



Manchester Hospital School

Child Protection and Safeguarding Policy

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Author	Janet Doherty
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Date adopted	22nd November 2023 - Full Governing Body

Under the Public Sector Equality Duty, Manchester Hospital School has due regard to the need to eliminate discrimination, harassment and victimisation and any other conduct prohibited by the Equality Act 2010; to advance equality of opportunity between those who share a relevant protected characteristic and those who do not share it and to foster good relations across all protected characteristics. Manchester Hospital School will take into account equality considerations when policies are being developed, adopted and implemented.

Manchester Hospital School serves the needs of a very large and diverse range of children, young people and their families at times when they are extremely vulnerable. Our core purpose as a school is to uphold the child's right to Education and our policies and procedures are necessary to keep staff and children safe. We acknowledge that our students are often living with a range of very complex medical conditions including mental ill health and therefore we keep the needs of the student at the heart of all decisions. We will, therefore, work within the parameters of all statutory policies whilst seeking to understand and support the child's long-term education and health needs.

CHILD PROTECTION and SAFEGUARDING POLICY

Manchester Hospital School		
The Headteacher Janet Doherty has the ultimate responsibility for safeguarding.		
In her absence, the authorised member of staff is Joanna Goodfellow.		
KEY SCHOOL STAFF & ROLES From 1st September 2023		
Role	Name	Contact Phone Number / email
Whole School Designated Safeguarding Lead (DSL)	Gwen Rees-Moffitt	Tel: 0161 509 2368 g.reesmoffitt@hospitalschool.manchester.sch.uk
Deputy Whole School DSL	Janet Doherty Joanna Goodfellow	Tel: 0161 509 2368 office@hospitalschool.manchester.sch.uk j.goodfellow@hospitalschool.manchester.sch.uk
Leo Kelly School DSL	Jess Gallimore	Tel: 0161 509 2368 j.gallimore@hospitalschool.manchester.sch.uk
RMCH, NMG, Wythenshawe DSL	Rahat Shah	Tel: 0161 509 2368 r.shah@hospitalschool.manchester.sch.uk
The Christie DSL	Jonathan Tennant	Tel:0161 509 2368 j.tennant@hospitalschool.manchester.sch.uk
Galaxy House DSL	Pip Kehoe	Tel: 0161 509 2368 p.kehoe@hospitalschool.manchester.sch.uk
Local Authority Designated officer (LADO)	Majella O’Hagan	Tel: 0161 234 1214
Chair of Governors	Marc Smith	Contact via: admin@hospitalschool.manchester.sch.uk Tel: 0161 509 2368
Safeguarding Governor	Julia Scott	Contact via: admin@hospitalschool.manchester.sch.uk Tel: 0161 509 2368

This policy will be reviewed annually unless an incident or new legislation or guidance suggests the need for an interim review

Review Date	Changes made	By whom
Scheduled for September 2023	Changes to named DSLs at individual sites	Janet Doherty
September 2023	Changes re KCSIE update	Janet Doherty
November 2023	Changes to 1.named DSL at the Christie 2.removal of highlights from governor document 3.reference to Securly P7.4	Janet Doherty

Ratification by Governing Body

Academic year	Date of ratification	Chair of Governors
2022/3	23/11/2022	Marc Smith

The effectiveness of our safeguarding arrangements are monitored by the SLT and the Governing Body through visits by safeguarding and SEND link governors, through the Curriculum Committee and through timely reports to the FGB. All governors receive training which is updated at least annually. This equips them with the knowledge required to provide sufficiently strong challenge to test and assure themselves that the safeguarding policies and procedures in place in school are effective and support the delivery of a robust whole school approach to safeguarding. Their training is regularly updated. Some governors have enhanced training to support them to discharge their duties and have at least a level 3 (or equivalent) qualification.

As part of an ongoing monitoring cycle, governors regularly review the effectiveness of online safety arrangements, including filters and monitoring, preparation for any online challenges or hoaxes and information shared with parents.

Summary of Safeguarding Procedures

If there is a concern about child welfare or safeguarding, our procedure is set out below and all staff, volunteers and visitors are expected to follow it.

If a child makes a disclosure to you

- Listen to them. Allow them time to talk freely and do not ask leading questions.
- Stay calm and do not show that you are shocked or upset.
- Tell the child they have done the right thing in telling you. Do not tell them they should have told you sooner.
- Explain what will happen next and that you will have to pass this information on. Do not promise to keep it a secret.
- Write up your conversation as soon as possible in the child's own words. Stick to the facts, and do not put your own judgment on it. Tell the DSL without delay. Record the incident on CPOMS as soon as possible and at least within the working day. (See Manchester Hospital School CPOMS Guidance for further details.)
- If the DSL for your site is not available, you must contact the Whole School DSL or any other DSL listed on page 2.
- At all hospital settings, staff should report any disclosure to the relevant DSL.

Alternatively, if appropriate, if there is immediate and urgent danger to the child, make a referral to children's social care **0161 234 5001** and/or the police directly **999** or **101** (see 5.2), and tell the DSL as soon as possible that you have done so.

Contact telephone numbers

- Early Help Hubs: North 0161 234 1973, Central 0161 234 1975, South 0161 234 1977
- Social Care Advice & Guidance Service: 0161 234 5001
- Complex Safeguarding Hub Advice Line: 0161 226 4196
- MCC Safeguarding in Education Team: 0161 245 7171

Procedure for dealing with allegations against a member of staff or volunteer

If there is an allegation that an adult has harmed a child, or that a child is a risk from a named adult, we will deal with any allegation very quickly, in a fair and consistent way that provides effective child protection while also supporting the individual who is the subject of the allegation. On receiving information about an allegation, the case officer (usually the Headteacher) will:

- Immediately discuss the allegation with the designated officer at the local authority.
- Inform the accused individual of the concerns or allegations and likely course of action as soon as possible after speaking to the designated officer.
- Where appropriate, carefully consider whether suspension of the individual from contact with children at the school is justified or whether alternative arrangements can be put in place.
- If it is decided that no further action is to be taken in regard to the subject of the allegation or concern, record this decision and the justification for it and agree with the designated officer what information should be put in writing to the individual.
- If it is decided that further action is needed, take steps as agreed with the designated officer to initiate the appropriate action in school.
- Provide effective support for the individual facing the allegation or concern.
- Inform the parents or carers of the child/children involved about the allegation as soon as possible.
- Make a referral to the DBS where it is thought that the individual facing the allegation or concern has engaged in conduct that harmed or is likely to harm a child.

All concerns, including low-level concerns, should be reported to the head teacher unless the concern relates to the headteacher in which case it should be reported to the Chair of Governors.

The telephone number for the Manchester LADO (sometimes known as DOLA or LA Designated Officer) is 0161 234 1214

Our procedure for whistleblowing, if there is an urgent concern about child welfare or safeguarding that cannot be dealt with through our usual systems, is set out below.

All staff members will undertake safeguarding and child protection training at induction, including on whistle-blowing procedures, to ensure they understand the school's safeguarding systems and their responsibilities within it and so that they can identify signs of possible abuse or neglect. This training will be regularly updated and will be in line with advice from the three safeguarding partners (The LA, police and health authority).

Advice and support is available from the NSPCC. They can be contacted on their Whistleblowing Helpline: 0800 028 0285 or by email to help@nspcc.org.uk

Our procedure for investigating and dealing with any complaints or concerns brought to our attention about our safeguarding practice is detailed in our Complaints Policy.

Additionally, we will co-operate with officers from the Education Department if they are aware of concerns about our safeguarding practice which have been raised with Ofsted, the Regional School's Commissioner or the DfE.

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Keeping Children Safe in Education (KCSIE) 2023

As well as being familiar with this safeguarding and child protection policy, all staff must be fully aware of the most up to date guidance in Keeping Children Safe in Education and the sections which are relevant to their role.

