



**St Mary's Church of England V.A.  
Primary School  
Safeguarding and Child Protection  
Policy**

**Rationale**

At St Mary's School the staff and Governors are committed to ensuring that each pupil is kept safe. The health and safety of all children is of paramount importance. Parents send their children to school each day with the expectation that school provides a secure environment in which their children can flourish. Staff and Governors at St Mary's school are committed to **providing a safe and supportive environment.**

*Safeguarding covers more than the contribution made to child protection in relation to individual children. It also encompasses issues such as pupil health and safety and bullying and a range of other issues, for example, arrangements for meeting the medical needs of children, providing first aid, school security, drugs and substance misuse, positive behaviour etc. There may also be other safeguarding issues that are specific to the local area or population*

This policy should be read in conjunction with the following documents:

- Behaviour Policy
- Health and Safety Policy
- Safer recruitment guidance
- Whistleblowing Policy
- E safety Policy
- AUP
- Attendance Policy
- Medicines in school policy
- Policy for Sex and Relationships Education

**This policy applies to all adults, including volunteers, working in or on behalf of St Mary's school**

**The policy aims to:**

- Ensure that the safety and well-being of children is the highest priority in all aspects of the school's work.
- Ensure that all members of the school community are aware of their responsibilities and the procedures in place in relation to safeguarding and child protection.
- Ensure the school provides a safe environment for children and young people to learn and develop.
- Enable staff to identify children and young people who are suffering or likely to suffer harm, and take appropriate action with the aim of making sure they are kept safe both at home and in our school setting
- Raise awareness of child protection issues and equip members of our staff and children with the skills and knowledge needed to keep them safe
- Ensure we offer early help to vulnerable children and families
- Ensure pupils are supported in accordance with the pupils Child Protection/Child in Need plan.

- Ensure the DSL and DDSL work closely with the Local Safeguarding Children’s Board and implements recommendations from Serious Case Reviews to improve the way we work to protect children.
- Promote effective liaison with other agencies in order to work together to protect all pupils.

### **Roles and responsibilities**

#### **Our Governing Body works to ensure that the school meets the statutory requirements in relation to all safeguarding matters which include:**

- the school has a safeguarding and child protection policy and procedures in place that are in accordance with local authority guidance and locally agreed inter-agency procedures, and the policy is made available to parents on request;
- the school operates safe recruitment procedures and makes sure that all appropriate checks are carried out on staff and volunteers who work with children;
- the school has procedures for dealing with allegations of abuse against staff and volunteers that comply with guidance from the local authority and locally agreed inter-agency procedures;
- a senior member of the school’s leadership team is designated to take lead responsibility for child protection;
- staff undertake appropriate child protection training;
- they remedy, without delay, any deficiencies or weaknesses regarding child protection arrangements;
- a governor is nominated to be responsible for liaising with the LA and /or partner agencies in the event of allegations of abuse being made against the head teacher
- where services or activities are provided on the school premises by another body, the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection and liaises with the school on these matters where appropriate.
- they review their policies and procedures annually and provide information to the LA about them and about how the above duties have been discharged
- Nominate a Governor for Safeguarding; who will review the Safeguarding and child protection policy and action plan, audit the Single Central Register and Child Protection record keeping, undertake Safer recruitment training and review Safeguarding issues .
- All policies will be checked by the Safeguarding governor or a member of the safeguarding team

#### **Our Headteacher will ensure that:**

- the policies and procedures adopted by the Governing Body or Proprietor are fully implemented, and followed by all staff;
- sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities; and
- all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing policies.

#### **Senior Member of Staff with Designated Responsibility for Safeguarding will:**

- refer cases of suspected abuse or allegations to the relevant investigating agencies;
- act as a source of support, advice and expertise within the educational establishment;
- liaise with the headteacher to inform him/her of any issues and ongoing investigations
- recognise how to identify signs of abuse and when it is appropriate to make a referral;

- have a working knowledge of how Gloucestershire Local Authority Safeguarding procedures operate, the conduct of a child protection case conference and be able to attend and contribute to these;
- ensure that all staff have access to and understand the school's safeguarding and child protection policy;
- ensure that all staff have induction training;
- keep detailed accurate secure written records and/or concerns
- obtain access to resources and attend any relevant or refresher training courses at least every two years.
- ensure children know that there are adults in school whom they can approach if they are worried.
- work in partnership with other agencies; referrals and support; information sharing.
- ensure a culture of listening to children and taking account of their wishes and feelings.
- undertake a safeguarding evaluation/audit, report to SLT and Governing body.
- ensure that all staff have read and understood part 1 of Keeping children safe in education

**All staff and volunteers will:**

- fully comply with the school's policies and procedures
- attend appropriate training
- inform the designated person of any concerns.

**Safeguarding children (child protection)**

**The Designated Safeguarding Lead (DSL) is Mrs. J. Woolley (headteacher) and the Deputy Designated Safeguarding Lead (DDSL) is Mrs. H. Silins (Pastoral and Inclusion Lead).**

They take responsibility for co-ordinating suspected child abuse. Any and all concerns must be referred to designated staff who will then follow the procedures set out in the Gloucester Children and Young People's Directorate procedures guidance. Information referred to the designated staff is recorded in the child protection records folder which is stored in the Pastoral and Inclusion Lead's office.

The Governors responsible for Safeguarding and Child Protection are **Dr. A. Walsh and Mr. C. Evans.**

Four distinct categories of abuse have been identified:

1. Neglect
2. Physical Abuse
3. Sexual Abuse
4. Emotional Abuse

Staff are aware that additional barriers may exist when recognising abuse and neglect in relation to children with SEN and disabilities.

