

Child Protection and Safeguarding Policy

Courthouse Green Primary School



September 2020

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Reviewed by: Kate Halfpenny

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Designated Safeguarding Lead: Kate Halfpenny – Pastoral Support
Manager

Deputy Designated Safeguarding Lead: Sarah Malam (HT); Claire Jones
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1 Definitions

1.1 'Safeguarding' is defined in **Keeping Children Safe in Education (2020)** as;

- protecting children from maltreatment;
- preventing impairment of children's **mental** health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes.

1.2 'Child Protection' is the intervention that occurs when children have been significantly harmed or are at risk of significant harm.

1.3 'Child' refers to everyone under the age of 18.

1.4 'Parent' refers to birth parents and other adults in a parenting role for example adoptive parents, step parents and foster carers.

1.5 'Staff' or 'members of staff' refers to all teaching, non-teaching, support, supply, peripatetic, contract staff, governors, volunteers and trustees working in or on behalf of Courthouse Green Primary School and Triumph Trust

2 Introduction

2.1 We recognise that safeguarding and child protection is an essential part of our duty of care to all students and all staff have a responsibility to provide a safe environment in which children can learn. We understand that safeguarding, child protection and promoting the welfare of all children is everyone's responsibility and everyone has a role to play in protecting children. We recognise that our school is part of a wider safeguarding system for children and work closely with other agencies to promote the welfare of children. We maintain an attitude of 'it could happen here' and will consider the wishes of, and at all times, what is in the best interests of each child.

2.2 The purpose of this policy is to;

- Promote safeguarding and child protection and to demonstrate Courthouse Green's commitment to keeping children safe;
- Provide all members of staff with the information required to meet their safeguarding duty and protect children from harm;
- Provide stakeholders with clear information relating to Courthouse Green safeguarding and child protection procedures;
- Ensure that staff understand, can recognise and can respond to the indicators of abuse;
- Ensure that all staff are aware of their mandatory reporting duty in relation to Section 5B of the Female Genital Mutilation Act 2003; and
- Ensure that children are protected from maltreatment or harm.

2.3 Courthouse Green is committed to the following principles;

- All children have the right to be protected from harm.
- Children should feel safe and secure and cannot learn unless they do so.
- All staff are responsible for keeping children safe and have a responsibility to act if they think a child is at risk of harm.
- Working with other agencies is essential to promote safeguarding and protect children from harm.
- Early help and providing support to families and/or children as soon as a problem emerges is essential to improving outcomes for children and families.

2.4 Safeguarding aims

2.4.1 The safeguarding aims of Courthouse Green, in line with Keeping Children Safe in Education (September 2020) are to;

- work to identify children who are suffering or likely to suffer harm or abuse and act to protect them;
- work with relevant services and agencies to ensure that children are protected from harm;
- provide a learning environment for children which is safe and secure;
- teach children how to keep themselves safe and provide structures for them to raise concerns if they are worried or at risk of harm;
- **support children's mental health and wellbeing;**
- ensure that we adhere to safer recruitment guidance and legislation, deal promptly with allegations of abuse against staff and take bullying and harassment seriously;
- train staff effectively in all safeguarding issues and in their responsibilities for identifying and protecting children that are or may be at risk of harm;
- recognise that all children may be vulnerable to abuse, but be aware that some children have increased vulnerabilities due to special educational needs or disabilities;
- maintain a robust recording system for any safeguarding or child protection information;
- ensure that everyone at Courthouse Green understands the safeguarding procedures; and to
- regularly review policies and procedures to ensure that children are protected to the best of our ability.

2.5 This policy adheres to the following documents;

- [Keeping Children Safe in Education \(2020\)](#) DRAFT VERSION ONLY AVAILABLE AT PRESENT
- [Working Together to Safeguard Children \(June 2018\)*](#)
- [Guidance for Safer Working Practice for those working with children and young people in education settings \(May 2019\)](#)
- [Guidance for Safer Working Practice for those working with children and young people in education settings addendum \(April 2020\)](#)
- [What to do if you are worried a child is being abused: Advice for practitioners \(2015\)](#)

2.6 An addendum to this policy outlining safeguarding arrangements during the Covid-19 emergency period can be found on the school website.

2.7 Keeping Children Safe in Education remains in force throughout the Covid-19 emergency period. In addition, we have regard to [non-statutory interim guidance on safeguarding schools, colleges and other providers during the coronavirus outbreak](#). We continue to work closely with the Local Authority and the Coventry Safeguarding Children Partnership to safeguard children during this time.

2.6 Please note that there are a number of other documents (statutory and non-statutory) that inform our policy and practice. A list of these can be found in Annex A of Keeping Children Safe in Education (September 2020).

2.7 This policy should be read in conjunction with the following policies;

Behaviour (Relationships) Policy; Attendance Policy; E-Safety Policy

Links to these policies can be found in Appendix A.

2.8 Scope

2.8.1 This policy applies to all teaching, non-teaching, support, supply, peripatetic, contract staff, governors, volunteers and trustees working in or on behalf of Courthouse Green and Triumph Trust. All references in this document to 'staff' or 'members of staff' should be interpreted as relating to the aforementioned unless otherwise stated.

2.8.2 Rather than duplicating content from Keeping Children Safe in Education (September 2020) in this policy, it should be understood that Courthouse Green will always refer to this document as the benchmark for all safeguarding practice.

3 Roles and Responsibilities

3.1 The Role of the Governing Body

3.1.1 The school has a senior board level lead to take leadership responsibility for safeguarding. This role is carried out by Justine McKim. Part 2 of Keeping Children Safe in Education (**September 2020**) sets out the responsibilities of governing bodies. As part of these overarching responsibilities the Governing Body will;

- Ensure that they comply with their duties under legislation;
- Ensure that policies, procedure and training Courthouse Green are effective and comply with the law at all times and that they allow concerns to be responded to in a timely manner;
- Ensure that Courthouse Green takes into account local authority and Coventry Safeguarding Children Partnership policies and supply information as requested by the three safeguarding partners (the Local Authority, a clinical commissioning group for an area within the local authority and the chief office of police for a police area within the local authority);

- Ensure that Courthouse Green has an effective child protection policy, that it is published on the school website or available by other means and review this annually;
- Ensure that Courthouse Green has a staff behaviour policy or Code of Conduct;
- Ensure that all staff undergo safeguarding and child protection training on induction;
- **Consider a whole-school approach to online safety, including the use of mobile technology in school;**
- **Ensure that there are clear systems and processes in place for identifying when children may be experiencing mental health problems;**
- Ensure that children are taught about safeguarding, including online safety. See section 12 of this policy for further information;
- Put in place appropriate safeguarding responses for children who go missing from education;
- Appoint an appropriate member of staff from the senior leadership team to the role of Designated Safeguarding Lead;
- Ensure that appropriate filters and monitoring systems are in place to keep children safe online; and
- Respond to allegations of abuse against the headteacher.

3.2 The Role of the Headteacher

3.2.1 The headteacher will;

- Ensure that this policy is reviewed annually and ratified by the governing body;
- Ensure that this policy and associated procedures are adhered to by all staff;
- Ensure that all staff are made aware of the named governor for safeguarding and the Designated Safeguarding Lead;
- Ensure that the role of 'Designated Safeguarding Lead' is explicit in the role-holder's job description;
- Decide whether to have one or more deputy safeguarding leads and ensure they are trained to the same standard as the Designated Safeguarding Lead;
- Organise appropriate cover for the role of Designated Safeguarding Lead for any out of hour/out of term activities;
- Appoint a 'Designated Teacher for Looked-After and Previously Looked-After Children' to promote the educational achievement of children looked after;
- Appoint a lead for online safety;
- Ensure that all recruitment follows the 'Safer Recruitment' guidance and a single, central record is maintained with details of all members of staff who are in contact with children;
- Respond to allegations of abuse against all other members of staff;
- Refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required;
- Ensure that the school works with social care, the police, health services and other services to; promote the welfare of children; provide a co-ordinated offer of early help when need is identified; contribute to inter-agency plans

for children subject to children protection plans and to protect children from harm.

- Safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties (Teaching Standards, 2012); and
- Ensure that children's social care (from the host local authority or placing authority) have access to Courthouse Green to conduct, or to consider whether to conduct a section 47 or section 17 assessment, as per Keeping Children Safe in Education (September 2020).

3.3 The Role of the Designated Safeguarding Lead

3.3.1 The Designated Safeguarding Lead for Courthouse Green is Kate Halfpenny. The Designated Safeguarding Lead will;

- Take overall lead responsibility for safeguarding and child protection at Courthouse Green
- Act as a source of support and expertise on matters relating to safeguarding and child protection to ensure that other members of staff can carry out their safeguarding duty;
- Be best placed to advise on the response to safeguarding concerns;
- Liaise with the Local Authority and work with other agencies in line with 'Working Together to Safeguard Children (2018);
- Identify if children may benefit from early help;
- Make referrals to Coventry's Multi-Agency Safeguarding Hub (MASH) where children are at risk of significant harm.
- Make referrals to the Channel programme where there is a radicalisation concern and/or support staff that make a referral to Channel;
- Support the school with regards to their responsibilities under the Prevent duty and provide advice and support on protecting children from radicalisation;
- Refer cases to the police where a crime may have been committed¹;
- Be available during school or college hours for staff to discuss any safeguarding concerns. In the event that they are not available, a deputy will be made available;
- Undertake training to equip them with the skills to carry out the role and update this every two years;
- Ensure all staff have read and understood Part 1 and Annex A of Keeping Children Safe in Education (September 2020);
- Update their knowledge and skills regularly and keep up with any developments relevant to their role;
- Provide staff in school with the knowledge, skills and support required to safeguard children;
- Take responsibility for the accurate and timely recording of safeguarding and child protection concerns and take overall responsibility for safeguarding and child protection files;
- Take responsibility for the transfer of safeguarding files when a child leaves Courthouse Green

¹ The school will have regard to ['When to call the police'](#) guidance from the National Police Chief's Council.

- Attend or ensure an appropriate representative attends multi-agency safeguarding or child protection meetings;
- Work closely with other relevant education professionals (e.g. SENCO, Virtual School Head) to ensure children with additional vulnerabilities are safeguarded;
- **Help to promote educational outcomes of child who have experienced or are experiencing safeguarding or child protection issues by sharing relevant information with teachers and the school leadership team;**
- Promote a 'culture of safeguarding', in which every member of Courthouse Green community acts in the best interests of the child;
- Regularly meet with the safeguarding link governor and/or Chair of Governors to review safeguarding at Courthouse Green and;
- Liaise with the headteacher regarding safeguarding cases and issues.

3.3.2 Further details on the role of the Designated Safeguarding Lead can be found in Annex B of Keeping Children Safe in Education (September 2020).

3.4 The Role & Responsibilities of all Staff within School

3.4.1 School staff play a particularly important role because they are in a position to identify concerns early in order to provide help for children. All staff at Courthouse Green;

- Have a responsibility to provide a safe environment, where children can learn;
- Should know what to do if a child tells them that he/she is being abused or neglected;
- Will be able to identify indicators of abuse;
- Will be made aware of; the safeguarding and child protection policy; the school behaviour policy; the staff behaviour policy; information about the safeguarding response to children missing in education; the role of the designated safeguarding lead and systems at Courthouse Green that support safeguarding and child protection;
- Will be provided with a copy of Part 1 of Keeping Children Safe in Education (September 2020) annually and receive annually updated training on their safeguarding roles and responsibilities; (IS FOUND ON CPOMS LIBRARY)
- **Should have an awareness of safeguarding issues that put children at risk of harm and behaviours associated with these risks;**
- Should know what to do if a child makes a disclosure of abuse and never promise confidentiality when a child makes a disclosure;
- Will be made aware of the early help process and understand their role in it;
- Should be prepared to identify children who may benefit from early help and will discuss early help requirements with the safeguarding lead in the first instance;
- May be required to support social workers and other agencies following a referral;

- Will be made aware of the process for making referrals to Children's Social Care (through the MASH), understand statutory assessments and the role that they may be expected to play in such assessments;
- Should be prepared to make referrals to the MASH if they have concerns about a child's welfare and understand the role that they may be expected to play in such assessments;
- Will receive regularly updated safeguarding and child protection training;
- Will receive safeguarding updates throughout the year as part of continuous professional development;
- Should be able to contribute to the development of safeguarding policy and practice.
- Should always seek advice from the Designated Safeguarding Lead if they are unsure; and
- All teachers should safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties (Teaching Standards, 2012).

3.5 Multi-Agency Working

3.5.1 The school is committed to multi-agency working and operates under Working Together to Safeguard Children (2018) and local safeguarding arrangements.

3.5.2 The school will work with social care, the police, health services, local Early Help practitioners and other relevant agencies to promote the welfare of children and protect them from harm.

3.5.3 We work closely with our local Family Hub to ensure children receive appropriate, co-ordinated Early Help is available to our families via Park Edge Hub and our Early Help Coordinator is Sarina John, based a Park Edge.

3.5.4 The Coventry Safeguarding Children Partnership (CSCP) have designated that schools and colleges are a named 'relevant agency'. As such, the school is under a statutory duty to co-operate with published CSCP arrangements.

4 Types of abuse

4.1 As outlined above, all staff will be trained in indicators of abuse and should be able to recognise signs of abuse. We recognise that abuse, neglect and safeguarding issues are complex and can rarely be covered by one label. Abuse can take many forms and can involve directly inflicting harm on a child, or failing to protect a child from harm. The four main types of abuse that staff are trained to recognise are;

- Physical abuse;
- Sexual abuse;
- Emotional abuse;
- Neglect.

4.2 Types of abuse (Taken from Working Together to Safeguard Children, 2018)

Type of abuse	Information
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Type of abuse	Information
Abuse	A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.
Physical abuse	A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.
Emotional abuse	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 a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber 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	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. Sexual

Type of abuse	Information
Child sexual exploitation (CSE)	<p>abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.</p> <p>The sexual abuse of children by other children is a specific safeguarding issue in education.</p> <p>CSE is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.</p> <p>Further information about Child Sexual Exploitation can be found in paragraph 28 of Keeping Children Safe in Education 2020.</p>
Neglect	<p>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, for example, 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 care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.</p>

4.3 Indicators of abuse can be found in Appendix B.

4.4 If a child is in immediate danger or at risk of harm, a referral will be made to children's social care (through the MASH) and any member of staff can make this referral. A Designated or Deputy Designated Safeguarding Lead should be available at all times, but in exceptional circumstances the member of staff should speak to a member of the Senior Leadership Team or seek advice directly

from social care and then take appropriate action. The Designated Safeguarding Lead should be made aware as soon as possible.

4.5 Staff, parents and the wider community should report any concerns that they have about the welfare of children, however minor or seemingly insignificant. Staff should not assume that someone else will report concerns.