Given the vulnerabilities of the children and young people we teach at our school, we expect all our governors have read the whole of the guidance in full. This ensures that they are able to adequately monitor the school's compliance and to present appropriate challenge to leaders. Given the vulnerabilities of the children and young people we teach, we expect all our staff to have read and fully understood Part One of the guidance.

All site DSLs, the Whole School DSL and Deputy Whole School DSLs, are all expected to have read the guidance in full.

In addition, our business team members with responsibility for HR and recruitment, are expected to have read the relevant sections pertinent to their role especially with regard to safer recruitment.

Direction from Governors

Role	Specific section in KCSIE
All Staff	Part One
All Governors	All of KCSIE
Senior Leadership Team	All of KCSIE
DSL	All of KCSIE

Preface

Safeguarding and promoting the welfare of children and young people goes beyond implementing basic child protection procedures. The aims of this policy are in accordance with both our Mission Statement and our Equal Opportunities Policy and it is an integral part of all of our activities and functions.

We work across a number of sites in Manchester; in hospitals, in the home or community, remotely using virtual teaching and at Leo Kelly School. In this policy we set out how we will implement our actions and strategies in these locations.

Our Mission

“To be a beacon of excellence, providing high-quality education which enables children and young people with medical and mental health needs to achieve and experience success”

Core Values

Our school is committed to the framework for ethical leadership in education. We use the following principles in our decision-making and in our everyday life.

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

1. INTRODUCTION

- 1.1 Under the Education Act 2002, schools have a duty to safeguard and promote the welfare of their pupils and are committed to the guidance set out in ‘Working Together to Safeguard Children 2018’ and ‘Keeping Children Safe in Education September 2022’ Our policy ensures that we comply with our Statutory Duties (Appendix A)
- 1.2 Our policy takes account of non-statutory guidance issued by the DfE and other relevant organisations (Appendix C) in addition to guidance issued by the Greater Manchester Combined Authority), the Manchester Safeguarding Partnership (MSP) and Manchester Local Authority (MCC), especially Education, Children’s Services and Community Safety.
- 1.3 Our policy ensures that we work in partnership with other organisations, where appropriate, to identify any concerns about child welfare, act to address them and comply with local policies, procedures and arrangements.
- 1.4 Our policy complements and supports other relevant school policies (Appendix D).
- 1.5 Our policy is regularly reviewed and we are responsive to new guidance and legislation and we promote the safety of our staff and pupils in crisis situations.

2. ROLES & RESPONSIBILITIES

LEADERSHIP & MANAGEMENT

2.1 OUR GOVERNING BODY

Our Governing Body has a strategic leadership responsibility for our school's safeguarding arrangements and will ensure that they comply with their duties under legislation. They will have regard to KCSIE 2022, ensuring policies, procedures and training in school is effective and complies with the law at all times. Our Governing Body are fully aware of our role in multi-agency safeguarding arrangements, of the new Manchester Safeguarding Partnership (MSP) arrangements and of the Child Death Review partnership arrangements and will ensure that we work together with appropriate relevant agencies to safeguard and promote the welfare of local children, including identifying and responding to their needs.

The Governing Body will ensure that: -

- All members of the Governing Body have read the most recent publication of Keeping Children Safe in Education in its entirety
- All members of the Governing Body have received appropriate training to enable them to provide strategic challenge and assure themselves that there is a robust whole school approach to safeguarding. (KCSiE Part 2.81,2.95-97)
- A named member, Julia Scott, is identified as the designated governor for Safeguarding and receives appropriate training.
- They facilitate a whole school approach to safeguarding and that all systems, processes and policies operate with the best interests of the child at heart.
- Where there is a safeguarding concern, they and school leaders will ensure the child's wishes and feelings are considered when determining what action to take and what services to provide.
- The systems in place are well promoted, easily understood and easily accessible for children to confidently report abuse, knowing their concerns will be treated seriously, and knowing they can safely express their views and give feedback.
- In our hospital settings we work closely with the NHS safeguarding teams and ward managers, ensuring that at both an operational and strategic level, we work together to keep children safe.
- For children who are taught in the home, safeguarding procedures including how to raise concerns, are shared by our staff as part of their initial meeting with the family.
- At Leo Kelly School, information is shared at induction and via a range of mechanisms including display boards.
- Policies and procedures allow for appropriate action to be taken in a timely manner to safeguard and promote children's welfare.
- The school has a Behaviour Policy and an anti-bullying policy which includes measures to prevent bullying, cyberbullying, prejudice-based and discriminatory bullying.
- Child protection files are maintained on CPOMs as required.
- Two emergency numbers are held on file for each pupil.
- The identified governor provides the governing body with appropriate information about safeguarding and liaises regularly with the designated member of staff. The DSL and designated governor meet at least termly.
- We operate safer recruitment and selection practices, including appropriate use of references and checks on new staff, volunteers and contractors including overseas checks where relevant.
- Our safeguarding policy and our staff Code of Conduct are reviewed at least annually and staff are given opportunities to contribute to and shape our safeguarding arrangements and policies. Addenda

or appendices may be added during periods of crisis to reflect changes of circumstance. For example, this happened during the Covid pandemic.

- We have procedures in place for dealing with allegations of abuse made against members of staff, including supply teachers, volunteers and contractors and these are in line with KCSIE and Local Authority procedures. We work with the LADO and other relevant agencies to support us with any investigations.
- All staff and volunteers who have regular contact with children and young people and contractors who are in contact with children and young people receive appropriate training and information about the safeguarding processes. There is appropriate challenge and quality assurance of the safeguarding policies and procedures by the SLT and the safeguarding governor.
- Our governors provide challenge which ensures that online safety and online education duties, including filtering and monitoring, preparation for any online challenges or hoaxes are fulfilled. This includes external reviews by specialist teams.
- Information about online safety is shared with parents.

2.2 OUR HEADTEACHER

Our Headteacher will ensure that the policies and procedures, adopted by the governing body, particularly those concerning referrals of cases of suspected abuse and neglect, are understood and followed by all staff.

Our headteacher is fully aware of our role in multi-agency safeguarding arrangements, of Manchester Safeguarding Partnership (MSP) arrangements and of the Child Death Review partnership arrangements. We will ensure that we work together with appropriate relevant agencies to safeguard and promote the welfare of local children, identifying and responding to their needs.

Manchester Hospital School will work with social care, the police, health services and other services to promote the welfare of children and protect them from harm. This includes providing a coordinated offer of early help when additional needs of children are identified and contributing to inter-agency plans to provide additional support to children subject to child protection plans.

We allow access for children's social care from the host local authority and, where appropriate, from a placing local authority, for that authority to conduct, or to consider whether to conduct, a section 17 or a section 47 assessment.

Our Headteacher is fully aware of statutory guidance in KCSIE and will ensure that: -

- The policies and procedures adopted by the Governing Body to safeguard and promote the welfare of pupils are fully implemented and followed by all staff, including supply teachers and volunteers and that they are regularly updated in response to local practice or national changes in legislation.
- All staff including supply teachers, volunteers, visitors and contractors understand and comply with our Code of Conduct.
- We evaluate our safeguarding policies & procedures at least on an annual basis and return our completed Safeguarding Self Evaluation (SEF) using the S175 online tool to the LA when requested bi-annually.
- We share the Safeguarding Self Evaluation and Action Plan with governors at least annually.
- We work with the LA to ensure that our policies and procedures are in line with DFE and LA guidance.
- A senior member of staff, known as the DSL, is appointed with a clear job description. He / she has lead responsibility for Child Protection and Safeguarding and receives appropriate on-going training, supervision and support as well as sufficient time and resources to enable them to discharge their responsibilities.