**Safer Recruitment and Selection**

The school pays full regard to current DfE guidance 'Keeping children safe in Education September '18'. We ensure that all appropriate measures are applied in relation to everyone who works in the school who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and, where appropriate, undertaking enhanced DBS (Disclosure-Barring-Service) checks.

In line with statutory changes, underpinned by regulations, the following will apply:

- An enhanced DBS is obtained for **all** new appointments to our school's workforce.
- All members of the governing body will have an enhanced DBS check.
- Volunteers, who help on a regular basis, must also have a DBS clearance. For extended contact with children, when children may be left alone with an adult, or when an adult visitor may be in and around the school building a full DBS search will be conducted. The office performs this. Visitors who do not yet have clearance will have a red lanyard and will under no circumstance be left alone with a child or group of children.
- Safeguarding induction for new staff will be carried out within the first seven days of starting work at St. Mary's.
- the school is committed to keep an up to date single central record detailing a range of checks carried out on our staff.
- all new appointments to our school workforce who have lived outside the UK will be subject to additional checks as appropriate
- our school ensures that supply staff have undergone the necessary checks and will be made aware of this policy.
- identity checks are carried out on all appointments to our school workforce before the appointment is made, in partnership with the LA
- appropriate senior staff and Governors will have undertaken Safe Recruitment Training.
- There will be at least one person involved in every recruitment process who has undertaken specific training. The Headteacher, deputy Headteacher and Pastoral and Inclusion Lead have trained in safer recruitment.

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

The school's staff with designated responsibility for child protection undertake basic child protection training and training in inter-agency working and refresher training at 2 yearly intervals. All other school staff, including non-teaching staff, undertake appropriate induction training to equip them to carry out their responsibilities for child protection effectively, which is kept up to date by refresher training at 3 yearly intervals.

### **Safe Practice**

Safe working practice ensures that pupils are safe and that all staff:

- are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions;
- work in an open and transparent way;
- work with other colleagues where possible in situations open to question
- discuss and/or take advice from school leadership over any incident which may give rise to concern;
- record any incidents or decisions made;
- apply the same professional standards regardless of gender or sexuality;
- be aware of our confidentiality policy
- are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

### **Support, Advice and Guidance for Staff**

Staff will be supported by the school's Designated Safeguarding lead and Deputy Designated Safeguarding lead, LA and professional associations.

The Designated Safeguarding Lead and Deputy Designated Safeguarding Lead will be supported by each other, the designated governor for safeguarding, the LA and other professional associations.

### **Allegations regarding person(s) working in or on behalf of school (including volunteers) :**

Where an allegation is made against any person working in or on behalf of the school that he or she has:

- a. Behaved in a way that has harmed a child or may have harmed a child
- b. Possibly committed a criminal offence against or related to a child or
- c. Has behaved towards a child or children in a way that indicates s/he would pose a risk of harm to children.

We will always follow the Gloucestershire Local Authority procedures as set out in the **Model code of conduct and confidential reporting procedure (whistle-blowing) for school employees in maintained schools - April 2014**

Whilst we acknowledge such allegations, (as all others), may be false, malicious or misplaced, we also acknowledge they may be founded. It is, therefore, essential that all allegations are investigated properly and in line with agreed procedures.

### **Initial Action**

- The person who has received an allegation or witnessed an event will immediately inform the headteacher/CP Coordinator and make a record.
- In the event that an allegation is made against the headteacher the matter will be reported to the Safeguarding Governor who will proceed as the 'headteacher'.
- The headteacher will take steps, where necessary, to secure the immediate safety of children and any urgent medical needs.
- The member of staff will not be approached at this stage unless it is necessary to address the immediate safety of children.
- The headteacher may need to clarify any information regarding the allegation; however no person will be interviewed at this stage.
- The headteacher will consult with the Local Authority Designated Officer in order to determine if it is appropriate for the allegation to be dealt with by school or if there needs to be a referral to social care and/or the police for investigation.
- Consideration will be given throughout to the support and information needs of pupils, parents and staff.
- The headteacher will inform the Chair of Governors and Safeguarding Governor of any allegation.

### **Partnership with Parents**

The school shares a purpose with parents to educate and keep children safe from harm and to have their welfare promoted.

We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so in order to protect a child.

St Mary's school will share with parents any concerns we may have about their child unless to do so may place a child at risk of harm. We encourage parents to discuss any concerns they may have with the class teacher.

### **Raising Awareness**

- parents are made aware of the safeguarding and child protection policy which alerts them to the fact that referrals may be made and the role of the establishment in this to avoid conflict later;
- where a child leaves the establishment, the child protection file is transferred to the new school separately from the main pupil file. If a child goes missing or leaves to be educated at home, then the child protection file should be copied and the copy forwarded to the Education Social Work Service.

### **Partnerships with others**

Our school recognises that it is essential to establish positive and effective working relationships with other agencies who are partners in safeguarding procedures. There is a joint responsibility on all these agencies to share information to ensure the safeguarding of all children.

We implement procedures for identifying and reporting cases, or suspected cases, of abuse by following county procedures and referring to The Front Door Service (01452 426565). These procedures are in line with the Gloucestershire Safeguarding Children Board Child Protection (and South West) Procedures ( [http://www.swcpp.org.uk/swcpp\\_procedures.htm](http://www.swcpp.org.uk/swcpp_procedures.htm) ) and which promote the care and welfare of pupils. The GCSB Child Protection Procedures are only available online and updated regularly.

### **Site security**

St Mary's provides a secure site but the site is only as secure as the people who use it. Therefore all people on the site have to adhere to the rules which govern it. Laxity can cause potential problems to safeguarding. Therefore:

- Doors should be closed to prevent intrusion and to facilitate smooth exits.
- Empty classrooms should have outside doors locked.
- Visitors and volunteers must only enter through the main entrance and must sign in at the office.
- Pupils will only be allowed home with adults with parental responsibility or confirmed permission.
- Pupils should never be allowed to leave school alone during school hours, and if collected by an adult, signed out.

