



Westbourne Primary School

Safeguarding and Child Protection Policy and Procedures 2025-2026

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INDEX

- Section 1: Introduction
- Section 2: Purpose and Aims
- Section 3: Links to other guidance
- Section 4: Safer Recruitment
- Section 5: Contractors and Outside Agencies
- Section 6: Site Security
- Section 7: Data Protection – Information and Records
- Section 8: Definition of Safeguarding and Child Protection
- Section 9: The four main forms of abuse
- Section 10: Specific Safeguarding Issues
- Section 11: Early Help
- Section 12: Mental Health
- Section 13: Children Missing in Education, CME, and Elective Home Education (EHE)
- Section 14: Attendance
- Section 15: Children Looked After (CLA)
- Section 16: Previously Children Looked After (Post-CLA)
- Section 17: Internet Filtering and Monitoring
- Section 18: Online Safety
- Section 19: Mobile Phone and Camera Safety
- Section 20: Children with Special Educational Needs or Disabilities (SEND) or certain health conditions
- Section 21: Recognition/Signs of Abuse
- Section 22: Role of the Designated Safeguarding Lead
- Section 23: The Role of Individual Staff/The Role of Trustees
- Section 24: Training
- Section 25: Confidentiality of Records
- Section 26: Working with Children
- Section 27: Allegations involving School Staff/Supply/Agency/Volunteers including low level concerns
- Section 28: Allegations against other children
- Section 29: Whistleblowing
- Section 30: Alternative Provision
- Section 31: Role of the responsible adult
- Section 32: Child Protection Procedures
- Section 33: Definitions of Specific Safeguarding Issues (Appendix A) Bullying; Child Sexual Exploitation; Child Criminal Exploitation; County Lines; FGM, So-called Honour Based Abuse (including FGM and Forced Marriage); Radicalisation and Extremism; Child on Child Abuse/Harms; Upskirting; Private Fostering; Breast Ironing; Disguised Compliance; Hidden Children; Children and the Court System; Children with family members in prison; domestic abuse; Homelessness; Fabricated or Induced Illness; Adverse Childhood Experiences; Trauma and Attachment; Serious Violent Crime, Contextual Safeguarding; Serious Violent Crime; Child Abduction and Community Safety Incidents; Modern Slavery and Cyber Crime.
- Section 34: Mental Health Definitions (Appendix B)
- Section 35: Sexual violence and sexual harassment (Appendix C)
- Section 36: Designated Staff Information (Appendix D)
- Section 37: Key Contacts (Appendix E)
- Section 38: In the event of an extended school closure due to exceptional circumstances (Appendix F)

Section 1: Introduction

At Westbourne are committed to safeguarding children and young people, and we expect everyone who works in our schools to share this commitment. All adults in our schools take all welfare concerns seriously and encourage children and young people to talk to us about anything that is worrying them.

Safeguarding and promoting the welfare of children is **everyone's** responsibility. **Everyone** who comes into contact with children and their families has a role to play. To fulfil this responsibility effectively, all practitioners should make sure their approach is child centred. This means that they should consider, always, what is in the **best interests** of the child.

No single practitioner can have a full picture of a child's needs and circumstances. If children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information, and taking prompt action. A contextual safeguarding approach (for risks outside of the home) must also be considered when looking at individual cases. All assessments should include this wider picture.

All staff must have read and understood:

- Part 1 of Keeping Children Safe in Education 2025
- Schools Code of Conduct
- Behaviour Policy

Contextual Safeguarding – Safeguarding leads receive timely updates from Sutton Safer Neighbourhood Team and Cognus Safeguarding Briefings that draw attention to any local risks and concerns. These concerns are then shared with the school community through parent mails, class discussions, assemblies and newsletters, with appropriate safety responses in place where necessary.

All staff must also be aware of:

- The Child Protection Policy, which includes the Behaviour Policy and procedures to deal with child-on-child abuse.
- Online Safety (including Filtering and Monitoring).
- The Behaviour Policy, which includes measures to prevent bullying, including cyberbullying, prejudice-based and discriminatory bullying).
- The Staff Code of Conduct should include amongst other things, include low-level concerns, allegations against staff and whistleblowing.
- The safeguarding response to children who are absent from education, on repeat occasions and/or prolonged periods or where the absence is persistent or unexplainable.
- The role of the designated safeguarding lead (including the identity of the designated safeguarding lead and any deputies).

School leaders and staff that work directly with children must have also read – Annex A and Annex B of Keeping Children Safe in Education 2025.

All staff will receive appropriate safeguarding and child protection training (including online safety which, amongst other things, includes an understanding of the

expectations, applicable roles and responsibilities in relation to filtering and monitoring at induction. The training will be regularly updated. In addition, all staff will receive safeguarding and child protection (including online safety) updates (for example, via email, e-bulletins, and staff meetings), as required, and at least annually, to continue to provide them with relevant skills and knowledge to safeguard children effectively.

"THE WELFARE OF THE CHILD IS PARAMOUNT"

The safety and welfare of our pupils and students is of the utmost importance, ensuring that they are protected from maltreatment, impairment of their mental and physical health or development and that they are growing up in circumstances consistent with the provision of safe and effective care. We take action to enable all children to have the best outcomes. We have created a culture of vigilance where pupils and students' welfare is actively promoted. Pupils and students are listened to and feel safe. We maintain an 'it could happen here' attitude.

We know children learn best when they are healthy, safe, and secure, when their individual needs are met and when they have positive relationships with the people caring for them. We aim to have schools which are welcoming, safe, and stimulating and where children can enjoy learning and grow in confidence. All necessary steps are taken to keep children safe and well.

Because of the day-to-day contact with children, our staff are trained to identify when a pupil may be at risk of harm and abuse, and they report their concerns immediately. We have a duty to safeguard and promote the welfare of our pupils and students under the Education Act 2002 and Children Act 1989/2004 through identifying any child welfare concerns and taking action to address them in partnership with families and other agencies where appropriate.

Children are taught about how they can keep themselves and others safe, including online. To be effective, we present this information in an age-appropriate way. We are sensitive to the specific needs and vulnerabilities of individual children, including children who are victims of abuse, and children with special educational needs or disabilities.

Children are taught about safeguarding, including sensitive issues and online safety, through various teaching and learning opportunities, as part of providing a broad and balanced curriculum. We use the curriculum to ensure that children and young people understand how people with extreme views share these with others, especially using the internet. All children are taught to recognise when they are at risk and how to get help when they need it.

We have 'worry' posters around our school displaying pictures of our Designated Safeguarding Leads and Deputies, encouraging children share their worries to keep them safe at school, at home and in the community. The poster is also shown and explained in assembly on weekly basis as a regular reminder that any staff are here to listen to the children's voices and support them.

We are committed to ensuring that our pupils and students are taught a curriculum that aims to prepare them for life in modern Britain. Teaching the school's core values alongside the fundamental British Values supports quality teaching and learning, whilst making a positive contribution to the development of a fair, just and civil society.

Relevant issues for schools will be taught through Relationships Education (for all primary pupils and students) and Sex Education (for all secondary pupils and students) and Health Education (for all pupils and students in state-funded schools) which became compulsory in September 2020 and was updated in July 2025.