- Parents / carers are aware of and understand our responsibilities to promote the safety and welfare of our pupils because we make our statutory obligations clear.
- The Safeguarding and Child Protection policy is available on our website and is included in the staff handbook.
- Child friendly information on how to raise a concern / make a disclosure has been developed through PSHE and is accessible to all children. School intends to make child friendly versions of its key policies as part of a rolling programme.
- We cooperate fully with MCC and MSP multi-agency safeguarding procedures and arrangements are in place to monitor the quality of referrals and interventions and the processes for escalation of concerns.
- We create a culture whereby all staff, volunteers and visitors feel confident and have knowledge of how to raise a concern about poor or unsafe practice in regard to the safeguarding and welfare of the children and young people and such concerns are addressed sensitively and effectively.
- Any staff who are carrying out regulated activities commissioned from external agencies / organisations have been DBS checked and their employing organisations have safeguarding policies in place, including safer recruitment and annual safeguarding training appropriate to roles.
- We ensure a risk assessment takes place to establish that the appropriate checks take place on volunteers.
- We have appropriate procedures to ensure that there is no risk to children from visitors and we exercise diligence and prevent any organisation or speaker from using our facilities to disseminate extremist views or radicalise pupils and staff.
- There are suitable arrangements for visitors coming onto the premises. These may include an assessment of the educational value, the age appropriateness of what is going to be delivered and whether relevant checks will be required.

2.3 OUR DESIGNATED SAFEGUARDING LEAD (DSL)

Because our school operates across several sites we have a Whole School DSL and Deputy Whole School DSLs and specific site DSLs.

All the DSLs are members of our Extended Leadership Team. The whole school DSL has a specific responsibility for championing the importance of safeguarding and promoting the welfare of children and young people. She takes lead responsibility for safeguarding and child protection, including online safety and understanding the filtering and monitoring processes in place and the actions school is taking to ensure pupil safety. The whole school DSL quality assures and supports the case work of the other DSLs across the school to whom some activities are delegated as appropriate.

The whole school DSL, together with the site DSLs and the team who work with them as applicable will:

- Act as the strategic lead with regards to all safeguarding matters.
- Act as the strategic lead with regards to all safeguarding matters at their site.
- Encourage a culture of listening to children and taking account of their wishes and feelings, and also understand the difficulties some children may have in approaching staff about their circumstances.
- Work closely with the school's SENDCO and the lead for mental health.
- Help promote educational outcomes by working closely with their teachers and sharing information about their welfare, safeguarding and child protection concerns.
- Attend specialist DSL training every two years.
- Keep up to date with changes in local policy and procedures and be aware of any guidance issued by the DfE, MSP and LA concerning Safeguarding, e.g. through DSL Networks, Safeguarding Newsletters and Circular Letters.
- Provide or commission support and training for staff and volunteers. Safeguarding training is part of the annual Professional Development Schedule and is an integral part of induction. All training is assessed via an assessment taken at the end of the training. The impact of the training is reviewed regularly with further assessments and reviews of practice. At the regular DSL meetings, Case

studies are also discussed to ensure our practice is up to date and that we learn from the most recent guidance from serious case reviews and other relevant training.

- Liaise with the three safeguarding partners and work with other agencies in line with 'Working Together to Safeguard Children'.
- Ensure that all referrals made to Children's Services are effective, in line with MSP procedures and, follow the escalation process if necessary.
- Understand the assessment process for providing early help.
- Have a working knowledge of how local authorities conduct a child protection case conference and review conference, and be able to attend and contribute to these effectively.
- Refer cases to the Channel programme where there is a radicalisation concern or support other staff who have made such referrals.
- Ensure that all staff with specific responsibility for safeguarding children, including the named DSLs, receive the appropriate funding, training, resources and support needed to undertake this role. Access to professional supervision is available to all members of staff by request and to the DSLs on a regular basis according to the nature of their role.
- Ensure that referrals to the police are timely and appropriate, following the National Police Chiefs' Guidance.
- Know when to call the police if a crime may have been committed following the National Police Chiefs' Guidance (Annex C p165)
- Be aware of the requirement for children investigated by the police to be supported by an appropriate adult and have arrangements in place for ensuring this if a police officer requests to meet with a child when in school. (Annex C, link to statutory guidance - PACE Code C 2019) Annex C p165)
- Refer cases to the Disclosure and Barring Service where a person is dismissed or has left due to risk/harm to a child.
- Ensure that all staff and volunteers understand and are aware of our reporting and recording procedures and are clear about what to do if they have a concern about a child.
- Create and maintain child protection files on the CPOMS electronic system and keep them up to date.
- Keep information confidential and store securely with a separate file for each child.
- Help promote educational outcomes for vulnerable children, including those with, or who have had, a social worker, in conjunction with other appropriate colleagues.
- Share and transfer safeguarding and child protection information as appropriate. This is completed via the safeguarding system CPOMS.
- Always be available during school hours during term time and at other times as designated by the Headteacher.
- Promote supportive engagement with parents /carers in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances.
- Understand and support the school with regard to the requirements of the Prevent Duty and be able to provide advice and support to staff on protecting children from risk of radicalization.
- Understand the lasting impact that adversity and trauma can have on children and young people.
- Ensure the child protection policy is available publicly and parents / carers are made aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school in this. The safeguarding policy is available to all on the school website.
- Activate the escalation process where plans, partners or processes are not improving the situation or outcome for a child.

Key: Orange denotes specific responsibilities of whole school DSL, Blue responsibilities of all DSLs, Green specific responsibilities of site DSLs.

SCHOOL STAFF

2.4 ALL STAFF

All staff in the school, including supply staff and volunteers have responsibility for safeguarding, according to their roles and under the guidance of the whole school and site DSLs. Teaching staff have additional statutory duties, including to report any cases of known or suspected Female Genital Mutilation.

Other staff who have specific roles in relation to keeping children safe are

Joanne Yates SENCO Leo Kelly School	Pip Kehoe Assistant SENCO Galaxy House
Kat Wallis Assistant SENCO Hospitals	Laura Fawcett Assistant SENCO Hospitals
Paul MacAvady CP Lead (CAMHS) LKS	Shazia Mirza Business Support team
Emma Cunha Mental Health Lead Practitioner	

Gwen Rees-Moffitt has responsibility as the Designated Person for Looked After Children and the SENCO team also undertake this role at their specific sites.

Gwen Rees-Moffitt has responsibility for the whole school attendance policy and the behavior policy and works alongside Lisa Biggar, Assistant Headteacher Leo Kelly, site lead to monitor the processes and practice.

All staff will: -

- Follow our agreed Code of Conduct.
- Read the relevant sections of KCSIE (2023) as directed by senior leaders and appropriate to individual roles.
- Attend training sessions / briefings as required to ensure that they are aware of the signs of Abuse, Neglect, Complex Safeguarding concerns and key LA approaches including Early Help, and ensure that the voices of children are listened to and taken account of.
- Attend training sessions / briefings as required to ensure that they follow relevant policies e.g. Behaviour Management Policy / Physical Restraint and Contact Policy.
- Provide a safe environment where children can learn.
- Be aware of specific vulnerabilities of some children, including those with poor attendance and those with a Social Worker.
- Understand the concept of 'it could happen here' in respect of child sexual violence or sexual harassment and be proactive in response to a whole school approach to the issue.
- Be approachable to children and respond appropriately to any disclosures.
- Be aware that there are a range of reasons why some children may not feel ready or know how to tell someone that they are being abused, exploited or neglected, be professionally curious and actively build trusted relationships which facilitate communication
- Never promise a child that they will not tell anyone about an allegation, as this may not ultimately be in the best interest of the child.
- Know what to do if they have a concern and follow our agreed procedures for recording concerns, sharing information and making referrals.
- Attend multi-agency meetings as required, if appropriate to their role.
- Contribute to the teaching of safeguarding in the curriculum as required, if appropriate to their role.
- Provide targeted support for individuals and groups of children as required, if appropriate to their role.
- Be aware of the local early help processes and understand their role in it.

