



Devonshire Primary Academy Safeguarding Policy



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Adopted by Governors/HT: Governors
Review period: 1 Year
Last review date: January
Person responsible for policy: Mrs D. Nixon

SAFEGUARDING & CHILD PROTECTION

The purpose of this safeguarding policy is to ensure every child who is a registered pupil in Devonshire Primary Academy is safe and protected from harm. This means we will always work to:

- Protect children and young people at our school from maltreatment;
- Prevent impairment of our children's and young people's health or development;
- Ensure that children and young people at our school grow up in circumstances consistent with the provision of safe and effective care;
- Undertake that role so as to enable children in Devonshire Primary Academy to have the best outcomes.

This policy will give clear direction to staff, volunteers, visitors and parents about expectations and our legal responsibility to safeguard and promote the welfare of all children in Devonshire Primary Academy.

Devonshire Primary Academy fully recognises the contribution it can make to protect children from harm and to support and promote the welfare of all children who are registered pupils at our school. This policy applies to all pupils, staff, parents, governors, volunteers and visitors.

COVID 19

Keeping Children Safe in Education 2020 (KCSIE) remains in force throughout the response to Coronavirus. However, Devonshire recognizes that further measures or adaptations to current policies and procedures may be required in response to the pandemic. Any such measures will be detailed and communicated through addendums to the policy as necessary, and shared with all stakeholders. Devonshire will continue to follow up to date Government Guidance.

KEY AREA

Statutory Guidance

- [Education Act 2002](#): Section 175 of the Education Act 2002 requires local education authorities and the governors of maintained schools and further education (FE) colleges to make arrangements to ensure that their functions are carried out with a view to safeguarding and promoting the welfare of children.
- Section 157 of the same act and the Education (Independent Schools Standards) (England) Regulations 2003 require proprietors of independent schools (including academies and city technology colleges) to have arrangements to safeguard and promote the welfare of children who are pupils at the school.
- [Working Together to Safeguard Children 2018](#) sets out organisational responsibilities for schools and colleges and this applies to maintained, independent, academies, free schools and alternative non provision academies
- [Keeping children safe in education 2020](#): Statutory guidance for schools and colleges 2016 was issued under Section 175 of the Education Act 2002, the Education (Independent School Standards) Regulations 2014 and the Education (Non-Maintained Special Schools) (England) Regulations 2011. This contains information on what schools and colleges **should** do and sets out the legal duties with which schools **must** comply

- [What to do if you are worried a child is being abused](#)
- [Guidance for Safer Working Practice](#)
- [The Children Act 1989](#)
- [The Children Act 2004](#)

ETHOS

Devonshire recognizes that high self-esteem, confidence, peer support and clear lines of communication with trusted adults helps all children, especially those at risk of, or suffering abuse. We therefore ensure that:

- ALL staff, volunteers and governors contribute to an ethos where children feel secure and safe
- ALL children have opportunities to communicate and know that they are listened to
- ALL children's wishes, feelings and views will be taken into account when decisions are being made about how to keep them safe
- ALL children know that they can communicate with any adult in school if they are worried or in difficulty
- ALL staff and volunteers will contribute to providing a curriculum which will equip children with the skills they need to stay safe and be able to communicate when they do not feel safe
- ALL staff and volunteers will contribute to providing a curriculum which will help children develop an attitude which will enable them to enter adulthood successfully and reach their full potential
- ALL staff, volunteers and governors will establish effective, supportive and positive relationships with parents, carers, pupils and professionals

Roles & Responsibilities

Devonshire Primary Academy is committed to providing the relevant personnel with clear and explicit roles and responsibilities to ensure accountability when safeguarding children. We therefore ensure that:

All adults, including volunteers, working in or on behalf of the Trust will:

- Demonstrate an understanding that safeguarding is everyone's responsibility
- Maintain and demonstrate a mind set of "it could happen here"
- Do all they can within the capacity of their role, to ensure that children are protected from harm
- Do all they can within the capacity of their role, to ensure that children grow up in circumstances consistent with safe and effective care
- Do all they can within the capacity of their role, to ensure that children have the best outcomes
- Report cases of suspected abuse to a DSL. This will be done as soon as possible using the school's agreed format
- Report lower level concerns to a DSL using the school's agreed format
- Monitor all pupils, particularly those that are deemed more vulnerable
- Report any concerns regarding an adults conduct to a DSL or Head of School
- All staff, if they have concerns, these should be acted on immediately and they should always speak to a DSL: early information sharing being vital in keeping children safe. In exceptional circumstances, staff should consider speaking to a member of SLT or Children's Social Care to discuss safeguarding concerns if a DSL is not immediately available.

