



Safeguarding and Child Protection Policy

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Foreword and Introduction

Flixton Girls School's commitment to safeguarding the welfare of students is our highest priority as well as developing and maintaining a 'culture of vigilance' to ensure that signs and symptoms of abuse are picked up quickly and efficiently, so that opportunity for those wishing to cause harm to children is drastically reduced. For the purpose of this policy, children includes everyone under the age of 18.

Purpose and principles

The purpose of this document is to ensure that all stakeholders are aware of the arrangements that Flixton Girls School has in place for safeguarding and promoting the welfare of its students. It provides guidance to help staff who may have concerns about the safety or welfare of a child, and sets out the Trust's position in relation to the safeguarding process.

This policy:

- has been written in line with the Department for Education (DfE) statutory guidance – Keeping Children Safe in Education, September 2023, and any other relevant UK legislation and government guidance including 'Working together to Safeguard Children 2018'
- applies at all times when the school is providing services or activities directly under the management of school staff
- is publicly available on the school's website
- Reflects Trafford Strategic Safeguarding Partnership Multi-agency safeguarding arrangements

This policy is consistent with all other policies adopted by the Governing Body and should in particular be read in conjunction with school policies relevant to the safety and welfare of children:

- Behaviour Policy
- Attendance and Lateness Policy
- SEND Policy
- The Staff code of conduct
- Online Safety Policy
- Whistleblowing Policy
- Low Level Concern Procedures

Key information

1. Below is a table of people with specific lead responsibilities around safeguarding.

Alison Hamer	Acting Chair of Governing Body Contact Telephone: 0161 960 0160 Contact Email: cofg@flixtongirls.com
Joanna Azam	Nominated Governor for Safeguarding Contact Telephone: 0161 960 0160 Contact Email: cofg@flixtongirls.com
Dorothy Trussell	Principal Contact Telephone: 0161 960 0160 Contact Email: dtrussell@flixtongirls.com
Danielle Tedford	Designated Safeguarding Lead (DSL) Contact Telephone: 0161 960 0160 ext 2954 Contact Email: dtedford@flixtongirls.com
Helen Larkin	Deputy Designated Safeguarding Lead (DDSL) Contact Telephone: 0161 960 0160 ext 2960 Contact Email: hlarkin@flixtongirls.com
Tara O'Halloran	Designated Teacher (Students who are Looked After) Contact Telephone: 0161 960 0160 Contact Email: tohalloran@flixtongirls.com

2. All adults working in this School (including visiting staff, volunteers and students on placement) are required to report instances of actual or suspected child abuse or neglect to the Designated Safeguarding Lead via the Safeguarding team. As per KCSiE 2023, the DSL is a member of the school's Strategic Leadership Team and has the appropriate status, time and authority within the school to carry out the duties of the post.
3. All staff should be able to reassure students that they are being taken seriously and that they will be supported and kept safe. A student should never be given the impression that they are creating a problem by reporting abuse, sexual violence or sexual harassment. Nor should a student ever be made to feel ashamed for making a report.
4. The DSL / DDSL are also the first point of contact for external agencies that are pursuing

Child Protection investigations and safeguarding enquiries.

5. The DSL co-ordinates our representation at multi-agency meetings relating to safeguarding to ensure information is effectively shared between agencies. The DSL is also responsible for our contribution and commitment to any plans, team around the family and core groups or other assessment. These meetings include:
 - Team around the Family Meetings (Early Help)
 - Social Care Strategy Meetings
 - Child in Need Meetings
 - Initial Child Protection Conferences
 - Review Child Protection Conferences
6. The DSL will also ensure the submission of written reports for relevant multi agency meetings (relevant meetings named above)
7. When an individual concern/incident is brought to the notice of the DSL / DDSL, they will be responsible for deciding whether or not this should be reported to other agencies as a safeguarding issue, or whether a single agency response would be more appropriate and proportionate
8. If we identify emerging needs or if emerging needs are identified by other professionals, and/or the family themselves and we are best placed to provide a single agency response to the presenting need(s), we will do so under the banner of Early Help. We will utilise our internal support network of FGS, as well as Trafford's Commissioned Services, and document the Early Help provided on our own internal system – CPOMS. This is just for cases that are at Level 2 of the Level of Need¹.
9. When engaging other services outside of our school to form part of a Team around the Family, we will utilise Trafford's Early Help Assessment² to ensure this is formalised in a consistent way for all agencies involved at that point. Where necessary, we will complete an Early Help Assessment to identify specific needs that require the assistance of other external agencies
10. Arrangements are in place to ensure that at least one person who is a trained designated safeguarding lead is available (either on site or by phone response) when children are taking part in a school led activity; this includes before and after school clubs and other extra-curricular activities, both during and out of term time.
11. If a child is in immediate danger, contact will be made with the police via 999.
12. If a child is identified as a Child in Need or a child at risk of or being subjected to significant harm, a referral will be made to Trafford Children's First Response³ via the online referral form.

¹ The Trafford Strategic Safeguarding Partnership Level of Need is a document that provides a useful guide for professionals to determine what level of service provision is appropriate and proportionate, based on the individual child and family's needs - <https://www.traffordsafeguardingpartnership.org.uk/Docs/Safeguarding-children-young-people/Levels-of-Need-document.pdf>

² Trafford's Early Help Assessment is an assessment of emerging and existing needs of a child and/or their family to ascertain their strengths and development needs, in addition to forming an action plan to manage any risk and to deal effectively with the emerging and/or existing needs to ensure they have the best possible outcome without the need to escalate to statutory services.

³Trafford Children's First Response is the Front Door to Children's Services in Trafford Council. It comprises of Children's Social Care, Intensive Family Support, Police, Health and Mental Health, IDVA support and a Specialist Education Practitioner.