2.4.2 Looked after Children and previously looked after children

We will ensure that staff have the skills, knowledge and understanding to keep looked-after children and previously looked-after children safe. In particular, we will ensure that:

- Appropriate staff have relevant information about children's looked after legal status, contact arrangements with birth parents or those with parental responsibility, and care arrangements
- The whole school and site DSLs have details of children's social workers and relevant virtual school heads.
- We have appointed a lead designated teacher, Gwen Rees-Moffitt, who is responsible for promoting the educational achievement of looked-after children and previously looked-after children in line with statutory guidance.
- Because of the nature of our school we have a team of designated teachers who undertake the role of supporting looked after children and previously looked after children in conjunction with their Assistant SENCO or SENCO roles. These designated teachers are appropriately trained and have the relevant qualifications and experience to perform the role of Looked after Children and previously looked after children designated teacher.

As part of their role, the designated teachers will:

- Work closely with the DSLs to ensure that any safeguarding concerns regarding looked-after and previously looked-after children are quickly and effectively responded to.
- Work with virtual school heads to promote the educational achievement of looked-after and previously looked-after children, including discussing how pupil premium plus funding can be best used to support looked-after children and meet the needs identified in their personal education plans.

3. TRAINING AND AWARENESS RAISING

- 3.1 In accordance with KCSIE 2023, all new staff and regular volunteers will receive appropriate safeguarding information during induction (including online safety and their responsibilities in relation to filtering and monitoring) and be made aware of the systems within the school which support safeguarding e.g., the Behaviour Policy. This is an integral part of the school's induction process. This training will be regularly updated.
- 3.2 All staff must ensure that they have read and understood Keeping Children Safe in Education: Part One. Once staff have read the document they complete an online assessment to prove they have understood the information. Staff also complete Child protection and safeguarding children online assessments at level 2.
- 3.3 All staff will receive regular child protection training at least every 2 years and at least an annual update which includes basic safeguarding information about our policies and procedures, signs and symptoms of abuse (emotional and physical), indicators of vulnerability to exploitation and radicalisation, how to manage a disclosure from a child as well as when and how to record a concern about the welfare of a child, with regular updates in relation to local and national changes. The impact of this training is reviewed in a post induction questionnaire with follow up training where indicated.
- 3.4 All staff members will receive regular safeguarding and child protection training and updates, including online safety and their responsibilities in relation to filtering and monitoring, as required, providing them with relevant skills and knowledge to safeguard children effectively. The

whole school DSL, working with the SBD, have a record of all safeguarding training for all members of staff; this includes the dates of training and checks on the certification.

- 3.5 To recognise the expertise built within staff by training and managing concerns on a daily basis, staff will be provided with the opportunity to contribute to and shape safeguarding arrangements and the child protection policy (KCSIE Part 2)
- 3.6 All interview panels will include at least one member that has completed up to date Safer Recruitment training within the last 3 years.
- 3.7 Particularly in our setting, all staff need to fully understand the impact mental health problems may have on all aspects of safeguarding including the relevance of Adverse Childhood Experiences (ACEs) and the impact of trauma on children and young people and be appropriately trained to support young people.

4. SAFEGUARDING / CHILD PROTECTION POLICY & PROCEDURES

4.1 PUPIL VOICE

Where possible, children are encouraged to contribute to the development of policies and share their views. We participate in the UNICEF Rights Respecting School programme and are accredited at Bronze Level.

4.2 POOR ATTENDANCE

- 4.2.1 Many of our pupils have poor attendance resulting from their medical or mental health conditions. Absence from school puts our children at an even greater disadvantage and therefore we view unexplained absence as a potentially significant safeguarding issue and in accordance with our Attendance Policy, absences are rigorously pursued and recorded. Any concerning patterns are reviewed. In partnership with the appropriate agencies, we take action to pursue and address all unauthorised absences in order to safeguard the welfare of children in our care. We should never not know why a child is missing from school, home or a virtual lesson.
- 4.2.2 We work with the LA Model Policy and adapt it to meet the needs of our setting. Our Attendance Policy identifies how individual cases are managed and how we work proactively with parents / carers to ensure that they understand why attendance is important. In many cases we will complete an Early Help Assessment (EHA) to get support for the family.
- 4.2.3 We implement the statutory and LA requirements in terms of monitoring and reporting children missing education (CME), and off-rolling though the vast majority of our pupils are dual rolled. We do use part-time timetables as a strategy to re-engage young people in learning and understand that not being in school full time is a safeguarding issue. We understand how important it is to robustly monitor and we regularly report to the governors on this practice. Please refer to the school's attendance policy for further details.
- 4.2.4 We follow the Anxiety Based School Avoidance guidance (MCC, updated version May 2023) to assist with strategies for supporting children and young people experiencing anxiety to return to school. We play a pivotal role for the LA in fulfilling this strategy and undertake outreach work to support other schools dealing with young people not attending.

- 4.2.5 Remote lessons involving one student are not routinely recorded unless there are specific safeguarding concerns which means that it is advisable to do so. Once parental consent has been given, Staff are provided with a license which permits them to make a recording. The recordings are stored securely and in line with our policy for data collection and storage.

4.3 ALTERNATIVE PROVISION (AP)

- 4.3.1 As MHS is alternative provision and most children are dual rolled it is highly unusual for us to consider placing any of our pupils into any other AP. However, should we do so, we will only place children in AP which is a registered provider, judged to be at least Good by Ofsted and has been quality assured by Manchester LA.
- 4.3.2. Our DSL will work together with the DSL at the AP to ensure effective sharing of information and so that any safeguarding concerns are followed up appropriately.

4.4 EXCLUSIONS

- 4.4.1. We comply with statutory regulations and with the LA Inclusion Policy (October 2019, updated 2021). We will also work closely with the pupil's home school.
- 4.4.2. The whole school DSL will be involved if a fixed term or permanent exclusion is being discussed and any safeguarding issues will be considered. If there is an open EH, CiN or CP, the EH Practitioner or Social Worker will be informed.
- 4.4.3 We will work with the Weapon Carrying in Schools and Colleges guidance to assist in decision making around exclusion and other responses to carrying or using weapons in school.
- 4.4.4 Where it is felt that a child or young person is likely to be permanently excluded a multi-agency assessment will be instigated to ensure that there is improved understanding of the needs of the young person and their family and that the key agencies are involved

4.5 VULNERABLE GROUPS

- 4.5.1 We ensure that all key staff work together to safeguard vulnerable children. All of our pupils are vulnerable. All have SEND needs, physical and mental health difficulties or both. At all our sites, key staff work together to review their caseloads and the Whole School DSL and Deputy Whole School DSLs monitor CPOMS entries several times a week. Site DSLs monitor CPOMS on a daily basis.
- 4.5.4 Any child may benefit from early help at times, but all staff will be particularly alert to the potential need for early help for a child who:
- Is disabled or has certain health conditions and has specific needs
 - Has special educational needs (whether or not they have a statutory Education, Health and Care Plan)
 - Has a mental health need
 - Is a young carer
 - Is showing signs of being drawn in to antisocial or criminal behavior, including gang involvement and association with organised crime groups or county lines
 - Is frequently missing / goes missing from care or from home
 - Is at risk of modern slavery, trafficking, sexual or criminal exploitation

- Is at risk of being radicalised or exploited
- Has a family member in prison, or is affected by parental offending
- Is in a family circumstance presenting challenges for the child, such as drug and alcohol misuse, adult mental health issues and domestic abuse
- Is misusing drugs or alcohol themselves
- Has returned home to their family from care
- Is at risk of 'honour'- based abuse such as Female Genital Mutilation or Forced Marriage
- Is a privately fostered child
- Is persistently absent from education, including persistent absences for part of the school day
- LGBT children (KCSiE, Part 2:203-205)
- Has the potential for adultification

Additionally, these children will also be considered

- International new arrival, refugee or asylum seeker
- Looked after, previously looked after or under a special guardianship order.
- Has or has had a social worker

4.5.3. Children with special educational needs and disabilities (SEND) can face additional safeguarding challenges. All staff are aware that additional barriers can exist when recognising abuse and neglect in this group of children. These can include: -

- Assumptions that indicators of possible abuse such as behavior, mood and injury relate to the child's disability without further exploration
- Being more prone to peer group isolation or bullying (including prejudice-based bullying) than other children
- The potential for children with SEND or certain medical conditions being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs
- Communication barriers and difficulties in managing or reporting these challenges. (KCSIE, Part 2, 199)

4.5.5 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 have clear systems and processes in place for identifying possible mental health problems, including routes to escalate and clear referral and accountability systems. (KCSIE, Part 2, 180-186). We work closely with schools and with CAMHS to support those children and young people whose mental health problems prevent them from attending school.

