

Safeguarding and Child Protection Policy

0161 Education CIC



Policy Owner	0161 Education CIC
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Deputy Designated Safeguarding Lead	Clement Studholme (07828415301)

0161 Education helps children and young people shift their mindset to make positive choices for themselves and those around them. We care about the individual. We commit to each programme. We provide change.

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This policy should be considered alongside school child protection procedures such as our Child-Friendly Safeguarding policy and our Behaviour Agreement.

This policy is based on the Department for Education's (DfE's) statutory guidance [Keeping Children Safe in Education \(2023\)](#) and [Working Together to Safeguard Children \(2023\)](#), and the [Governance Handbook](#). We comply with this guidance and the arrangements agreed and published by our 3 Local Safeguarding Partners. [Home | Salford Safeguarding Children Partnership](#)

1. Policy Statement

The aim of this policy is to promote a safe environment where safeguarding concerns in relation to a child can be managed in an appropriate way. 0161 Education CIC acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice standards and Ofsted requirements.

1.1. Roles and responsibilities

All staff (for the purposes of this policy staff includes volunteers) have a responsibility to provide a safe environment in which children can learn. They should be able to identify children who may benefit from Early Help or other services, by providing support as soon as a potential problem emerges.

All staff will be aware of the safeguarding support systems which include understanding their professional responsibilities outlined in the Guidance for Safer Working Practice, 2022, and also in the code of conduct for 0161 Education CIC staff.

All staff should be aware that children's behaviours can be indicative of their emotional wellbeing and can be linked to mental health issues. They should be aware of behaviours that may communicate they are suffering from poor wellbeing. That this can also be an indicator of factors such as abuse, neglect or exploitation. Staff should understand the children's experiences of such incidents of abuse, neglect, trauma and adverse childhood experiences can impact on children's mental health, behaviour & education.

All staff should know the process for making a referral into the Salford Bridge Partnership, the information they are required to share and the role they may be expected to play. Wherever possible, speak to the DSL's, to agree a course of action, and then follow through on this. Staff must not delay in directly contacting Children Social Care via the Salford Bridge Partnership.

All staff should be aware that Children may not feel ready or know how to tell someone that they are being abused, exploited, neglected, and/or they may not recognise their experiences as harmful.

Designated Safeguarding Leads and Deputy Designated Safeguarding Leads;

DSL - Jozef Chlebik - 07496487866

Deputy DSL - Clement Studholme - 07828415301

(See Appendix A for role of a DSL)

The DSL takes lead responsibility for child protection and wider safeguarding. They should have the appropriate status and authority within the organisation to effectively carry out the duties of the post.

- Be the key person who manages referrals to Children’s Social Care via the Salford Bridge Partnership and Early Help.
- Be available during term time to discuss any safeguarding concerns with staff. The DSL’s are available via telephone or email during the school holidays.
- Report to the Police as required, where a crime may have been committed. Follow NSPCC Guidance When to Call the Police.
- Refer to the Channel Programme where there is a concern regarding radicalisation and support staff who make referrals to the Channel Programme.
- Work with others, including offering support and advice to all staff and acting as a point of contact with safeguarding partners.
- Sharing information and managing the child protection files, including the transfer of school records and child protection information.
- Raise awareness with staff of the organisations safeguarding policies and procedures, as well as ensuring these documents are available publicly.
- Provide advice to staff ensuring that they are supported during the referrals process, and supporting them to consider how safeguarding, welfare and educational outcomes are linked, including the provision of academic and pastoral support.
- Encourage a culture of listening to children and understand the difficulties they may have in approaching staff about their circumstances, and consider how to build trusted relationships which facilitate communication.

1.2. Equalities

In line with the Equality Act 2010, Education establishments must not unlawfully discriminate against pupils because of their sex, race, disability, religion or belief, gender reassignment, pregnancy, maternity or sexual orientation. This policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that, regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socio-economic background, all children have a positive and enjoyable experience of activities at 0161 Education CIC all whilst in a safe, child centred environment. In addition, ensuring the protection of children from abuse whilst participating in any educational activity, wherever that may take place.

Public Section Equality Duty – Places a general duty on Education establishments in the exercise of their functions, to have due regard in the need to eliminate unlawful discrimination, harassment

and victimisation. Whilst also advancing equality and fostering good relations between those who share a relevant protected characteristic and those who do not.

Within this policy, the understanding is that some children, including children with special education needs and disabilities, can be particularly vulnerable to abuse and neglect. In this policy we accept the responsibility to take reasonable and appropriate steps to ensure their welfare and consider extra pastoral support for children with SEN and disabilities.

Vulnerable children may also include;

- Those at risk due to either their own or a family member's mental health needs.
- Those missing from education.
- Children who are in care, previously looked after or any children not growing up with their birth family (this covers private fostering and all kinship arrangements).
- Children whose parent/carer has expressed an intention to remove them from school to be home educated.

Through this safeguarding child protection policy, and in accordance with Keeping Children Safe in Education guidelines, we will;

- Promote and prioritise the safety and wellbeing of all children and young people.
- Ensure everyone, staff, pupils and parents understand their roles and responsibilities in respect of safeguarding and child protection.
- Ensure all staff have read Part 1 and Annex A, of the Keeping Children Safe in Education, September 2022 Guidance document, and have completed a signed record to say they have done so.
- Ensure everyone has appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people.
- Ensure in the event of incidents/concerns of abuse, appropriate action is taken in line with local procedures, and support provided to the individual/s who raise or disclose a concern.
- Ensure that confidential, detailed and accurate records of all safeguarding and child protection concerns are maintained and securely stored, and transferred securely following the agreed procedure.
- Prevent the employment/deployment of unsuitable individuals.
- Help protect children and young people from exploitation including radicalisation, Child Sexual Exploitation and Child Criminal Exploitation / County Lines.
- Acknowledge that even if there are no reports of peer-on-peer abuse within the education setting it does not mean it is not happening, it may be the case that it is just not being reported, however, if peer-on-peer abuse is reported, ensure that appropriate action is taken.
- Ensure robust and effective safeguarding arrangements and procedures are in operation within the organisation.
- Acknowledge that 'Children' includes everyone under the age of 18 years.

The policy and procedures will be widely promoted and are mandatory for everyone involved in 0161 Education CIC. Failure to comply with the policy and procedures will be addressed without delay, and may ultimately result in actions taken to safeguard children as detailed in the;

- 0161 Education Behaviour Policy
- Staff Handbook

1.3. Definitions of Abuse

Children have been abused, or are at risk of abuse, when their basic needs are not being met through acts of either commission, or omission. The category of abuse and neglect are;

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, 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 include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond 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 (including cyberbullying, prejudice-based and discriminatory 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, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

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

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

- *Ensure access to appropriate medical care or treatment.*
- *Provide suitable education.*

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs. The Thriving Families Tool is Salford's recommended tool for assessing neglect.

