'whistleblowing' procedures in place and these are available in the *School Whistleblowing Policy*. However, for any member of staff who feels unable to raise concerns internally, or where they feel their concerns have not been addressed, they may contact the [NSPCC whistleblowing helpline](https://www.nspcc.org.uk/whistleblowing) on: 0800 028 0285 (line is available from 8.00am to 6.00pm, Monday to Friday) or by email at: help@nspcc.org.uk.

Parents or others in the wider school community with concerns can contact the NSPCC general helpline on: 0808 800 5000 (24 hour helpline) or email: help@nspcc.org.uk.

Children and Families Service Map and Key Contacts



Essex Windscreen of Need and levels of intervention



All partners working with children, young people and their families will offer support as soon as we are aware of any additional needs. We will always seek to work together to provide support to children, young people and their families at the lowest level possible in accordance with their needs.

Children with **Additional** needs are best supported by those who already work with them, such as Family Hubs or schools, organising additional support with local partners as needed. When an agency is supporting these children, an Early Help Plan and a Lead Professional are helpful to share information and co-ordinate work alongside the child and family.

For children whose needs are **Intensive**, a coordinated multi-disciplinary approach is usually best, involving either an Early Help Plan or a Shared Family Assessment (SFA), with a Lead Professional to work closely with the child and family to ensure they receive all the support they require. Examples of intensive services are children's mental health services and Family Solutions.

Specialist services are where the needs of the child are so great that statutory and/or specialist intervention is required to keep them safe or to ensure their continued development. Examples of specialist services are Children's Social Care or Youth Offending Service. By working together effectively with children that have additional needs and by providing coordinated multi-disciplinary/agency support and services for those with intensive needs, we seek to prevent more children and young people requiring statutory interventions and reactive specialist services.