13. Whilst any professional can make a referral to children's social care, in school we expect all staff where practically possible to always discuss their concerns with the DSL / DDSL first, to ensure all information is coordinated and held in one central point. If staff need to make a referral as a matter of urgency they are expected to give feedback to the DSL / DDSL as soon as practically possible thereafter. All relevant contact details for children's social care are shared with staff via the FGS Safeguarding Information Pack, in their induction and in Appendix 4 of this policy.
14. All verbal conversations that take place regarding safeguarding concerns will promptly be recorded in writing – all staff use CPOMS to record concerns and conversations. Records include:
 - i. a clear and comprehensive summary of the concern;
 - ii. details of how the concern was followed up and resolved;
 - iii. a note of any action taken, decisions reached and the outcome.
15. Where there is a safeguarding concern the school ensures the student's wishes and feelings are taken into account when determining what action to take and what services to provide. Systems are in place, and are well promoted, easily understood and easily accessible for children to confidently report abuse, knowing their concerns will be treated seriously, and knowing they can safely express their views and give feedback.
16. Information sharing is vital in identifying and tackling all forms of abuse and neglect, and in promoting our children's welfare, including their educational outcomes. The school have clear powers to share, hold and use information for these purposes. This includes arrangements that set out clearly the processes and principles for sharing information within the school and with children's social care, the safeguarding partners, other organisations, agencies, and practitioners as required.
17. Our school is proactive in sharing information as early as possible to help identify, assess and respond to risks or concerns about the safety and welfare of our children, whether this is when problems are first emerging, or where a child is already known to the local authority children's social care.
18. The school is aware that among other obligations, the Data Protection Act 2018, and the UK General Data Protection Regulation (UK GDPR) place duties on organisations and individuals to process personal information fairly and lawfully and to keep the information they hold safe and secure.

Creating a Safeguarding Culture

1. It is important to us at FGS that all children feel safe and supported in our setting.
2. Safeguarding is our priority across all aspects of our work and our policy underpins the rigorous practice that takes place in the school to best protect our students.
3. All staff are aware of the categories of abuse, which are:



4. The definitions of which can be found in the glossary
5. Staff are also made aware of other key safeguarding topics. These are:

Bullying & Cyberbullying	Child Sexual Exploitation	Children with SEN and/or disabilities	Contextual Safeguarding
Child Sexual Abuse	Domestic Abuse	Early Help	Criminal Exploitation 'County Lines'
Female Genital Mutilation	Hate	Image Sharing (sexting)	Gangs & Youth Violence
Mental Health	Preventing Radicalisation & Extremism	Private Fostering	Relationship Abuse
Peer on Peer (Child on Child) Abuse	Serious Violence	So-called "Honour"-based abuse	Trafficking

6. The definitions of the above can be found in the glossary. Information and learning relating to the above topics is shared in school, but staff are also encouraged to undertake their own learning.

7. In addition to the above, FGS recognises the significant impact Domestic Abuse can have on children and young people, therefore we have signed up to Operation Encompass. Operation Encompass is an agreement between Greater Manchester Police and schools within Trafford. This agreement facilitates the sharing of information relating to domestic incidents where children live or frequent. A flowchart explaining the process for sharing information through Operation Encompass can be found in Appendix 1.

8. Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE) are also key safeguarding topics, which all staff are aware of and report their concerns regarding CSE/CCE via the school's normal reporting channels. The definition of child sexual and criminal exploitation can be found in the glossary.

9. Staff are directed to our online learning package, as well as The National College, and the NSPCC's website for guidance on signs and symptoms of Female Genital Mutilation (FGM) - <https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/female-genital-mutilation-fgm/signs-symptoms-and-effects/>. The school recognises and adheres to its mandatory duty⁴ to report any suspected or known cases of FGM about a female under 18 years old to the police.

10. If a member of staff becomes aware of a private fostering arrangement they will notify

the DSL as soon as possible; they will then fulfil their mandatory reporting duty to all instances of Private Fostering to the local authority. Private Fostering is defined in the glossary.

11. All cases of known or suspected 'Honour-based' abuse or violence will be reported via the school's normal channels and the appropriate professional advice sought and external referrals completed.

11b. Staff will receive training around forced marriage and the presenting symptoms. If a member of staff suspects that a student is being forced into marriage, they will report this to the DSL who will then escalate to appropriate channels – eg the Forced Marriage Unit (fmu@fco.gov.uk).

12. All staff recognise that children are capable of abusing their peers (including online). Incidents of peer-on-peer abuse may need to be dealt with in various ways. Incidents of bullying will be dealt with via our Behaviour Policy. Incidents which take place outside of school may need to be addressed in school however we are clear that where professional advice needs to be sought, it will be. The school's DSL / DDSL will consult children's social care on matters relating to the safety and welfare of a child and will consult the police in respect of matters relating to a possible crime.

13. In respect of sexual violence and sexual harassment between children, we take a proactive approach to prevent such incidents from taking place. We incorporate healthy relationships, people who help us, British Values etc. into our Health and Wellbeing / PSHE curriculum in an age appropriate way for the year groups in school. From September 2020 we included Relationships and Sex Education (under the SRE Policy) in the school timetable, in line with DfE guidance and the national curriculum.

⁴ Under section 5B(11) (a) of the Female Genital Mutilation Act 2003, "teacher" means, in relation to England, a person within section 141A(1) of the Education Act 2002 (persons employed or engaged to carry out teaching work at schools and other institutions in England).

14. When incidents of sexual violence and sexual harassment occur, our response is ultimately decided on a case-by-case basis, with the DSL / DDSL taking the lead role, using their professional judgement and being supported by other agencies, such as children's social care and the police as required, to put a proportionate and supportive package of care in place for those affected.

15. The school adopts the UK Council for Child Internet Safety guidance 'Sexting in schools and colleges: Responding to incidents and safeguarding young people' in respect of our response to sexting. This guidance clearly sets out how to handle incidents, should they occur and what preventative steps can be taken to educate young people.