These definitions and indicators only serve as a guide to assist you. Remember that children may exhibit some of these indicators at some time, and that the presence of one or more is not necessarily proof that abuse is occurring. There may be other reasons for changes in behaviour such as bereavement, significant changes in family relationships, including the birth of a new baby in the family or problems between parents/carers.

It is not your responsibility to decide whether or not child abuse has taken place or if a child is at significant risk of harm from someone. You do, however, have a responsibility and duty to act in order that the appropriate agencies can investigate and take any necessary action to protect a child. The social worker or police officer will always want to understand your concerns about the child in the context of the child's development and relationships.

2. Safeguarding at 0161 Education CIC

To achieve effective child protection processes and procedures within our setting we will establish and maintain an open and safer culture by:

- Establishing and maintaining an environment where children feel secure, are encouraged to talk, and feel listened to.
- Ensure robust and effective systems are in place to enable children to share their concerns.
- Ensure children know there are adults within the organisation they can talk to if they are worried.
- Ensure that within the organisation children are taught the necessary skills they need to recognise and stay safe from all kinds of harm, including exploitation and online safety.
- Ensure that children who may be particularly vulnerable, such as those with SEND are supported.
- Ensure that children and young people that have English as an additional language have access to support and information that is clear, accessible and in their preferred language.

All staff have a role in preventing impairment of children's mental health/emotional wellbeing, including promoting positive mental health and identifying where students are struggling with their Mental Health. We regularly communicate messages to students regarding wellbeing and the promotion of positive mental health strategies through our teaching and mentoring.

Concerns regarding a student's mental health/emotional wellbeing should be reported to a member of the safeguarding team in keeping with our safeguarding reporting arrangement so that students can be offered appropriate support, this may include local or national online services where appropriate. In addition, we will offer support in signposting students and their families to a wide range of external services to secure additional appropriate support for students.

2.1. Specific Safeguarding Issues

Children Missing Education

All staff should be aware that, children going missing, particularly repeatedly, can act as a vital warning sign of a range of safeguarding possibilities. This may include;

- Abuse and neglect
- Sexual abuse
- Criminal or Sexual exploitation
- Mental health problems
- Risk of substance misuse
- Risk of Female Genital Mutilation
- Risk of Forced Marriage / 'Honour' based abuse

Early intervention is essential to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child going missing in future. It is important that staff are aware of our attendance policy and the steps we must take as well as children missing from education procedures.

In line with the aforementioned attendance policy, every attempt should have made by 0161 Education CIC to make contact with the child and their family. After 10 days if the child is still missing from education, the organisation should inform the Local Authority Child Missing Education (CME) officer, and the local CME procedures followed.

CME Officer at 0161 Education CIC - Jozef Chlebik (07496487866)

Extra-Familial Harm

Extra-familial harm takes a variety of different forms and children can be vulnerable to multiple harms including (but not limited to) sexual exploitation, criminal exploitation, sexual abuse, serious youth violence, county lines, and radicalisation.

Staff and DSL's will have a key role in sharing relevant information and contributing to contextual safeguarding approaches that will aim to extend the concept of 'capacity to safeguard' beyond families to those individuals and sectors who manage extra-familial settings in which children encounter risk.

DSL's and nominated safeguarding staff will be required to share information regarding children identified as vulnerable to extra-familial harm with the Salford Multi Agency Child Exploitation (MACE).

Children discussed at MACE have already been identified having significant concerns in relation to being exploited, and as such a support and safety plan has been identified and put in place. These support and safety plans will include involvement from Children's Social Care or Early Help Services.

Children discussed at the Salford Vulnerable Children's Meeting, have been identified as potentially being at risk of exploitation, however they are not known or open to any existing services or accessing any additional support. DSL's who have concerns regarding pupils that may be at risk of

exploitation, but are not open to any services or accessing support can make a referral into the Salford Multi Agency Vulnerable Children's meeting for the child and the concerns to be discussed.

Please see Appendix B for referral procedure.

Child Exploitation

All staff should recognise child exploitation as a form of child abuse. This occurs when an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive children under the age of 18. The nature of exploitation can be sexual, where sexual activity takes place in exchange for something, the victim needs or wants, financial advantage, or increased status of the perpetrator or facilitator. It can also be criminal, where drug networks or gangs groom and exploit children to carry drugs and money across county lines, from urban areas to suburban and rural areas, market and seaside towns. It may also include children affected by gang activity and youth violence.

Salford Bridge Partnership

Salford has a dedicated multi-agency team that works together with children, families and the community to offer a range of services to reduce the risk of child exploitation. Salford Bridge Partnership can provide a central point for professionals to receive expert support with reference to child exploitation. These organisations are represented within the Bridge;

- Children's Social Care
- Early Help Services
- Greater Manchester Police
- Salford Royal NHS Foundation Trust
- Child and Adolescent Mental Health Services
- Achieve Recovery Services

They provide a coordinated and proactive response to child exploitation: prevention, safeguarding and prosecution. Where staff have concerns relating to child exploitation, and the case is not already open, they should make an online referral to the Bridge via the Childrens portal on Salford Councils website:

<https://childrensportallcs.salford.gov.uk/web/portal/pages/home>

Salford Bridge Partnership:

0161 603 4500 from 8.30am to 4.30pm

Emergency Duty Team:

0161 794 8888 outside office hours

Staff must be aware of Salford Safeguarding Childrens priorities for each year which can be found at:

<https://safeguardingchildren.salford.gov.uk/about-the-partnership/annual-report/>

Children Partnership current priorities are:

- Neglect
- Exploitation
- Child Sexual Abuse
- Children affected by Domestic Abuse
- Safeguarding Babies
- Safeguarding Adolescents

Domestic Abuse

The Domestic Abuse Act 2021 formally recognised the impact of domestic abuse on children, as victims in their own right if they see, hear, or experience the effects of abuse. The definition of domestic abuse ensures that different types of relationships are captured, including ex-partners and family members. Both the person who is carrying out the behaviour and the person to whom the behaviour is directed towards must be aged 16 or over and they must be “personally connected”.