4.6 The school recognises that any child can be the victim of abuse and may benefit from early help. However, the school will be particularly vigilant to potential need for early help if a child;

- is disabled and have specific additional needs;
- has special educational needs (whether or not they have a statutory education, health and care plan);
- is a young carer;
- is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups;
- is frequently missing/goes missing from care or from home;
- is misusing drugs or alcohol themselves;
- is at risk of modern slavery, trafficking or exploitation;
- is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health problems or domestic abuse;
- has returned home to their family from care;
- is showing early signs of abuse and/or neglect;
- is at risk of being radicalised or exploited;
- is a privately fostered child.²

4.7 Courthouse Green recognises that abuse can take many different forms. Staff will also receive training on the following issues and action will be taken if Courthouse Green believes that a child is at risk of or is the victim of;

- physical abuse;
- sexual abuse;
- child sexual exploitation;
- emotional abuse;
- neglect;
- bullying, including cyber- or online-bullying;
- child criminal exploitation (including involvement in county lines);
- domestic abuse;
- fabricated or induced illness;
- faith-based abuse;
- female genital mutilation;
- forced marriage;
- gangs or youth violence;
- gender-based violence;
- hate;

² Taken from paragraph 18, [Keeping Children Safe in Education \(September 2020\)](#)

- radicalisation;
- relationship abuse;
- serious violence;
- sexual violence or sexual harassment (including peer on peer abuse);
- sexting;
- So-called 'honour-based' **abuse**;
- trafficking and modern slavery.

4.8 Courthouse Green will also take action to protect;

- Children missing education;
- Children missing from home or care.

4.9 There are other familial issues that can have a detrimental impact on children.

We work with other agencies in line with Keeping Children Safe in Education (2020) to support children and families in the following circumstances;

- Children facing the court procedures and/or children in the court system;
- Children with family members in prison;
- Children who are homeless;
- **Children who need a social worker.**

4.10 Child potentially at greater risk of harm

4.10.1 The school recognises that some children need a social worker due to abuse, neglect or family circumstances and that abuse and trauma can leave children vulnerable to further harm, as well as educational disadvantage.

4.10.2 The Designated Safeguarding Lead will hold information relating to social workers working with children in the school.

4.10.3 This information will inform decisions about safeguarding and promoting welfare (including the provision of pastoral and/or academic support).

4.11 Mental Health

4.11.1 The school recognise that safeguarding and promoting the welfare of children includes preventing the impairment of children's mental health or development.

4.11.2 All staff will be aware that mental health problems may be an indicator that a child is suffering or is at risk of suffering abuse, neglect or exploitation.

4.11.3 Staff will not attempt to make a diagnosis of a mental health problem unless they are appropriately trained.

4.11.4 We recognise that staff are well-placed to observe behaviour that may indicate that a child is experiencing a mental health problem, or is at risk of developing one. There are clear systems and processes in place for identifying possible mental health problems. If staff are concerned that a child is suffering a mental health problem, they should log their concern on CPOMS using 'Cause for Concern' and 'Welfare->Pupil Mental Health', including the Intervention Team in the log.

4.11.5 If staff are concerned that a child is experiencing a mental health problem that is also a safeguarding concern, they must report this to the Designated Safeguarding Lead (or deputy Designated Safeguarding Lead) immediately.

4.11.6 Chelsea Wallbank has worked with the Primary Mental Health Team and will be undertaking Mental Health First Aid certification – she is available for advice and support should staff need it.

4.11.7 Further information, guidance and advice regarding mental health can be found in paragraph 38 of Keeping Children Safe in Education 2020.

4.12 Courthouse Green have a duty to refer any children who are living in a private fostering arrangement to the local authority.

4.13 All schools are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015 in the exercise of their functions to have “due regard” to the need to prevent people from being drawn into terrorism. See Appendix B for further information on Courthouse Green's Prevent duty.

4.14 If any member of staff is unsure about signs of abuse or neglect, they should speak to the Designated Safeguarding Lead.

4.15 See Appendix B for further information and guidance on the above issues.³

5 Responding to signs of abuse

5.1 If a member of staff, parent or member of the public is concerned about a child's welfare, they should report it to the designated safeguarding lead as soon as possible. On occasions when the designated safeguarding lead is not available, it should be reported to the deputy safeguarding lead without delay. Although any member of staff can make a referral to Children's Social Care, where possible there should be a conversation with the Designated Safeguarding Lead.

5.2 If anyone other than the Designated Safeguarding Lead makes a referral to children's social care or to the police, they should inform the DSL as soon as possible.

5.2 All staff will be alert to indicators of abuse and will report any of the following to the Designated Safeguarding Lead immediately;

- Any concern or suspicion that a child has sustained an injury outside what is reasonably attributable to normal play;
- Any concerning behaviours exhibited by children that may indicate that they have been harmed or are at risk of harm, including unusual changes in mood or behaviour, concerning use of language and/or concerning drawings or stories.
- Any significant changes in attendance or punctuality;
- Any significant changes in a child's presentation;
- Any concerns relating to people who may pose a risk of harm to a child; and/or
- Any disclosures of abuse that children have made.

³ Please note that definitions of physical, sexual, emotional abuse and neglect are contained in the main body of the policy. Further information about other safeguarding issues and indicators of abuse can be found in Appendix B.

5.3 There will be occasions where a child discloses abuse directly to a member of staff. If this happens, the member of staff will;

- listen carefully to the child and believe what they are saying;
- not promise confidentiality, as information may need to be passed on so the child and family can receive additional support;
- only ask for clarification if something is unclear and will not ask 'leading' questions;
- report disclosure to the designated safeguarding lead as soon as possible, certainly by the end of the day;
- only discuss the issue with colleagues that need to know about it; and
- will write up the disclosure and pass it to the designated safeguarding lead. It is likely they will have a discussion with the DSL prior to this.

5.4 The designated safeguarding lead will make a decision about the action that needs to be taken following a member of staff raising a concern about a child, or following a direct disclosure. The DSL may;

- Manage support for the child internally;
- Seek advice from the social worker advice line in the MASH;
- Instigate single agency intervention and work directly with the family to improve the situation;
- Offer an Early Help Assessment to provide multi-agency help to a family;
- In cases where children are deemed to be at significant risk of harm, the DSL will refer cases to the MASH for statutory intervention. Parental consent will be obtained wherever possible before referring cases to the MASH. However, if Courthouse Green is worried that telling parents will mean the child is at greater risk of harm, we may do this without informing them.
- If parents do not consent to a referral but the school believes that a child is at significant risk of harm, a referral will still be made to children's social care.

5.5 For further information about the Coventry Safeguarding Children Partnership's 'Right Help, Right Time' guidance, which is used by Courthouse Green to make decisions about protecting children, please visit <http://www.coventry.gov.uk/righthelprighttime>.

5.6 See page 19 for flowchart of actions that will be taken where there are concerns about a child (taken from Keeping Children Safe in Education, September 2020).

5.7 In cases where members of staff become aware that Female Genital Mutilation (FGM) has been carried out on a female below the age of 18, they have a mandatory duty to report this to the police without delay and will do so. Staff should refer this to the DSL, but the legislation requires regulated health and social care professionals and teachers in England and Wales to make a report to the police where, in the course of their professional duties, they either;

- are informed by a girl under 18 that an act of FGM has been carried out on her; or
- observe physical signs which appear to show that an act of FGM has been carried out on a girl under 18 and they have no reason to believe that the

act was necessary for the girl's physical or mental health or for purposes connected with labour or birth.⁴

5.8 Courthouse Green understands that both adults and other children can perpetrate abuse, and peer on peer abuse is taken very seriously. Peer on peer abuse can include bullying, cyber-bullying, physical abuse, sexting, sexual violence and/or harassment, upskirting, and initiation/hazing ceremonies. The school recognises that safeguarding issues can manifest as peer on peer abuse.

5.8.1 All members of staff will be made aware of the school's policy and procedures with regards to peer on peer abuse. The school will ensure staff understand what is meant by peer on peer abuse and the school policy on peer on peer abuse by ensuring that it is part of whole staff safeguarding training and part of the behaviour policy.