If a child leaves the school premises without permission then staff have been informed never to chase after a child, but rather to report immediately to the office. Then parents and police will be informed of the circumstances.

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

Excellent attendance is expected of all pupils, but when children are unwell parents are expected to confirm absence by telephone immediately. If there is no notification school has a policy of phoning home to ascertain each pupil's whereabouts.

The Pastoral and Inclusion Lead and Headteacher are notified whenever a child's attendance and punctuality causes concern. Attendance rates are reported annually to the governors and to all

parents. Measures are in place to encourage children to attend regularly and punctually and the school is aware of county procedures against parents who do not ensure good attendance and punctuality. The school follows the Gloucestershire LA procedures "Children missing education and missing pupils Jan 2017". Where children on roll at a school are absent without explanation, and the school has made the usual enquiries they should refer the case to the LA Entitlement and Inclusion Team in the usual way. If the allocated worker cannot locate the child/family the school will be advised so that they can take the child off roll (normally after 4 weeks).

The relevant Social worker will be informed of unexplained absence of more than two days of a pupil who has a Child Protection Plan.

### **Equality statement**

Some children have an increased risk of abuse, and additional barriers can exist for some children with respect to recognising or disclosing it. We are committed to anti-discriminatory practice and recognise children's diverse circumstances. We ensure that all children have the same protection, regardless of any barriers they may face in accordance with The Single Equality Act 2010.

We give special consideration to children who:

- Have special educational needs or disabilities
- Are young carers
- May experience discrimination due to their race, ethnicity, religion, gender identification or sexuality
- Have English as an additional language
- Are known to be living in difficult situations – for example, temporary accommodation or where there are issues such as substance abuse or domestic violence
- Are at risk of FGM, sexual exploitation, forced marriage, or radicalisation
- Are asylum seekers

### **The Health and Safety Policy**

The school has a health and safety policy, which is reviewed on an annual basis by the Governor's and Senior Leadership Team.

Any concerns from staff are reported to a member of the Senior Leadership team.

Each term there is a fire drill that practices efficient evacuation from the buildings. The school conducts an annual Fire Risk Assessment.

### **The Design of the Curriculum**

The curriculum deals with safeguarding in two ways. Firstly, the curriculum, in subjects such as Personal, Social and Health Education discusses relevant issues with pupils. Topics include such themes as Drugs, Sex and Relationships and Stranger Danger. Pupils are encouraged to explore and discuss these issues.

Secondly, the curriculum is designed so that safety issues within the subject are discussed and safe practices taught, such as using equipment properly in PE and Design and Technology. At all times there has to be appropriate staffing levels and when the curriculum is taken out of school appropriate and agreed pupil/adult ratios are maintained. The lead adult always assesses visits as to the level of risk and all trips are finally authorised by the Headteacher.

Visiting speakers are always welcome into school so that they can give specialist knowledge to the children. Each visit is looked at as an individual event and a risk assessment carried out if needed.

## **E- Safety**

New technologies have become integral to the lives of children in today's society, both within schools and in their lives outside school. The internet, other digital and information technologies are powerful tools which open up new opportunities for everyone but they can put children at risk within and outside the school. Pupils should be encouraged to use them as much as is possible, but at all times in a safe way. Pupils must never be left unattended whilst online and teachers should ensure that this does not happen. If any member of staff, volunteer or Governor knows of misuse, either by a member of staff or pupil the issue should be reported to the Headteacher without delay.

## **Pupil Information**

St Mary's school will keep up to date and accurate information in order to keep children safe and provide appropriate care for them the school requires accurate and up to date information regarding:

- names and contact details of persons with whom the child normally lives
- names and contact details of all persons with parental responsibility (if different from above)
- emergency contact details (if different from above)
- details of any persons authorised to collect the child from school (if different from above)
- any relevant court orders in place including those which affect any person's access to the child (e.g. Care Arrangement Order, Special Guardianship, Adoption, Contact Order, Injunctions etc.)
- if the child is or has been on the Child Protection Register or subject to a care plan
- name and contact detail of G.P.
- any other factors which may impact on the safety and welfare of the child

The school will collate, store and agree access to this information. Confidential information is stored on password protected computers in the office, where access is restricted. Paper copies of confidential information are kept in a secure location with limited access.

## **Confidentiality**

**The school has regard for the Gloucestershire Safeguarding Children's Board publication 'Guidance for safer working practice for Adults working with Children and Young People'.**

This means that adults:

- be clear about when information can be shared and in what circumstances it is appropriate to do so
- are expected to treat information they receive about children and young people in a discreet and confidential manner
- should seek advice from a senior member of staff if they are in any doubt about sharing information they hold or which has been requested of them
- need to know to whom any concerns or allegations should be reported

## **Children who abuse other children (peer on peer abuse)**

At St. Mary's we recognise that children are capable of abusing their peers. As a school we work to minimise the risk of peer on peer abuse and will investigate and deal with any allegations robustly. Where needed risk assessments will be carried out and strategies put in place to protect the child who has suffered abuse and to offer them support. Concerns raised will be treated seriously and followed up in a timely and sensitive fashion. It is important to be conscious that any child who is engaging in abusive behaviour towards others may have been subject to abuse from other children or from adults. Abusive behaviour can be displayed in a variety of ways and can consist of sexual abuse / activity; physical harm; emotional abuse and / or verbal abuse. Children who abuse others



should be held responsible for their abusive behaviour, whilst being identified and responded to in a way which meets their needs as well as protecting others. In such incidences, the school will follow guidance issued in relation to children who abuse others and local procedures and make referrals to social care, CYPS and / or police as appropriate.