Please refer to the statutory guidance (currently under review) for more information: [Relationships and sex education \(RSE\) and health education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/statutory-guidance/relationships-and-sex-education-rse-and-health-education)

Section 2: Purpose and Aims

The elements in this policy and our procedures related to this aim to:

- Ensure safe recruitment practice in checking the suitability of all our staff and volunteers to work with children including the completion of risk assessments.
- Ensure staff are appropriately trained.
- Raise awareness of safeguarding/child protection issues amongst all staff, supply, agency, and volunteers and of what to do if they have concerns. This includes raising awareness of any current issues such as: Child abduction and community safety incidents; Child Criminal Exploitation (CCE); Child Sexual Exploitation (CSE); County lines; Children and the court system; Children missing from education; Children with family members in prison; Cybercrime; Domestic abuse; Homelessness; Mental health; Modern Slavery; Preventing radicalisation; The Prevent duty; Channel; Sexual violence and sexual harassment between children in school; Serious Violence; So-called 'honour'-based abuse; FGM; Forced marriage (see 'Keeping Children Safe in Education' ,DfE, September 2023).
- Ensure all staff have an awareness of safeguarding issues that can put children at risk of harm. Behaviours linked to issues such as drug taking and/or alcohol misuse, unexplainable and/or persistent absences from education, serious violence (including that linked to county lines), radicalisation and consensual and non-consensual sharing of nude and semi-nude images and/or videos can be signs that children are at risk.
- Below are some safeguarding issues all staff should be aware of: Child-On-Child Abuse; Child Criminal Exploitation (CCE); Child Sexual Exploitation (CCE); Domestic Abuse; Female Genital Mutilation (FGM); Mental Health and Serious Violence (KCSIE, September 2025). Annex B in KCSIE contains important additional information about specific forms of abuse, exploitation, and safeguarding issues. School and college leaders and those staff who work directly with children should read Annex B.
- Ensure that volunteers are appropriately supervised.
- Ensure that our procedures and expectations for identifying and reporting/recording cases, or suspected cases, of abuse to relevant agencies are robust.

- Ensure that our links with relevant agencies are effective and that we co-operate and work in a partnership regarding child protection matters, including attendance at case conferences and core group meetings.
- Ensure that our school environment is safe and is one in which children feel secure and are encouraged to talk freely about anything that concerns them.
- Ensure that children know there are adults in the school who they can approach if they are worried about anything.
- Ensuring that students have a safe space to speak to a trusted adult, where they can raise concerns.
- Ensure that the curriculum and other provision, including opportunities in the Health and Wellbeing/PSHE curriculum, develop and equip our pupils and students with the skills needed to feel safe and adopt safe practices to help them recognise risks and stay safe from abuse.
- Ensure that we support pupils and students who have been abused or may be at risk of harm in accordance with any agreed child protection plan.
- Ensure that we respond appropriately to any concern or allegation about a member of staff or volunteer.
- Ensure that staff follow accepted “safe practice” principles when working with pupils and students.
- Ensure that pupils and students are protected from all forms of harm.
- Ensuring that the school creates an environment where staff are encouraged and feel confident to self-refer, where, for example, they have found themselves in a situation which could be misinterpreted, might appear compromising to others, and/or on reflection they believe they have behaved in such a way that they consider falls below the expected professional standards.

If there are Child Protection concerns, the London Child Protection Procedures (*London Safeguarding Children Board, 7th edition, 2022 – last updated March 2025*) must be followed. This can be found at www.londoncp.co.uk. The Local Safeguarding Children Partnership (LSCP) has adopted these procedures.

In addition to our overarching Safeguarding and Child Protection Policy and Procedures, the following policies should also be considered:

Induction, SEN, Pupil Premium, Equality, Health and Safety, Safer Recruitment, Attendance, Behaviour, Anti-bullying, E-Safety (including Filtering and Monitoring/mobile phone use), Positive handling, Intimate Care, Drug and Alcohol, Medical, Healthy Relationships, Data Protection, Whistleblowing and Educational Visits.

Section 3: Links to other guidance

Links to other guidance

Although this list is not exhaustive, this policy and procedure also accords with:

- Keeping Children Safe in Education 2025 (publishing.service.gov.uk)
- Working together to safeguard children - GOV.UK (www.gov.uk) – Children's guide now included.
- Early years foundation stage (EYFS) statutory framework - GOV.UK (www.gov.uk)
- Children missing education: statutory guidance for local authorities and schools - GOV.UK
- Education inspection framework (EIF) - GOV.UK (www.gov.uk)
- Education inspection framework: for use from November 2025 - GOV.UK
- Inspecting schools: guide for maintained and academy schools - GOV.UK (www.gov.uk)
- School inspection: toolkit, operating guide and information - GOV.UK (November 2025)
- Inspecting further education and skills: guide for providers - GOV.UK (www.gov.uk)
- Further education and skills inspection: toolkit, operating guide and information - GOV.UK (November 2025)
- Early years inspection handbook - GOV.UK (www.gov.uk)
- Early years inspection: toolkit, operating guide and information - GOV.UK (November 2025)
- Independent school inspection: toolkit, operating guide and information - GOV.UK (November 2025)
- The Prevent duty: safeguarding learners vulnerable to radicalisation - GOV.UK (www.gov.uk)
- Prevent duty guidance: England and Wales (2023) - GOV.UK (www.gov.uk)
- Disqualification under the Childcare Act 2006 - GOV.UK (www.gov.uk)
- Information sharing advice for safeguarding practitioners - GOV.UK (www.gov.uk)
- What to do if you think a child is being abused (DfE March 2015)
- Section 5B of the Female Genital Mutilation Act (2003) Section 74 of the Serious Crime Act 2015
- Female Genital Mutilation: Resource Pack (Updated February 2023)
- Regulated activity in relation to children (2012)
- Teacher Status Checks (Updated April 2025)
- Child sexual exploitation: definition and guide for practitioners - GOV.UK (www.gov.uk)
- Understanding sexualised behaviour in children | NSPCC Learning
- Searching, Screening and Confiscation (publishing.service.gov.uk)
- The designated teacher for looked-after and previously looked-after children (publishing.service.gov.uk)
- Promoting the education of looked-after children and previously looked-after children (publishing.service.gov.uk)
- Criminal exploitation of children and vulnerable adults: county lines (accessible version) - GOV.UK (www.gov.uk)
- Data protection: The Data Protection Act - GOV.UK (www.gov.uk)
- Data protection in schools - Guidance - GOV.UK (www.gov.uk)

- Mental health and behaviour in schools (publishing.service.gov.uk)
- young-people-who-self-harm-a-guide-for-school-staff.pdf (rcpsych.ac.uk)
- Safeguarding children and protecting professionals in early years settings: online safety considerations for managers - GOV.UK (www.gov.uk)
- Maintained schools governance guide - Guidance - GOV.UK (www.gov.uk)
- Academy trust governance guide - Guidance - GOV.UK (www.gov.uk)
- Teaching online safety in schools - GOV.UK (www.gov.uk)
- Education for a Connected World (publishing.service.gov.uk)
- Reducing the need for restraint and restrictive intervention - GOV.UK (www.gov.uk)
- Relationships and sex education (RSE) and health education - GOV.UK (www.gov.uk)
- Positive environments where children can flourish - GOV.UK (www.gov.uk)
- Safeguarding and remote education - GOV.UK (www.gov.uk)
- When-to-call-police-guidance-for-schools-and-colleges.pdf (governmentevents.co.uk)
- Sharing nudes and semi-nudes: how to respond to an incident (overview) (updated March 2024) - GOV.UK (www.gov.uk)
- After-school clubs, community activities and tuition: safeguarding guidance for providers - GOV.UK (www.gov.uk)
- Meeting digital and technology standards in schools and colleges - Guidance - GOV.UK (www.gov.uk)
- Implementation of the Marriage and Civil Partnership (Minimum Age) Act 2022 - GOV.UK (www.gov.uk)
- Working together to improve school attendance - GOV.UK (www.gov.uk)
- School suspensions and permanent exclusions - GOV.UK (www.gov.uk)
- Improving behaviour in schools - GOV.UK (www.gov.uk)
- Gender Questioning Children - non-statutory guidance (education.gov.uk)
- Mobile phones in schools - February 2024 (publishing.service.gov.uk)
- Alternative provision - GOV.UK
- Artificial Intelligence - DfE Guidance
- Unregistered independent schools and out-of-school settings - GOV.UK
- Out-of-school settings: safeguarding guidance for providers - GOV.UK
- DfE whistleblowing policy - GOV.UK
- Blowing the whistle to the Department for Education - GOV.UK
- Use of reasonable force in schools - GOV.UK
- Children's Wellbeing and Schools Bill
- <https://www.gov.uk/government/news/implementation-of-the-marriage-and-civil-partnership-minimum-age-act-2022>

Section 4: Safer Recruitment

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of the children in education.