The abuse can encompass, but is not limited to:

- Psychological
- Physical
- Sexual Violence
- Economic/Financial
- Emotional
- Coercive and controlling behaviour

Types of domestic abuse include intimate partner violence, abuse by family members, teenage relationship abuse (a form of peer-on-peer abuse falling under the definition of domestic abuse, depending on the age of the child) and child/adolescent to parent violence and abuse. Anyone can be a victim of domestic abuse, regardless of gender, age, ethnicity, socio-economic status, sexuality or background and domestic abuse can take place inside or outside of the home. Exposure to domestic abuse can have a serious, long lasting emotional and psychological impact on children.

Operation Encompass

All Salford schools have a named Operation Encompass (OE) contact:

<https://www.operationencompass.org/>

When Police attend a Domestic Abuse call and they are aware children have been present, they will record details of the school or nursery provision the child attends. The relevant schools or settings will be contacted and made aware as early as possible of the incident. Once the education setting is aware, they can take actions to support and safeguard the child.

Female Genital Mutilation

FGM is mandatory reporting for teachers. Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) places a statutory duty upon teachers, along with regulated health and social care professionals in England and Wales, to report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18.

Female Genital Mutilation (sometimes referred to as 'Cutting') comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the U.K. and is a form of child abuse with long-lasting and harmful consequences. If staff have a concern Salford safeguarding procedures must be followed. Staff must personally report to the police, cases where they discover that an act of FGM appears to have been carried out. Unless the teacher has a good reason not to, they should also still consider and discuss any such case with the Designated Safeguarding Lead. The duty does not apply in relation to at risk or suspected cases. In these cases teachers should follow Salford Safeguarding Children Partnership procedures.

Forced Marriage

Forcing a person into marriage is a crime. A forced marriage is one entered into without the full and free consent of one or both parties and where violence, threats or any other form of coercion is used to cause a person to enter into the marriage. The Forced Marriage Unit has published statutory guidance and Multi-agency guidelines, pages 32-36 of which focus on the role of education establishments. Staff can contact the Forced Marriage Unit if they need advice or information: Contact: 020 7008 0151 or email fmu@fcdo.gov.uk.

Preventing Radicalisation

- Extremism is the vocal or active opposition to our fundamental values, including democracy, the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. This also includes calling for the death of members of the armed forces.
- Radicalisation refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.
- Terrorism is an action that endangers or causes serious violence to a person/people; causes serious damage to property; or seriously interferes or disrupts an electronic system. The use or threat must be designed to influence the government or to intimidate the public.

Children may become vulnerable and susceptible to radicalisation through a range of social, personal and environmental factors. There is an awareness of the specific need to safeguard children and their families from violent extremism;

- Keep up to date on the latest advice and guidance provided to assist in addressing specific vulnerabilities and forms of exploitation.
- Support staff to recognise warning signs and symptoms in relation to children and young people and include such issues in the curriculum in an age appropriate way.
- Support staff to talk to families about sensitive concerns in relation to their children and explore ways to address them.

- Ensure the Designated Safeguarding Lead knows where to seek and get advice as necessary. As with managing other safeguarding risks, staff should be alert to changes in children's behaviour that could indicate that they may be in need of help or protection.

Channel

Channel is a voluntary, confidential support programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. Prevent referrals may be passed to a multi-agency Channel Panel, which will discuss the individual referred to determine whether they are vulnerable to being drawn into terrorism and consider the appropriate support required. A representative from the education establishment may be asked to attend the Channel panel to help with this assessment.

In Salford a referral into the Bridge Partnership will be directed towards Channel

Child-on-Child Abuse

All staff should be clear as to our policy and procedures with regards to child-on-child abuse. Child-on-Child is abuse and will never be tolerated or passed off as 'banter', 'just having a laugh' or 'part of growing up'. All allegations of child-on-child abuse will be recorded as a child welfare concern and will be dealt with in line with the behaviour policy and anti-bullying policy. Where a child has suffered or is likely to suffer significant harm a safeguarding referral will be made into the Salford Bridge Partnership.

Peer on peer abuse is most likely to include, but may not be limited to:

- Bullying (including cyberbullying, prejudiced-based and discriminatory bullying).
- Abuse in intimate personal relationship between children (sometimes known as 'teenage relationship abuse').
- Physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (this may include an online element which facilitates threatens and/or encourages physical abuse).
- Sexual violence, such as rape, assault by penetration and sexual assault (this may include an online element which facilitates, threatens and/or encourages sexual violence).
- Sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be stand-alone or part of a broader pattern of abuse.
- Causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party.
- Consensual and non-consensual sharing of nudes and semi nudes images and or videos (also known as sexting or youth produced sexual imagery).
- Up skirting, which typically involves taking a picture under a person's clothing without their permission, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm.

Youth Produced Sexual Imagery / Sexting

Youth produced sexual imagery/Sexting is when someone shares sexual, naked or semi naked images or videos of themselves or others. It includes the sending of sexually explicit images, or text

messages. The images or messages can be sent by mobiles, tablets, smart phones or laptops or any device that enables messages and images to be shared or sent.

All incidents involving youth produced sexual imagery should be responded to in line with the academies safeguarding and child protection policy.

Sexting and the Law: A young person is breaking the law if they

- Take an explicit photo or video of themselves or a friend
- Share an explicit image or video of a child, even if it is shared between children of the same age
- Possess, download or explore an explicit image or video of a child, even if the child gave their permission for it to be created. As of January 2016, if a young person is found creating or sharing images, the police can choose to record that a crime has been committed but that taking formal action is not in the public interest. The definition of Sexual Abuse now includes reference to;

The sexual abuse of children by other children is a specific safeguarding issue in education and all staff should be aware of it and of their school or colleges policy and procedures for dealing with it. Keeping Children Safe in Education, Sept 2022.

Child on Child Sexual Violence and Sexual Harassment

Staff may come across a range of sexualised behaviours in children that range from, those they would expect to see as part of normal child development, to inappropriate and harmful. In dealing with reports of child-on-child sexual violence and sexual harassment, the complexity of the presenting issues and the pressure staff are under must be taken into account. All staff working with children are advised to maintain an attitude of 'it could happen here'.

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

Ultimately, any decisions made by the member of staff must be done on a case-by-case basis, with the DSL taking a leading role and using their professional judgement, supported by other agencies such as Children's Social Care and the police as required. KCSiE 2022, Part 5 and the following guidance sets out how schools should respond to reports of sexual violence and sexual harassment.

<https://www.gov.uk/government/publications/sexual-violence-and-sexual-harassment-between-children-in-schools-and-colleges>

Responding to report of sexual violence and sexual harassment

Keeping Children Safe in Education, Sept. 2022 upholds the principle that there is a zero tolerance approach to sexual violence and sexual harassment and it is never acceptable and will not be tolerated.