4.5.4. We ensure that staff consider the context in which incidents occur and whether wider environmental factors (extra-familial harm) are present in a child's life that are a threat to their safety and / or welfare.

4.5.5. We ensure that appropriate staff have the information they need in relation to a child's looked after legal status and regarding a child who was previously looked after and we work with relevant social workers and the Virtual School.

4.5.6 Where children have or have had a social worker, we will work alongside the social worker to ensure there is a clear educational focus in the plan for the child.

4.6 Child on Child Abuse - Please refer to our separate policy

4.7 ELECTIVE HOME EDUCATION

- 4.7.1 We understand the variety of reasons why some parents / carers would wish to home educate their child/ren and support this where the child's best education is at the heart of the decision.
- 4.7.2 We also understand that by being educated at home, some children are less visible to the services that are there to keep them safe and supported in line with their needs
- 4.7.3 If a parent / carer informs us of their intention to remove their child/ren from school, we will, co-ordinate a meeting between ourselves, Manchester Elective Home Education Team and other key professionals to ensure the best interests of the child have been considered, especially as the child has SEND, is vulnerable and/or has a social worker, to ensure that the best interests of the child have been considered, **before** the final **decision** is made.
- 4.7.4 We will inform Manchester LA of all deletions from the admission register when a child is taken off-role and we understand that a child may be removed from roll as soon as the parent has informed us of their decision.
- 4.7.5 We are familiar with the guidance from DfE outlining the roles and responsibilities of the LA in relation to Elective Home Education

4.8 COMMUNITY SAFETY

4.8.1 Serious violence

We are aware of the indicators and risk factors which may signal that children are at risk from, or are involved with serious violent crime. We update our awareness training for staff based on updates from partner agencies.

4.8.2 Child abduction and community safety incidents

We will support children by building on their confidence and ability to deal with challenging situations to enable them to keep themselves safe. This is covered by PSHE lessons within the curriculum.

- 4.8.3 Our response to children carrying knives or other weapons in school and in situations out of school is aligned to the Manchester Knife and Weapon Carrying in Schools and Colleges Guidance (Knife Crime Protocol) in which we take a holistic and measured approach on a case by case basis to such incidents in and out of school. (Appendix C)

5. CASE MANAGEMENT, RECORD KEEPING & MULTI-AGENCY WORKING

5.1 KEEPING RECORDS

The school completes all child protection and safeguarding records on the digital, cloud based CPOMS system. Training is provided to staff as part of their induction on how to log onto the system and to log any concerns. Guidance on the use of CPOMS is given on an ongoing basis.

- 5.1.1 We keep and maintain up to date information on children on the school roll including where and with whom the child is living, their attainment, attendance, referrals to and support from other agencies. The record will also include a chronology of any other significant event in a child's life and up to date contact details for adults who have day to day care of the child. We collect two emergency contacts for each child.
- 5.1.2 We keep copies of all referrals related to safeguarding children on CPOMs. These include referrals to Children and Families Services, the Early Help Hub and any other relevant agencies.
- 5.1.3 We keep our safeguarding records secure on CPOMs.

5.1.4 We send a pupil's child protection or safeguarding file separately from the main file to a new establishment as soon as possible after they leave. We keep a copy of the file in accordance with our Records Policy and statutory and LA Guidance.

5.2 RECORDING AND REPORTING CONCERNS

5.2.1 All staff, volunteers and visitors have a responsibility to report any concerns about the welfare and safety of a child and all such concerns are taken seriously. If a concern arises all staff, volunteers and visitors must quickly:

- Speak to the site DSL or the person who acts in their absence
- Agree with this person what action should be taken, by whom and when it will be reviewed
- Record the concern using our safeguarding recording system CPOMs

Please see APPENDIX F for guidance for actions where there are concerns about a child.

5.3 WORKING WITH PARENTS / CARERS

5.3.1 Our responsibility is to safeguard and promote the welfare of all the children in our care. We aim to do this in partnership with our parents / carers and expect them to provide up-to-date contact details, including at **least two** emergency contacts.

5.3.2 In most cases parents / carers will be informed when concerns are raised about the safety and welfare of their child and given the opportunity to address any concerns raised.

5.3.3 We aim to engage with parents / carers through the LA Early Help processes.

5.3.4 We will inform, and gain consent from parents / carers if possible, if a referral is to be made to Children's Social Care or any other agency **unless it is believed that by doing so would put the child at risk** e.g. in cases of suspected sexual abuse. We will record the reasons if consent is not gained.

5.3.5 In such cases the DSL or Headteacher will seek advice from Children's Social Care AGS.

5.4 MULTI-AGENCY WORKING

5.4.1 We will develop effective links with other relevant agencies and co-operate as required with any enquiries regarding child protection issues.

5.4.2 We will develop effective links with the Early Help Hubs and carry out an Early Help Assessments (EHA), as appropriate.

5.4.3 We will notify the named Social Worker if:

- A child subject to a child protection plan is at risk of permanent exclusion
- There is an unexplained absence of a child who is subject to a child protection plan
- It has been agreed as part of any child protection plan or core group plan.
- We receive an Operation Encompass notification and believe the social worker may not be aware of the circumstances.

5.4.4. We will regularly review concerns if necessary, as detailed in KCSIE and will follow LA and MSP procedures if there is a need to re-refer or to escalate.

5.5 CONFIDENTIALITY & INFORMATION SHARING

5.5.1 Staff will ensure that confidentiality protocols are followed and under no circumstances will they disclose any information about children outside of their professional role.

5.5.2 Information about children will only be shared with other members of staff on a need-to-know basis.

5.5.3 All staff and volunteers understand that they have a professional responsibility to share information with other agencies, in the best interests of the child's safety, welfare and educational outcomes. This is a matter of routine.

5.5.4 We have arrangements in place that set out clearly in our Data Protection Policy - which outlines the process and principles for sharing information within school and with the three safeguarding partners, other organisations, agencies and practitioners as required. This includes an agreed rationale for gaining consent, when and what to share, when and what not to share and systems for recording these decisions.

5.5.5 We understand that 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. (KCSIE 115-123)

5.6 CHILD PROTECTION (CP), CHILD IN NEED (CiN) & TEAM AROUND THE CHILD / FAMILY MEETINGS AND CONFERENCES

5.6.1 A child protection conference will be held by Social Care if it is considered that the child is suffering or at risk of significant harm.

5.6.2 We will attend and contribute to initial and review CP conferences, CiN conferences and relevant multi-agency meetings, including core groups. During the school holidays these are attended by a member of the school team and / or the school nurse.

5.6.3 Members of staff who are asked to attend a child protection conference or other core group meetings (either in person or virtually) about an individual pupil / family will need to have as much relevant updated information about the child as possible and will send a report, using the most up-to-date proforma to the Chair within the required timescales, at least 48 hours before the meeting.