In our recruitment and selection of staff and volunteers we will always adhere to the government guidance contained within “*Working Together to Safeguard Children*” (December, 2023) and ‘Keeping Children Safe in Education (DfE 2025).

For roles requiring teaching or regulated activity, appropriate checks are carried out, including online searches (as part of due diligence) and DBS checks.

Updated guidance, including the Teacher Status Checks, can be found at:
<https://www.gov.uk/guidance/teacher-status-checks-information-for-employers>.

We will ensure that:

- For good practice, our interview panel includes at least one member who has completed safer recruitment training,
- that we always follow up gaps in previous employment,
- that we always require specific references from employers for the last 5 years
- that for all posts, paid and voluntary, the appropriate Disclosure and Barring Service (DBS) information has been received.
- In addition to obtaining the DBS certificate, anyone who is employed to teach will undergo an additional check to ensure that they are not prohibited from teaching.
- We consider carrying out online checks for shortlisted candidates and have updated our Safer Recruitment Policy to reflect this. This may help identify any incidents or issues that have happened, and are publicly available online, which the school or college might want to explore with the applicant at interview. Schools and colleges should inform shortlisted candidates that online searches may be done as part of due diligence checks.

More information on DBS Checks can be found here:

<https://www.cognus.org.uk/services/safeguarding/commonly-asked-questions/>

(Please refer to our Safer Recruitment Policy for further information).

Section 5: Contractors and Outside Agencies

We expect all contractors providing services within the school whose staff have access to school premises to comply with this policy and the attached procedure, as well as the staff code of conduct. The contractor or individual must agree to this in writing.

In particular, we require any contractor or organisation delivering a service on behalf of the school or using our premises to provide evidence they adhere to the above requirements in terms of recruitment, selection, training and supervision of their staff and any volunteers, in particular DBS information.

Contractors engaging in regulated activity will require an enhanced DBS certificate (including barred list information). For all other contractors who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check will be required (not including barred list information).

Under no circumstances will a contractor in respect of whom no checks have been obtained be allowed to work unsupervised or engage in regulated activity.

If a contractor working at a school is self-employed, the school will consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account.

The identity of contractors and their staff will be checked on arrival at the school.

This policy and procedure will also apply to any organisation using school facilities. They must agree to this in writing.

Where the Trust Board hires or rents 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) they will ensure that appropriate arrangements are in place to keep children safe. The governing body will seek assurance that the body concerned has received relevant safeguarding training and that 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 will also ensure 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.

If school receive allegations about staff using their premises to run activities for children, they should follow their own safeguarding policy, including contacting the LADO.

For more information on regulated activity:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/550197/Regulated_activity_in_relation_to_children.pdf

Section 6: Site Security

All people on the site have to adhere to the guidelines within this policy. Laxity can cause potential safeguarding issues to arise. Therefore:

- Gates should be locked at playtimes and lunchtimes.
- All Exit Doors should be closed to prevent intrusion.
- The school will not request DBS checks and barred list checks, or ask to see DBS certificates, for visitors (for example children's' relatives or other visitors attending a sports day). The Head teacher will use his/her professional judgment about the need to escort or supervise visitors.
- All visitors are required to sign in at the main school reception where they will be given a visitor's badge. This will be returned to the main school reception on departure.
- For visitors who are attend in a professional capacity, their ID will be checked and assurance will be sought that the visitor has had the appropriate DBS check (or that the visitor's employers have confirmed that their staff have appropriate checks).
- Children will only be allowed home with adults with parental responsibility or confirmed permission.
- Children should never be allowed to leave school alone during school hours, and if collected by an adult, signed out.
- Should a child leave the school premises without permission then staff have been informed never to chase after a child, but rather to report immediately to the office. Then parents and police will be informed of the circumstances. Once the first priority of the police being contacted has been done, staff may follow the child from a safe distance as long as it does not cause the child to take further risks to get away.

Section 7: Data Protection – Information and Records

The Data Protection Act 2018 and GDPR do not prevent or limit the sharing of information for the purposes of keeping children safe. This includes allowing practitioners to share information without consent.

All staff must maintain records and obtain and share information (with parents, carers, other professionals working with the child, police, social services and Ofsted as appropriate) to ensure safe and efficient management of the school, and to help ensure the needs of all children are met. All staff must enable a regular two-way flow of information between parents and school.

Confidential information and records about children are held securely and only accessible and available to those who have a right or professional need to see them. The Head teacher is aware of responsibilities under the latest Data Protection Act in England, including those imposed under the General Data Protection Regulation (GDPR) passed by the European Union. As a school we believe that protecting the data we hold about our children is a fundamental part of our safeguarding process and treats this information with as much importance as protecting the child themselves.

All staff understand the need to protect the privacy of the children in their care as well as the legal requirements that exist to ensure that information relating to the child is handled in a way to ensure confidentiality. Parents and carers are given access to all records about their child provided that no relevant exemptions (information which could cause harm to the child or any other individual) apply to their disclosure under the DPA.

The GDPR imposes more stringent requirements on entities that deal with people's personal data. In school, this applies to all personally identifiable information held on staff, children and parents. We are fully committed to ensuring that it upholds the new rights granted to a person under the GDPR. Parents and carers should be aware that there are legal requirements that supersede data protection regulations. The school is required to share data with certain agencies under legal obligations

For more information:

[Information sharing advice for safeguarding practitioners - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/information-sharing-advice-for-safeguarding-practitioners)

Section 8: Definition of Safeguarding and Child Protection

Safeguarding is about every child.

In relation to children and young people, safeguarding and promoting their welfare is defined in Keeping Children Safe in Education (September 2025) as:

- providing help and support to meet the needs of children as soon as problems emerge.
- protecting children from maltreatment, whether that is within or outside the home, including online.
- preventing the impairment of children's mental and physical health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care.
- taking action to enable all children to have the best outcomes.

Child Protection: relates to any child or young person under 18 years of age. Child protection is part of safeguarding and promoting the welfare of children and is defined for the purpose of this guidance as activity that is undertaken to protect specific children who are suspected to be suffering, or likely to suffer, significant harm. This includes harm that occurs inside or outside the home, including online (***Working Together to Safeguard Children (December 2023)***).

Section 9: The four main forms of abuse

All school staff should be aware that abuse, neglect, and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases multiple issues will overlap with one another.

All staff should be aware of the indicators of abuse, neglect, and exploitation (see below), understanding that children can be at risk of harm inside and outside of the school/college, inside and outside of home, and online. Exercising professional curiosity and knowing what to look for is vital for the early identification of abuse and neglect so that staff are able to identify cases of children who may be in need of help or protection.

Abuse: form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children.

Physical abuse: a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Please note: A Mongolian blue spot is a type of birthmark that is present at birth or appears soon afterwards, either single or multiple in number.

It is flat, blue-grey in colour and can vary from a very dark blue to a lighter grey.

The colour is usually the same over the whole birthmark, with no lighter or darker areas as is sometimes seen in brown birthmarks. Mongolian blue spots are can vary in size, but most are a few centimetres across.