16. All staff are expected to refer to HM Government guidance 'What to do if you're worried a child is being abused – Advice for practitioners' for further help in identifying signs and symptoms of child abuse and neglect.

17. Robust systems have been established in school for dealing with safeguarding concerns.

All allegations of abuse and neglect, whether suspected or known will be treated seriously and in confidence. Staff are advised how to share disclosures and allegations with the safeguarding team in the FGS Safeguarding Information guidance.

18. The procedures for handling disclosures, managing information and information sharing at FGS are contained within Appendix 8, which is written in line with HM Government guidance – Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers, July 2018.

19. Throughout school, safeguarding is taught as part of our curriculum. We appreciate that whilst adults in school are working hard to keep young people safe, they too can play a large part in keeping themselves and their peers safe from abuse and neglect.

20. An age-appropriate curriculum is rolled out in school to build capacity amongst our students in their understanding of particular issues, and what actions they can take to be safe.

21. Instances of children who are missing from education are dealt with under the school's Attendance & Lateness Policy, which sets out the school's approach to tackling this issue, and the steps school we will take when a child has poor attendance and/or are regularly missing.

22. To assist with the above, and other incidents, parents & carers should ensure that the school has at least two up to date emergency contacts for their child/children. This is to ensure school have other means of contacting a key adult, should one be unavailable for any reason.

23. The school takes an active stance on meeting the duties placed upon them by the Counter Terrorism and Security Act 2015 (The Prevent Duty), and we have created a culture which embraces the fundamental 'British Values'. To ensure compliance with the Prevent Duty, the school:

- Ensures staff are able to identify children who may be vulnerable to radicalisation, and know what to do when they are identified
- Builds resilience and capacity in the students by promoting the fundamental British values and enabling them to voice and challenge views in a safe space

24. The school understands that young people with special educational needs and disabilities can face additional safeguarding challenges, and staff are to constantly challenge their own thought process in scenarios like this. This is to ensure that additional difficulties aren't assumed as being related to the special educational need or disability, and that staff are considering the risk of abuse or neglect just as much.

25. All staff are aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation.

26. Where children have suffered abuse and neglect, or other potentially traumatic adverse childhood experiences, this can have a lasting impact throughout childhood, adolescence

and into adulthood. Staff are aware of how these children's experiences, can impact on their mental health, behaviour, and education⁵

27.All staff are aware of the indicators, which may signal children are at risk from, or are involved with serious violent crime. Advice for the school is provided in the Home Office's Preventing youth violence and gang involvement and its Criminal exploitation of children and vulnerable adults: county lines guidance.⁶

28.Where a parent/carer has expressed their intention to remove a child from school with a view to educating at home, KCSiE recommends that the LA in which the child resides, schools, and other key professionals work together to coordinate a meeting with parents/carers where possible. Ideally, this would be before a final decision has been made, to ensure the parents/carers have considered what is in the best interests of each child. This is particularly important where a child has SEND, is vulnerable, and/or has a social worker.

⁵ [Mental health and behaviour in schools - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

⁶ [Criminal exploitation of children and vulnerable adults: county lines - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

Staff learning and development

1. Learning about safeguarding is given a high priority at FGS. Expertise is extended effectively and internal capacity is built up through performance management. Managers ensure that staff regularly undertake a comprehensive range of learning to promote safe practice in classrooms, around the school and off site.
2. Staff working at our school maintain an attitude of '**it could happen here**' where safeguarding is concerned, and when concerned about the welfare of a child, staff always act in the **best interests of the child**.
3. All new staff to the school have a comprehensive induction, this includes reading and understanding:
 - Part one (and Annexe A) of 'Keeping Children Safe in Education 2023'
 - The Staff code of conduct
 - This Safeguarding & Child Protection Policy
 - FGS Safeguarding Staff Information guidance

- Low Level Concern Procedures

(All staff are also required to re-read these documents each September)

4. Designated staff are trained in specialist areas of work, such as:
 - Designated Safeguarding Lead
 - Deputy Designated Safeguarding Leads
 - Anti-Bullying & Peer on Peer abuse Champion
 - Mental Health First Aid Lead
 - Designated Teacher for Looked After Children
5. A variety of learning materials on safeguarding are made available in school to ensure staff continually develop their understanding and practice around safeguarding, these include:
 - TSSP Termly Safeguarding in Education Bulletins
 - TSSP Multi-Agency Learning and Development Programme
 - TSSP Bulletin
 - FGS Safeguarding cohort information
 - Subject specific leaflets, guidance and information
 - Mentoring
 - Online learning
 - Posters around school detailing referral processes and key topics
 - Shadowing
 - Staff induction pack
 - Standing agenda item staff meetings
 - Training / CPD
 - NSPCC and Andrew Hall email updates
6. All learning and training is documented as part of the member of staff's personnel file, which also helps us map learning needs across the staff team for further development. A checklist is used as part of the induction process, and thereafter in the performance management process to ensure all compulsory learning has taken place.
7. Safeguarding is always re-visited at least on an annual basis in staff performance management sessions, to ensure they are as confident and competent in carrying out their safeguarding responsibilities as they possibly can be.
8. All staff know what to do if a child tells them he/she/they are being abused, exploited or neglected, including child on child abuse. Staff know how to manage the requirement to maintain an appropriate level of confidentiality. This means only involving those who need to be involved, such as the DSL / DDSL and children's social care. Staff should never promise a child that they will not tell anyone about a report of any form of abuse, as this may ultimately not be in the best interests of the child.
9. All staff are able to reassure victims that they are being taken seriously and that they will

be supported and kept safe. A victim should never be given the impression that they are creating a problem by reporting abuse, sexual violence or sexual harassment. Nor should a victim ever be made to feel ashamed for making a report.