5.6.4 Where appropriate our reports will include the voice of the child, which is especially important where there may be barriers to communication.

5.6.2 We will aim to discuss and share reports with the parents / carers before the conference.

5.7 CONCERNS / DISCLOSURES BY CHILDREN, STAFF & VOLUNTEERS

- 5.7.1 Any concern, disclosure or expression of disquiet made by a child will be listened to seriously and acted upon as quickly as possible to safeguard his or her welfare.
- 5.7.2 All staff and volunteers must be clear with children that they cannot promise to keep secrets.
- 5.7.3 We will make sure that the child or adult who has expressed the concern or made the complaint will be informed not only about the action to be taken but also where possible about the length of time required to resolve the complaint.
- 5.7.4 We will endeavor to keep the child or adult informed about the progress of the complaint / expression of concern.

5.8 LEARNING FROM SERIOUS CASES

- 5.8.1 MSP will always undertake a child practice review or serious case review (SCR) when a child dies (including death by suicide) and abuse or neglect is known or suspected to be a factor in their death. The purpose of the SCR is to:
 - Find out if there are any lessons to be learnt from the case about how local professionals and agencies work together to safeguard and promote the welfare of children and young people
 - Identify what those lessons are, how they will be acted on and what is expected to change as a result of the serious case review.
 - Improve inter-agency working to better safeguard and promote the welfare of children and young people
- 5.8.2. If required we will provide an individual management report for a SCR and will cooperate fully with implementing outcomes of the review including reviewing policy, practice and procedures as required.
- 5.8.3 Our whole school DSL will keep up to date with the findings from SCRs and other learning reviews nationally and in Manchester, share the learning with the other site DSLs and the safeguarding team and continue to review our safeguarding procedures.

6. THE CURRICULUM

We are committed to promoting emotional health and wellbeing and to supporting the development of the skills children need to help keep them safe and healthy. This includes face to face teaching, blended learning and online learning as needed in response to any crisis situation that may arise. The vast majority of our learners are dual rolled. The home school has responsibility for ensuring the full range of PSHE topics have been covered within the school year depending on the age of the pupil. We teach PSHE to our primary phase pupils through our Learning means the world curriculum and offer a discrete PSHE lesson to secondary aged pupils where possible.

- 6.1 All children have access to an appropriate curriculum, differentiated to meet their needs. They are encouraged to express and discuss their ideas, thoughts and feelings through a variety of activities and have access to a (limited) range of cultural opportunities which promote the fundamental British values of tolerance, respect and empathy for others.

- 6.2. This enables them to develop the necessary skills to build self-esteem, respect others, support those in need, resolve conflict without resorting to violence, to ask questions, to challenge and to make informed choices in later life.
- 6.3.1 Relationships Education, Relationships and Sex Education and Personal Social and Health Education (PSHE) lessons will provide opportunities for children and young people to discuss and debate a range of subjects including lifestyles, family patterns, religious beliefs and practices and human rights issues.
- 6.4 We take account of the latest advice and guidance provided to help address specific vulnerabilities and forms of grooming and exploitation e.g. Domestic Abuse, Child Sexual Exploitation, Peer on Peer / Child on Child Abuse, Radicalisation, ‘Honour-based’ Abuse, including Forced Marriage, Female Genital Mutilation & breast ironing, Modern Slavery and County Lines.
- 6.5 All children know that there are adults in our school whom they can approach in confidence if they are in difficulty or feeling worried and that their concerns will be taken seriously and treated with respect.
- 6.6 Where possible, Children are encouraged to contribute to the development of policies.
- 6.7 Children are taught about safeguarding including online safety and for some children, this will take a more personalised or contextualised approach.
- 6.8 We have a clear set of values and standards which we uphold and demonstrate each day at school.
- 6.9 We have a culture of zero tolerance for sexism, misogyny/misandry, homophobia, biphobic, transphobic and sexual violence and harassment.

7. ONLINE-SAFETY

- 7.1 Online safety is a safeguarding issue and we understand that children must be safeguarded from potentially harmful and inappropriate online material. Pupils in hospital are particularly vulnerable. Pupils with mental health and learning disabilities are also vulnerable. Our whole school approach empowers us to protect and educate pupils and staff in their use of technology and establishes mechanisms to identify, intervene in and escalate any concerns where appropriate. The purpose of Internet use in our school is to help raise educational standards, promote pupil achievement, and support the professional work of staff as well as enhance our management information and business administration.
- 7.2 The Internet is an essential element in 21st century life for education, business and social interaction and we have a duty to provide children with quality access to it as part of their learning experience.
- 7.3 Our policy on the use of children’s personal mobile phones and smart technology is clearly outlined in our Acceptable use agreement policy. Pupils are asked to sign the following agreement:

Section 1: IT Agreement (the rules you must follow)

- 1. I will only log onto Manchester Hospital School systems with my own username and password.

2. I understand that my use of the Internet and other IT can be monitored, and that my teachers and other school staff will sometimes look at how I am using IT and what I am storing on my devices and other school devices.
 3. I understand that my teachers will look at and assess my work that I keep in my files.
 4. I understand that when I use IT, this is logged on school systems and that my teachers can see this.
 5. I understand that if I do something that I should not when using IT; for example, look at sites I am not supposed to, download Apps that I should not, or use offensive language or images; that school staff will respond to this.
 6. I will make sure that all IT communications with other pupils and my friends, teachers or others is responsible, sensible and appropriate and, most importantly, that it is not offensive or upsetting in any way.
 7. I will be responsible for my behaviour when using the Internet. This includes the things that I look at and the words that I use.
 8. I will not give out any personal information such as name, phone number or address.
 9. I will not give out any personal information about my peers or any adults working at Manchester Hospital school.
 10. I will not share photos / images / videos of myself or anyone else that are inappropriate with anyone and I will tell a member of the safeguarding team if anyone sends something like this to me.
 11. I will not copy someone else's work or images and pretend that they are mine.
 12. I will respect the privacy and ownership of others' work online at all times.
 13. I will report any concerns that I have about myself or anyone else online to a member of the safeguarding team.
-
- 7.4 We will ensure that appropriate filtering methods (without 'over-blocking') are in place to ensure that pupils are safe from all types of inappropriate and unacceptable materials, including terrorist and extremist material. In September 2023 the school started to use Securly, a filtering system and is evaluating its operation during the Autumn term. Guidance will be developed and shared with staff before the end of the Autumn term. The school employs a contracted IT support service - Fingertip solutions. This service regularly reviews the content accessed by pupils and staff. Any general concerns are reported to the SBD and the whole school DSL. Specific concerns are also shared with the Site DSL too.
 - 7.5 We use an appropriate level of security protection in order to safeguard our systems, staff and learners from evolving cyber-crime technologies and periodically review its effectiveness.
 - 7.5 We encourage children to use Social Media safely, including opportunities for them to think and discuss the issues and to check their sources of information.
 - 7.7 We have an acceptable use policy (AUPs) for staff. This covers the use of all technologies and platforms used, both on and offsite. Information on this subject is also included in the staff handbook.
 - 7.8 We follow the MSP guidelines 'Safeguarding online guidelines for minimum standards' and the advice on the UK Safer Internet Website.
 - 7.9 We have a strategic plan which sets out how we work with parents. This sets out how we promote good practice in keeping children safe online at our various sites, including to support their children learning at home. The school website includes the Acceptable Use Policy as well as advice for online safety.
 - 7.10 We ensure that all staff working with children in the home or the community are supported during a specific induction process which sets out that they must adhere to safe and responsible behaviours, including online behaviours when providing home learning and communicating with families.

7.11 As technology, and the risks and harms associated with it, evolve and change rapidly, we will carry out an annual review of our approach to online safety supported by an annual risk assessment that considers and reflects the risks our children face.