They can appear anywhere on the body but are most common at the base of the spine, the buttocks or on the lower back. **If in doubt speak to the Designated Safeguarding Lead.**

Emotional abuse: 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. 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 from 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.

Sexual abuse: involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing, and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. The sexual abuse of children by other children is a specific safeguarding issue (also known as child on child abuse) in education and all staff should be aware of it and of the school's policy and procedures for dealing with it.

In *Working Together to Safeguard Children (December 2023, Page 160)*, the definition of Neglect is as follows:

Neglect: the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing, and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate caregivers); ensure access to appropriate medical care or treatment; **provide suitable education.** It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

[LSCB NeglectPracticeToolkit A4.pdf \(suttonlscp.org.uk\)](https://www.suttonlscp.org.uk/LSCB_NeglectPracticeToolkit_A4.pdf)

For more information, go to: <https://tacklechildabuse.campaign.gov.uk>

If you have a concern or have received a disclosure that a child has been sexually abused, you must follow your reporting procedures and contact the Children's First Contact Service.

Please refer to the Sutton LSCP Multi-Agency Protocol for Child Sexual Abuse and LSCP, CSA Toolkit and resources from the CSA Centre for more information:
Sutton Local Safeguarding Children Partnership - LSCP Protocols Child Sexual Abuse
The impacts of child sexual abuse | CSA Centre

Section 10: Specific Safeguarding Issues

Safeguarding action may be needed to protect children and learners from specific safeguarding issues such as:

- Body Confidence and Self-Esteem;
- Child abduction and community safety incidents;
- Child Criminal Exploitation (CCE);
- Child Sexual Exploitation (CSE);
- Consent;
- County lines;
- Children and the court system;
- Children who are absent from education;
- Children with family members in prison;
- Cybercrime;
- Dangerous dogs;
- Domestic abuse;
- Homelessness;
- Mental health;
- Modern Slavery and the National Referral Mechanism;
- Preventing radicalisation;
- The Prevent duty;
- Channel;
- Sexual violence and sexual harassment between children in schools and colleges;
- Serious Violence;
- So-called 'honour'-based abuse (including FGM and Forced Marriage)
- FGM;
- FGM mandatory reporting duty for teachers;
- Forced marriage;
- Online Safety – New risks (misinformation, disinformation, conspiracy theories);
- Urban exploring

See: Appendix A for further safeguarding definitions

See: Appendix B for more information: Keeping children safe in education 2025

Section 11: Early Help

Every family can go through difficult or challenging times at some point during their lives. If you are aware of a family that is experiencing problems, they may require support to help them to deal with difficult situations and make things better. Early Help services and support should be offered as soon as a problem or difficulty starts. This is to stop things from getting worse, and to make sure that the family gets the help that they need. The Early Help Assessment Tool (EHAT) is used to find out about the family so that we can understand the difficulties that they may be experiencing. The EHAT is used when a family would like support to help them with a difficulty; when a professional working with a family recognises that they may require extra support; when a family have lots of professionals working with them and services and information needs to be organised to help make things clearer for them, where the needs of the family are unknown or unmet. The EHAT is entirely consent based and the family can decide at any point that they no longer wish to engage with the process. An EHAT is confidential except where there is a

risk of serious harm to a child or young person.

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.

All school staff should be prepared to identify children who may benefit from **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. In the first instance staff should discuss early help requirements with the designated safeguarding lead. Staff may be required to support other agencies and professionals in an early help assessment. Any child may benefit from early help, but all school staff should be particularly alert to the potential need for early help for a child who:

- is disabled or has certain health conditions and has specific additional needs.
- has special educational needs (whether they have a statutory Education, Health, and Care Plan).
- has a mental health need.
- 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 or county lines.
- frequently missing/goes missing from education, home or care.
- is persistently absent from education, including persistent absences for part of the school day.
- has experienced multiple suspensions, is at risk of being permanently excluded from schools, colleges and in Alternative Provision or a Pupil Referral Unit.
- is at risk of modern slavery, trafficking, sexual or criminal exploitation.
- is at risk of being radicalised or exploited.
- has a family member in custody/prison or is affected by parental offending.
- is in a family circumstance presenting challenges for the child, such as drug and alcohol misuse, adult mental health issues and domestic abuse.
- is misusing drugs or alcohol themselves.
- has returned home to their family from care.
- is at risk of 'honour'-based abuse such as Female Genital Mutilation or Forced Marriage.
- is a privately fostered child.

For more information, please visit:

[Sutton Local Safeguarding Children Partnership - Helping Early in Sutton \(suttonlscp.org.uk\)](https://suttonlscp.org.uk)

[Targeted Early Help service - Sutton Council](#)

[Home | Sutton Information Hub](#)

[Commonly asked questions – Cognus](#)

[Eligibility Criteria for Targeted Early Help Support in Sutton.docx](#)

Signposting for families in times of need is vital, especially with the impact of the cost-of-living crisis. For further support please visit: [Together for Sutton - Together for Sutton](#)

Section 12: Mental Health

We aim to promote positive mental health and wellbeing for our whole school community; pupils and students, staff, parents and careers, and recognise how important mental health and emotional wellbeing is. We recognise that children's mental health is a crucial factor in their overall wellbeing and can affect their learning and achievement. Through a whole-school approach, we actively seek to promote emotional health and wellbeing by helping pupils and students to understand their feelings and the feelings of others.

Our role in school is to help our pupils and students to succeed and reach their potential by supporting them to be resilient and mentally healthy. We also have a role to ensure that pupils and students learn about what they can do to maintain positive mental health, what affects their mental health, how they can help reduce the stigma surrounding mental health issues and where they can go if they need help and support.

All staff should also be aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. If staff have a mental health concern about a child that is also a safeguarding concern, immediate action should be taken by speaking to the designated safeguarding lead or a deputy.

Only appropriately trained professionals should attempt to make a diagnosis of a mental health problem. Staff, however, are well placed to observe children day-to-day and identify those whose behavior suggests that they may be experiencing a mental health problem or be at risk of developing one.

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

Schools have an important role to play in supporting the mental health and wellbeing of their pupils.

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. Governing bodies and proprietors should ensure they have clear systems and processes in place for identifying possible mental health problems, including routes to escalate and clear referral and accountability systems.

Schools can access a range of advice to help them identify children in need of extra mental health support; this includes working with external agencies.

If you have a concern regarding the Mental Health of a child, contact your Designated Safeguarding Lead and SENCO immediately to enable the required support to be put in place as soon as possible.

For more information and support: Shout: The UK's free, confidential, 24/7 mental health text service | Shout 85258

See: Appendix B for further definitions

Section 13: Children Missing in Education, CME and Elective Home Education (EHE)

Knowing where children are during school hours is an extremely important aspect of Safeguarding. Children being absent from education for prolonged periods and/or on repeat occasions can act as a vital warning sign to a range of safeguarding issues including neglect, child sexual and child criminal exploitation - particularly county lines. It is important the school or college's response to persistently absent pupils and children missing education supports identifying such abuse, and in the case of absent pupils, helps prevent the risk of them becoming a child missing education in the future. This includes when problems are first emerging but also where children are already known to local authority children's social care and need a social worker (such as a child who is a child in need or who has a child protection plan, or is a looked after child), where being absent from education may increase known safeguarding risks within the family or in the community (KCSIE, September 2025).

We monitor attendance carefully and address poor or irregular attendance without delay. We will always follow up with parents/carers when pupils and students are not at school. This means we need to have at least two up to date contacts numbers for parents/carers. Parents should remember to update the school as soon as possible if the numbers change.

Please note this is different to children who leave the school premises. If this happens, call the police and follow the child where possible. Do not chase.