10. All staff are aware that children can abuse other children (often referred to as peer on peer abuse or child on child abuse), and that it can happen both inside and outside of school, as well as online. It is important that all staff recognise the indicators and signs of peer on peer abuse and know how to identify it and respond to reports.
11. All staff should understand that even if there are no reports in their schools or colleges it does not mean it is not happening, it may be the case that it is just not being reported. As such it is important if staff have any concerns regarding peer on peer abuse they should speak to the DSL / DDSL
12. All training events are offered out to all volunteers working in school and the governing body, to ensure they too have the opportunity to understand the processes and practices as they apply in the school. FGS has a strong working partnership with Trafford Strategic Safeguarding Partnership, which assists us in making sure that all of our learning and development activity is in line with statutory guidance, and other local guidance.
13. As and when required, other external agencies may be consulted to assist with staff learning and development.
14. During staff induction training and annual safeguarding training, all staff are made aware of the necessity and procedure to report low level concerns.

Safer Recruitment

1. Senior managers and the governing body ensure that stringent recruitment and vetting procedures are in place for staff and other adults, and that nobody commences work unless all necessary checks are complete to a satisfactory level. The same rigour is applied when appointing volunteers.

Checks undertaken include:

- Enhanced Criminal Records Bureau Check
- Barred List Check (if working in regulated activity)
- Two professional references
- Establish confirmation of physical and mental fitness for the role
- Identity Confirmation
- Staff suitability declaration (if appropriate)
- Overseas police checks (if appropriate)
- Confirmation of right to work in the UK
- Confirmation of professional registration (if appropriate)
- Prohibition from teaching check (only if employed as a teacher)

2. A member of the strategic leadership team takes responsibility for ensuring that all relevant checks are carried out and documented on the school's Single Central Record. Supporting evidence for recruitment checks is included in the staff member's personnel file.
3. At least one member of every interview panel for a position working in the school (paid or unpaid) will be trained in Safer Recruitment. This training is refreshed when appropriate.
4. Where children are involved in the recruitment process e.g. to conduct an interview, they are briefed for this role and for the need of confidentiality.
5. All contracts with supply agencies are specific about what checks need to be complete before any individual commences work at the school, and that they will be expected to present identification upon arrival.
6. More information can be found in Appendix 2 relating to when a barred list check would be carried out.
7. References will always be sought before confirming a person's appointment, these will be written and about previous employment, this will check that information is not contradictory or incomplete. At least one reference will be from the candidate's current employer. When a candidate is not currently employed, verification of their most recent period of employment and reasons for leaving should be obtained from the organisation where they were employed.
8. Individuals who have lived or worked outside the UK will undergo the same checks as all other staff in the school. This includes obtaining (via the applicant) an enhanced DBS certificate (including barred list information, for those who will be engaging in regulated activity) even if the individual has never been to the UK. In addition, the school will make any further checks we think appropriate so that any relevant events that occurred outside the UK can be considered.

Managing allegations against professionals who work with children

1. All concerns and/or allegations against those working in or on behalf of schools and colleges in a paid or unpaid capacity, this includes, members of staff, supply teachers, volunteers and contractors are dealt with in line with the school's Managing Allegations Procedures.
2. An allegation is any information which indicated that a member of staff (paid or voluntary) may have:
 - Behaved in a way that has harmed a child, or may have harmed a child;
 - Possibly committed a criminal offence against or related to a child;
 - Behaved towards a child or children in such a way that indicates he or she may pose a risk of harm to children; or
 - Behaved or may have behaved in a way that indicates they may not be suitable to work with children.

3. This applies to any child the member of staff has contact with in their personal or professional life.
4. All staff are reminded of the school's Low Level Concern Procedures and the Whistleblowing Policy.
5. Allegations or concerns about members of staff must be reported immediately to the Headteacher, or in their absence to the DSL / DDSL. They will talk through your concerns even though you may feel uncomfortable doing this in relation to a colleague. In addition, if staff feel they may be at risk of an allegation then they should self-report the issue as they may find themselves in a difficult situation. All staff should refer to the Low Level Concerns procedures for guidance on reporting.
6. Allegations concerning the Headteacher should be referred to the Chair of Governors, using the contact details set out in the key information section of this policy.
7. Concerns that meet the above criteria will be referred to the Local Authority Designated Officer (LADO) within one working day. Contact details for the LADO for Trafford can be found in Appendix 3.
8. Initial discussions with the LADO will consider the nature of the allegation and next steps.
9. Whilst FGS does not directly employ supply staff, we will ensure allegations are dealt with properly. In no circumstances will we decide to cease to use a supply teacher due to safeguarding concerns, without finding out the facts and liaising with the local authority designated officer (LADO) to determine a suitable outcome. The Governing Body will discuss with the agency as to whether it is appropriate to suspend the supply teacher, or redeploy them to another part of the school, whilst they carry out their investigation.
10. FGS will usually take the lead because agencies do not have direct access to children or other school staff, so they will not be able to collect the facts when an allegation is made, nor do they have all the relevant information required by the LADO as part of the referral process.
11. Our Managing Allegation Procedure sets out the procedures in place to make a referral to the Disclosure and Barring Service (DBS) if a person in regulated activity has been dismissed or removed due to safeguarding concerns or would have been had they not resigned. Or where a teacher's employer, including an agency, dismisses or ceases to use the services of a teacher because of serious misconduct, or might have dismissed them or ceased to use their services had they not left first, they must consider whether to refer the case to the Secretary of State (via the Teaching Regulation Agency).

12. There is a legal requirement for schools and colleges to make a referral to the DBS where they remove an individual from regulated activity (or would have removed an individual had they not left), and they believe the individual has:
 - i. engaged in relevant conduct in relation to children and/or adults,
 - ii. satisfied the harm test in relation to children and/or vulnerable adults; or
 - iii. been cautioned or convicted of a relevant (automatic barring either with or without the right to make representations) offence. The DBS will consider whether to bar the person.