- **All** staff should be aware of the process for making referrals to children’s social care and for statutory assessments under the Children Act 1989, especially section 17 (children in need) and section 47 (a child suffering, or likely to suffer, significant harm) that may follow a referral, along with the role they might be expected to play in such assessments

The Governing Body will:

- Ensure that the policies, procedures and training in Devonshire Primary Academy are effective and comply with the law at all times
- Ensure that safeguarding policies and procedures are followed by all staff
- Put in place safeguarding responses in cases where children go missing from education
- Appoint a DSL and back-ups and ensure that they are provided with appropriate support, funding, resources and time to carry out their role
- Ensure the school or college contributes to inter-agency working in line with statutory guidance [Working together to safeguard children 2018](#)
- Ensure that safeguarding procedures take into account local guidance including [Risk Management Toolkit](#) and [Lancashire Continuum of Need and Thresholds Guidance](#)
- Ensure that staff members undergo safeguarding training at induction
- Ensure that DSLs and all staff, volunteers and Governors are trained and updated regarding safeguarding regularly in compliance with [Keeping Children Safe in Education 2020](#)
- Ensure that children are safe online by ensuring that appropriate filters and monitoring systems are in place
- Ensure that safeguarding is embedded in the curriculum
- Prevent people who pose a risk of harm from working with children
- Ensure there are procedures in place to handle allegations against the Head teacher, teachers, volunteers and other staff including supply staff
- Ensure staff in school are aware of, and policies reflect, an understanding of specific issues such as peer on peer abuse and safeguarding children with disabilities and special educational needs
- Ensure that all practice and procedures operate with the **best** interests of the child at their heart
- Appoint a designated teacher to promote the education of “Our Children” - Mrs D Nixon – Assistant Head Teacher
- Ensure that all staff are aware of safeguarding issues and vulnerabilities associated with “Our Children”.

The DSLs will:

Be fully familiar with the role of the DSL as detailed in Keeping Children Safe in Education 2020, Annex B and adhere to this role. This includes but is not conclusive to:-

- take **lead responsibility** for safeguarding and child protection and act as a point of contact with the 3 safeguarding partners
- manage referrals to Children's Social Care, Police and other agencies
- work with others in order to improve outcomes for children
- attend DSL training every 2 years
- undertake Prevent awareness training
- update their skills and knowledge on a regular basis, but at least annually
- raise awareness of safeguarding throughout school and act as a point of support for the staff
- ensure that this policy is reviewed annually and is available publicly
- ensure that parents are aware of school’s responsibilities regarding safeguarding and child protection

- maintain accurate safeguarding records that are stored securely
- be available during school hours
- represent school in multi-agency meetings
- be provided with appropriate support and supervision in order to carry out the role safely and effectively
- DSLs must take a holistic view to ensure wider environmental factors are considered which may be a threat to the safety and welfare of children (Contextual Safeguarding).
- The DSL will consider when a child is moving school if it would be appropriate to share information in advance of the pupil moving.
- Ensure that the school has a suitably trained Key Adult/s in order to fulfil its obligations under Operation Encompass
- Ensure that the school's commitment to Operation Encompass is known throughout the school community via the means of staff induction and training, general information letters for parents, posters and the school website

Induction, Training & Updates

Devonshire Primary Academy is committed to providing staff and volunteers with the skills and knowledge needed to safeguard children. We therefore ensure that

- ALL staff and volunteers will receive Safeguarding Training on induction using [the Devonshire Primary Academy Induction Pack](#) which includes [Keeping Children Safe in Education \(Part One\)](#), [Guidance for Safer Working Practice](#), [Code of Conduct](#), [Whistleblowing Policy](#).
- Staff induction must include Child Protection Policy, Conduct Policy, Role of the DSL and Deputies, Pupil Behaviour Policy and Safeguarding response to children who go missing from education (Safeguarding and Child Protection Policy)
- ALL staff and volunteers will receive Safeguarding Training at least annually
- the DSL/s will provide ALL staff, volunteers and governors with regular safeguarding updates
- ALL staff, volunteers and governors will read and show an understanding of any updates that are provided
- DSLs will attend DSL training every 2 years
- DSLs will update their knowledge, skills and understanding of relevant safeguarding issues on a regular basis
- the DSLs and all school staff will undertake Prevent awareness training
- at least one member of staff and one governor will attend Safer Recruitment Training. This will be renewed at least every 5 years
- ALL staff, volunteers and governors will undertake any additional training on matters such as Child Sexual Exploitation, Prevent, Peer on Peer abuse, Online Safety, FGM etc as is deemed necessary by the SLT and that is particularly relevant to the context and needs of the setting
- any staff member will discuss any specific training requirements or gaps in knowledge or understanding with the DSL/s
- Any staff member will discuss specific training needs or gaps in knowledge and understanding with the DSL
- Records will be kept of staff training