5.8.2 The school will work to prevent peer on peer abuse by ensuring that our behaviour policy is clear; that children are taught respect as part of RSE, PHSE and Courthouse Green Core Values work.

5.8.3 In the event that an allegation of peer on peer abuse is made, Courthouse Green will investigate this. We will take any allegation of peer on peer abuse and treat it the same as a disclosure of any other type of abuse. We will seek evidence of this behaviour and inform both the victim and perpetrator of this behaviour of what will happen next. All behaviour logs will be made on CPOMS recording system and will reflect the detail of the disclosure and any subsequent evidence gained from other children or sources (screenshots – providing that they are not indecent images, etc).

5.8.4 In the event that an allegation of peer on peer abuse is made, victims and alleged perpetrators will be supported by victims and alleged perpetrators will be supported by the behaviour policy and the intervention team. Further support will be requested via MASH referrals for both parties and /or the police as appropriate.

5.8.5 Courthouse Green will never pass off peer on peer abuse as 'banter' or 'part of growing up'.

5.8.6 Children are taught about consent as part of protective behaviours work across school from Reception (includes consent to hug, hold hands, power to ask people to stop or step away from their personal space etc) to Yr 6 (includes consent to touch, what kind of touching is inappropriate, how to deal with derogatory comments about our bodies etc) Courthouse Green believe very strongly that all children should feel empowered to protect themselves and have control over relationships and to feel comfortable with their peers. Staff will support all children to ensure that they fully understand the importance of keeping themselves safe via PHSE and RSE lessons and will include e-safety concerns in these lessons to prevent peer on peer abuse via devices and social media.

5.8.7 *Courthouse Green* will adhere to guidance set out in Keeping Children Safe in Education (2020) and Sexual Violence and Sexual Harassment in Schools (May 2018) when responding to incidents of peer on peer abuse.

5.8.8 All staff will be made aware that 'upskirting' is a criminal offence.

⁴ *introduced in Section 5B of the FGM Act 2003, as inserted by section 74 of the Serious Crime Act 2015

5.9 Youth Produced Sexual Imagery ('sexting')

5.9.1 'Sexting' refers to any sharing of youth-produced sexual imagery between children. This includes;

- A person under the age of 18 creating and sharing sexual imagery of themselves with a peer under the age of 18;
- A person under the age of 18 sharing sexual imagery created by another person under the age of 18 with a peer under the age of 18 or an adult;
- A person under the age of 18 being in possession of sexual imagery created by another person under the age of 18.

5.9.2 Courthouse Green has a responsibility to educate children in the risks relating to 'sexting' and how to keep themselves safe online. [E-Safety policy](#)

5.9.3 Any incidents or suspected incidents of 'sexting' should be reported to the DSL without delay.

5.9.4 Once reported to the DSL, the DSL will decide on the appropriate course of action. This could include;

- Confiscation of mobile phones in line with guidance 'Searching, Screening and Confiscation, (January 2018);
- Referrals to the police and/or MASH;
- Sanctions in accordance with behaviour policy;
- Support for young people involved to prevent reoccurrence;

5.9.5 Any incidents of 'sexting' involving the following will result in a MASH and/or Police referral;

- Adult involvement;
- Coercion or blackmail;
- Children under the age of 13;
- Extreme, or violent content;
- Immediate risk of harm.

5.9.6 Staff will not view images or videos on pupil devices. Confiscated devices will be stored securely and passed to the relevant agencies.

5.9.7 We will work with parents as necessary if their child is involved in 'sexting'.

5.9.8 We operate a culture of safeguarding and young people should feel confident to disclose if they have sent an inappropriate image of themselves. Children will always be supported to retrieve and delete the images.

5.9 Serious Violence

5.9.1 All staff will be made aware of indicators, which may signal that children are at risk of, or are involved with serious violent crime.

5.9.2 All staff will be made aware of the risks associated with serious violence, criminal networks and gangs and understand the measures in place to prevent these.

5.9.3 All staff will have an awareness of Child Criminal Exploitation and behaviours linked to Child Criminal Exploitation. Further information about Child Criminal Exploitation can be found in paragraph 28 of Keeping Children Safe in Education (2020).

5.10 Searching, Screening and Confiscation

5.10.1 Where necessary, searching, screening and confiscation will be used to safeguard a child/children at Courthouse Green.

5.10.2 Courthouse Green adheres to 'Searching, Screening and Confiscation: Advice for Schools (January 2018).

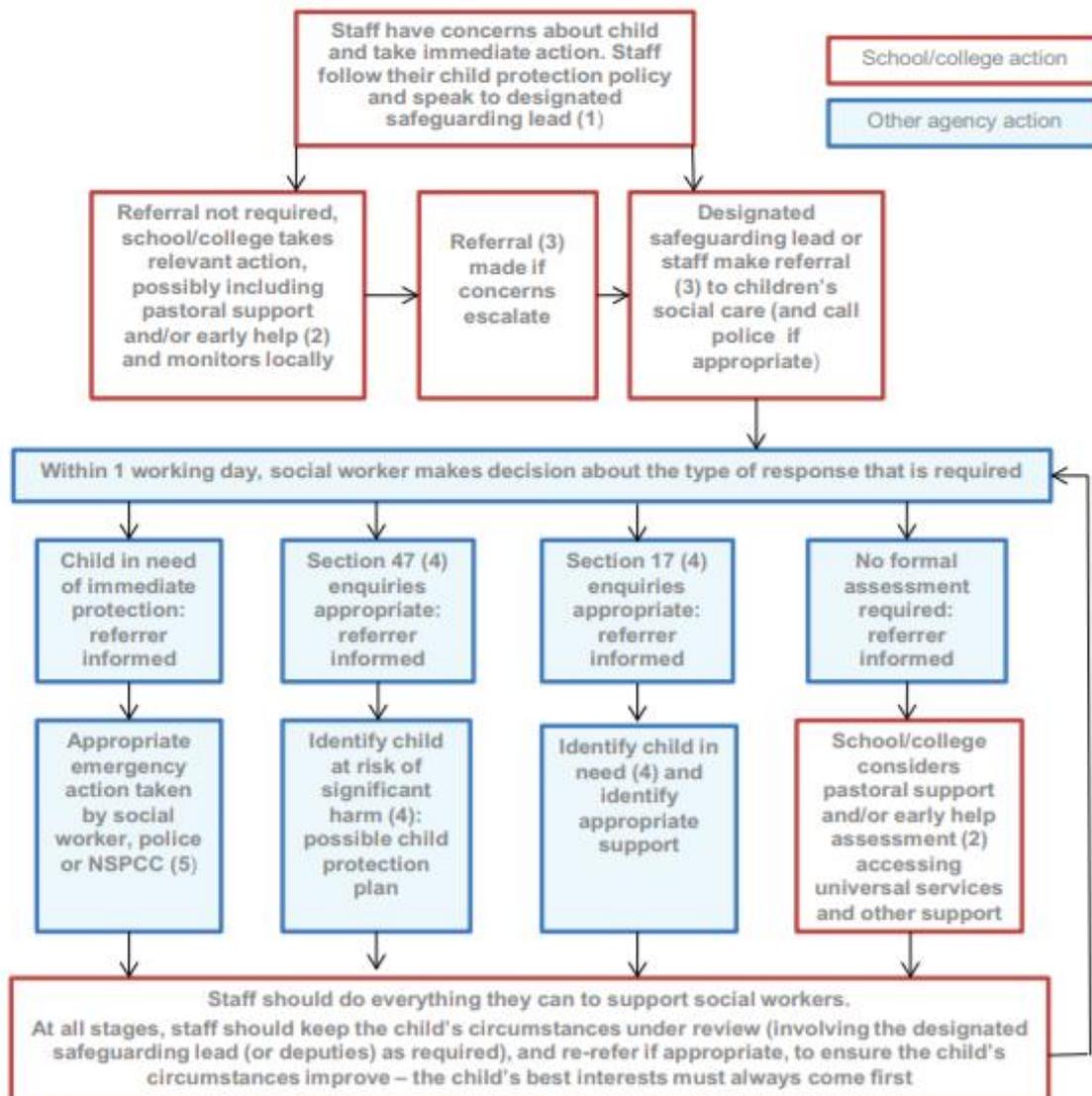
5.10.3 Please see searching, screening and confiscation policy for further information.