13. Where we dismiss or cease to use the services of a teacher because of serious misconduct, (or might have dismissed them or ceased to use their services had they not left first), we will consider whether to refer the case to the Secretary of State, as required by sections 141D and 141E of the Education Act 2002. The Secretary of State may investigate the case, and if s/he finds there is a case to answer, must then decide whether to make a prohibition order in respect of the person.

14. Our Governing Body and Trust has processes to deal with concerns (including allegations) which do not meet the harm threshold set out above. Concerns may arise in several ways and from a number of sources. For example: suspicion; complaint; or disclosure made by a child, parent or other adult within or outside of the organisation; or as a result of vetting checks undertaken.

15. As part of our whole school approach to safeguarding, FGS ensures that we promote an open and transparent culture in which all concerns about all adults working in or on behalf of the school (including supply teachers, volunteers and contractors) are dealt with promptly and appropriately.

Controlling access to school premises

1. Schools can bar someone from the premises if they feel that their behaviour poses a risk to staff or students. It's enough for a member of staff or a student to feel threatened.

2. If this occurs, we will advise an individual that they've been barred or they intend to bar them, in writing. Letters will be signed by the headteacher, though in some cases the local authority may write to them instead. The individual must be allowed to present their side.

3. As a school, we can either:
 - i. bar them temporally, until the individual has had the opportunity to formally present their side; or
 - ii. tell them they intend to bar them and invite them to present their side by a set deadline.

4. After the individual's side has been heard, the school can decide whether to continue with barring them. The decision will be reviewed within a reasonable time, decided by the school.

5. The Department for Education (DfE) does not get involved in individual cases.
6. We don't knowingly allow any person on to school grounds who:
 - i. is a convicted sex offender, subject to the notification requirements of the Sexual Offences Act 2003; or
 - ii. is subject to a Risk of Sexual Harm Order, Sexual Risk Order or Child Abduction Notice.
7. If you don't disclose relevant information relating to the above about yourself, and it later becomes known to us, we reserve the right to ask that you leave the school site.

Use of School premises for non-school activities

If we hire or rent out the school facilities/premises to organisations or individuals (for example to community groups, sports associations, and service providers to run community or extra curricular activities) we will ensure that appropriate arrangements are in place to keep children safe.

When services or activities are provided by the school, under the direct supervision or management of staff, our arrangements for child protection will apply.

However, where services or activities are provided separately by another body this is not necessarily the case. The governing body or Trust will therefore seek assurance that the body concerned has appropriate safeguarding and child protection policies and procedures in place (including inspecting these as needed); and ensure that there are arrangements in place to liaise with the school on these matters where appropriate. The governing body or Trust ensures safeguarding requirements are included in any transfer of control agreement (i.e. lease or hire agreement), as a condition of use and occupation of the premises; and that failure to comply with this would lead to termination of the agreement.

Glossary

A Child / young person	A person who has not yet reached their 18 th birthday.
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 who know them or, more rarely by others (e.g., via the internet). They may be abused by an adult or adults or another child or children.
Bullying & Cyberbullying	Behaviour that is: <ul style="list-style-type: none">· repeated· intended to hurt someone either physically or emotionally· often aimed at certain groups, for example because of race, religion, gender or sexual orientation

<p>Child abuse linked to faith or belief (CALFB)</p>	<p>Child abuse linked to faith or belief (CALFB) can happen in families when there is a concept of belief in:</p> <ul style="list-style-type: none"> • Witchcraft and spirit possession, demons or the devil acting through children or leading them astray (traditionally seen in some Christian beliefs) • The evil eye or djinns (traditionally known in some Islamic faith contexts) and dakini (in the Hindu context) • Ritual or multi murders where the killing of children is believed to bring supernatural benefits, or the use of their body parts is believed to produce potent magical remedies • Use of belief in magic or witchcraft to create fear in children to make them more compliant when they are being trafficked for domestic slavery or sexual exploitation. This is not an exhaustive list and there will be other examples where children have been harmed when adults think that their actions have brought bad fortune.
<p>Child on Child Abuse</p>	<p>Children can abuse other children (often referred to as peer on peer abuse or child on child abuse) and it can take many forms. It can happen both inside and outside of school/college and online. It is important that all staff recognise the indicators and signs of child on child abuse and know how to identify it and respond to reports. This can include (but is not limited to): bullying (including cyberbullying, prejudice-based and discriminatory bullying); abuse within intimate partner relationships; physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm; sexual violence and sexual harassment; consensual and non-consensual sharing of nudes and semi-nudes images and/or videos; causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party; upskirting and initiation/hazing type violence and rituals. Addressing inappropriate behaviour (even if it appears to be relatively innocuous) can be an important intervention that helps prevent problematic, abusive and/or violent behaviour in the future</p>
<p>Child Protection</p>	<p>Activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.</p>

<p>Child Sexual Exploitation</p>	<p>Child sexual exploitation 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>Child Criminal Exploitation</p>	<p>Some specific forms of CCE can include children being forced or manipulated into transporting drugs or money through county lines, working in cannabis factories, shoplifting or pickpocketing. They can also be forced or manipulated into committing vehicle crime or threatening/committing serious violence to others. Children can become trapped by this type of exploitation as perpetrators can threaten victims (and their families) with violence or entrap and coerce them into debt. They may be coerced into carrying weapons such as knives or begin to carry a knife for a sense of protection from harm from others. As children involved in criminal exploitation often commit crimes themselves, their vulnerability as victims is not always recognised by adults and professionals, (particularly older children), and they are not treated as victims despite the harm they have experienced. They may still have been criminally exploited even if the activity appears to be something they have agreed or consented to. It is important to note that the experience of girls who are criminally exploited can be very different to that of boys. The indicators may not be the same, however professionals should be aware that girls are at risk of criminal exploitation too. It is also important to note that both boys and girls being criminally exploited may be at higher risk of sexual exploitation</p>
<p>Children with Special Educational Needs and/or disabilities</p>	<p>SEN - a child or young person has SEN if they have a learning difficulty or disability which calls for special educational provision to be made for him or her.</p> <p>Disability - a physical or mental impairment which has a long-term and substantial adverse effect on their ability to carry out normal day-to-day activities.</p>
<p>Contextual Safeguarding</p>	<p>Contextual Safeguarding is an approach to understanding, and responding to, young people's experiences of significant harm beyond their families. It recognises that the different relationships that young people form in their neighbourhoods, schools and online can feature violence and abuse.</p>