### **'Sexting'**

Sexting includes sending or posting sexual suggestive images using mobile or the internet. It can also include writing and sharing explicit messages. Creating and sharing sexual photos and videos of under 18's is illegal, this includes images of yourself if you are under 18.

Staff should discuss any incidents of sexting that are disclosed to them with the DSL or DDSL. It is important that adults should not view the images, unless there is a good and clear reason to do so. Wherever possible, your response should be based on what you have been told about the content of the images rather than looking at them.

The DSL will hold an initial review meeting with appropriate school staff and interview the young people involved (if appropriate). The DSL will also inform parents at an early stage (unless there is a good reason to believe that involving parents would put the young person at risk of harm) The DSL will make a referral to the local authority children's social care team and/or the police immediately if at any point in the process they are concerned that a young person has been harmed or is at risk of harm, or if:

1. the incident involves an adult
2. they believe that the young person has been coerced, blackmailed or groomed
3. there are concerns about their capacity to consent (eg owing to SEN)
4. what you know about the imagery suggests the content depicts sexual acts which are unusual for the young person's developmental stage, or are violent.
5. the imagery involves sexual acts and any pupil in the imagery is under 13.

All incidents relating to sexting must be recorded.

### **The Prevent Agenda**

The school has a responsibility in relation to the Counter Terrorism and Security Act 2015, this duty is known as the Prevent duty.

- Prevent lead is the designated Safeguarding lead
- The prevent lead will make a referral to the Channel programme, the police or the children's helpdesk if a pupil is assessed at being at risk.
- We will ensure there is effective engagement with parents and families and assist and advise families who raise concerns.

### **Behaviour Management**

- At St Mary's school the Behaviour Management Policy is a framework for the creation of a happy, secure and orderly environment in which pupils can learn and develop as caring and responsible individuals.

### **Anti – bullying**

- All allegations of bullying are taken extremely seriously and the school actions will follow the agreed anti-bullying policy. We encourage children to work against it and report any incidents of bullying.

### **Physical Restraint**

St Mary's school follows DfE 'Use of Reasonable Force July 2013' guidelines which asserts that physical restraint may be used if there is the possibility that a child may be about to cause harm to him/ herself or to another. It also asserts that on no occasion should such physical contact be used as a punishment.

### **Medical Care Plans**

A pupil at St Mary's with a permanent medical condition that may require medication in an emergency or a prescribed course of action will have a Protocol written. Staff will be given appropriate training.

### **References:**

*Working Together to Safeguard Children (DfE July '18)*

*Keeping children safe in education (September '18)*

*Children missing education and missing pupils (Gloucestershire guide, Jan 2017)*

*What to do if you're worried a child is being abused*

*Guidance for safer working practice for adults working with children and young people (Gloucestershire Safeguarding Children's board)*

Further sources of reference of child protection and safeguarding can be found at: [www.gscb.org.uk](http://www.gscb.org.uk)

### **Policy Review**

This policy will be reviewed on an annual basis.

This Safeguarding and Child Protection Policy shall be reviewed annually by the Governor's Teaching and Learning Committee with any recommended changes approved by the full Governing Body.

### **Relevant Policies**

**This policy should be read in conjunction with the following policies:**

- Acceptable Usage Policy (e safety) FS/KS1
- Acceptable Usage Policy (e safety) KS2
- Admissions 2018
- Admissions 2019
- Allergy Policy
- Anti-bullying
- Attendance
- Before and After School care
- Behaviour and discipline
- Complaints
- Data Protection
- Equality Policy
- E safety
- Freedom of information
- Guidance for safer working practice for adults who work with children and young people in education settings
- Gloucestershire Code of Conduct and Confidential reporting (Whistle – blowing) for employees in educational establishments – April 2014
- Gloucestershire Safeguarding Children's Board – Safeguarding children handbook – only available on line at [www.gscb.org.uk/handbook](http://www.gscb.org.uk/handbook)
- Home school agreement

- Keeping children safe in education - DFE September '18
- Medicines in school
- Parent Conduct Policy
- Pupil privacy notice
- Special Educational Needs & Disabilities
- SRE Policy
- Volunteer Helpers

### **Specific Safeguarding issues**

Expert and professional organisations are best placed to provide up-to-date guidance and practical support on specific safeguarding issues. Further information on the issues below can be found on the NSPCC website ([www.nspcc.org.uk](http://www.nspcc.org.uk)) or schools and colleges can access broad government guidance via the [gov.uk](http://gov.uk) website.

- child sexual exploitation (CSE) – see also below
- bullying including cyberbullying
- domestic violence
- drugs
- fabricated or induced illness
- faith abuse
- female genital mutilation (FGM) – see also below
- forced marriage
- gangs and youth violence
- gender-based violence/violence against women and girls (VAWG)
- mental health
- private fostering
- radicalisation
- sexting
- teenage relationship abuse
- trafficking
- MAPPA
- MARAC
- Medication

### **Appendix A**

## Offer of Early Help (Safeguarding)

Providing Early Help is more effective in promoting the welfare of children than reacting later. It means providing support as soon as a problem emerges. Consideration will be given to a referral to Children’s social care if a child’s situation does not appear to be improving. The school will use Gloucestershire’s Levels of Intervention Guidance to help ensure children and families receive the right help at the right time.