5.11 Extra-Familial Harm

5.11.1 Courthouse Green recognises that safeguarding incidents can be associated with factors outside the school and may take place outside of school. We also recognise that safeguarding incidents or behaviours can occur between children outside of school. We will always consider contextual safeguarding factors when responding to safeguarding incidents.

5.11.2 All staff will be made aware that safeguarding incidents and/or behaviours can be associated with factors outside of our school and/or can occur between children outside these environments.

Actions where there are concerns about a child



(1) In cases which also involve a concern or an allegation of abuse against a staff member, see Part four of this guidance.

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

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

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

(5) This could include applying for an Emergency Protection Order (EPO).

5.11 To raise concerns about children, members of staff should contact the Multi-Agency Safeguarding Hub (MASH) by telephone to discuss the referral. They should then complete the online Multi-Agency Referral Form (MARF) and submit this to the MASH. The school will follow up referrals if we do not receive feedback from social care.

MASH Telephone number: 02476 788 555

MASH online referral form: <http://www.coventry.gov.uk/safeguardingchildren>

Out of hours Emergency Duty Team: 02476 832 222

Prevent/Channel Referrals: Refer to MASH (mash@coventry.gov.uk) and to CTU_GATEWAY@west-midlands.pnn.police.uk

5.12 If a child's situation does not appear to be improving following a referral, the school may re-refer the child. We will also consider using the [Coventry Safeguarding Children Partnership's Managing Professional Disagreements policy](#), to ensure that our concerns have been addressed and that the situation improves for the child.

6 Record-keeping

6.1 A written record of all safeguarding and/or child protection concerns, discussions and decisions made will be kept in individual children's files. This will be separate from the main school file and will only be accessed by the relevant safeguarding staff.

6.2 Courthouse Green keeps all safeguarding files electronically, using a system called CPOMs.

6.3 Staff will submit all concerns in writing to the DSL at the earliest opportunity. This may be after having a verbal conversation, but conversations will also be followed up in writing.

6.4 In the event that a child moves school, the safeguarding file will be transferred to the new setting securely and separately from the main school file. Once received by the new school, this school will not retain the information.

6.5 The school will seek at least two emergency contacts for every child.

6.6 All data processed by Courthouse Green is done so in line with the General Data Protection Guidelines [and the Data Protection Act \(2018\)](#). Please see the following policies for additional information;

[Data Policy 2018](#)

6.7 Further information regarding information sharing and data processing in relation to safeguarding can be found in Part Two of Keeping Children Safe in Education (September 2020).

7 Photography and Images

7.1 Consent from parents to photograph children at school events for promotional reasons will be sought when the child joins Courthouse Green. This consent will remain in place until parents or carers tell us in writing that they are withdrawing consent.

7.2 Parents can withdraw consent at any time and must notify Courthouse Green if they do not wish their child's photographs to be used.

7.3 Photographs of children used publicly will not be displayed with their name or other personal information.

7.4 Photographs of children will be processed in line with the General Data Protection Regulation.

[Data Policy 2018](#)

8 Early Help

8.1 Courthouse Green is committed to supporting families as soon as a possible problem arises. It is more effective to support a family through early help than reacting to a problem later. Everyone who comes into contact with children and their families and carers have a role to play in safeguarding children. We work closely with our neighbouring family hub to work with families in the community to improve outcomes for children.

[Moat Family Hub](#)

[Park Edge Family Hub](#)

8.2 Courthouse Green works within the Coventry Safeguarding Children Partnership's '[Right Help, Right Time](#)' framework, available on the CSCP website.

9 Staff training

9.1 In order for staff to be able to understand and discharge their safeguarding and child protection duties, Courthouse Green has committed to training staff throughout the academic year. All staff members will be made aware of Courthouse Green's safeguarding processes and structures and will receive training on these as part of their induction. As part of this training and their annual refresher, they will also receive;

- This 'Safeguarding and Child Protection Policy';
- COVID-19 Addendum to this policy;
- The staff Code of Conduct
- Copies of Part 1 and Annex A of Keeping Children Safe in Education (September 2020)
- School procedures for Children Missing Education
- The school Behaviour Policy

9.2 Staff at Courthouse Green will;

Complete training during the year to include: Thrive & Relationships work; Anti-racism training; mental health; PREVENT; e-safety; LSCB training – level 1 for all staff, and level 2 and 3 for mentors, DSL and DDSs; DSL briefing updates; FGM and regular (monthly) 1 minute guides to various safeguarding issues. (This list is not exhaustive and also includes governors/trustees/volunteers)

9.3 Courthouse Green recognise that children may engage in risky behaviours that may put them at additional risk of danger. These can include drug taking, alcohol

abuse, truanting and 'sexting'⁵. Staff will be training in these areas in order to be able to further recognise if a child is at risk of harm.

10 Safer Recruitment

10.1 Courthouse Green is committed to providing children with a safe environment, in which they can learn. We take safer recruitment seriously and all staff are subject to the following checks;

- Identity check;
- DBS clearance;
- Prohibition from teaching checks (where required);
- Barred List check;
- Section 128 checks (as required - leadership and management);
- Reference check (two references required);
- Professional qualifications check ;
- Right to work in the UK check;
- Further checks for those who have lived outside the UK;
- Disqualification Under the Childcare Act 2006 checks (as required).

10.2 A record of all checks on members of staff will be held on the Single Central Record.

10.3 All new members of staff will be required to obtain DBS clearance. Courthouse Green and Triumph Trust reserve the right to re-check DBS clearance for any member of staff where information is received that indicates that they may pose a risk to children.

10.4 At least one member of every interview panel will have undergone Safer Recruitment training.

10.5 We take proportionate decisions on whether to check individuals beyond what is required.

10.6 Any visitor to the school who has not been subject to the necessary checks will be supervised at all times.

10.7 All safer recruitment practices at Courthouse Green comply with Keeping Children Safe in Education (September 2020). See Part 3 of Keeping Children Safe in Education (September 2020) for further information.

10.8 See Safer Recruitment policy for further details.

11 Allegations of abuse against staff

11.1 Courthouse Green takes all [safeguarding concerns and/or allegations](#) against staff seriously and will manage them in line with this policy, Part Four of Keeping Children Safe in Education ([September 2020](#)) and the CSCP Guidance, '[Allegations Against Staff and Volunteers](#)'.

11.2 Allegations or concerns may include

⁵ Also known as 'youth produced sexual imagery'.

- Staff having behaved in a way that has harmed a child, or may have harmed a child;
- Staff possibly committing a criminal offence against or related to a child;
- Staff behaving towards a child or children in a way that indicates they may not be suitable to work with children;
- Staff behaving or possibly behaving in a way that indicates they may not be suitable to work with children. **(Final point is a new addition – we need to check Code of Conduct reflects this).**

11.2 If a concern or allegation of abuse arises against the Headteacher, it must be reported to the Chair of Governors without delay.

11.3 If a concern or allegation of abuse arises against any member of staff, supply teacher or volunteer other than the Headteacher, it must be reported to the Headteacher without delay. This includes supply staff, volunteers and all staff outlined in paragraph 1.5 of this policy.

11.4 Concerns or allegations of abuse against staff must be reported to the Headteacher or Chair of Governors as appropriate and not discussed directly with the person involved.