County Lines	County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs using dedicated mobile phone lines or other form of “deal line”. This activity can happen locally as well as across the UK - no specified distance of travel is required. Children and vulnerable adults are exploited to move, store and sell drugs and money. Offenders will often use coercion, intimidation, violence (including sexual violence) and weapons to ensure compliance of victims.
Criminal Exploitation	Involves young people under the age of 18 in exploitative situations, relationships or contexts, where they may be manipulated or coerced into committing crime on behalf of an individual or gang in return for gifts, these may include: friendship or peer acceptance, but also cigarettes, drugs, alcohol or even food and accommodation.
Domestic Abuse	Any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to: <ul style="list-style-type: none"> · psychological · physical · sexual · financial · emotional
Early Help	Early Help means providing support as soon as a problem emerges, at any point in a child's life, from the foundation years through to the teenage years. Early Help can also prevent further problems arising.

Emotional Abuse	<p>The persistent emotional maltreatment of a child such as to cause severe and 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.</p> <p>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 cyberbullying), 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, although it may occur alone.</p>
Female Genital Mutilation (FGM)	<p>Female genital mutilation (FGM) is a procedure where the female genitals are deliberately cut, injured or changed, but where there's no medical reason for this to be done.</p>
Forced Marriage	<p>A forced marriage is where one or both people do not (or in cases of people with learning disabilities or reduced capacity, cannot) consent to the marriage as they are pressured, or abuse is used, to force them to do so. It is recognised in the UK as a form of domestic or child abuse and a serious abuse of human rights.</p>
Gangs & Youth Violence	<p>Defining a gang is difficult, they tend to fall into three categories: peer groups, street gangs and organised crime groups. It can be common for groups of children and young people to gather in public places to socialise, and although some peer group gatherings can lead to increased anti-social behaviour and low-level youth offending, these activities should not be confused with the serious violence of a Street Gang. A Street Gang can be described as a relatively durable, predominantly street-based group of children who see themselves (and are seen by others) as a discernible group for whom crime and violence is integral to the group's identity.</p> <p>An organised criminal group is a group of individuals normally led by adults for whom involvement in crime is for personal gain (financial or otherwise).</p>

Hate	<p>Hostility or prejudice based on one of the following things:</p> <ul style="list-style-type: none"> · disability · race · religion · transgender identity · sexual orientation.
Honour-based violence	<p>Honour based violence is a violent crime or incident which may have been committed to protect or defend the honour of the family or community. It includes FGM, forced marriage, and practices such as breast ironing.</p>
Sharing of images/videos	<p>Consensual and non-consensual sharing of nude and semi-nude images and/or videos can be signs that children are at risk.⁷ They can be sent using mobiles, tablets, smartphones, and laptops - any device that allows you to share media and messages.</p> <p>⁷ Consensual image sharing, especially between older children of the same age, may require a different response. It might not be abusive – but children still need to know it is illegal- whilst non-consensual is illegal and abusive. UKCIS provides detailed advice about sharing of nudes and semi-nude images and videos</p>
Mental Health	<p>Negative experiences and distressing life events can affect mental health in a way that can bring about changes in a young person's behaviour or emotional state, displayed in a range of different ways, all of which can be an indication of an underlying problem. This can include:</p> <ul style="list-style-type: none"> • Emotional state (fearful, withdrawn, low self-esteem) • Behaviour (aggressive or oppositional; habitual body rocking) • Interpersonal behaviours (indiscriminate contact or affection seeking, over-friendliness or excessive clinginess; demonstrating excessively 'good' behaviour to prevent disapproval; failing to seek or accept appropriate comfort or affection from an appropriate person when significantly distressed; coercive controlling behaviour; or lack of ability to understand and recognise emotions).
Modern Slavery	<p>Modern slavery encompasses human trafficking and slavery, servitude and forced or compulsory labour. Exploitation can take many forms, including sexual exploitation, forced labour, slavery, servitude, forced criminality and the removal of organs.</p>

Neglect	<p>Neglect is the persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:</p> <ul style="list-style-type: none"> • Protect a child from physical and emotional harm or danger. • Ensure adequate supervision (including the use of inadequate caregivers). • Ensure access to appropriate medical care or treatment. • It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.
Operation Encompass	<p>Operation Encompass operates in all police forces across England. It helps police and schools work together to provide emotional and practical help to children. The system ensures that when police are called to an incident of domestic abuse, where there are children in the household who has experienced the domestic incident, the police will inform the key adult (usually the designated safeguarding lead) in school before the child or children arrive at school the following day. This ensures that the school has up to date relevant information about the child’s circumstances and can enable immediate support to be put in place, according to the child’s needs. Operation Encompass does not replace statutory safeguarding procedures. Where appropriate, the police and/or schools should make a referral to children’s social care if they are concerned about a child’s welfare. More information about the scheme and how schools can become involved is available on the Operation Encompass website.</p>
Physical Abuse	<p>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.</p>

Private Fostering	A private fostering arrangement is one that is made privately (without the involvement of a local authority) for the care of a child under the age of 16 years (under 18, if disabled) by someone other than a parent or close relative, in their own home, with the intention that it should last for 28 days or more. (Close family relative is defined as a 'grandparent, brother, sister, uncle or aunt' and includes half-siblings and stepparents; it does not include great aunts or uncles, great grandparents, or cousins.)
Radicalisation & Extremism	<p>Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism.</p> <p>Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas.</p>
Relationship Abuse	Teen relationship abuse consists of the same patterns of coercive and controlling behaviour as domestic abuse. These patterns might include some or all of the following: sexual abuse, physical abuse, financial abuse, emotional abuse and psychological abuse.
Safeguarding and promoting the welfare of children	<ul style="list-style-type: none"> ● protecting children from maltreatment ● preventing impairment of children's 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.