<b>St. Mary’s offer of Early Help</b>	
<p>Universal source of help for all families in Gloucestershire: <b>Gloucestershire Family Information Service (FIS)</b></p>	<p>Gloucestershire Family Information Service (FIS) advisors give impartial information on <b>childcare, finances, parenting and education</b>. FIS are a useful source of information for parents and professionals. They support families, children and young people aged 0-19 years of age (25 for young people with additional needs) and professionals working with these families. They can help link parents up with other organisations that might be able to help or provide the information themselves e.g. parents could ask them about holiday clubs for your children across Gloucestershire.</p> <p>Contact the FIS by emailing: <a href="mailto:familyinfo@gloucestershire.gov.uk">familyinfo@gloucestershire.gov.uk</a> Or telephone: (0800) 542 0202 or (01452) 427362. FIS also have a website which has a wealth of information to support many issues such as childcare and support for children with disabilities. <a href="http://www.glosfamilies.org">www.glosfamilies.org</a></p> <p>For information for Children and Young People with <b>Special Education Needs</b> and Disabilities (SEND) go to the SEN and Disability ‘Local Offer’ website: <a href="http://www.glosfamilies.org.uk/localoffer">www.glosfamilies.org.uk/localoffer</a></p>
<p>GSCB (Gloucestershire Safeguarding Children’s Board) website.</p>	<p><a href="http://www.gscb.org.uk">http://www.gscb.org.uk</a> Important information for parents and professionals across Gloucestershire in relation to keeping children safe and avenues of support including early help options.</p>
<p>St. Mary’s support for all pupils and families</p>	<p>If parents have a concern about anything all staff are available in any capacity and if they don’t have the answer they will be able to sign post the parent in the right direction. Parents can talk directly to staff or contact the school office 01666 502275. When concerns about a pupil are identified a familiar member of staff will talk to the pupil and parents will be consulted if needed. A home visit may be carried out by a senior member of staff.</p>
<p>St. Mary’s links with the community.</p>	<p>St. Mary’s has close links with the parish church and members of the church lead ‘Open the Book’ services on Thursday mornings. The Rev Poppy Hughes regularly visits the school and a church leader leads service one afternoon a week. Children visit a local centre for elderly people and sing to them. The safeguarding officers attend meetings at the Doctors’ surgery to discuss specific family concerns. A team of vulnerable children from St. Mary’s take part in a ‘Pentathlon’ giving them an opportunity to be part of a competitive event.</p>

St. Mary's PSHE curriculum	<p>At St. Mary's we use materials from the Jigsaw programme to support our Personal Social and Health curriculum.</p> <p>Where pupils have specific issues that need discussing or addressing we will make every effort to ensure these are met.</p> <p>Gloucestershire Health Living survey is carried out annually and the results analysed and actioned.</p> <p>Whole school focus on developing a Growth mind-set is beginning to be embedded across the school.</p> <p>At St. Marys we have <del>an</del> off timetable weeks focussing on well – being, healthy eating etc.</p>
St. Mary's pre-school provision/transition	<ul style="list-style-type: none"> <li>• Pre-school pupils are visited at their pre-school setting by Early Years Staff and the Special Needs co-ordinator or the Pastoral Lead depending on need.</li> <li>• Early Years staff visit their pupils in their homes before the children start school or in the first few weeks.</li> <li>• A pre-school group for children and their parents is run in school by an early years Teaching Assistant</li> <li>• An open morning is held for pre-school children to visit with their parents.</li> <li>• The children at the various pre-school settings are invited to see any plays which the school put on.</li> </ul>
E-safety	<p>E safety is a key part of the ongoing curriculum.</p> <ul style="list-style-type: none"> <li>• An e-safety talk arranged for parents to help them keep their children safe on line.</li> <li>• Specially trained police to present a video and talk to the children about keeping safe on line</li> </ul>
Pastoral Support – Helen Silins	<p>Helen works 4 days a week and is available to children and their families as needed whether in school or in their home.</p>
St. Mary's Nurture Room	<p>We have two nurture room trained teaching assistants who run the nurture room in the afternoons. Children are assessed using the Boxall profile and attend either three or two afternoons a week. After twelve weeks the children are again assessed and may have more sessions depending on need.</p>
Bullying (including cyber-bullying)/child death/suicide prevention	<p>All Gloucestershire schools including St. Mary's are committed to tackling bullying. We want to know immediately if there any issues with bullying at school so that it can be addressed. It could be that bullying is related to a child's home life. School can also offer support for anyone who has suffered bullying to encourage behaviours that might avert it in the future (e.g. assertiveness) or to boost self-esteem. We have a series of teaching resources produced by the Gloucestershire healthy living and Learning Team (<a href="http://www.ghll.org.uk">www.ghll.org.uk</a>) to support this. In serious cases of bullying parents should contact the police; particularly if there are threats involved. Other sources of help and advice are: <a href="http://www.gscb.org">www.gscb.org</a> (Gloucestershire Safeguarding children's board)</p> <p><a href="http://www.bullying.co.uk">http://www.bullying.co.uk</a> Gloucestershire Healthy Living and Learning team provide alerts and resources in relation to supporting young people being bullied. Education about bullying is an integral part of the school PSHE curriculum</p> <p><a href="http://www.onyourmindglos.nhs.uk">www.onyourmindglos.nhs.uk</a> – A Gloucestershire website which also covers bullying as a topic and where to go for help</p>