In Salford, DSL's may request support, advice and guidance from the Hosting school Education Safeguarding Officer in relation to the cases as they arise.

- All victims should be supported and reassured that they are being taken seriously.
- Where the report includes an online element staff should be aware of Searching, Screening and Confiscation advice for Head Teachers and UKCCIS Sexting advice for schools.
- Staff must not view or forward illegal images of a child.
- While Staff can ask open questions such as those using the TED approach; *Tell, Explain, Describe*, they must not ask leading questions.
- A written record should be made recording the facts as the child presents them.
- The Designated Safeguarding Lead must be informed as soon as possible. Once an incident of sexual violence has been disclosed the DSL should make an immediate risk and needs assessment.

The risk and needs assessment should consider:

- The victim, especially their protection and support.
 - Whether there have been other victims.
 - The child displaying the sexualised behaviour.
 - All the other children, and appropriate staff at the organisation, especially actions that are appropriate to protect them from further harmful sexualised behaviour In line with Salford's procedures.
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- When considering a referral into Early Help, Children's Social Care, or the Police, Staff should access the guidance detailed in the Children who display Sexually Inappropriate and Harmful Behaviour Protocol.
1. **Manage internally** – In some cases of sexual harassment, e.g. one- off incidents, 0161 Education CIC may take the view that the children concerned are not in need of early help or statutory intervention and that it would be appropriate to handle the incident internally, taking actions in line with our behaviour policy. This response should be underpinned by the fact that sexual violence and sexual harassment is never acceptable and will not be tolerated. All concerns, discussions, decisions and reasons for decisions must be recorded.
 2. **Early Help** – Staff and the DSL may decide that the children involved do not require statutory interventions but may benefit from Early Help via a referral into Salford Bridge Partnership. Early help can be particularly useful to address non-violent Harmful Sexual Behaviour and may prevent escalation of sexual violence. This response should be underpinned by the fact that sexual violence and sexual harassment is never acceptable and will not be tolerated. All concerns, discussions, decisions and reasons for decisions must be recorded.
 3. **Referrals to Children's Social Care** – where a child has been harmed, is at risk of harm, or is in immediate danger a referral should be made to the Salford Bridge Partnership. Staff should not wait for the outcome (or even the start) of a children's social care investigation before protecting the victim and other children in the organisation.

Where statutory assessments are appropriate, 0161 Education CIC (especially the designated safeguarding lead or a deputy) should be working alongside, and cooperating with, the relevant lead social worker. Collaborative working will help ensure the best possible package of coordinated support is implemented for the victim and, where appropriate, the alleged perpetrator(s) and any other children that require support.

All Salford provisions may seek advice, guidance and support from the Education Safeguarding Officer on the best way to implement safeguarding and risk identification processes. This response should be underpinned by the fact that sexual violence and sexual harassment is never acceptable and will not be tolerated. All concerns, discussions, decisions and reasons for decisions must be recorded.

4. Reporting to the Police – Any report to the Police will generally be in parallel with a referral to the children's social care via the Salford Bridge Partnership. Where a report of a rape, assault by penetration or sexual assault is made, the starting point is that this information should be passed to the Police. In Salford the DSL will make this report to the Vulnerable Persons Unit in the Police.

The Academy or host Schools will generally be informing the parents or carers of the children involved in the incident, unless there are compelling reasons not to, for example, informing the parent or carer is likely to put the child at further risk. In circumstances where parents or carers have not been informed, it will be especially important that the academy and school is supporting the child in any decision they take. This should be with the support of children's social care and any appropriate specialist agencies.

Where an incident has been reported to the police, the academy or host school should consult with the Police and agree what information can be disclosed to staff and others, in particular, the alleged perpetrator and their parents or carers. They should also discuss the best way to protect the victim and their anonymity.

In some cases, it may become clear very quickly that the police (for whatever reason) will not take further action. In such circumstances, it is important that everyone concerned continues to engage with specialist support for the victim and alleged perpetrator(s) as required.

Additionally, whilst protecting children and/or taking any disciplinary measures against the alleged perpetrator(s), it will be important for the designated safeguarding lead to work closely with the police (and other agencies as required), to ensure any actions the organisation take do not jeopardise the police investigation.

Keeping Children Safe in Education, Sept. 2022 details further information in regards to cases that are referred into the criminal justice process.

Serious Violence

All staff should be aware of indicators, which may signal that children are at risk from, or are involved with serious violent crime. These may include:

- Absence
- Changes in friendships
- Friendships or relationships with older individuals
- Significant decline in academic performance
- Signs of self-harm
- Significant change in wellbeing
- Signs of assault or unexplained injuries
- Unexplained gifts or new possessions

All staff should be aware of the associated risk to a child, or group of children in the organisation and understand the measures in place to manage these.

Mental Health

All staff should be 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. While only appropriately trained professionals should attempt to make a diagnosis of a mental health problem, staff are well placed to observe children day to day and identify those who may be struggling with their mental wellbeing.

Staff can access a wide range of supportive tools to help them identify children in need of extra mental health support, this includes working with external agencies. More information can be found in the mental health and behaviour in schools guidance, staff may also wish to follow this guidance as best practice. Public Health England has produced a range of resources to support secondary school teachers to promote positive health, wellbeing and resilience among children.

Powers to Screen and Search

Head of establishments and staff have a statutory power to search a pupil or their possessions where they have reasonable grounds to suspect that the pupil may have a prohibited item listed, or any other item that the organisation identifies as an item which may be searched for. The list of prohibited items is:

- Knives and weapons
- Alcohol
- Illegal Drugs
- Stolen Items
- Any article that the member of staff reasonably suspects has been, or is likely to be used:
- To commit an offence
- To cause personal injury to, or damage to property of, any person (including the pupil) an article specified in regulations:
- Tobacco and cigarette papers.
- Fireworks, and pornographic images.

Under common law, staff have the power to search a pupil for any item if the pupil agrees. The member of staff should ensure the pupil understands the reason for the search and how it will be conducted so that their agreement is informed.

Adultification

Adultification is a form of prejudice that occurs when children are treated as if they are older, more mature, or responsible than they actually are. It can affect children from marginalised or racialised groups, and can have a number of negative consequences.

Adultification bias is a breach of child safeguarding legislation and guidance.

Davis and Marsh (2020) define adultification as:

'The concept of adultification is when notions of innocence and vulnerability are not afforded to certain children. This is determined by people and institutions who hold power over them. When adultification occurs outside of the home it is always founded within discrimination and bias. There are various definitions of adultification, all relate to a child's personal characteristics, socioeconomic influences and/or lived experiences. Regardless of the context in which adultification take place, the impact results in children's rights being either diminished or not upheld.'