8. SAFER RECRUITMENT & SELECTION OF STAFF

8.1 Our recruitment and selection policies and processes adhere to the DfE guidance KCSIE and the LA model policy for Safer Recruitment.

8.2 Our safeguarding culture and vigilance, in conjunction with our policies and processes, will deter and prevent people unsuitable to work with children from applying or securing employment or volunteering opportunities at our school.

- All those involved with the recruitment and employment of staff to work with children have received appropriate safer recruitment support and at least one of the persons who conducts an interview has completed safer recruitment training.
- Our job adverts will include safeguarding requirements and the school's commitment to safeguarding and promoting the welfare of children.
- Our job adverts will make clear that safeguarding checks will be undertaken including online checks.
- We understand the process around filtering offenses.
- Our application form will include the statement that it is an offense to apply for the role if an applicant is barred from engaging in regulated activity.
- Shortlisted applicants will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children.
- Applicants must sign a declaration confirming information given is true.
- References are obtained by the school before the interview and open references are not acceptable.
- Our selection techniques are pre-arranged and questions structured to understand suitability, skills and motivation for the role.
- We will investigate at interview if any concerns have come to light about the candidate through the self declaration or online checks.
- We involve pupils in the process in a meaningful way.
- All information in the decision-making process is recorded along with the decisions made.
- Correct pre-employment checks are carried out and appropriately stored on the single central record.
- We understand and acknowledge processes to determine if there are any prohibitions, directions, sanctions, disqualifications or restrictions related to the candidate.
- We understand the check which needs to be made for individuals who have lived or worked outside the UK.
- We adhere to duties which must be performed in relation to agency and third-party staff, contractors, trainees or student teachers, visitors and volunteers.

- We remain vigilant about safeguarding beyond the recruitment process and ensure commitment is evident to the safety and welfare of our children as enshrined in our ethos.
- 8.3 The Headteacher and Governing body will ensure that all external staff and volunteers, including out of hours organisations using our school site have been recruited safely, including DBS checks as appropriate. If any out of hours activities were to take place these would always be supervised by one of our own members of staff.
- 8.4 The school maintains a single central record of all recruitment checks updated and monitored at least termly by senior leaders and at least annually by the designated governor.
- 8.5 Trainee teachers will be checked either by the school or by the training provider, from whom written confirmation will be obtained.
- 8.6 Written notification will be requested from any agency or third party organisation used by us to confirm that the organisation has carried out the statutory recruitment checks.
- 8.7 Risk assessments are carried out on all volunteer activities as required.
- 8.8 We will not routinely keep copies of DBS certificates, either electronically or in paper files but if we have good reason to do so, these will not be kept for longer than six months.

9. MANAGING ALLEGATIONS AND CONCERNS AGAINST STAFF, SUPPLY STAFF, VOLUNTEERS AND CONTRACTORS

- 9.1 We follow the DfE guidance KCSIE, Section 4, when dealing with allegations made against staff, supply staff, volunteers and contractors applying the appropriate level of concern criteria and manage accordingly.
- 9.2 We work closely with the police, children's social care and MCC LADO when a risk of harm is indicated.
- 9.3 The welfare of the child / ren is paramount when considering an allegation and before contacting the LADO we make careful enquiries to help determine the facts and foundation to the allegation, aware of not jeopardizing any future police investigation.
- 9.4 We consider allegations that may meet the harm threshold and those allegations / concerns that do not, referred to as 'low level concerns'.
- 9.5 The harms threshold indicates a person would pose a risk of harm if they have-
- Behaved in a way that has harmed a child or may have harmed a child.
 - Possibly committed a criminal offense against or related to a child.
 - Behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children.
 - Behaved or may have behaved in a way that indicates they may not be suitable to work with children (including behavior that may have happened outside school, known as transferable risk).
- 9.6 Our Managing Allegations Policy details the processes and responses to reporting harm threshold cases and also managing their conclusion.
- 9.7 Concerns that do not meet the harm threshold may include

- Suspicions or nagging doubts about a member of staff
 - Complaints
 - Disclosures made by child, parent / carer or another adult within or outside of school
 - Inappropriate conduct outside of work
 - Those raised during recruitment and vetting processes
- 9.8 Our open and transparent culture enables us to identify concerning, problematic or inappropriate behavior early thus minimizing the risk of abuse.
- 9.9 A low-level concern is not insignificant - it does not meet the harm threshold.
- 9.10 All low level concerns are reported to the headteacher and may also be self-referred.
- 9.11 Our Managing Allegations Policy details the processes and conclusion of low-level concerns and guidance about including information in references.
- 9.12 All allegations made against a member of staff, including supply staff, volunteers, contractors or security staff working on site, will be dealt with quickly and fairly and in a way that provides effective protection for the child while at the same time providing support for the person against whom the allegation is made.
- 9.13 We ensure that all staff are aware of how to raise a concern, including anonymously as a whistleblower. The whistleblowing policy is reviewed annually by all members of staff, who record that they have read and understood the policy. It is also part of any induction process.
- 9.14 Historic allegations will be referred to the police.

10. SAFETY ON & OFF SITE

- 10.1 Our site is secure with safeguards in place to prevent any unauthorised access and also to prevent children leaving the site unsupervised.
- 10.2 We have good up to date knowledge of our local area and any safeguarding risks to the wider community.
- 10.3 All visitors, including visiting speakers, are subject to our safeguarding protocols while on site and will be supervised at all times, if no checks have been obtained. We will undertake an assessment of the education value, age appropriateness and content of the visitor's itinerary.
- 10.4 Visitors who are in school in a professional capacity will have their ID checked and assurance sought that they have an appropriate DBS check
- 10.5 We will ensure that any contractor, or any employee of a contractor, who is to work in our school, has been subject to the appropriate level of DBS check. We are responsible for determining the appropriate level of supervision depending on the circumstances and set out our safeguarding requirements in any contacts between school/college and the contractor's organisation. We will always check the identities of contractors and their staff on arrival.
- 10.6 We operate a responsible booking protocol and will carry out appropriate checks on all organisations which request to hire our facilities. Safeguarding procedures, policies and checks are part of any leasing agreement.

- 10.7 When the school is let, if services or activities are provided by the governing body or proprietor, under the direct supervision or management of school staff, the school arrangements for child protection will apply.
- 10.8 When the school is let and services or activities are provided by another body, the school governing body or School Business Director should seek assurance that the body concerned has appropriate safeguarding and child protection policies and procedures in place (including inspecting these as needed) and ensure there are arrangements in place to liaise with school on these matters where appropriate.
- 10.9 Safeguarding arrangements are included in any lease or hire agreement as a condition of use and occupation of the school premises - failure to comply with this will lead to termination of the agreement. Should we receive an allegation relating to an incident that took place on our premises, we will follow our own safeguarding procedures including informing the LADO.
- 10.10 We exercise due diligence to prevent any organisation or speaker from using our facilities to disseminate extremist views or radicalise pupils or staff.
- 10.11 We have work experience placement procedures in place. We will ensure that any person supervising a child on a placement has been subject to the appropriate level of DBS check.
- 10.12 All school visits are fully risk-assessed and no child will be taken off-site without parental permission.
- 10.13 It is highly unlikely that we would ever take children or young people abroad. However, were we to do so, for international exchanges, we will liaise with our partner schools abroad to establish a shared understanding of the arrangements in place both before and during the visit. We will ensure we are satisfied that these are appropriate and sufficient to safeguard effectively every child who will take part in the exchange. We may also feel it necessary to contact the relevant foreign embassy or High Commission of the country in question to discuss what checks may be possible in respect of those providing homestay outside the UK.
- 10.13 We have a protocol for contacting parents and reporting to the emergency services, including police and hospitals.
- 10.14 We have read and considered the MCC?One Education Critical Incident Guidance, the DfE emergency planning and response for education, child care and social care settings and School and College Security GOV>UK and we have a critical incident policy in place.