	At St. Mary's a theatre group has been commissioned to come into school to perform a play based around bullying.
Children or young people with multiple needs (vulnerable) or multiple needs (complex) requiring multi-agency input or assessment	<p>Within Gloucestershire <b>Early Help Partnership</b> (co-ordinated by Families First Plus) provide multi-agency support for children and families. A phone call to discuss a possible referral is helpful before making written referral. Parents must consent to a referral. School actively refer to when appropriate. Referrals go to the Early Help Partnership (representation from Education, health, social care etc. and referring agencies are encouraged to attend. All agencies should view themselves as part of this Early Help Partnership. The referral meeting is a multi-agency discussion to decide the best way forward:</p> <p><b>Early Help Partnership/Families First Plus:</b>  Cotswold: <a href="mailto:cotswoldearlyhelp@gloucestershire.gov.uk">cotswoldearlyhelp@gloucestershire.gov.uk</a>  Tel: 01452 328101;</p> <p>These teams are made up of the following professionals Early Help co-ordinators; Community Social Worker and Family Support Workers. They all work together from one base so they can recognise and respond to local needs and act as a focal point for co-ordinating support for vulnerable children, young people and their families.</p> <p>Support provided includes: Support for school and community based lead professionals working with children and families; Collaboration with social care referrals that do not meet their thresholds, to co-ordinate support within the community; Work in partnership to support children with special educational needs in school; Advice and guidance from a social work perspective on a 'discussion in principle basis' ; Signpost children with disabilities and their families to access activities and meet specific needs; Advice and guidance to lead professionals and the provision of high quality parenting and family support services to families.</p>
Drug concerns	<p><a href="http://www.infobuzz.co.uk/">www.infobuzz.co.uk/</a>: Info Buzz provides individual targeted support around drugs &amp; emotional health issues, development of personal &amp; social skills, and information &amp; support around substance misuse.</p> <p>Drugs education is covered in the school curriculum. The Life Education Bus visits annually as part of this provision PSHE/SMSC) curriculum as a preventative measure.</p> <p><a href="http://www.onyourmind.nhs.uk">www.onyourmind.nhs.uk</a> – advice on drug/alcohol misuse</p>
Mental health concerns	<ul style="list-style-type: none"> <li>• <a href="http://www.onyourmindglos.nhs.uk">www.onyourmindglos.nhs.uk</a> – a newly launched website by Gloucestershire as part of the Future in Mind Programme. This website is good for young people, parents and professionals in terms of help with mental health issues and where to go for help.</li> <li>• Referral to school nurses may be appropriate.</li> <li>• Referral to CYPS (Gloucestershire's mental health services) via your own GP.</li> <li>• For children/young people/adults with existing mental health difficulties concerns should be discussed with the existing medical professionals (consultant psychiatrists).</li> </ul>

	<p>In an emergency call 999 or 111.</p> <ul style="list-style-type: none"> <li>• <b>CYPS* Practitioner advice line (for professionals to call) tel: 01452 894272.</b></li> </ul>
Child Sexual exploitation (CSE)	<p>CSE screening tool (can be located on the GSCB website: <a href="http://www.gscb.org.uk/article/113294/Gloucestershire-procedures-and-protocols">www.gscb.org.uk/article/113294/Gloucestershire-procedures-and-protocols</a>) This should be completed if CSE suspected. Clear information about warning signs, the screening tool and Gloucestershire's multi-agency protocol for safeguarding children at risk of CSE are at <a href="http://www.gscb.org">www.gscb.org</a>.</p> <p>Referrals should be made to Gloucestershire social care and the Gloucestershire Police.</p> <p><b>Gloucestershire Police CSE Team:</b></p> <p>The CSE team sits within the Public Protection Bureau Single agency team (Police) DS Nigel Hatten PC Christina Pfister (Missing persons Coordinator) 01242 276846</p> <p>All referrals to go to the Central Referral Unit 01242 247999</p> <ul style="list-style-type: none"> <li>• <b>Further information:</b> National Working Group (Network tackling Child Sexual Exploitation) <a href="http://www.nationalworkinggroup.org">www.nationalworkinggroup.org</a> and PACE UK (Parents Against Child Sexual Exploitation) <a href="http://www.paceuk.info">www.paceuk.info</a></li> </ul>
Domestic violence	<p>The GSCB (Gloucestershire Safeguarding Children's board) have published a Domestic Abuse pathway for educational settings which is on the GSCB website. If a child or young person is suspected of living at home with a domestically abusive parent or if a young person has domestic abuse in their own relationship then the usual procedures should be followed and a referral made to the children's helpdesk (tel: 01452 426565). The response will vary according to the age of the young person so that the appropriate agencies are involved.</p> <p><b>Gloucestershire Domestic Abuse Support Service (GDASS)</b> <a href="http://www.gdass.org.uk">www.gdass.org.uk</a></p> <p><b>MARAC Gloucestershire Constabulary:</b> Multi Agency Risk Assessment Conferences (MARACs) prioritise the safety of victims who have been risk assessed at high or very high risk of harm. The MARAC is an integral part of the Specialist Domestic Violence Court Programme, and information will be shared between the MARAC and the Courts, in high and very high risk cases, as part of the process of risk management</p> <p><b>Gloucestershire Unborn Baby Protocol:</b> Research indicates that young babies are particularly vulnerable to abuse but that work carried out in the antenatal period can help minimise harm if there is an early assessment, intervention and support. Working Together (2015) specifically identifies the need of the Unborn Child. Professionals should read and act upon the unborn baby protocol if there is suspected domestic violence and a pregnancy.</p> <p>The unborn baby protocol can be found at <a href="http://www.gscb.org">www.gscb.org</a></p>
Fabricated and induced illness (FII)	<p><a href="http://www.nhs.uk/Conditions/Fabricated-or-induced-illness">http://www.nhs.uk/Conditions/Fabricated-or-induced-illness</a> for information on behaviours and motivation behind FII. Any</p>