Awareness and understanding of Adultification Bias by safeguarding teams is important as it can mean that the vulnerability of certain groups of children, can be overlooked, and rather than being safeguarded in relation to specific safeguarding issues such as exploitation, they are perceived as deviant and criminal.

Adultification reduces professional and organisational responsibility to safeguard and protect children, while simultaneously increasing the responsibility on the child to safeguard themselves.

2.2. Staff have a particular contribution to make, in listening to children and young people who have experienced abuse.

The contribution of all staff to safeguard and protect children should be valued and recognised. However, it should be clearly understood that this work will only be carried out as part of an agreed plan and with a view to ensure it does not impact on any legal processes the child may be involved in.

It is recognised that children who are abused or who witness domestic abuse may find it difficult to develop a sense of self-worth. They may feel helpless, humiliated and hold some sense of blame. The provision may be the only stable, secure and predictable element in the lives of children and young people who are at risk.

In line with Keeping Children Safe in Education Guidance, September 2022, we will endeavour to support children and young people through:

- Ensuring the content of the curriculum encourages self-esteem and self-motivation.
- The identification of a Designated Safeguarding Lead and any deputies.
- Promoting an ethos of positive support and create a safe and secure environment for staff and students.

- Upholding the organisations behaviour policy, ensuring students are aware that whilst some types of behaviour are unacceptable, they are valued and not blamed for any abuse that may have occurred.
- Recognising that children and young people living in environments where they may be exposed to ACE's (Adverse Childhood Experiences) such as domestic abuse, adult drug/alcohol misuse, adult mental health issues and/or criminality, are vulnerable and may be in need of support and protection.
- Monitoring the welfare of children and young people who are its students, keeping accurate records, and notifying Children's Social Care via the Salford Bridge Partnership as soon as there is a child protection concern in line with: <https://safeguardingchildren.salford.gov.uk/media/1800/support-and-safeguarding-january2023-final.pdf>
- Identifying a key member of staff as an Operation Encompass Champion whose role is to receive information from the Police relating to incidents of Domestic Abuse.
- Using a Signs of Safety approach to support the safeguarding of children and families.
- Initiating and contributing to assessments relating to the child or young person and their family, including Early Help Assessments in line with the Salford Helping Children Thrive Model.

Children potentially at a greater risk of harm.

Some children are recognised as potentially being at a greater risk of harm. All staff should be aware that these children can be particularly vulnerable;

- Children who need a social worker and are subject to Child in Need or Child Protection Plans.
- Children requiring mental health support.
- Looked after children and previously looked after children.
- Care Leavers.
- Children with special educational needs and disabilities.

When assessing the impact of abuse and neglect on a child, staff should ensure consideration is given to the above criteria which may indicate additional vulnerability.

2.3. In order to support students and the families when dealing with safeguarding and potential child protection issues, staff will;

- Undertake discussions with the parents (or if appropriate the child or young person), to gain consent to share information prior to the involvement of another agency unless this may put the child at increased risk of significant harm.
- Ensure parents have a clear understanding of the duty placed on staff with regards the safeguarding and child protection.
- Ensure that parents are aware of the intention to make a referral into Children's Social Care via the Salford Bridge Partnership, unless to do so may put the child at increased risk of significant harm.

2.4. Adverse Childhood Experiences

Adverse Childhood Experiences (ACEs) is the term used to describe all types of abuse, neglect, and other potentially traumatic experiences that occur to people under the age of 18. Professionals who work with children should have an understanding of how Adverse Childhood Experiences (ACE's) can have a tremendous impact on child development and the vulnerability of children. ACE's can have an impact on the child in terms of future violence victimisation and perpetration, and lifelong health and opportunity. Adverse Childhood Experiences have been linked to;

- Risky health behaviours
- Chronic Health Conditions
- Low life potential
- Early death

As the number of ACEs increases, so does the risk for these outcomes. The presence of ACEs does not mean that a child will experience poor outcomes. However, children's positive experiences or protective factors can prevent children from experiencing adversity and can protect against many of the negative health and life outcomes even after adversity has occurred. It is important to address the conditions that put children and families at risk of ACEs so that we can prevent ACEs before they happen.

2.5 Early Help Assessment

In order to effectively contribute to the Early Help Assessment process, staff will actively participate and contribute to the development of a common assessment process that considers the needs of the child and the family. Early Help Assessments are conducted in order to facilitate earlier identification and intervention supporting children with additional needs. In order to ensure the effectiveness of the Early Help Assessments staff will;

- Participate in Early Help Assessment training.
- Develop effective links with other services and agencies.
- Work in partnership with children, young people and their families.
- Identify an Early Help Lead person within the provision

3. Child Protection Procedures

In accordance with statutory guidance, governing bodies and proprietors should ensure that the setting has the following in place;

- An effective child protection policy and procedures in place that are in accordance with the local authority guidance and locally agreed multi agency safeguarding arrangements put in place by the three safeguarding partners.
- That the child protection policy and procedures are made available on the website or to pupils, student and parents on request.
- Procedures in place for dealing with complaints about safeguarding arrangements that are accessible to staff, pupils and parents. The child protection procedures for education settings will ensure:

- The procedures set out in the Salford Safeguarding Children Partnership (SSCP) Safeguarding Children Procedures Manual are followed, together with the SSCP multi agency Child Protection Standards. These multi agency procedures are updated and held online at:

<https://safeguardingchildren.salford.gov.uk/>

- A member of staff who has child protection concerns about a child or young person, will immediately inform the Designated Safeguarding Lead, and record accurately the events giving rise to the concern.
- If the Designated Safeguarding Leads are unavailable the member of staff should speak to the named person in the Local Authority.

Safeguarding Education Officer, for advice. Under no circumstances should the member of staff attempt to resolve the matter without first taking advice.

- Understanding that taking no action does not safeguard children, once information is received there should not be an assumption that someone else will act. Discussions should be had and the outcome should clearly note what actions will be taken, by who and why. **(For Child Protection Procedures flow chart see appendix B .)**

All staff should know what to do if a child tells them he/she is being abused or neglected. Staff should know how to manage the requirement to maintain an appropriate level of confidentiality. This means only involving those who need to be involve, such as the designated safeguarding lead (or a deputy) and children’s social care. Staff should never promise a child that they will not tell anyone about a report of abuse, as this may ultimately not be in the best interests of the child. Keeping Children Safe in Education, September 2022.