<p>Serious Violence</p>	<p>The word ‘gang’ means different things in different contexts, the government in their paper ‘Safeguarding children and young people who may be affected by gang activity’ distinguishes between peer groups, street gangs and organised criminal gangs.</p> <p>Peer group - A relatively small and transient social grouping which may or may not describe themselves as a gang depending on the context.</p> <p>Street gang - “Groups of young people who see themselves (and are seen by others) as a discernible group for whom crime and violence is integral to the group's identity.”</p> <p>Organised criminal gangs - “A group of individuals for whom involvement in crime is for personal gain (financial or otherwise). For most crime is their ‘occupation.’”</p> <p>It's not illegal for a young person to be in a gang – there are different types of ‘gangs’ and not every ‘gang’ is criminal or dangerous. However, gang membership can be linked to illegal activity, particularly organised criminal gangs involved in trafficking, drug dealing and violent crime.</p>
<p>Sexual Abuse</p>	<p>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.</p> <p>They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children</p>
<p>Sexual harassment between children</p>	<p>When referring to sexual harassment we mean ‘unwanted conduct of a sexual nature’ that can occur online and offline. Sexual harassment is likely to: violate a child’s dignity, and/or make them feel intimidated, degraded, or humiliated and/or create a hostile, offensive, or sexualised environment, and can include sexual comments, sexual jokes or taunting, online sexual harassment, or physical behaviour such as deliberately brushing against someone.</p>

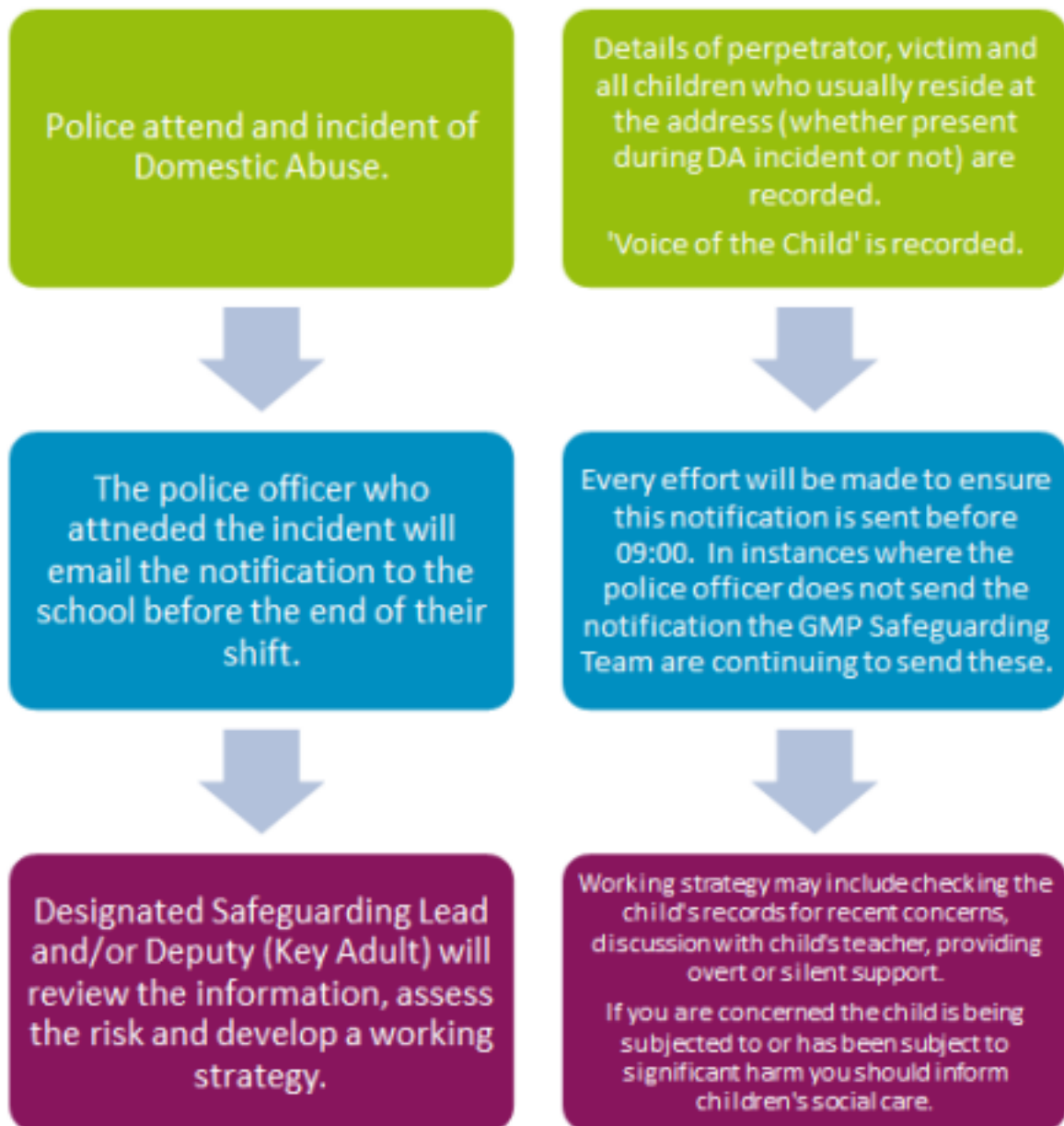
<p>Sexual violence between children</p>	<p>When referring to sexual violence we are referring to sexual offences under the Sexual Offences Act 2003. Sexual violence offences include rape, assault by penetration and sexual assault.</p>
<p>Trafficking</p>	<p>Trafficking in persons shall mean the recruitment, transportation, transfer, harbouring or receipt of persons, by means of the threat or use of force or other forms of coercion, of abduction, of fraud, of deception, of abuse of power or of a position of vulnerability or of the giving or receiving of payments or benefits to achieve the consent of a person having control of another person, for the purpose of exploitation. Exploitation shall include, at a minimum, the exploitation of the prostitution of others or other forms of sexual exploitation, forced labour or services, slavery or practices similar to slavery, servitude or removal of organs.</p>