Child Protection

Devonshire Primary Academy is committed to PREVENTING abuse, PROTECTING children from abuse and SUPPORTING those involved in cases of abuse. We therefore ensure that:

- ALL staff and volunteers understand the importance of teaching children how to keep themselves safe from all types of abuse
- ALL staff and volunteers seek out opportunities that are relevant to their role, to teach children the skills to keep themselves safe
- ALL staff and volunteers make and maintain positive and supportive relationships with children which enable children to feel safe and valued
- Safeguarding has a high status throughout school by being on the agenda at staff meetings/briefings, information being readily available on notice boards, regular updates
- ALL staff feel confident in approaching DSLs to raise concerns
- ALL staff and volunteers have an understanding of the four categories of abuse; NEGLECT, EMOTIONAL ABUSE, SEXUAL ABUSE, PHYSICAL ABUSE.
- School will use GCP2 toolkit for Neglect to identify and assess children whose developmental needs are being insufficiently met at an early stage, placing them at risk of achieving poor educational and social outcomes
- ALL staff and volunteers understand that there are other ways in which children can be abused such as; Online, Child Sexual Exploitation, Female Genital Mutilation, Honour Based Violence, Radicalisation, Trafficking, Slavery, Peer Abuse, Forced Marriage and others
- ALL staff and volunteers have the knowledge, skills and expertise to recognise the signs and symptoms of all types of abuse
- All staff, if they have concerns, these should be acted on immediately: early information sharing being vital in keeping children safe. In exceptional circumstances staff should consider speaking to a member of SLT or Children's Social Care to discuss safeguarding concerns if the DSL is not immediately available.
- DSLs keep up to date with emerging and specific safeguarding issues and update training accordingly
- DSLs update staff and volunteers knowledge and understanding of such issues in order for them to be able to identify children who are at risk of such specific safeguarding issues
- ALL staff and volunteers will maintain and demonstrate an attitude of "it can happen here"
- ALL staff and volunteers are child-centred in their practice and act in the best interests of the child at all times
- ALL staff recognise and understand that behaviour can be a child's way of communicating distress and changes to behaviour may be an indicator of abuse
- ALL staff and volunteers have the skills to respond appropriately and sensitively to disclosures or allegations of abuse
- ALL staff and volunteers report cases of suspected abuse to the DSL. This will be done as soon as possible using the school's agreed format
- Where a child is at risk of immediate harm, ALL staff understand that they must refer to the Police or Children's Social Care
- ALL staff and visitors know how to refer to Children's Social Care
- DSLs will make a Section 47 referral to Children's Social Care where a child is in need of protection, has been significantly harmed or is at risk of significant harm, using [Lancashire Continuum of Need and Thresholds Guidance](#) to determine whether this threshold has been met
- This referral will be done by telephone and followed with a [CSC Referral Form](#) (MARF) as soon as possible
- Consent from parents/carers and child (if age appropriate) will be sought prior to this referral, except where this will cause delay or place anyone at risk

- Where consent is not given, parents and carers are informed that a referral will still be made, except where this will cause delay or place anyone at risk
- DSLs adhere to policy, procedures and guidance from the Blackburn with Darwen, Blackpool and Lancashire Children's Safeguarding Assurance Partnership with regard to sharing information
- DSLs contribute to Strategy Discussions, Strategy Meetings, Initial and Review Child Protection Conferences, Core Group Meetings and other Child Protection (CP) meetings
- DSLs or another appropriate member of staff, will attend CP meetings, produce and present reports, liaise with staff, work with parents, work with other agencies and ensure the voice of the child is evidenced throughout these processes
- DSLs meet regularly to ensure that decisions made about children who are subjects of CP Plans are agreed and a clear rationale for the decision is documented
- A copy of the child's CP Plan is included in the child's individual safeguarding file
- ALL staff and volunteers will support victims of abuse in a capacity that is relevant to their role. This will be determined by the DSL
- DSLs will determine what information staff members need to know in order to safeguard and support children. This may be different information for different staff
- Staff are offered appropriate support and/or supervision that is relevant to their role or involvement in particular cases
- Communication and work with parents and carers will always be undertaken in a supportive manner and in the best interests of the child
- ALL staff understand that children who perpetrate abuse or display harmful behaviour should be treated as victims first and foremost and supported in the same way a victim of abuse would be supported
- Specific programmes of work and support are offered to children and families who are vulnerable
- Risk Assessments will be undertaken where a child's behaviour poses a risk to others, themselves or the environment