A child on a school roll with attendance concerns, and no reason to off roll to CME, as detailed in Children Missing Education 2024. For advice, please contact attendance@cognus.org.uk.

Children missing education are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school. Children missing education are at significant risk of underachieving, being victims of harm, exploitation, or radicalisation, and becoming NEET (not in education, employment, or training) later in life' (Children Missing Education, September 2025).

For further guidance:

[Sutton Local Safeguarding Children Partnership - LSCP Protocols \(suttonlscp.org.uk\)](https://suttonlscp.org.uk)
[Children Missing Education - Guidance for Local authorities \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)
[Bitesize Safeguarding Training Videos and Accompanying Slides – Cognus](#)

Children missing education: statutory guidance for local authorities and schools - GOV.UK

In response to the guidance in Keeping Children Safe in Education (September 2025) the school has:

1. Staff who understand what to do when children do not attend regularly
2. Appropriate policies, procedures and responses for pupils and students who go missing from education (especially on repeat occasions).
3. Staff who know the signs and triggers for travelling to conflict zones as well as an awareness of breast-ironing and honour-based abuse (including FGM and forced marriage).
4. Procedures to inform the local authority when we plan to take pupils and students off-roll when they:
 - a. leave school to be home educated
 - b. move away from the school's location
 - c. remain medically unfit beyond compulsory school age
 - d. are in custody for four months or more (and will not return to school afterwards); or
 - e. are permanently excluded

We will ensure that pupils and students who are expected to attend the school but fail to take up the place will be referred to the local authority.

When children are added to the admissions register, the school must record the expected start date of the pupil. If the young person does not arrive on the start date, the school should contact the local authority at the earliest opportunity. For admissions to the school, apart from at the “start of the school's youngest year”, schools are required to notify the local authority “within five days when a pupil's name is added to the admission register and provide all the information held within the admission register about the pupil”.

When a pupil leaves the school, the admission register must also record:

- the name of the pupil's new school; and
- the expected start date at the new school

The school must inform the local authority and supply the following information:

- the full name of the pupil;
- the full name and address of any parent with whom the pupil lives;
- at least two contact telephone numbers for the child;
- if applicable, the full name and address of the parent with whom the pupil is going to live, and the date the pupil is expected to start living there;
- the name of pupil's destination school and the pupil's expected start date there, if applicable; and
- the grounds under which the pupil's name is to be deleted from the admission register.

If this information is not provided by the parent or carer, then a Child Missing in Education (CME) form is completed and sent to the local authority.

[Children Missing Education – Cognus](#)

Elective Home Education

When a parent/carers expresses their intention to remove a child from school with a view to educating at home, we will make it clear that this is not a decision we would ever recommend. We will liaise with other professionals to coordinate further discussion with parents/carers where possible. This will be particularly important where a child has SEND, is vulnerable, and/or has a social worker. Where the decision to home educate raises safeguarding concerns the DSL (or deputies) will seek further advice from Children's Social Care.

[Elective Home Education – Cognus](#)

Section 14: Attendance

See: Westbourne Attendance Policy (School Website)

[School Attendance – Cognus](#)

In accordance with KCSIE 2025 and the now statutory DfE guidance "Working Together to Improve School Attendance," attendance concerns are treated as potential safeguarding indicators.

Persistent or unexplained absence is escalated through safeguarding protocols and may trigger a referral to Children's Social Care, particularly if the child has a social worker, is a CLA/post-CLA, or is at risk of exploitation, domestic abuse, neglect, or criminal involvement.

Section 15: Children Looked After (CLA)

The designated lead staff and governors are also responsible for Children Looked After. All children looked after have a Personal Education Plan (PEP), which is part of the child's care plan. This is reviewed termly. Advice and support are available through the virtual school and virtual head teacher.

The role of the Virtual School Head (VSH) now extends to promoting the educational outcomes of:

- Looked-after children (CLA)
- Previously looked-after children

- Children with a social worker
- Children in kinship or informal care arrangements

The school work closely with the Virtual School to ensure this wider group receives targeted support, has high academic expectations, and benefits from stable education pathways (KCSIE, 2025).

[Sutton Virtual School – Cognus](#)

Children in Kinship Care

Sutton Virtual School acts as a local authority champion to promote the educational outcomes of children in kinship care. This includes children in kinship care through child arrangement orders, special guardianship and those living in kinship care who are or were looked after.

“Kinship carers are family or friends who step up, often during an unexpected crisis, to care for a child when their parents aren’t able to.” Kinship.org.uk

Kinship carers are usually grandparents, aunts or uncles, brothers or sisters, a stepparent, stepbrother or stepsister, or someone who isn’t related but knows the child well. Kinship – Cognus

Section 16: Previously Children Looked After (Post-CLA)

The designated lead staff and governors are also responsible for Previously Children Looked-After.

A previously child looked-after is one who is no longer looked after in England and Wales because s/he is the subject of an adoption, special guardianship or child arrangements order which includes arrangements relating to with whom the child is to live, or when the child is to live with any person, or has been adopted from ‘state care’ outside England and Wales; and a child is in ‘state care’ outside England and Wales if s/he is in the care of or accommodated by a public authority, a religious organisation or any other organisation the sole or main purpose of which is to benefit society.

Post-CLA support arrangements are distinct to those for CLA and are responsive to the needs of the child and family using the appropriate school support systems which will include PPG but not the PEP process.

We aim to help raise previously children looked-after parents’ and guardians’ awareness of the PP+ and other support for previously children looked-after – this includes encouraging parents of eligible previously children looked-after to tell the school if their child is eligible to attract PP+ funding; and play a key part in decisions on how the PP+ is used to support previously children looked after.

As a school we recognise that not all Post-CLA are underachieving, while some may be underachieving and not eligible for funding. We plan to use our funding creatively to support any individual in which any area of under-performance is evident.

Refer to Pupil Premium Policy for further information.

[Sutton Virtual School – Cognus](#)

Section 17: Internet Filtering and Monitoring

Our internet provider is: Virgin Media and we use London Grid for Learning (LGFL) web screen filtering system.

Internet access is filtered in three groups:

- **Staff**
- **Students**
- **Staff authenticated**

Details taken from Westbourne's Online Safety Policy (school website):

The school will be responsible for ensuring that the school network is as safe and secure as is reasonably possible and that policies and procedures approved within this policy are implemented. It will also need to ensure that the relevant people named in the above sections will be effective in carrying out their online safety responsibilities:

- School ICT systems will be managed in ways that ensure that the school meets the online safety technical requirements outlined in the LGFL Security Policy and Acceptable Usage Policy and any relevant Local Authority online safety Policy and guidance;
- All suppliers of online services must demonstrate compliance with the Children's Code (The Age-Appropriate Design Code);
- Cygnet and LGFL both ensure that the security systems are maintained;
- Servers, wireless systems and cabling must be securely located and physical access restricted;
- All users will have clearly defined access rights to school ICT systems. Details of the access rights available to groups of users will be recorded by the Technical Support and will be reviewed regularly;
- Passwords created by LGFL USO sync tool and all usernames available to nominated contacts via LGFL support site. School to confirm password changes;
- Passwords are stored on Cygnet's encrypted password management system and are available on request. Some passwords are automatically generated and updated on a fixed rota;

- Cygnet ensure that you are correctly licensed for Microsoft products. We can provide Software Asset Management services on request;
- Internet access is filtered for all users. Illegal content (child sexual abuse images) is filtered by LGFL by actively employing the Internet Watch Foundation CAIC list. Content lists are regularly updated and internet use is logged and regularly monitored. There is a clear process in place to deal with requests for filtering changes. Changes can be requested as support tickets via Cygnet (phone/telephone or email);
- LGFL Internet filtering/monitoring ensures that children are safe from terrorist and extremist material when accessing the internet;
- An appropriate system is in place for users to report any actual/potential technical incident/security breach to the relevant person, as agreed. These should be reported to the school's data officer as it could potentially be a GDPR issue;
- Appropriate security measures are in place to protect the servers, firewalls, routers, wireless systems, work stations, mobile devices etc from accidental or malicious attempts which might threaten the security of the school systems and data. These are tested regularly. The school infrastructure and individual workstations are protected by up-to-date virus software;
- An agreed policy is in place that forbids staff from downloading executable files and installing programmes on school devices;
- An agreed policy is in place regarding the use of removable media (e.g. external drives) by users on school devices.
- Personal data cannot be sent over the internet or taken off the school site unless safely encrypted or otherwise secured.