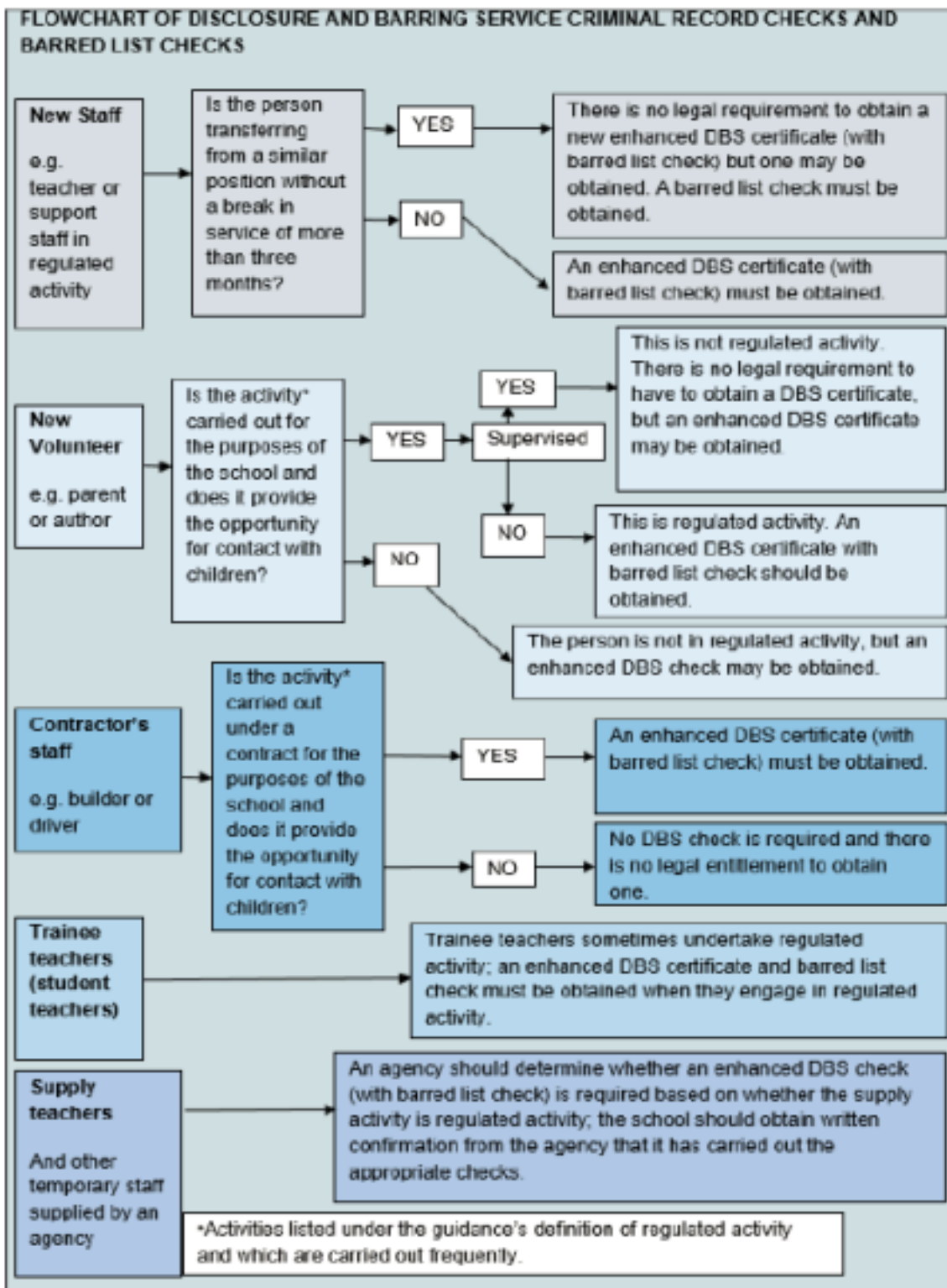
Appendix 1 – Operation Encompass Flowchart

Operation Encompass Process



Trafford Strategic
Safeguarding Partnership





Taken from DfE statutory guidance Keeping children safe in education, September 2021

Appendix 3 – Contact details

<p>Trafford Children's First Response 0161 912 5125 FirstResponse@trafford.gov.uk</p>	<p>Local Authority Designated Officer (LADO) 0161 912 5125 FirstResponse@trafford.gov.uk</p>
<p>Trafford Strategic Safeguarding Partnership 0161 911 8687 TSSP@trafford.gov.uk</p>	<p><u>Police</u> Non-emergency – 101 Emergency - 999</p>
<p>Trafford Social Care Out of Hours Emergency Duty Team 0161 912 2020</p>	<p>Manchester Social Care Telephone: 0161 234 5001 (open 24 hours a day, seven days a week) Email: mcsreply@manchester.gov.uk Secure email: socialcare@manchester.gcsx.gov.uk if you are sending sensitive information</p>
<p>NW Counter-Terrorism Unit Channel Team 0161 856 6362 channel.project@gmp.police.uk</p>	<p>Salford (Bridge Partnership) – complete the online referral form here – https://www.salford.gov.uk/children-and-families/safeguarding-children/worried-about-a-child/ or - 0161 603 4500 from 8.30am to 4.30pm. Outside these hours, the Emergency Duty Team is on 0161 794 8888.</p>
<p>NSPCC Whistleblowing Helpline NSPCC website</p>	