Child in Need

Devonshire Primary Academy is committed to ensuring the appropriate level of support is offered to a "Child in Need" and their family. We therefore ensure that:

- DSLs will make a Section 17 referral to Children's Social Care where Early Help has not been successful in reducing risk and meeting unmet needs using [Lancashire Continuum of Need and Thresholds Guidance](#) and [CSC referral form \(MARE\)](#)
- DSLs will make a Section 17 referral to Children's Social Care where there is evidence that the Level 3 threshold has been met on the Continuum of Need this will be determined and assessed by the DSL using the [Lancashire Continuum of Need and Thresholds Guidance](#)
- DSLs will obtain parental consent for the referral and for information to be shared, prior to contacting Children's Social Care
- When consent is not given, DSLs will continue to offer Early Help with consent, gather evidence of engagement or lack thereof, disguised compliance, impact on the child, increase in risk or level of unmet need, improvements or deteriorations
- DSLs will review such cases regularly and assess whether there is evidence that meets Level 4 threshold on the Continuum of Need. In such cases Child Protection Procedures will be followed
- DSLs, or other appropriate member of staff, will contribute to Child in Need Meetings (CiN) and Reviews

- DSLs, or other appropriate member of staff, will attend CiN meetings, produce and present reports, liaise with staff, work with parents, work with other agencies and ensure the voice of the child is evidenced throughout these processes
- DSLs will meet regularly to ensure that decisions made about children who are subjects of CiN Plans are agreed and a clear rationale for the decision is documented
- A copy of the child's CiN Plan is included in the child's individual safeguarding file

Early Help

Devonshire Primary Academy is committed to providing our families with the right help at the right time. Any child may benefit from early help, but all school and college staff should be particularly alert to the potential need for early help for a child attending Devonshire Primary who:

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

We therefore ensure that

- ALL staff and volunteers can identify the risk factors that indicate a family or pupil may benefit from Early Help
- ALL staff and volunteers will use the school's agreed format for letting the DSL know about Early Help requirements
- DSLs will undertake an Early Help assessment, when appropriate, to identify what Early Help is required
- DSLs will signpost and refer to appropriate support agencies
- DSLs will lead on Early Help meetings where is it appropriate for them to do so
- DSLs will refer to CSC where Early Help has not been successful in reducing risk and meeting unmet needs using [Lancashire Continuum of Need and Thresholds Guidance](#) and [CSC referral form](#)
- DSLs will utilise support from the Early Help Hub

- DSLs and other identified staff will identify and work with any organisations that are relevant in meeting the needs of pupils and their families
- DSLs and other identified staff, will initiate and maintain positive and supportive relationships with parents and carers of children who may benefit from Early Help
- DSLs or Learning Mentors will be the lead for Early Help cases

Specific Safeguarding

Devonshire Primary Academy is committed to keeping our children safe from specific forms of abuse. We therefore ensure that:

ALL staff and volunteers understand that there are specific and emerging ways in which children can be abused, such as

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism, there is no single way of identifying an individual who is likely to be susceptible to an extremist ideology.

- ALL staff and volunteers will have 'due regard to the need to prevent people from being drawn into terrorism', known as the 'Prevent Duty'
- ALL staff and volunteers will have a general understanding of how to identify a child who may be at risk of radicalisation.
- ALL staff and volunteers will use professional judgement in identifying children who might be at risk of radicalisation and discuss any concerns with DSL. Referrals will be made to appropriate services should they be required.
- The school [Online Safeguarding Policy](#) will ensure the safety of children by ensuring they cannot access terrorist and extremist material when using the internet and that suitable filtering software is in place taking into account relevant guidance
- DSLs understand when it is appropriate to make a referral to the Channel Panel All actions will be recorded appropriately. One to one support sessions within school will be instigated following liaison with the police Prevent team

Child Sexual Exploitation (CSE) involves exploitative situations, contexts and relationships where young people may receive something (e.g. food, accommodation, drugs, alcohol, gifts or simply affection) as a result of engaging in sexual activities. The perpetrator will not only groom the victim (possibly over a long period of time) but will always hold some kind of power which increases as the exploitative relationship develops. Sexual exploitation involves a degree of coercion, intimidation or enticement, including unwanted pressures from peers to have sex, sexual bullying including on line bullying (cyberbullying) and grooming. It is important to recognise that some young people who are being sexually exploited do not exhibit any external signs of this abuse

- The school curriculum (whereby sexual relationships/PSHE is delivered) will include relevant information around the risks associated with CSE
- The school [Online Safeguarding Policy](#) will ensure the safety of children by ensuring they cannot access inappropriate material when using the internet and that suitable filtering software is in place taking into account relevant guidance e.g. Teaching Online Safety in School June 2019.