11.5 The Headteacher or Chair of Governors should consider if the concern or allegation meets the threshold for Designated Officer intervention. The details of the LAdo can be found on the front of this policy.

11.6 Concerns relating to a position of trust issue will be referred to the Local Authority designated officer within 24 hours.

11.7 If a child has suffered or may have suffered abuse or harm, a MASH referral will also be made.

11.8 In the instances where an allegation is dealt with internally, the Local Authority designated officer will provide information and support to Courthouse Green in managing the allegation.

11.9 A referral to the Disclosure and Barring Service will be made if a member of staff is dismissed or removed from their post as a result of safeguarding concerns, or would have been removed if they had not have resigned.

11.10 Supply Teachers

11.10.1 Although the school does not directly employ supply teachers, the school will ensure that any concerns or allegations against supply teachers are handled properly.

11.10.2 The school will never cease to use a supply teacher for safeguarding reasons without liaising with the Local Authority Designated Officer and reaching a suitable outcome.

11.10.3 Governing bodies/proprietors will liaise with the supply agency to determine whether to suspend or redeploy the supply teacher whilst they carry out their investigation.

11.10.4 The school will inform supply agencies of its process for managing allegations, including inviting the agency's human resource manager (or equivalent) to meetings and regularly updating agencies on relevant school policies.

11.9 Whistleblowing

11.9.1 Courthouse Green operates a culture of safeguarding and all staff should report any concerns about poor or unsafe practice, or Courthouse Green's safeguarding processes to the senior leadership team.

11.9.2 The senior leadership team will take all concerns seriously.

11.9.3 In the event that a member of staff is unable to raise an issue with senior leadership in school, they should refer to Part 1 of Keeping Children Safe in Education for additional guidance on whistleblowing procedures.

12 Promoting safeguarding and welfare in the curriculum

12.1 Courthouse Green recognises the importance of teaching children how to stay safe and look after their mental health and are committed to equipping children with the skills and knowledge to have successful and happy lives.

12.2 The school will teach children about safeguarding, including online safety. As part of a broad and balanced curriculum, the school will cover relevant issues in line with government guidance on [Relationships Education, Relationships and Sex Education and Health Education](#).

12.3 Children at the school will receive the following as part of our promotion of safeguarding across the curriculum, through our weekly assemblies and through our promotion of Courthouse Green 'Core Values'. In addition there will be specific focus on:

Protective Behaviours work for all children each academic year

Sex and Relationship education (age appropriate) for all children throughout the year

E-Safety work – ongoing throughout the year

Thrive and mental health activities – ongoing throughout the year

NSPCC workshops

PHSE work to include, FGM; PREVENT; CCE & CSE; Knife Crime and Gangs

Additionally, parents are invited to be part of an ongoing consultation on 'Controversial Issues' that are taught so that they can work alongside us to support their children in our community.

12.4 Education at home

12.4.1 Children will use Showbie and SeeSaw apps to complete Home Learning, these will be monitored closely by staff within school. As outlined in Section 5.4 of the COVID19 addendum, there are procedures that children and staff can follow to share worries and disclosures and details as to how staff will receive and respond to

these. Both of these policies are found in the CPOMs Library for staff and on the website for public sharing. Courthouse Green is committed to continuing to operate under KCSiE and Working Together whether children are learning at home or in school.

13 Children Looked After

13.1 The most common reason for children to be looked-after is because they have experienced abuse and/or neglect. Courthouse Green recognises that children looked after may have additional vulnerabilities. The Designated Lead for Looked-After and Previously Looked-After Children is Claire Jones.

13.2 Staff will receive training on how to best safeguard children who are Looked-After and Previously Looked-After.

13.3 The school will work with Personal Advisors when children leave care (where applicable).

13.4 Courthouse Green is committed to working with other agencies to ensure the best outcomes for Looked-After and Previously Looked-After children.

14 Children with Special Educational Needs

14.1 As outlined in Keeping Children Safe in Education (2020), Courthouse Green is aware that children with additional needs or disabilities may be more vulnerable to abuse and additional barriers may exist when recognising abuse and neglect. This could be because;

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration;
- being more prone to peer group isolation than other children;
- the potential for children with SEN and disabilities being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs; and
- communication barriers and difficulties in overcoming these barriers.⁶

4.2 Staff will be trained in recognising signs of abuse in children with SEN and disabilities.

4.3 Staff will take into account the needs of a child when responding to concerns of abuse or when taking a disclosure. We recognise that some children require specialist intervention to communicate and advice from the SENCO will be sought in these circumstances.

4.4 Safeguarding learning opportunities within the curriculum will be appropriately differentiated to ensure all children can access it.

15 Use of reasonable force

15.1 There may be occasions when staff are required to use reasonable force to safeguard children. We will not use any more force than is necessary.

⁶ Keeping Children Safe in Education, September 2020

[Safe Touch Policy](#)

16 Summary

19.1 The school is committed to safeguarding children and will always make safeguarding decisions that are in the best interests of each child. For further information or if you have any queries about this policy, please contact the school.

Appendix A

The school's safeguarding policy is intended to be used in conjunction with the following policies; ***(Either insert hyperlinks or make it clear where other policies can be found. Not all are statutory for all settings. This list is not exhaustive – you may have different policies or names of policies). Cross-reference with [this document](#) to ensure you have everything you need).***

The school adheres to Coventry Safeguarding Children Partnership Policies, which can be found here:

- [Allegations Against Staff or Volunteers \(CSCP\)](#)
- Adult Volunteer Policy
- Anti-Discrimination and Harassment Policy
- Attendance Policy (including Children Missing From Education)
- Behaviour Policy including Anti-Bullying
- Collection of Children Policy
- Complaints Policy
- Critical Incident Plan (EEASA Policy)
- Data Protection Policy and Privacy Notice
- Equal Opportunities and Anti Discrimination Policy
- [Escalation and Resolution of Professional Disagreements \(CSCP\)](#)
- [E-Safety Policy](#)
- Intimate Care Policy
- Lone Working Policy
- Health & Safety
- IT Policy (Reasonable Use Policy)
- Medicine & First Aid Policy
- Primary-Secondary Transition Policy
- PSHE Policy (including SRE)
- Mental Health Policy
- Safer Recruitment Policy
- Site Security Policy
- SEND Policy
- Staff Code of Conduct
- Educational Visits Policy
- Safe Touch Policy
- Whistleblowing Policy

Appendix B – Further Safeguarding Information

Types of Abuse

As outlined in [paragraph 4.4](#), the school will take action if we believe a child is at risk of or is suffering from abuse. Abuse is not limited to physical, emotional, sexual abuse and neglect. For further information on the definitions of the types of abuse below, please refer to [Keeping Children Safe in Education \(2020\)](#), Annex A.

See below for policy information relating to other key safeguarding issues. All decisions taken in responding to concerns of abuse will be taken in the best interests of the child.

Bullying, including cyber- or online-bullying

The school takes all forms of bullying seriously and will respond sensitively and quickly to any reported bullying. Children should report any bullying to their class teacher, anti bullying champion, to the DSL or to any trusted member of staff and we will work to resolve it.

We also teach children about the dangers of bullying through our curriculum.

Bullying can take many forms and we have several policies that cover different aspects of bullying. Please see the Behaviour Policy and paragraph 5.8 of this policy for further information.

Child criminal exploitation (including involvement in county lines)

Staff in school are aware of the occurrence of children being vulnerable to potential exploitation through links with older children in the community, online gaming and social media. Contextual knowledge of our community and staff vigilance means that any concerns are logged and acted upon promptly. Children are taught about the dangers of being influenced and involved in criminal activities during PHSE lessons at an age appropriate level and parents are offered support via workshops during the year.