Filtering_and_Monitoring_Standards_ACH_Grid_June_2023.xlsx

For more information please visit:

<https://saferinternet.org.uk/blog/2025-appropriate-filtering-and-monitoring-definitions-published>

As outlined in KCSIE 2025, schools must consider the implications of emerging technologies, including generative AI, when reviewing filtering and monitoring effectiveness. Our safeguarding team and DSL evaluate tools such as ChatGPT, image generators, and large language models to ensure their use aligns with the school's safeguarding framework. We use the DfE's "Plan Technology for Your School" service to self-assess digital infrastructure, including firewall, filtering, and monitoring tools. Our reviews ensure systems are effective, age-appropriate, and proportionate without creating unnecessary restrictions on learning.

The Chartered College of Teaching is offering a free certified assessment for school staff to evidence their understanding of artificial intelligence in education. To complete it, teachers and leaders first watch the DfE's guidance and training materials which cover safe, ethical and effective AI use in schools. They then complete an assessment to

demonstrate their learning. This is a valuable CPD opportunity for staff developing informed, responsible approaches to AI in education. Find more information here: <https://chartered.college/safe-and-effective-use-of-ai-in-education/>

More information can be found here: Artificial Intelligence - DfE Guidance

Section 18: Online Safety

(KCSIE, 2025)

Online Safety – New risks (misinformation, disinformation, conspiracy theories)

Online safeguarding risks increasingly include exposure to misinformation, disinformation and conspiracy theories, which may undermine children's trust in adults, promote harmful ideologies, or increase their vulnerability to radicalisation. As part of our digital safeguarding education, pupils and students are taught to critically assess content, verify sources, and report unsafe material (KCSIE, 2025).

Online Safety Act – all staff are aware of recent changes.

Mandatory Age Verification on Pornographic Websites:

From 25th July 2025, all pornographic websites accessible in the UK must have effective age verification systems in place (such as ID checks or facial age estimation).

New Offences

Cyberflashing – illegal to send unsolicited sexual images intended to alarm or distress.

Epilepsy trolling – criminal to send flashing images aiming to trigger seizures or cause distress.

Threatening communications – sending threats of serious harm, death or violence is a standalone offence.

Encouraging serious self-harm – offence to promote or encourage self-harm online, even if harm doesn't occur.

Sharing intimate images (including deepfakes) – offence to share or threaten to share sexual images without consent, including AI-generated content. For more information please visit: [AI CSAM Guides for Professionals | IWF & NCA](#).

All staff should be aware that technology is a significant component in many safeguarding and wellbeing issues. Children are at risk of abuse and other risks online as well as face to face. In many cases abuse and other risks will take place concurrently both online and offline. Children can also abuse other children online, this can take the form of abusive, harassing, and misogynistic/misandrist messages, the non-consensual sharing of indecent images, especially around chat groups, and the sharing of abusive images and pornography to those who do not want to receive such content.

Content: being exposed to illegal, inappropriate, or harmful content, for example: pornography, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation, extremism, misinformation, disinformation (including fake news) and conspiracy theories.

Contact: being subjected to harmful online interaction with other users; for example: peer to peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes.

Conduct: online behaviour that increases the likelihood of, or causes, harm; for example, making, sending and receiving explicit images (e.g. consensual and non-consensual sharing of nudes and semi-nudes and/or pornography, sharing other explicit images and online bullying, and

Commerce: risks such as online gambling, inappropriate advertising, phishing and or financial scams. If you feel your pupils, students or staff are at risk, please report it to the Anti-Phishing Working Group (<https://apwg.org/>).

Children are specifically taught about safe use of the internet. Our policy is not to block everything and only allow children access to certain sites – they need to be taught what is acceptable and what is unacceptable, and what to do when they feel ‘uncomfortable’.

At Westbourne when children use the school's network to access the internet, they are protected from inappropriate content by our filtering and monitoring systems.

However, **some** pupils are able to access the internet on their own devices using their own data plan. To minimise inappropriate use, pupils are supervised and guided carefully when engaged in learning activities involving online technology. Online safety education is embedded within the curriculum and pupils are taught how to use online technology safely and responsibly.

As part of a broad and balanced curriculum, all pupils will be made aware of online risks and taught how to stay safe online.

Through training all staff members will be made aware of the following:

- Pupil attitudes and behaviours which may indicate that they are at risk of potential harm online.
- The procedure to follow when they have a concern regarding a pupil's online activity.

The school will ensure that the use of filtering and monitoring systems does not cause ‘over blocking’ which may lead to unreasonable restrictions as to what pupils can be taught regarding online teaching.

As schools increasingly work online, it is essential that children are safeguarded from potentially harmful and inappropriate online material, including when they are online at home. Appropriate filters and appropriate monitoring systems should be in place.

Where children are being asked to learn online at home, the Department for Education has provided advice to support schools and colleges to do so safely.

For further information, please see our Online Safety policy.

Section 19: Mobile Phone and Camera Safety

Staff personal mobile phones should not be used around children during the school day.

Staff are not permitted to use personal camera devices to take pictures of children.

All users should understand that the primary purpose of the use mobile/personal devices in a school context is educational for purposes such as:

- School board displays
- Capturing school trips
- Assemblies
- Evidencing reading & learning
- Administration

This list is not exhaustive.

Children in year five and six are permitted to bring in a mobile phone to school in order to keep them safe if they are walking to or from school without a parent or carer.

Upon arrival, children are required to place their mobile phones in a box, which is kept in a safe place by the class teacher and returned at the end of the day.

Children are not permitted to wear smart watches on which messages and calls can be sent and received or in some cases have a camera installed on which pictures can be taken.

Section 20: Children with Special Educational Needs or Disabilities (SEND) or certain health conditions

Children with special educational needs or disabilities (SEND) or certain health conditions can face additional safeguarding challenges. Additional barriers can exist when recognising abuse and neglect in this group of children. These can include:

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's condition without further exploration.
- these children being more prone to peer group isolation or bullying (including prejudice-based bullying) than other children.
- the potential for children with SEND or certain medical conditions being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs; and
- communication barriers and difficulties in managing or reporting these challenges

In our school we identify pupils and students who might need more support to be kept safe or to keep themselves safe. We do this in the following ways:

- Children will have a familiar adult to support with communication through simple language.
- Extra pastoral support is considered for children with SEN and disabilities.
- Use of visual aids and sign language to support understanding where required.
- Use of a familiar Speech and Language therapist to ensure that questioning and answers are put in a manner accessible to the child.
- Children are carefully monitored and observed to provide a full picture of their behaviour and mannerism so that any changes are noted, and a comparison can be made.
- The use of body maps, visuals and sign language are used to allow children to communicate their needs or concerns.
- The use of social stories is regularly used to support appropriate and inappropriate behaviour – such as bullying and keeping safe.
- Intervention groups teach children how to communicate and explain appropriate and inappropriate behaviour.

When required to use reasonable force to calm a situation, 'reasonable' means 'using no more force than is needed'. Individual plans for vulnerable children will be drawn up to reduce the use of force.