- ALL staff and volunteers report cases of suspected CSE to the DSL. This will be done as soon as possible using the school's agreed format

Child Criminal Exploitation (CCE) is a form of child abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, control or manipulate or deceive a child or young person under the age of 18 into a criminal activity:-

- a) in exchange for something the victim needs or wants, and/or
- b) for the financial or other advantage of the perpetrator or facilitator and/or
- c) through violence or the threat of violence. CCE does not always involve physical contact; it can also occur through the use of technology. CCE: -
 - can affect any child or young person (male or female) under the age of 18
 - can affect any vulnerable adult over the age of 18
 - can be exploitation even if the activity appears consensual
 - can involve force and/or enticement-based methods of compliance and is often accompanied by violence or threats of violence
 - can be perpetrated by individuals or groups, males or females, young people or adults
 - is typified by some form of power imbalance in favour of those perpetrating the exploitation. Whilst age may be the most obvious, this power imbalance can also be due to a range of factors including gender, cognitive ability, physical strength, status, and access to economic or other resources.

Criminal exploitation of children can include **County Lines**. This is geographically Widespread form of harm that is a typical feature of county lines criminal activity: drug networks or gangs groom and exploit children and young people to carry drugs and money from urban to suburban and rural areas, market and seaside towns or move drugs from A to B. Key to identifying potential involvement in county lines are missing episodes when the victim may have been trafficked for the purpose of transporting drugs and a referral to **National Referral Mechanism** should be considered in addition to normal safeguarding procedures.

Honour Based Violence (HBV) 'A crime or incident, which has or may have been committed, to protect or defend the honour of the family and/or community'. (ACPO Working Definition 2008) ALL staff and volunteers will have a general understanding of how to identify a child who may be at risk of Honour Based Violence.

Forced Marriage is one whereby one or both parties do not consent to marriage but are forced to do so through violence, threats or any form of coercion. Schools play an important role in safeguarding children from being forced to marry.

- ALL staff and volunteers report cases of suspected Forced Marriage to the DSL. This will be done as soon as possible using the school's agreed format

Female Genital Mutilation (FGM) is encompassed within the term Honour Based Violence

- ALL staff and volunteers are aware of the "one chance rule" and will report all cases of suspected Honour Based Violence to the DSL immediately
- FGM is illegal in the UK and a form of child abuse with long-lasting harmful consequences

- ALL staff need to be alert to the possibility of when a female pupil may be at risk of FGM or when it may have been conducted on them
- Whilst all staff should speak to the designated safeguarding lead (or deputy) with regard to any concerns about female genital mutilation (FGM), there is a specific **legal** duty on **teachers**. If a **teacher**, in the course of their work in the profession, discovers that an act of FGM appears to have been carried out on a girl under the age of 18, the teacher **must** report this to the police.

Modern Slavery The Modern Slavery Act 2015 places a new statutory duty on public authorities, including schools, to notify the National Crime Agency (NCA) (section 52 of the Act) on observing signs or receiving intelligence relating to modern slavery. The public authority (including schools) bears this obligation where it has 'reasonable grounds to believe that a person may be a victim of slavery or human trafficking'

- Staff must be aware of the above and contact the DSL should they suspect or receive information that either parents or their children may be victims of modern slavery. The DSL should then contact the NCA.

Peer on Peer Abuse occurs when a young person is exploited, bullied and / or harmed by their peers who are the same or similar age; everyone directly involved in peer on peer abuse is under the age of 18.

This is most likely to include, but may not be limited to

- bullying (including cyberbullying);
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise
- causing physical harm;
- sexual violence and sexual harassment;
- sexting (also known as youth produced sexual imagery); and
- initiation/hazing type violence and rituals
- **Up skirting** this typically involves someone taking a picture under another person's clothing without their knowledge, with the intention of viewing their genitals or buttocks for sexual gratification or causing humiliation. This is a specific criminal offence in England and Wales under the Voyeurism Act 2019.

- ALL staff and volunteers understand that children can abuse other children
- ALL staff and volunteers will inform the DSL of suspected peer abuse and record in line with schools recording policy
- Peer on peer abuse will be taken as seriously as any other form of abuse
- All staff and volunteers understand that abuse is abuse and should never be tolerated or passed off as "banter", "just having a laugh" or "part of growing up"
- All staff and volunteers will understand that pupils with SEND are more prone to peer group isolation and school will have extra pastoral support to address this.
- Physical abuse between peers will be managed under the school's [Behaviour Policy](#)
- Emotional abuse between peers will be managed under the school's [Anti- Bullying Policy](#)
- Harmful sexual behaviour will be identified and managed using the [Brook Traffic Light Tool](#) and with support and guidance from Blackpool Schools Safeguarding Officer