Domestic abuse

School receive logs from the police of any DVA incidents that they are called to (Operation Encompass). Staff do not discuss this with parents or children and understand the implications of doing so. Any disclosures of DV incidents made by a child or parent are reported to MASH and the police as required and expected.

Fabricated or induced illness

Staff are aware of FII and the attendance lead (Chelsea Wallbank) is trained at level 3 to deal with FII. Parents are supported and referrals to MASH are completed when evidence of harm is clear and substantiated.

Faith-based abuse

All abuse of children, whether faith based or not, is dealt with promptly by staff and referred to MASH and the police if necessary.

Female genital mutilation (A form of so-called 'honour-based' abuse)

Staff have knowledge of types of FGM and the indicators and symptoms of FGM. All staff understand that FGM will be reported immediately to the police and then MASH. All staff understand the legal responsibility to act immediately and report directly to the police (not through the DSL and CPOMS logs)

Forced marriage (A form of so-called 'honour-based' violence)

Staff understand the implications of forced marriage on our children. Staff are aware of police teams and charities that work with victims of forced marriage and fully understand the necessity to report concerns raised by any of our children, whether those concerns be for themselves, siblings or parents. After conversations with family members or the child, the DSL will contact the MASH team and/or police accordingly.

Gangs or youth violence

Children learn about the dangers of gangs and youth violence during PHSE lessons as appropriate to their age. Staff are aware of gang culture in the context of our school community and the dangers that our children face when socialising with older children. As a result, our staff are vigilant when talking to children or travelling within our community and report any concerns to the DSL. Parents are given opportunities to address any concerns at parent workshops and have access to online support resources via the school website.

Gender-based violence

Gender based violence is unacceptable for our children. Staff report any concerns to the DSL and she contacts MASH and/or the police as appropriate. Learning mentors have undertaken level 3 training in dealing with this issue and have developed positive working relationships with Valley House to further support any victim of gender based violence.

Hate

Any hate based language or actions against another person is not tolerated at Courthouse Green. It is dealt with via our behaviour policy and children are taught explicitly about the dangers of extreme language and using language that discriminates against others. Staff will challenge all language that is unacceptable and will not accept any language as 'banter' or 'jokes'. Neither will it be considered as acceptable if children use words or language that they do not understand that cause offence and discriminate.

Homelessness

Staff are aware of the ongoing concerns for many of families that become homeless. The intervention team will always seek to support families struggling to find stable accommodation and are aware of the changes to benefits and the Universal Credit system that has added pressure to our families' budgets.

(So-called) 'Honour-based' abuse (For FGM and Forced Marriage, types of so-called 'honour-based' abuse, see above)

Any reports of HBA are reported to the DSL and then MASH and/or police are contacted as appropriate. All staff have received training on HBA and understand the implications for our children and parents.

Radicalisation and Extremism

Staff have training on Prevent and Wrap training and are fully aware of their responsibilities to report any concerns to the DSL. Paragraph 4.13 outlines the legal responsibility that all staff have in school to act upon concerns they have. Staff also fully understand radicalisation and extremism in the context of our community and will discuss both during PHSE lessons with children at an age appropriate level. Any concerns that staff have, will be discussed with parents (and in some cases MASH and/or the police). Support will be offered via Channel referrals when the DSL feels this is appropriate after discussions with all of the above stakeholders. Parents and children will be offered 1:1 support from learning mentors to talk through concerns.

Relationship abuse

Coercive behaviour is not tolerated at Courthouse Green and whilst our children may not be of age to participate in typical relationship abuse, our staff are vigilant of signs of manipulation within social and peer groups and will challenge this via our behaviour policy. Should a child make a disclosure about themselves, older siblings or friends and /or parents, which include indicators of relationship abuse, the DSL will follow up with advice from MASH and refer where necessary.

Serious Violence

Staff in school are aware of the occurrence of children being exposed to serious violence in their community, due to ongoing gang related violence. Contextual knowledge of our community and staff vigilance means that any concerns are logged and acted upon promptly. Children are taught about the dangers of being influenced and involved in criminal activities during PHSE lessons at an age appropriate level and parents are offered support via workshops during the year. Children are also taught about Knife Crime and the risks associated with carrying weapons as well as the impact that this has on our community. Staff are aware of the Serious Violence Strategy 2018 and it is discussed during annual training for staff.

Sexual violence or sexual harassment (including peer-on-peer abuse)

Any kind of sexual violence and harassment is dealt with via our behaviour policy and will be taken seriously by staff at school. This includes sexualised 'put downs' and references to sexualised behaviour as a means of intimidation. Parents will be informed and considering the age of our children, referrals made to MASH and/or the police as appropriate. Staff are trained in using the Brookes Traffic Light Tool to be confident in categorising what is 'normal' sexual behaviour in children and they are also clear that violence, harassment and abuse is unacceptable regardless of age.

Sexting

Children are taught about the dangers of sending images of themselves via social media or messaging apps. They are taught that it is illegal in all cases for anyone to send inappropriate images of children and that it will lead to police involvement and MASH referral. Parents are made aware of this and encouraged to attend parent workshops or speak to the intervention team for any further guidance.

Trafficking and modern slavery

Staff are aware of the dangers of trafficking and modern slavery and understand that they report these concerns to the DSL who will seek support from the police, MASH and in some cases adult social care.

Children missing from education, home or care

The school will also take action to protect;

- Children missing education
- Children missing from home or care

Children Missing Education

Courthouse Green sets high expectations for attendance at school (see Attendance Policy). As a result of this, we monitor carefully any period of absence and visit the family home of any child whose parent or carer has not contacted the school to explain the absence. After three days absence we will visit the family home regardless of contact made. If we are unable to locate a child, we will contact the police to complete safe and well checks. We will undertake every reasonable task to find a child and support them back in to school, including - using all contact details supplied to us by parents and carers; asking friends and their parents for information and asking neighbours or siblings/relatives' schools or workplaces for further information. Should we have further concerns and a child is absent for 20 days, we will complete the CME documentation as set out in DfE guidance - [Children Missing Education 2016 DfE](#)

Where we have concerns that children and their families have moved out of the area, or are unable to attend school for reasons that cause concern – fleeing DV; FGM; criminal behaviour; substance misuse; poor mental health etc, then we will refer to MASH as appropriate. Staff are fully aware of all concerns that may lead to absences from school and receive regular updates on the various issues during staff training.

Children Missing from home or care

Should a child go missing from home or care, we will work with agencies to help establish their location as quickly as possible. Any child in care who is absent from school is visited at home by school staff as a matter of course on the first day of absence. Please see attendance policy and refer to the above section on CME for further information on steps we will take to locate a child.

Private Fostering

The school have a duty to refer any children who are living in a private fostering arrangement to the local authority.

We will do this through a MASH referral. It is important that parents/carers inform us if a child is going to be staying at an alternative address to that of their primary care-givers for more than 28 days.

Indicators of abuse

See below for possible indicators of abuse. (Taken from *What to do if you are worried a child is being abused*, 2015)

- Children whose behaviour changes – they may become aggressive, challenging,
- disruptive, withdrawn or clingy, or they might have difficulty sleeping or start wetting the bed;
- Children with clothes which are ill-fitting and/or dirty;
- Children with consistently poor hygiene;
- Children who make strong efforts to avoid specific family members or friends, without an obvious reason;
- Children who don't want to change clothes in front of others or participate in physical activities;
- Children who are having problems at school, for example, a sudden lack of concentration and learning or they appear to be tired and hungry;
- Children who talk about being left home alone, with inappropriate carers or with strangers;
- Children who reach developmental milestones, such as learning to speak or walk, late, with no medical reason;
- Children who are regularly missing from school or education;
- Children who are reluctant to go home after school;
- Children with poor school attendance and punctuality, or who are consistently late being picked up;
- Parents who are dismissive and non-responsive to practitioners' concerns;
- Parents who collect their children from school when drunk, or under the influence of drugs;
- Children who drink alcohol regularly from an early age;
- Children who are concerned for younger siblings without explaining why;
- Children who talk about running away; and
- Children who shy away from being touched or flinch at sudden movements.