	<p>professionals suspecting FII must involve the Police, Social Services and follow the child protection procedures outlined in <a href="http://www.nhs.uk/Conditions/Fabricated-or-induced-illness">http://www.nhs.uk/Conditions/Fabricated-or-induced-illness</a> for information on behaviours and motivation behind FII. Any professionals suspecting FII must involve the Police, Social Services and follow the child protection procedures outlined in this policy</p>
Faith abuse	<p><a href="http://www.gov.uk/government/publications/national-action-plan-to-tackle-child-abuse-linked-to-faith-or-belief">www.gov.uk/government/publications/national-action-plan-to-tackle-child-abuse-linked-to-faith-or-belief</a> for copy of DfE document '<b>national action plan to tackle child abuse linked to faith or belief.</b>'</p> <p>Judith Knight; Diocese of Gloucester Head of Safeguarding/faith abuse contact: <a href="mailto:jknight@glosdioc.org.uk">jknight@glosdioc.org.uk</a> or other faith groups contact Jane Bee (GCC LADO).</p>
Female genital mutilation (FGM)	<p><b>Female Genital Mutilation (FGM) comprises all procedures involving partial or total removal or the external female genitalia. FGM is illegal in the UK and as of October 2015 mandatory reporting commenced. If education staff or other professionals discover that an act of FGM appears to have been carried out on a girl under 18 years old there is a statutory duty for them PERSONALLY to report it to the police.</b></p> <p><a href="http://www.nhs.uk/Conditions/female-genital-mutilation">http://www.nhs.uk/Conditions/female-genital-mutilation</a> for NHS information and signs of FGM. Any suspicion of FGM should be referred to the Police and social care.</p> <p>Helen Silins (DDSL) has completed the online home office training, '<i>Female Genital Mutilation: Recognising and Preventing FGM</i>'</p> <p>E-learning package- <a href="http://www.fgmelearning.co.uk/">http://www.fgmelearning.co.uk/</a> for interested staff or professionals (free home office e-learning)</p> <p>Leaflet on FGM on the staff room notice board.</p>
Honour based violence (HBV)	<p>The police have made it a high priority to help communities fight back to tackle both honour based violence and hate crime. The 'Honour Network Help line': 0800 5 999 247</p> <p><b>Inspector Fay Komarah is the Gloucestershire Police contact for honour based violence.</b></p>
Private fostering	<p><a href="http://www.gloucestershire.gov.uk/privatefostering">http://www.gloucestershire.gov.uk/privatefostering</a></p> <p>Gloucestershire County council website information on private fostering. Refer to Gloucestershire Children &amp; Families Helpdesk on <b>01452 426565</b> or Gloucestershire Private Fostering Social Worker <b>01452 427874.</b></p> <p>A private fostering arrangement is essentially one that is made without the involvement of a local authority. Private fostering is defined in the Children Act 1989 and occurs when a child or young person under the age of 16 (under 18 if disabled) is cared for and provided with accommodation, for 28 days or more, by someone who is not their parent, guardian or a close relative. (Close relatives are defined as; step-parents, siblings, brothers or sisters of parents or grandparents).</p>



<p>Preventing Radicalisation and Extremism/HATE (PREVENT duty)</p> <p><i>HM Government PREVENT duty: As of 1 July 2015 duty in the Counter-terrorism and security act 2015 for specified authorities (including all schools) to have due regard to the need to prevent people being drawn in to terrorism.</i></p> <p><i>If you see extremist or terrorist content online please report it via: <a href="https://www.gov.uk/report-terrorism">https://www.gov.uk/report-terrorism</a></i></p>	<ul style="list-style-type: none"> <li>• <b>Gloucestershire Safeguarding Children’s Board</b> <a href="http://www.gscb.org">www.gscb.org</a>. There is a new GSCB PREVENT referral pathway (Meg Dawson/DSL has a copy)</li> <li>• <a href="http://www.educateagainsthate.com">www.educateagainsthate.com</a> is the government website providing information and practical advice for parents, teachers and schools leaders on protecting children from radicalisation and extremism.</li> <li>• Gloucestershire Safeguarding Children’s Board have published a PREVENT pathway for professionals to refer to.</li> <li>• All of teachers have had training in how to spot the signs of radicalisation and extremism and when to refer to the Channel panels. (online training).</li> <li>• Key contacts: PC Adam Large, Gloucestershire Constabulary PREVENT officer: tel 101</li> <li>• Anti-Terrorist Hotline: tel 0800 789 321</li> </ul> <p><b>The ‘Advice on the Prevent duty’ written by the Department for Education explains what governors and staff can do if they have any concerns relating to extremism. The Department for Education has also set up a telephone helpline (020 7340 7264) to enable people to raise concerns directly. Concerns can also be raised by email to <a href="mailto:counter.extremism@education.gsi.gov.uk">counter.extremism@education.gsi.gov.uk</a> .</b></p> <p>Prevention: St. Mary’s teach traditional British values through the PSHCE Curriculum: democracy, rule of law, respect for others, liberty, tolerance of those with different faiths and beliefs and promotion of ‘Britishness’. E-safety is an important aspect of the curriculum to keep pupils safe from radicalisation. Pupils need to understand that radicalisation can be a form of grooming online and understand the notion of propaganda. They need to be taught to be discerning about what they read on the internet as the dangers of speaking to strangers online.</p> <p>St. Mary’s also seeks to equip parents with the knowledge of how to safeguard their children from radicalisation. Let’s talk about it is an excellent website for parents <a href="http://www.ltai.info/">www.ltai.info/</a> as is <a href="http://www.preventtragedies.co.uk">www.preventtragedies.co.uk</a> While it remains very rare for school age children to become involved in extremist activity to the point of committing criminal acts, young people can be exposed to extremist influences or prejudiced views, including via the internet, from an early age. As with other forms of criminality or risk of harm, early intervention is always preferable. Schools, working with other local partners, families and communities, can help support pupils who may be vulnerable as part of wider safeguarding responsibilities</p>
<p>Sexting</p>	<p><a href="http://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/sexting">http://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/sexting</a> (NSPCC website).</p> <p>Gloucestershire Police have a small sexual exploitation team.</p> <p><b>Contact Sgt. Nigel Hatton.</b></p> <p><b>Prevention:</b></p> <p>The police have stated that young people should be treated as victims in the first place and not usually face prosecution. The</p>