- Sexting will be managed on a case by case basis using national and local guidance and advice from the Blackpool Schools Safeguarding Officer
- In cases of suspected or actual peer on peer abuse, a risk assessment will be undertaken and appropriate and proportionate control measures put in place to manage and reduce risk. The DSL will seek advice from the Blackpool Schools Safeguarding Officer
- Referrals to Children's Social Care, Police and/or other appropriate agencies will be made where thresholds are met
- DSLs understand that regarding peer on peer abuse, the victim and the perpetrator are likely to have unmet needs and require support and assessment to determine these
- The DSL will assess on a case-by-case basis, supported by children's social care and the police if required, to ensure the most appropriate response for the children/young people involved.
- The DSL will consider:
 - the wishes of the victim in terms of how they want to proceed
 - the nature of the alleged incident
 - the ages of the children involved
 - the development stages of the children involved
 - any power imbalance between the children
 - is the incident a one-off or a sustained pattern of abuse
 - are there ongoing risks to the victim, other children, school or college staff
 - contextual safeguarding issues
- Following a report of sexual violence, the designated safeguarding lead (or deputy) will make an immediate risk and needs assessment, considering:
 - the victim
 - the alleged perpetrator
 - all other children (and if appropriate adult students and staff).
- Risk assessments will be recorded and kept under review (termly as a minimum).

Children Missing from Education (CME) can be a potential sign of abuse or neglect including sexual exploitation, undergoing female genital mutilation, forced marriage or travelling to conflict zones.

- ALL staff and volunteers follow school procedures when a child miss's education particularly on repeat occasions to help identify the risk of abuse and neglect
- The school [Attendance Policy](#) is up to date, reviewed annually and includes reference to CME
- There is an admissions policy and an attendance register
- The Local Authority is informed of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 school days or more
- **Where reasonably possible schools** and colleges should hold more than one emergency contact number for their pupils and students.
- All staff will be aware that children going missing from education can be a warning sign of safeguarding considerations and act on these in line with the policy

Domestic Abuse and/or violence and exposure to it can have a long lasting emotional and psychological impact on children. Domestic abuse affecting young people can also occur within their personal relationships as well as in the context of their home life. The cross-government definition of abuse and violence is '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 involve, but is not limited to:

- psychological
- physical
- sexual
- financial
- emotional

Exposure to domestic abuse and or violence can have a serious and long lasting emotional and psychological impact on children. In some cases the child may blame themselves for the abuse or may have had to leave the family home as a result .

- All staff and volunteers understand what domestic abuse is and the potential impact on children and families and how this might be displayed
- DSL's will ensure that the school fulfils its obligations under Operation Encompass by having trained Key Adults
- Ensure the school's commitment to Operation Encompass is known through the school community via staff training, parental letters and the school website

Other vulnerable categories

All staff will have read Annex A of Keeping Children Safe in Education and be aware of specific forms of abuse and safeguarding issues and vulnerable groups of children including;

- Children in the Court system;
- Children with family members in prison
- Child Criminal Exploitation (County Lines) and Serious Violent Crime
- Homelessness

For all specific safeguarding issues, DSLs will seek advice from Blackpool Schools Safeguarding Officer and follow national and local guidance as appropriate

- [Multi Agency Statutory Guidance on FGM](#)**
- http://panlancashirescb.proceduresonline.com/chapters/p_female_mutilation.html
- Prevent Duty**
- http://panlancashirescb.proceduresonline.com/chapters/p_violent_extremism.html
- http://panlancashirescb.proceduresonline.com/chapters/p_forced_marriage.html
- What to do if you suspect a child is being sexually exploited**
- http://panlancashirescb.proceduresonline.com/chapters/p_child_sex_exp.html
- Sexting in Schools Guidance**
- Sexting in schools and colleges: responding to incidents and safeguarding young***

- [people](#)
- [AC PO CP AI Lead' s Position on Young People Who Post Self -Taken Indecent Images](#)

Online Safety

Devonshire Primary Academy is committed to keeping pupils safe online. We therefore ensure that:

- ALL staff and volunteers understand that children can be harmed online via hurtful and abusive messages, enticing children to engage in age inappropriate conversations, sharing and production of indecent images or encouraging risk taking behaviour
- The school's [Online Safeguarding Policy](#) details how we keep pupils safe when using the internet and mobile technology
- Online bullying by pupils, via texts and emails, will be treated as seriously as any other type of bullying and will be managed through our [Anti-bullying / Behaviour Policy](#)
- There is a clear and explicit procedure for dealing with mobile phones that are brought into school by children
- DfE advice; [Searching, Screening and Confiscation](#) is followed where there is a need to search a pupil for a mobile device
- When school become aware of an online safety issue that has occurred outside of school, it is managed in accordance with the Online [Safeguarding Policy](#)
- The school has appropriate filters and monitoring systems in place regarding use of internet (3G and 4G) in school - these should be detailed in the Online Safeguarding Policy