The school recognises that the above list of indicators is not exhaustive and staff will receive training on indicators of abuse.

APPENDIX C

Instructions for CPOMS logging 2019

CPOMS is the system we use for reporting any safeguarding concerns. It is vital that everyone follows the same procedures when using this system. Listed below are reminders for you so that you know what to do each time. You may also log conversations with parents on CPOMS if you feel that they are relevant to the inclusion team – parent lost job, benefits stopped, parents separated etc.

1. Log in to CPOMS (<https://courthousegreen.CPOMS.net>)
2. Add incident
3. Type in the name of the child you wish to report on (a list of options will appear, please click the right one as we cannot delete incidents)
4. Begin writing up the incident. Use the questions below as a prompt if necessary.
WHAT HAPPENED?
WHERE DID IT HAPPEN?
WHEN DID IT HAPPEN?
WHO WAS PRESENT WHEN IT HAPPENED?
HAS IT HAPPENED BEFORE?
WHAT HAPPENED AFTERWARDS?
WHAT HAPPENED BEFOREHAND?
HAVE YOU TOLD ANYONE ELSE?
IT IS OK TO STATE WHY YOU ARE CONCERNED BY THIS
5. You must use the body injury map feature if explaining a physical injury or disclosure of one.
6. Choose a category. You click 'cause for concern' and also whether you have this info via a 'pupil contact' or a 'parent contact'. There is no need to click any other category as that will be done when it gets to Kate Halfpenny, Sarah Malam, Harriet Owen/Tina Cutts or Claire Jones.
7. Choose which staff to alert – ALWAYS Kate Halfpenny but also Sarah, Harriet and Claire when Kate is not in school. It may also be helpful to alert the intervention team if you know that the child or family is being worked with by one of them.
8. Add incident
9. If you have an action to add (you may have spoken to parent at home time about the disclosure, you may have logged something in SIMs, discussed with colleague etc) you can then add this by clicking add action. Again, alert Kate Halfpenny (and Sarah or Claire if appropriate). PLEASE LOG ANY ACTIONS PROMPTLY AS IT IS IMPERATIVE THAT KATE AND SARAH KNOW WHAT HAS ALREADY BEEN DONE TO ADDRESS A CONCERN.
10. Be aware that once you have added an incident, it is quite likely that you will receive an action from me. CHECK YOUR EMAIL OR CPOMS DASHBOARD FOR ACTION ALERTS.
11. You may get an action related to someone else's incident alert. Please don't assume that there is nothing to check if you haven't reported anything.
12. Follow up any actions as requested and log outcome as another action for the same incident. Do not create another incident for the logging of actions.

You will notice that when it comes back to you, categories and agencies may well have been clicked. You will also be able to see other people's incident reports on occasion. Please remember that this information is both sensitive and confidential, please do not discuss anything with other staff members or leave the page open in view at school or public places. Any queries, please ask Kate Halfpenny. CPOMS is completely secure – you may use full names when making reports. Please do not use initials as logs are used for court reports and we need to be able to demonstrate that we are factually correct. You can also access CPOMS from any internet connection (still secure).

Instructions for logging in to CPOMS – 1st Time

1. Open the CPOMS page – <https://courthousegreen.CPOMS.net>
2. Click reset password – this will take you to another window
3. Enter your school email address
4. An email will be sent to your account with details of your password
5. Copy the password
6. Go back to the initial log in page (step 1)
7. Enter email address and paste the password in
8. You will then be given the option to change your password – you must do this
9. Use your Merilock key to log in – insert, click in text box, press brass circle on key. THIS WILL ALLOW YOU TO ACCESS BEHAVIOUR AND SEN FILES BUT NOT UNRESTRICTED ACCESS TO SAFEGUARDING INFO.
10. This will then take you to your dashboard

Follow instructions from THIS POLICY on how to report an incident.

ONCE YOU HAVE CLICKED 'MARK AS READ' – YOU WILL NOT BE ABLE TO READ IT AGAIN!

APPENDIX D

Safeguarding: Useful Contacts

If a child is in immediate danger or left alone, you should contact the police,

101 or, call **999** in an emergency



Coventry's Multi-Agency Safeguarding Hub: 02476 788555

Social worker (out of office hours): 02476 832222

South Children's Social Care
WILLENHALL

257 Stretton Avenue, Coventry, CV3 3HQ

T: 024 7678 5572 and F: 024 7630 2974

East Children's Social Care
WOOD END

Moat House Neighbourhood and Leisure Centre,
Winston Avenue, Coventry, CV2 1EA

T: 024 7678 5568 and F: 024 7660 4328

West Children's Social Care
COUNDON

82 Moseley Avenue, Coventry, CV6 1AB

T: 024 7678 5570 and F: 024 7660 1074

Central Children's Social Care
FOLESHILL / HILLFIELDS

454 Foleshill Road, Coventry, CV6 5LB

T:024 7678 5575 and F:024 7668 6307

All Age Disability Team

One Friargate: 024 7678 7980

Fostering

Broadgate House: 024 7683 1873

Family Placement Service

Broadgate House: 024 7683 3320

Looked After / Permanency

Broadgate House: 024 76787980

Adoption Central England

03003 690 556

Through Care (Leaving Care Support)

Southfields Old School, South Street, Coventry,
CV1 5EJ

024 7678 7808

Emergency Duty Team

Little Park Street Police Station
Little Park Street,
Coventry, CV1 2JX

T: 024 76832222 (Out of Hours) F: 024 7646 4547

State that you have concerns about a child and want to speak to Children's Social Care.

Safeguarding Children's Service

Broadgate House, Coventry CV1 1NG

T: 024 7683 3443 and F: 024 7683 2490

Family Hubs

Families For All (Foleshill) 024 76785575

Harmony (Hillfields) 024 7678 7474

Pathways (Radford) 024 7678 8444

Mosaic (Tile Hill) 024 76787801

Park Edge (Bell Green) 024 76786808

The Moat (Moathouse) 024 76785621

Wood Side (Willenhall) 024 76788430

Aspire (Gosford) 024 7678 8489

Safeguarding Adults

024 7683 3003

Mark Goddard (LADO): 02476 833 443, or email lado@coventry.gcsx.gov.uk

Elizabeth Kent (Safeguarding in Education Adviser): 02476 834 276 or email

elizabeth.kent@coventry.gov.uk

Geoff Thomas (Prevent Co-ordinator): geoff.thomas@coventry.gov.uk

Hazel Kelly (Child Exploitation Co-ordinator): hazel.kelly@coventry.gov.uk

Prevent Education Co-ordinators: balbir.sohal@coventry.gov.uk and viv.brosnahan@coventry.gov.uk

Children Missing in Education: 02476 785570 or helen.fox@coventry.gov.uk

Book LSCB training: lscb.training@coventry.gov.uk or 02476 831 198

Book DSL Refresher Training: tanya.patel@coventry.gov.uk

CAMHS (Coventry): 02476 961 366

CAMHS (Nuneaton): 02476 641 799

Childline: 0800 1111

Compass Coventry: 02476 251653 or email coventry@compass-uk.org

MIND (Coventry Wellbeing Hub): 02476 224417

NSPCC (for concerned adults): 0808 800 5000

NSPCC FGM Helpline: 0800 028 3550

University Hospital Coventry: 024 7696 4000

Child Exploitation and Online Protection: <https://www.ceop.police.uk/safety-centre/>