Inclusive Terminology – Autism

Update any instance of "Autism Spectrum Disorder" to: Autism (removing the term "disorder" in line with inclusive language in SEND guidance and KCSIE 2025).

For further support and guidance:

<https://suttoninformationhub.org.uk/pages/send-local-offer>

Section 21: Recognition/Signs of Abuse

The first indication of concern about a pupil's welfare is not necessarily the presence of a serious injury. Many other signs, could be an indication of abuse, these may include:

- unexplained bruising, marks or signs of possible physical abuse or neglect on a pupil's body;
- deterioration in children's general well-being, mental health or mood swings;
- remarks made by the pupil, another pupil, a parent or another adult;
- observations of the pupil 's behaviour;
- unexplained/significant changes in the pupil 's behaviour or personality;

- evidence of disturbance or explicit detail about abuse or possible abuse in a pupil's play, drawing or writing;
- evidence of neglect, failure to thrive or exposure to unnecessary risks;
- regularly missing school or not taking part in education
- going missing for periods of time or coming home late
- misuse of information technology (e.g. Youth Produced Sexual Imagery - sexting, inappropriate comments on social media, texting, cyberbullying and online grooming);
- inappropriate behaviour displayed by other members of staff, or any other person working with the children, for example, inappropriate sexual comments, excessive 1:1 attention beyond the requirements of their usual role, or inappropriate sharing of image.
- information about the parent(s) / carer(s) of the child/young person or their home background.
- appearing with unexplained gifts or new possessions, associating with other young people involved in CSE or CCE, having older boyfriends or girlfriends, suffering from sexually transmitted infections
- drug and alcohol misuse
- displaying inappropriate sexualised behaviour

Section 22: Role of the Designated Safeguarding Lead (DSL)

(See Appendix D for Designated Staff Details)

(See Annex C of KCSIE, 2025 for more information - [Annex C: Role of the designated safeguarding lead \(keepingchildrensafeineducation.co.uk\)](https://www.keepingchildrensafeineducation.co.uk))

Safeguarding is a standing item on all trustee board meetings. The designated safeguarding lead and designated trustee meet termly.

All DSLs should lead on the completion of the annual S175 audit and return all requested information to the LSCP within the given time frame. This is a working document and should be used to inform future action planning and development around safeguarding.

The Designated Safeguarding Lead has a responsibility for Safeguarding and Child Protection – their key role is:

Manage referrals

The designated safeguarding lead (or deputies) will refer cases:

- of suspected abuse and neglect to the local authority children's social care as required and support staff who make referrals to local authority children's social care.
- to the Channel programme where there is a radicalisation concern as required and support staff who make referrals to the Channel programme.
- where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required; and

- where a child is thought to be in immediate danger, to the Police as required.

Please refer to Sutton's Threshold Guidance for further information: Sutton Local Safeguarding Children Partnership - LSCP Policy & Practice (suttonlscp.org.uk)

How to make a quality referral for a concern about a Sutton Child How to make a quality referral for a concern about a Sutton child.:

<https://drive.google.com/file/d/1I7rbQGtSZFFCDBMp9JZWYDI2DoT3TmsD/view?usp=sharing>

Working with others

The designated safeguarding lead (or deputies) will:

- act as a source of support, advice, and expertise for all staff.
- act as a point of contact with the safeguarding partners.
- liaise with the Headteacher inform them of issues- especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations. This includes being aware of the requirement for children to have an Appropriate Adult.
- as required, liaise with the “case manager” and the local authority designated officer(s) (LADO) for child protection concerns in cases which concern a staff member.
- liaise with staff (especially teachers, pastoral support staff, school nurses, IT Technicians, senior mental health leads and special educational needs coordinators (SENCOs), and Senior Mental Health Leads) on matters of safety and safeguarding and welfare (including online and digital safety) and when deciding whether to make a referral by liaising with relevant agencies so that children’s needs are considered holistically.
- liaise with the senior mental health lead and, where available, the Mental Health Support Team, where safeguarding concerns are linked to mental health.
- promote supportive engagement with parents and/or carers in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances.
- work with the Headteacher and relevant strategic leads, taking lead responsibility for promoting educational outcomes by knowing the welfare, safeguarding and child protection issues that children in need are experiencing, or have experienced, and identifying the impact that these issues might be having on children’s attendance, engagement, and achievement at school. This includes:
- ensuring that the school knows who its cohort of children who have or have had a social worker are, understanding their academic progress and attainment, and maintaining a culture of high aspirations for this cohort; and,
- supporting teaching staff to provide additional academic support or reasonable adjustments to help children who have or have had a social worker reach their potential, recognising that even when statutory social care intervention has ended, there is still a lasting impact on children’s educational outcomes.
- From June 2021, the Virtual Headteacher has a responsibility to promote the education of children who have a social worker and regular conversations should be had to share the relevant information and to enable every opportunity for the child to reach their full potential.

Information sharing and managing the child protection file

The guidance is clear that information may be shared where there are safeguarding concerns. Whilst consent to share is not necessarily required, there must be a legal basis to share.

<https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice>

The designated safeguarding lead is responsible for ensuring that child protection files are kept up to date.

Information should be kept confidential and stored securely. Concerns and referrals will be kept in a separate child protection file for each child.

Records will include:

- a clear and comprehensive summary of the concern.
- details of how the concern was followed up and resolved.
- a note of any action taken, decisions reached and the outcome. The file will only be accessed by those who need to see it.

Where children leave the school (including in year transfers) the designated safeguarding lead will ensure their child protection file is transferred to the new school or college as soon as possible, and within 5 days for an in-year transfer or within the first 5 days of the start of a new term. The child protection file will be transferred separately from the main student file, ensuring secure transit, and confirmation of receipt should be obtained.

Receiving schools and colleges should ensure key staff such as designated safeguarding leads and SENCOs or the named person with oversight for SEN in colleges, are aware as required.

In addition to the child protection file, the designated safeguarding lead will also consider if it would be appropriate to share any additional information with the new school or college in advance of a child leaving to help them put in place the right support to safeguard this child and to help the child thrive in the school or college.

Raising Awareness

The designated safeguarding lead (or deputies) will:

- ensure each member of staff has access to, and understands, the school's child protection policy and procedures, especially new and part-time staff.
- ensure the school's child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors regarding this.
- ensure the child protection policy is available publicly and parents and carers are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school in this.

- link with the safeguarding partner arrangements to make sure staff are aware of any training opportunities and the latest local policies on local safeguarding arrangements; and
- help promote educational outcomes by sharing the information about the welfare, safeguarding and child protection issues that children who have or have had a social worker are experiencing with teachers and school leadership staff.

Training, knowledge and skills

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

- understand the assessment process for providing early help and statutory intervention, including local criteria for action and local authority children's social care referral arrangements.
- have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so.
- understand the importance of the role the designated safeguarding lead has in providing information and support to children social care to safeguard and promote the welfare of children.
- understand the lasting impact that adversity and trauma can have, including on children's behaviour, mental health and wellbeing, and what is needed in responding to this in promoting educational outcomes
- are alert to the specific needs of children in need, those with special educational needs and disabilities (SEND), those with relevant health conditions and young carers.
- understand the importance of information sharing, both within the school, and with the safeguarding partners, other agencies, organisations and practitioners.
- understand and support the school with regards to the requirements of the Prevent duty and are able to provide advice and support to staff on protecting children from the risk of radicalisation.
- are able to understand the unique risks associated with online safety and be confident that they have the relevant knowledge and up to date capability required to keep children safe whilst they are online at school or college.
- can recognise the additional risks that children with special educational needs and disabilities (SEND) face online, for example, from online bullying, grooming and radicalisation and are confident they have the capability to support children with

SEND to stay safe online.