Record Keeping

Devonshire Primary Academy is committed to recording all matters relating to the welfare of children in a relevant format. We therefore ensure that:

- DSLs will in create and maintain accurate safeguarding records
- There is an agreed format for reporting all matters relating to child wellbeing, from an early help requirement to a disclosure of abuse
- ALL staff use the agreed format for passing on concerns
- Concerns should be factual and evidence based
- Concerns should be recorded on My Concern – Electronic Safeguarding System
- Concerns should be passed directly to a DSL
- ALL concern logs will be kept in an individual pupil safeguarding file
- All pupils will have an individual welfare/safeguarding file when there has been a number of concerns, an offer of Early Help, Level 2 or above support in place
- DSLs will record all discussions, decisions and rationale behind decisions and sharing of information in the child's records
- DSLs will record evidence of child's wishes, professional challenge, offers of early help and multi-agency working
- When individual pupils are discussed during staff meetings, such as supervision, staff updates or risk assessments etc. pupil information should be anonymised or stored in a secure manner
- All safeguarding records will be stored securely in a locked room/cabinet
- Only DSLs will have access to safeguarding records
- A pupil's safeguarding file will be transferred, in its entirety, to the educational establishment where the child moves to, unless there is ongoing legal action

- The safeguarding file will be hand delivered to the DSL at the receiving school. If this is not possible, the safeguarding file will be sent by recorded delivery
- A receipt will be obtained at time of transfer and the responsibility for the safeguarding records will pass to the receiving school
- The educational establishment where the pupil attends at statutory school leaving age (18) will securely retain the safeguarding records until the child's 25th birthday. Safeguarding records will then be destroyed securely
- Advice will be sought from legal services and/or Schools Safeguarding Officer if any staff are unclear about any aspects of safeguarding record keeping

Safer Recruitment

Devonshire Primary Academy is committed to keeping pupils safe by ensuring that adults who work or volunteer in school are safe to do so. We therefore ensure that:

- [Blackpool Human Resources guidance](#) is adhered to, to ensure that there is a strong reference and commitment to safeguarding during advertisement, selection and recruitment of new staff
- At least one governor and one staff member have attended Safer Recruitment Training in the last 5 year
- There are at least 2 people on each selection panel and at least one person on every selection panel has attended Safer Recruitment Training
- ALL staff will monitor the conduct of all adults who come into contact with children at school and report any concerns to the DSL, Head of School or Chair of Governors as appropriate
- Relevant, proportionate and lawful checks are undertaken on all adults who regularly work at, or visit the school
- A Single Central Record is kept of checks that are undertaken on all adults who regularly work at, or visit the school
- The SCR is stored securely electronically, and only accessed by designated staff and governors
- Executive Principal/Head of School/ Chair of Governors should evidence regular oversight/scrutiny of the SCR using the [SCR Audit Sheet](#)
- Evidence of staff member's identity, required qualifications and the right to work in the UK will be kept in individual personnel files
- Covering (umbrella) letters will be obtained from agencies and other employers that provide staff to work in school
- Individual identity checks will be undertaken on those staff detailed above to ensure they are employees of the named agency/employer
- A transfer of control agreement will be used where other agencies/organisations use school premises and are not operating under school's safeguarding policies and procedures
- Adults who are involved in the management or provision of child care including the education of children in Early Years, or in out of school provision for children up to 8 years old, will make a declaration that they are not disqualified under the Child Care Act 2006.
- This declaration will be renewed annually and evidenced using the [Childcare Disqualification Declaration Form](#). This form will be retained and stored securely
- When an issue is declared, advice will be sought from Ofsted about the need to apply for a waiver. If a waiver is necessary, a risk assessment will be carried out and proportionate measures put in place until a waiver has been issued or matters resolved otherwise disqualification@ofsted.gov.uk
- Advice will be sought from Human Resources, LADO and/or Schools Safeguarding Officer if any staff are unclear about any aspects of Safer Recruitment

Allegations of abuse

There are clear policies in line with those from CSAP (Children's Safeguarding Assurance Partnership) for dealing with allegations against people who work with children

Such policies make a clear distinction between an allegation, a concern about the quality of care or practice or a complaint. An allegation may relate to a person who works with children who has:

- 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 or
 - behaved towards a child or children in a way that indicates that they may pose a risk of harm to children
 - behaved or may behave in a way that indicates that they may not be suitable to work with children
-
- all staff and volunteers are aware of the requirement to, and process of referring allegations against staff to the Head Teacher
 - all staff and volunteers are aware of the requirement to, and process of referring allegations against the Head Teacher to the nominated Governor
 - The Head Teacher and/or Chair of Governors will discuss the allegation with the Local Authority Designated Officer (LADO)

 - Blackburn with Darwen, Blackpool and Lancashire Children's Safeguarding Assurance Partnership procedures for dealing with allegations against staff will be followed http://panlancashirescb.proceduresonline.com/chapters/p_allegations.html
 - All staff and volunteers remember that the welfare of the child is paramount and that they have a duty to inform a DSL if any adult's conduct gives cause for concern
 - All concerns of poor practice or possible child abuse by staff and volunteers should be reported to the Head Teacher.
 - Complaints about the Executive Principal/Head of School should be reported to the Chair of Governors
 - All staff are aware of the [Whistleblowing Policy](#) which enables staff to raise concerns or allegations in confidence and for a sensitive enquiry to take place

Visitors

Devonshire Primary is committed to keeping pupils safe by ensuring that visitors to school do not pose a risk to children at our school. We therefore ensure that

- Visitors to school sign in on "Inventry" system and wear an identification lanyard to indicate they have done so
- ALL staff and children, where appropriate, will challenge visitors to school who are not wearing correct identification
- Visitors sign out and remove/hand in their identification when they leave the school
- Visitors are aware of who to speak to if they are worried about a child during their visit
- Visitors are accompanied during their visit, when children are present, unless they have undergone relevant checks and these are accepted and verified by a DSL or Head Teacher
- Visitors will behave in a way that is compliant with the school's [Staff Code of Conduct](#)
- Visitors will not use mobile phones or other similar electronic devices during their visit unless agreed by the Head Teacher or DSL

- Visitors will not initiate contact or conversations with pupils unless this is relevant and appropriate to the reason for their visit
- When there are several visitors to the school at the same time (such as for an assembly etc.) there will be adequate staff supervision of children and visitors. A risk assessment will be undertaken if deemed necessary or appropriate
- When visitors are undertaking activities with children, content of the activity will be agreed with the Head of School or a DSL, prior to the visit

Cameras, Mobile Phones and Devices

Devonshire Primary Academy is committed to keeping pupils safe by ensuring that electronic devices such as cameras, phones and tablets are used in an appropriate manner. School will therefore ensure that:

- Parental consent is obtained to take and use photographs and/or videos of children
- Parental consent is obtained for photographs to be taken by the media for use in relation to promoting or publishing the school
- Separate parental consent is obtained if any other agency requests to take photographs of any child
- Parental consent will be valid for 5 years but may be sought more regularly at the discretion of the Head
- Images will be uploaded to, and stored in a secure place for a relevant amount of time, this may be for longer than the child is at school if appropriate
- Photographs and videos of children are only taken to provide evidence of their achievements for developmental records or for other school related purposes
- Staff, governors, visitors, volunteers and students do not use their own mobile phones to take or record any images of children
- The school's digital camera/s or memory cards must not leave the school setting unless this is agreed by the Head of School for official school business
- Photos are printed/uploaded in the setting by staff and once done images are immediately removed from the cameras memory
- Parents are reminded frequently of the risks associated with posting images of children to social media
- Parents are reminded frequently that they are not permitted to distribute or post images that contain children other than their own
- Staff, volunteers and visitors will not use mobile phones in toilet or changing areas
- [The Staff Code of Conduct Policy](#) and/or [Acceptable Use/Behaviour Policy](#) will outline when and where staff, governors, volunteers and visitors can use their mobile phones
- ALL staff, volunteers and visitors will adhere to the above policies and failure to do so will be addressed appropriately by the Head of School and/or the Governing Body
- Pupils' use of mobile phones and other devices will be managed under the school's [Home/School Agreement/Safe Internet Use Policy/Pupil Conduct Policy/Online Safeguarding Policy](#)
- DFE Advice; [Searching, Screening and Confiscation](#) is followed where there is a need to search a pupil for a mobile device

Review Dates	Policy adopted by the Governing Body on	
	Policy to be reviewed no later than	Sept 2021
Key Personnel and Training Details	Designated Safeguarding Lead (DSL)	Mrs D Nixon – Assistant Head Mrs L Graham – Attendance
	Date DSL Training Attended	April 2019
	Back-up/Deputy DSL(s)	Mrs L Graham
	Date DSL Training Attended	Feb 2020
	Prevent Lead	Mrs D Nixon
	Head Teacher	Mr D Simm
	Safeguarding and PREVENT Governor	Mrs B Houghton
	Blackpool Schools Safeguarding Officer	Mr J Mannino