	police's priority is those who profit from sexual images of young people....not the victims.
Trafficking	Serious crime which must be reported to Jane Bee (Gloucestershire LADO) and the Gloucestershire Police. Trafficking can include a young person being moved across the same street to a different address for the purpose of exploitation. It doesn't have to include people, children or young people being moved great distance.
CME (Children missing education)	<b>Anyone concerned that a child is missing education (CME) can make a referral to the Education Entitlement and Inclusion team (EEI) at Gloucestershire County Council. Tel: 01452 426960/427360. Children Missing Education (CME) refers to 'any child of compulsory school age who is not registered at any formally approved education activity e.g. school, alternative provision, elective home education, and has been out of education provision for at least 4 weeks'. CME also includes those children who are missing (family whereabouts unknown), and are usually children who are registered on a school roll / alternative provision. This might be a child who is not at their last known address and either: has not taken up an allocated school place as expected, or has 10 or more days of continuous absence from school without explanation, or left school suddenly and the destination is unknown. It is the responsibility of the Education Entitlement and Inclusion team, on behalf of the Local Authority (LA), to: Collate information on all reported cases of CME of statutory school aged children in Gloucestershire maintained schools, academies, free schools, alternative provision academies and Alternative Provision Schools (APS). The EEI Team will also liaise with partner agencies and other LAs and schools across Britain to track pupils who may be missing education and ensure each child missing education is offered full time education within 2 weeks of the date the LA was informed.</b>

#### Other sources of help and information in Gloucestershire:

**Gloucestershire MAPPAs (Multi-Agency Public Protection Arrangements)** are a set of arrangements to manage the risk posed by the most serious sexual and violent offenders (MAPPAs-eligible offenders) under the provisions of sections 325 to 327B of the Criminal Justice Act 2003. They should be contacted without delay if there is any concern is reported about a serious sexual or violent offender. (Contact Bernie Kinsella – Chair of MAPPAs detective chief superintendent – Gloucestershire Constabulary – Tel: 101)

## Appendix B

### Types of abuse

#### Physical abuse

Physical abuse is when someone deliberately hurts or injures you. Hitting, kicking, hair pulling, beating with objects, burning, throwing and shaking are all forms of physical abuse, and can cause

pain, cuts, bruising, broken bones and sometimes even death. **No one has the right to hurt you in this way.** Physical abuse can happen as a single event or over a longer period of time.

### **Emotional abuse**

If someone is always telling you that you're ugly, fat, stupid, worthless, or that they wish you'd never been born, or being made to feel you have to be the best at everything, that's emotional abuse. It's wrong, even if they are not doing it on purpose. **It is also important to understand that this is not your fault.**

### **Sexual abuse**

Sexual abuse is when a child or young person is pressurised, forced, tricked or intimidated into taking part in any kind of sexual activity with an adult or another young person. This can include kissing, touching the young person's genitals (private parts) or breasts, intercourse or oral sex, looking at or taking part in pornography. It can happen to anyone - boys and girls. **If you are being sexually abused it's not your fault and you're not alone.**

### **Neglect**

Neglect is when you are not being looked after or supported properly by your parents or carers (including foster parents or care staff, if you are in care). If the people who are supposed to look after you don't usually give you the important things you need, or make it hard for you to take care of yourself, then this is neglect.

### **Child sexual exploitation**

When a child or young person under the age of 18 is in a relationship with an adult (over 18), even if they claim to be a friend /boyfriend, and if this person is offering something (e.g. food, accommodation, drugs, alcohol, cigarettes, gifts, money) in exchange for sexual activities, this is considered to be child exploitation.

## **Signs of abuse**

### **Sexual abuse**

Signs of sexual abuse may include:

- talking a lot about sex and giving detailed descriptions. Your friend may appear to know more about sex or sexual activities than you or your other friends the same age;
- becoming depressed and talking about harming themselves in some way;
- running away or talking about running away from home;
- having personality changes such as becoming insecure or clinging;
- spending a lot of time alone and not 'joining in' with groups of friends;
- appearing a lot younger than they are - behaving like a 'baby' i.e. sucking their thumb or carrying around a cuddly toy;
- having a sudden loss of appetite or overeating;
- suddenly starting to draw sexually detailed pictures;
- not allowing anyone to touch them.

### **Physical abuse**

Signs of physical abuse may include:

- unexplained injuries or burns;
- making up stories or refusing to explain their injuries;
- wearing a lot of clothes i.e. long sleeved tops; even in hot weather;
- not wanting to be watched undressing for PE or avoiding sports lessons;
- talking about running away;
- fear of doctors examination;
- aggressive or violent towards others;
- not wanting anyone to touch them;
- talking a lot about being punished at home for small problems such as not doing the washing up properly;
- being worried or afraid about people talking to their parents/ carers or family.

### **Emotional abuse**

Signs of emotional abuse may include:

- delays surrounding physical, mental and emotional development;
- unusual difficulties in communicating or talking;
- putting themselves down constantly (i.e. I am stupid, ugly, worthless);
- overreaction to mistakes, punishing themselves if they get things wrong;
- extreme fear of any new situation;
- saying they deserve pain or bad things to happen to them;
- unusual behaviour i.e. rocking on chairs, hair twisting, self-harm;
- having no interest in anything or anyone;
- becoming aggressive;
- being pushed to be the best in school and sports beyond what they can or want to do.

### **Neglect**

Signs of neglect may include:

- lack of food;
- poor personal hygiene;
- constant tiredness;
- poor state of clothing i.e. holes in clothes, old or dirty clothes;
- extreme loss of weight, or weight gain;
- constantly asking for things like food money;
- not having anything of their own in class i.e. books pens etc.