3.1. Dealing with a disclosure

Do -

- Stay Calm
- Listen carefully, let the child tell their story and take it seriously
- Ask TED questions – Tell me, Explain to me, Describe to me
- Keep the child informed about what you are doing and what is happening at every stage
- Reassure them they have done nothing wrong and it is not their fault
- Make a full record of what has been said as soon as possible

Don't -

- Promise confidentiality. Be honest about your own position, who you will have to tell and why
- Ask leading questions (e.g. Did your mother do this to you)
- Press the child for more details
- Make promises (e.g. this will never happen again)

Once a disclosure has been made or a concern has been shared, the Designated Safeguarding Lead will consider the information, if necessary take advice, and will make a decision to select one of following;

- Managing any support for the child internally via 0161 Education CIC own support processes.
- Undertaking an early help assessment.
- Making a referral to statutory services for example as the child might be in need, is in need or suffering, or is likely to suffer harm.

Once the decision is made to make a referral, the Designated Safeguarding Lead will contact the The Salford Bridge Partnership and make an online referral. As part of the KSCP multi agency procedures Children's Social Care will inform the referrer of the outcome progress of the referral within 3 working days. If the Designated Safeguarding Lead does not receive this information, it is their responsibility to follow up the progress of the referral.

3.2. Making a referral

All staff will know what to do if a child tells them he/she is being abused or neglected. Staff members working with children are advised to maintain an attitude of 'it could happen here' where safeguarding and child protection are concerned. When concerned about the welfare of a child, staff should always act in the best interests of the child.

As such all staff should be aware through training how to make a referral into the Salford Bridge Partnership:

<https://childrensportallcs.salford.gov.uk/web/portal/pages/home>

Salford Bridge Partnership:

0161 603 4500 from 8.30am to 4.30pm

Emergency Duty Team:

0161 794 8888 outside office hours

When making a referral the following information is required;

- Your name and where you are from.
- The child's details – name, address, date of birth etc.
- Details of the child's parents/carers.
- What's Working Well?
- What you are worried about (Nature of the referral relating to significant harm and the category of abuse).
- Any relevant context that supports the referral information.
- What needs to happen to ensure the safety/wellbeing of the child.
- If the parents been informed of referral, and if not the reason why.

3.3. Confidentiality and Information Sharing

Sharing information is essential in working together to safeguard children. Professionals, agencies and services are required to share information securely:

- About children and their health and development in relation to exposure to possible abuse and neglect.
- About parents who may not be able to care adequately and safely for children.
- About individuals who may present a risk to children.

Where there are concerns that a child is, or may be at risk of significant harm, the needs of the child must always come first; **the priority must always be to protect the child.**

If there is any doubt about confidentiality, staff should seek advice from a senior manager or outside agency as required.

The Designated Safeguarding Lead will only disclose information about a student to other members of the staff team on a need to know basis. In line with the **HM Government Information Sharing: Guidance for practitioners and managers. Seven Golden Rules for information sharing**, the appropriateness of sharing information should have a direct relevance on the ability of the member of staff to carry out their role.

For 'Seven Golden Rules of Information Sharing'. See (Appendix C.)

All staff must be aware that they have a professional responsibility to share information securely with other agencies in order to safeguard children.

3.4. Record Keeping

To ensure good safeguarding and child protection practice education settings are required to keep clear and detailed written records of concerns about children, even when there is no need to refer the matter to Children's Social Care immediately.

Whether using paper records or the use of electronic recording systems such as CPOM's, records should clearly indicate statements of fact, opinion, first and second hand information, including who, what, where, when and why. All child welfare concern and child protection records should be kept securely in locked locations with limited access.

It is important for children to receive the right help at the right time to address safeguarding risks, prevent issues escalating and to promote children's welfare. Research and serious case reviews have repeatedly shown the dangers of failing to take effective action. Examples of poor practice include:

- Failing to act on and refer the early signs of abuse and neglect.
- Poor record keeping.
- Failing to listen to the views of the child.
- Failing to re-assess concerns when situations do not improve.

- Not sharing information with the right people within and between agencies.
- Sharing information too slowly.
- A lack of challenge to those who appear not to be taking action.

Further information on the staff to whom these regulations apply, the checks that should be carried out, and the recording of these checks can be found in the;

<https://www.gov.uk/government/publications/disqualification-under-the-childcare-act2006/disqualification-under-the-childcare-act-2006-statutory-guidance>.

3.5. Information Sharing

Please refer to the Government 7 Golden Rules and information flow chart at Appendix C.

4. Monitoring and Review

This policy document will be monitored and reviewed annually by the DSL Jozef Chlebik in accordance with best practice or in the following circumstances:

- Changes in legislation and/or government guidance.
- As required by the Local Safeguarding Children Partnership.
- As a result of any other significant change or event.

In the interests of safeguarding and protecting the welfare of children and young people all staff will receive a copy of the settings Safeguarding Child Protection policy, and sign a safeguarding checklist to say they have read and understood the content.

Appendix A

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Role of the designated safeguarding lead

Governing bodies, proprietors and management committees should ensure an appropriate senior member of staff, from the organisation is appointed to the role of designated safeguarding lead. The designated safeguarding lead should take lead responsibility for safeguarding and child protection (including online safety). This should be explicit in the role holder's job description. This person should have the appropriate status and authority within the organisation to carry out the duties of the post. They should be given the time, funding, training, resources and support to provide advice and support to other staff on child welfare and child protection matters, to take part in strategy discussions and inter-agency meetings, and/or to support other staff to do so, and to contribute to the assessment of children.

Availability

During term time the designated safeguarding lead (or a deputy) should always be available (during school or college hours) for staff within the organisation to discuss any safeguarding concerns. Whilst generally speaking the designated safeguarding lead (or deputy) would be expected to be available in person, it is a matter for the individual establishment, to define what "available" means and whether in exceptional circumstances availability via phone and or online calls or other such media is acceptable. It is a matter for individual establishment and the designated safeguarding lead to arrange adequate and appropriate cover arrangements for any out of hours/out of term activities.

Manage Referrals

The designated safeguarding lead is expected to refer cases;

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

Working with others

The designated safeguarding lead is expected to;

- Act as a source of support, advice and expertise for all staff.