11. Complex Safeguarding

Serious violence

- 11.1 We are aware of the indicators and risk factors which may signal that children are at risk from, or are involved with serious violent crime.
- 11.2 We will support referrals to Engage panels by providing information about concerns or worries for children involved in ASB and on the edge of criminality, whether or not interventions have already been put in place.

Child Criminal Exploitation and Child Sexual Exploitation

- 11.2.1 Children's Social Care will refer cases of child exploitation, criminal or sexual, to the Complex Safeguarding Hub and we will contact the professionals' advice line for further support to hasten this process or seek guidance, as appropriate.
- 11.2.2 We understand that schools are one of many locations where children can be targeted and recruited into county lines and recognise additional specific indicators that may be present when a child is criminally exploited through involvement in county lines. (KCSIE, Annex B)
- 11.2.3 We are aware of the significantly low numbers of reported CCE/CSE cases for girls locally and remain vigilant in recognising the signs of involvement for both boys and girls.
- 11.2.4 We are mindful of the language and descriptors used when discussing or referring CCE and CSE instances and avoid all victim blaming language.
- 11.2.5 We consider the use of the term 'gang' and only apply it to Organised Crime Gangs, not urban or street groups, although our children may perceive that they belong to, or associate with, a named 'gang'.
- 11.2.6 We will seek help, support or recommendations from statutory partners with finding suitable outside presenters to deliver awareness and resilience programmes to help our children make good choices in the near and long term.
- 11.2.7 We are familiar with My Safety Planning approach for Child protection in extra-familial harm circumstances.

Equality statement

- 12.1.1 Some children have an increased risk of abuse, and additional barriers can exist for some children with respect to recognising or disclosing it. We are committed to anti-discriminatory practice and recognise children's diverse circumstances. We ensure that all children have the same protection, regardless of any barriers they may face. Many of our children have multiple layers of risk.

We give special consideration to children who:

- Have special educational needs (SEN) or disabilities (see section 9)
- Are young carers
- May experience discrimination due to their race, ethnicity, religion, gender identification or sexuality
- Have English as an additional language
- Are known to be living in difficult situations - for example, temporary accommodation or where there are issues such as substance abuse or domestic violence
- Are at risk of FGM, sexual exploitation, forced marriage, or radicalisation
- Are asylum seekers
- Are at risk due to either their own or a family member's mental health needs
- Are looked after or previously looked after

APPENDICES

Our policy is based on the following legislation, national & local guidance/procedures and links to other relevant school policies

A. Legislation, Statutory Guidance & Ofsted Framework

- **Definitions of Abuse & Neglect from ‘Working Together to Safeguard Children’ (updated 2018)**

Significant Harm

The threshold that justifies compulsory intervention in family life and gives Local Authorities a duty to make enquiries to decide whether they should take action to safeguard or promote the welfare of a child who is suffering or likely to suffer significant harm.

Physical Abuse

Physical abuse 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 an illness in a child.

Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children.

These may include interactions that are beyond the 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, 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, though it may occur alone.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening.

The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. The activities may include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect

Neglect is 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 for example.

Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food and clothing, shelter (including exclusion from home or abandonment).
- Protect a child from physical and emotional harm or danger.
- Ensure adequate supervision (including the use of inadequate caretakers).

- Ensure access to appropriate medical care or treatment.
- It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.
- **'Keeping Children Safe in Education', September 2023**
Specific guidance for educational settings - relevant sections to be read and understood by all staff and volunteers as deemed appropriate. It signposts to key legislation as well as signposting to useful organisations and resources.
- Ofsted Section 5 Inspection Framework for Schools
- Inspecting Safeguarding in Early Years, Schools & Skills Settings'
- 'Working Together to Safeguard Children'
- Prevent Duty, Section 26 Counter Terrorism & Security Act
- FGM Duty, Multi-agency Statutory Guidance on FGM April 2016, Section 74 Serious Crime Act 2015
- Domestic Abuse Act 2021
- Serious Case Reviews & Domestic Homicide Reviews (SCRs & DHRs)
- DFE Statutory Policies for Schools
- DFE Children Missing Education, Stat Guidance
- DFE Designated Teacher for LAC Guidance
- DFE Supervision of Regulated Activity
- Alternative Provision, Stat guidance
- Teachers' Standards
- Governors' Handbook
- 'Listening to & involving children & young people', stat guidance
- Health & Safety Legislation
- Equality Act

B. Non-statutory Guidance

- DFE 'What to do if you are worried a child is being abused - Advice for practitioners'
- 'Safer Working Practices'
- DFE National Standards of Excellence for Headteachers,
- DFE 'Use of Reasonable Force in Schools',
- United Nations Convention on the Rights of the Child, Article 2,3 6 & 12
- NSPCC Whistleblowing Adviceline
- DfE Sexual Violence and Sexual Harassment in Schools and Colleges advice
- DfE Promoting the education of children with a social worker -Virtual School Head role extension June 2021
- NSPCC 'When to call the police'

C.MCC, MSP & GM Policies, Procedures & Guidance

Links to: -

MSP Website: -

- MSP & GM Policies
- MSP Multi-agency Levels of Need & Response Framework,
- Safeguarding Concerns, Guidance & Proformas, including escalation process
- MSP LADO Referral Process
- MSP Learning from Serious Case Reviews
- MSP on Sexual Harassment
- GM Weapons Carrying Guidance

Help & Support Manchester Website: -

- Early Help Strategy, Guidance, Assessments & Referrals

- Our Practice in Manchester website:-
- Signs of Safety Strategy, Guidance & Resources

MThrive

National Police Chiefs' Guidance

D. Links to Other Relevant School Polices/Procedures

- Health and Safety
- Physical Interventions/Restraint (Draft)
- Work Experience and Extended work placements
- Relationships Education, Relationships and Sex Education and Personal Social and Health Education
- Equal Opportunities
- E-Safety (Draft)
- Behaviour Management including fixed and short-term exclusions
- Trips and Visit (Draft)
- Special Educational Needs
- Toileting and Intimate Care (Draft)
- Looked After Children
- Anti-bullying
- Administration of Medicines
- Child on Child Abuse
- Code of Conduct (for staff)

E. Links to Other Relevant MCC Education Department Policies/Guidance

Schools Hub

- 'Safeguarding' model policy & guidance
- 'Safer Recruitment' model policy
- Safeguarding Children with SEND
- Manchester Governors' Handbook MCC
- Attendance Guidance
- CME Guidance
- Inclusion Strategy
- Anxiety Based School Avoidance Guidance
- Weapon Carrying in Schools and Colleges Guidance
- MCC Elective Home Education Policy
- MCC Alternative Provision guidance and approved provider list

UKIS Governors' Guidance for Online Safety

F. Abbreviations

- CiN Child in Need
- CP Child Protection
- CSC Children’s Social Care
- DSL Designated Safeguarding Lead
- EH Early Help
- EHA Early Help Assessment
- GM Greater Manchester
- LADO Local Authority Designated Officer
- MASH Multi Agency Safeguarding Hub
- MCC Manchester City Council
- MSCB Manchester Safeguarding Children’s Board
- SOS Signs of Safety

Through this policy we aim to create and maintain a safe learning environment where all children and adults feel safe, secure and valued and know they will be listened to and taken seriously.

This policy has been developed to ensure that all adults in our school, including regular staff, supply staff, volunteers, visitors and contractors are working together to safeguard and promote the welfare of children and young people and to identify and address any safeguarding concerns and to ensure consistent good practice.

Our approach is child-centered.

‘Safeguarding and promoting the welfare of children is **everyone’s** responsibility. **Everyone** who comes into contact with children and their families has a role to play. In order to fulfill this responsibility effectively, all practitioners should make sure their approach is child-centered. This means that they should consider, at all times, what is in the best interests of the child.’

(KCSiE, Part 1)