- Act as a point of contact with all safeguarding partners.
- Liaise with the host school to inform them of issues - especially ongoing enquiries under Section 47 of the Children Act 1989 and any Police investigations. This should include being aware of the requirement for children to have an appropriate adult.
- As required, liaise with the Salford Local Authority Designated Officer (LADO) (0161 603 4350) for Child protection concerns in cases which concerns a staff member.
- Liaise with staff on matters of safety, safeguarding, wellbeing and welfare (Including online and digital safety), and when deciding whether to make a referral by liaising with relevant agencies so that children's needs are considered holistically.
- Liaise with the senior mental health need and, where available, the mental health support team, where safeguarding concerns are linked to mental health.
- Promote supportive engagement with parents and/or carers in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances.
- Work with other partner leads, taking responsibility for promoting good outcomes by knowing the welfare, safeguarding and child protection issues that children in need may be experiencing.
- Identifying these issues and the impact that these might be having on children's attendance, engagement and achievement at 0161 Education CIC. This includes;
- Ensuring that the cohort of children who have or have had a social worker are, understanding their progress and attainment, and maintaining a culture of high aspirations.
- Supporting staff to provide additional support or reasonable adjustments to help children who have had a social worker to reach their full potential. Recognising that even when statutory social care intervention has ended, there is still a lasting impact on the Childs educational outcomes.

Information Sharing

The designated safeguarding lead is responsible for ensuring that the child files are kept up to date. Information should be kept confidential and stored securely. It is good practice to keep concerns and referrals in a separate file for each child. Records should include;

- A clear and comprehensive summary of the concern.
- Details of how the concerns was followed up and resolved.
- A note of any action taken, decisions reached and the outcome.

They should ensure the file is only accessed by those who need to see it and where the file or content within it is shared.

Where children leave the organisation the designated safeguarding lead should ensure their student file is transferred to the new school or provision as soon as possible, and within 5 days for an in-year transfer or within the first 5 days of the start of a new term. Ensuring secure transit and confirmation of receipt should be obtained.

Lack of information about their circumstances can impact on the child's safety, welfare and educational outcomes. The designated safeguarding lead should also consider if it would be appropriate to share any additional information with the new school or provision in advance of a child leaving to help them put in place the right support to safeguard this child and to help the child thrive in the provision. For example, information that would allow the new school or

provision to continue supporting children who have had a social worker and been victims of abuse and have that support in place for when the child arrives.

Raising Awareness

The designated safeguarding lead should;

- Ensure each member of staff has access to, and understands, Quick Brick Training Academies child protection policy and procedures, especially volunteers and any new and part-time staff.
- Ensure the Academies child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors regarding this.
- Ensure the child protection policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the organisation in this.
- Link with Salford's Safeguarding Children partnership arrangements to make sure staff are aware of training opportunities and the latest local policies on local safeguarding arrangements.
- Help promote good all round outcomes by sharing the information about the welfare, safeguarding and child protection issues that children, including children with a social worker, are experiencing with organisation.

Training, knowledge and skills

The designated safeguarding lead (and any deputies) should undergo training to provide them with the knowledge and skills required to carry out the role. This training should be updated at least every two years. The designated safeguarding lead should undertake Prevent awareness training. Training should provide designated safeguarding leads with a good understanding of their own role, how to identify, understand and respond to specific needs that can increase the vulnerability of children, as well as specific harms that can put children at risk, and the processes, procedures and responsibilities of other agencies, particularly children's social care, so they;

- Understand the assessment process for providing early help and statutory intervention, including local criteria for action and local authority children's social care referral arrangements.
- Have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so.
- Understand the importance of the role the designated safeguarding lead has in providing information and support to children social care in order to safeguard and promote the welfare of children.
- Understand the lasting impact that adversity and trauma can have, including on children's behaviour, mental health and wellbeing, and what is needed in responding to this in promoting educational outcomes.
- Are alert to the specific needs of children in need, those with special educational needs and disabilities (SEND), those with relevant health conditions and young carers.
- Understand the importance of information sharing, both within the organisation and with the three safeguarding partners, other agencies, organisations and practitioners.
- Understand the lasting impact that adversity and trauma can have, including on children's behaviour, mental health and wellbeing, and what is needed in responding to this in promoting educational outcomes.

- Are alert to the specific needs of children in need, those with special educational needs and disabilities (SEND), those with relevant health conditions and young carers.
- Understand the importance of information sharing, both within the organisation and safeguarding partners, other agencies, organisations and practitioners.
- Understand and support the organisation with regards to the requirements of the Prevent duty and are able to provide advice and support to staff on protecting children from the risk of radicalisation.
- Are able to understand the unique risks associated with online safety and be confident that they have the relevant knowledge and up to date capability required to keep children safe whilst they are online.
- Can recognise the additional risks that children with special educational needs and disabilities (SEND) face online, for example, from online bullying, grooming and radicalisation and are confident they have the capability to support children with SEND to stay safe online.
- Obtain access to resources and attend any relevant or refresher training courses.
- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the organisation may put in place to protect them.

In addition to the formal training set out above, their knowledge and skills should be refreshed (this might be via e-bulletins, meeting other designated safeguarding leads, or simply taking time to read and digest safeguarding developments) at regular intervals, as required, and at least annually, to allow them to understand and keep up with any developments relevant to their role.

Providing support to staff

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

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

Understanding the views of children

It is important that children feel heard and understood. Therefore, designated safeguarding leads should be supported in developing knowledge and skills to;

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

Holding and sharing information

The critical importance of recording, holding, using and sharing information effectively is set out in Parts one, two and five of this document, and therefore the designated safeguarding lead should be equipped to;

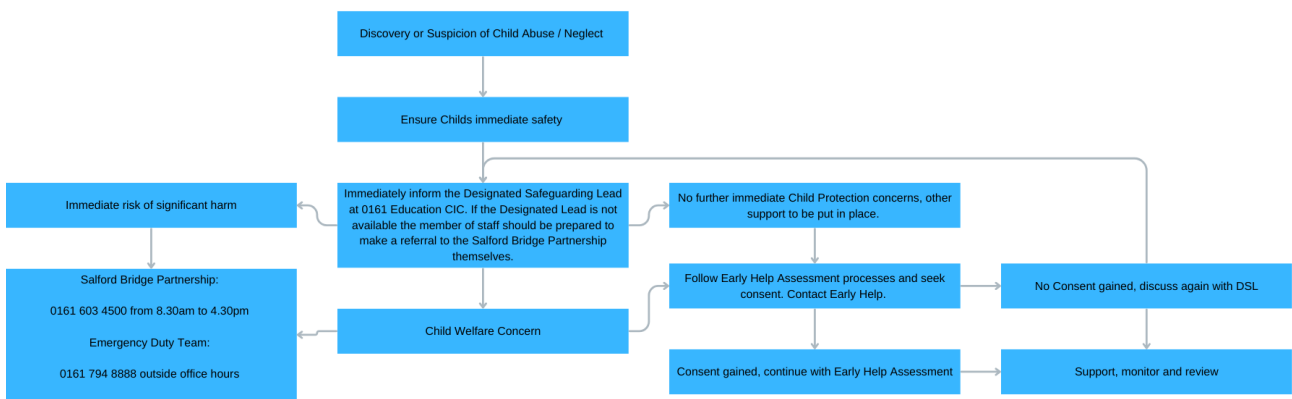
- Understand the importance of information sharing, both within the organisation, and with other schools and provisions on transfer including in-year and with the safeguarding partners, other agencies, organisations and practitioners.
- Understand relevant data protection legislation and regulations, especially the Data Protection Act 2018, and the UK General Data Protection Regulation (UK GDPR).
-
- Be able to keep detailed, accurate, secure written records of concerns and referrals and understand the purpose of this record-keeping.

Other Local Designated Safeguarding Lead Additional duties In Salford the Designated Safeguarding Lead may also act as champion for local/ area initiatives such as Operation Encompass, Child Exploitation single point of contact and Private Fostering.

Appendix B

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Child Protection Procedures Flow Chart



Appendix C

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Seven Golden Rules For Information Sharing

To keep children and young people safe in Education establishments, you need to share information appropriately so the correct decisions can be made to protect them. This is why the government has outlined the seven golden rules for information sharing as safeguarding involves sensitive information which directly affects the welfare of children and young people.

However, clear boundaries around information sharing or disclosures are important to maintain confidentiality where appropriate. Underneath the seven golden rules for information sharing below, you'll also find a useful flowchart of key questions.

1. GDPR Isn't a Barrier to Sharing Information

With GDPR coming into effect in 2018, it's assumed that this statutory requirement doesn't allow you to share information. This isn't the case. The Data Protection Act isn't a barrier to sharing information but it provides a framework which ensures that personal information about living individuals is shared appropriately.

2. Be Open and Honest

You need to be open and honest with the child, young person and/or their family where appropriate about why, what, how and with who you will or could share information with. You also need to seek their agreement unless it's inappropriate or unsafe to do so.

3. Seek Advice

If you're ever in any doubt about sharing or disclosing the information concerned, seek advice from other practitioners such as your Designated Safeguarding Lead (DSL). You should try to do this without disclosing the identity of the individual where possible.

4. Share Consent Where Appropriate

Where possible, respect the wishes of those who don't give consent for you to share their confidential information. However, depending on the nature of the situation and what a child or young person has disclosed, you may still share information without consent. This is if there's a good reason to do so in your judgement, such as where safety can be at risk.

5. Consider Safety and Wellbeing

Base your information sharing decisions on considerations of the safety and wellbeing of the child or young person - as well as anyone else who may be affected by their actions.

6. Necessary, Proportionate, Relevant, Adequate, Accurate, Timely and Secure

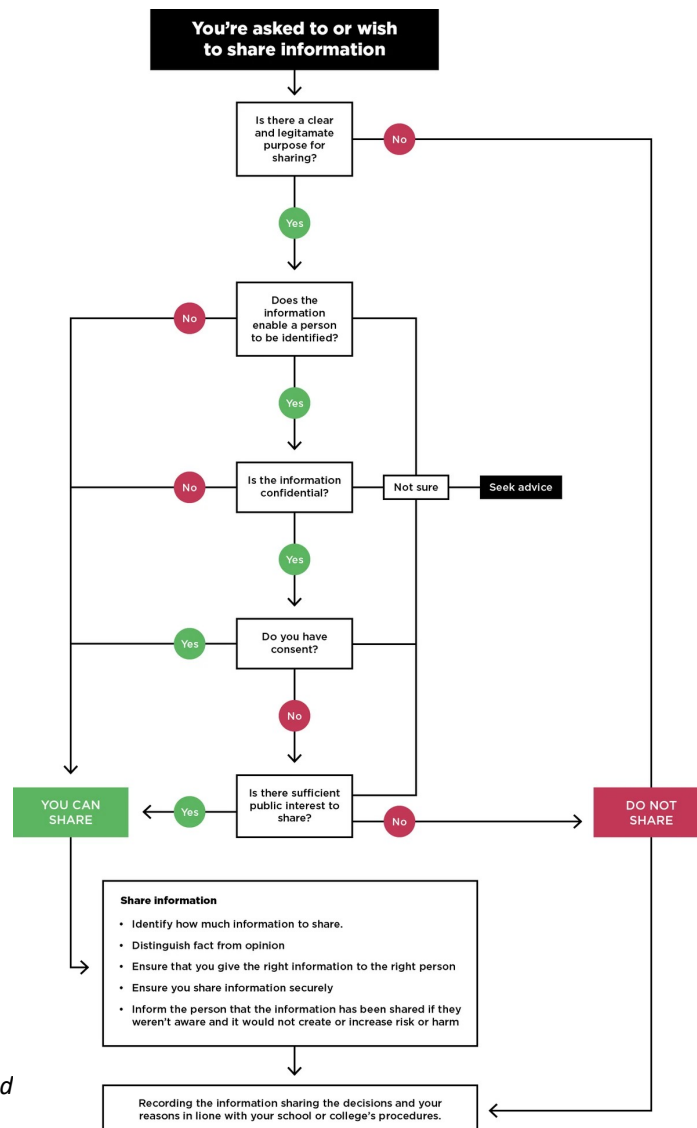
Ensure the information you share is necessary for the purpose for which you share it. You should share it only with those people who need to have it, your information is accurate, up-to-date, shared in a timely fashion and also shared securely.

7. Keep a Record

Regardless of the decision you make, keep a record of it and the reasons why you made that decision. If you decide to share following a disclosure, then record what you've shared, with who and for what purpose.

Even with the government's seven golden rules for sharing information, it can be challenging in a real-life situation when you need to make the tough decision on whether or not you should share information.

To help make that process easier, here's a flowchart of key questions for information sharing to help you make the right call if you're ever in that situation.



Appendix D

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Salford's Support and Safeguarding (Formerly the Thresholds of need and response)

support-and-safeguarding-january-2022.pdf (salford.gov.uk) the guidance is for anyone who has concerns about a child. It is designed to be used as a foundation to enable the correct level of support to be provided, whilst embedding strengths-based, community approaches into practice.

It is important that this guidance is understood by DSLs and DDSLs to ensure children get the right support at the right time. It introduces a model of help and support, providing information on the levels of need and gives examples of some of the indicators that mean a child or young person may need additional support.

There are four types of support which families are entitled to ensure they meet their children's needs and help them to thrive. Practitioners will reflect on each stage with the family whenever possible but recognise there may be times this is not safe to do so. Examples of this are serious safeguarding concerns that require immediate intervention, where staff are unsure the Bridge will be contacted for consultation. 0161 603 4500.