- obtain access to resources and attend any relevant or refresher training courses; and,
- encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school may put in place to protect them.

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

[Event List : Safeguarding \(event-booking.org\)](https://www.eventbooking.org)

<https://www.suttonlscp.org.uk/>

[Bitesize Safeguarding Training Videos and Accompanying Slides – Cognus](#)

[Commonly asked questions – Cognus](#)

[Child Safeguarding Toolkit](#)

<https://safetraining.lgfl.net/>

Fire Safety Toolkit

<https://sites.google.com/sutton.gov.uk/childprotectionconferences/home>

Providing support to staff

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

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

Additional support:

<https://www.educationsupport.org.uk/get-help/help-for-your-staff/wellbeing-services/school-leaders-support/>

<https://www.educationsupport.org.uk/resources/for-individuals/videos/teaching-in-2023-how-to-manage-the-emotional-impact/>

Additional support: Reflective Safeguarding Supervision Offer – Cognus

<https://www.educationsupport.org.uk/resources/for-individuals/videos/teaching-in-2023-how-to-manage-the-emotional-impact/>

Understanding the views of children

It is important that children feel heard and understood. Therefore, designated

safeguarding leads should be supported in developing knowledge and skills to:

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

Holding and sharing information

The designated safeguarding lead will be equipped to:

- understand the importance of information sharing, both within the school, and with other schools and colleges on transfer including in-year and between primary and secondary education, and with the safeguarding partners, other agencies, organisations, and practitioners.
- understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR); and
- be able to keep detailed, accurate, secure written records of concerns and referrals and understand the purpose of this record-keeping.
- The most important consideration is whether sharing information is likely to safeguard and protect a child. The Data Protection Act 2018 and GDPR do not prevent, or limit, the sharing of information for the purposes of keeping children safe. This includes allowing practitioners to share information without consent where there is good reason to do so, and that the sharing of information will enhance the safeguarding of a child in a timely manner.
- **The Data Protection Act 2018 and UK GDPR do not prevent the sharing of information for the purposes of keeping children safe. Fears about sharing information must not be allowed to stand in the way of the need to safeguard and promote the welfare and protect the safety of children.**

If the DSL is not available, staff should speak to a member of the SLT/take advice from local children's social care and/or contact a member of the Education Safeguarding Team.

Section 23: The Role of Individual Staff/The Role of Trustees

The Role of Individual Staff

The Teachers' Standards 2012 state that teachers (which includes Headteachers) should safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties.

All school staff have a responsibility to provide a safe environment in which

children can learn. All staff should be prepared to identify children who may benefit from early help.

All members of school staff should be aware of systems within the school which support safeguarding, and these will be explained to them as part of staff induction. This includes: the school's child protection policy (including the policy and procedures to deal with Child-on-Child Abuse); the behaviour policy (including measures to prevent bullying, including cyberbullying, prejudice-based and discriminatory bullying); staff behaviour policy (sometimes called a code of conduct); safeguarding response to children who go missing from education; and the role of the designated safeguarding lead (including the identity of the designated safeguarding lead and any deputies).

All members of school staff will receive appropriate safeguarding and child protection training (including online safety) at induction. The training should be regularly updated. In addition, all staff will receive safeguarding and child protection (including online safety) updates (for example, via email, e-bulletins, and staff meetings), as required, and at least annually, to provide them with relevant skills and knowledge to safeguard children effectively.

All members of school staff should be aware of their local early help process and understand their role in it.

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.

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

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

The Role of Trustees

The Board of Trustees has strategic leadership responsibility for the school's safeguarding arrangements and must ensure that they comply with their duties under legislation. They must ensure that policies, procedures, and training in the school is effective and always complies with the law.

The Board of Trustees will appoint a Safeguarding and Deputy to take leadership responsibility for their school's or college's safeguarding arrangements.

The Board of Trustees will ensure that all trustees receive appropriate safeguarding and child protection (including online) training at induction. This training should equip them with the knowledge to provide strategic challenge to test and assure themselves that the safeguarding policies and procedures in place in the school are effective and support the delivery of a robust whole school approach to safeguarding. Their training should be

regularly updated.

Whilst considering their responsibility to safeguard and promote the welfare of children and provide them with a safe environment in which to learn, the Board of Trustees will do all that they reasonably can to limit children's exposure to the above risks from the school's IT system. As part of this process, the Board of Trustees should ensure the school has appropriate filters and monitoring systems in place and regularly review their effectiveness. They should ensure that the leadership team and relevant staff have an awareness and understanding of the provisions in place and manage them effectively and know how to escalate concerns when identified. The Board of Trustees should consider the age range of the children, the number of children, how often they access the IT system and the proportionality of costs verses safeguarding risks.

The Board of Trustees will make sure that:

The designated safeguarding lead (DSL) takes responsibility for understanding the filtering and monitoring systems and processes in place as part of their role (KCSIE 2025).

All staff understand their expectations, roles and responsibilities around filtering and monitoring as part of safeguarding training (KCSIE 2025).

Your school's child protection policy includes how your school approaches filtering and monitoring on school devices and school networks (KCSIE 2025).

Your board should also review the DfE's filtering and monitoring standards. It should discuss with IT staff and service providers what needs to be done to support your school in meeting the standards (KCSIE 2025)

For further information:

[Safeguarding for governors | LGFL](#)

Section 24: Training

Induction training is mandatory and must also include:

- the Safeguarding and Child Protection policy and procedures;
- Online Safety (including Filtering and Monitoring).
- the Behaviour Policy;
- the Staff Code of Conduct;
- the safeguarding response to children who are absent from education, on repeat occasions and/or prolonged periods or where the absence is persistent or unexplainable.
- the safeguarding response to children who go missing from education; and
- the role of the designated safeguarding lead (including the identity of the designated safeguarding lead and any deputies).

All staff will receive regular safeguarding and child protection updates as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively. All staff also receive training in data protection matters to ensure that they are kept up to date with their duties and obligations to protect information about the children in the school.

Safer Recruitment training is available to all relevant staff and trustees who are involved in the recruitment process.

A record is kept of staff training – type of training and dates which is recorded alongside the single central register (SCR)

The SCR should be checked regularly by a member of the Senior Leadership Team. Trustees must also have assurance that these checks are regularly being carried out and can choose to assist in this process.

Section 25: Confidentiality of Records

Our pupils and students and their parents/carers have the right to expect that all staff will deal sensitively and sympathetically with their situation. It is important that information is only available to those who need to know it. Parents/carers and where appropriate pupils and students should be told their right to confidentiality may be breached if information comes to light suggesting possible harm to a child. Safeguarding/Child Protection issues relating to individual cases **must not** be subject to open discussion in the staff room or elsewhere in the school.

All personally identifiable information will be kept securely, following the school's obligations under the latest Data Protection Act in England and the General Data Protection Regulations (GDPR) set down by the European Union.

Members of staff should also remember not to promise to pupils and students to keep "secrets"

(see procedure below).

Section 26: Working with Children

We recognise that children, who are abused, neglected, or who witness either of these things, may find it difficult to develop a sense of self-worth. They may feel helplessness, humiliation and some sense of blame. The school may be the only stable, secure and predictable element in the lives of children at risk. When at school their behaviour may be challenging and defiant or they may be withdrawn. The school will support pupils and students and enable them to feel safe through:

- the content of the curriculum;
- the school ethos which promotes a positive, supportive and secure environment and gives pupils and students a sense of being valued;
- the school behaviour policy which is aimed at supporting vulnerable pupils

and students in the school - the school will ensure the pupil knows that some behaviour is unacceptable, but they are valued and not blamed for any abuse which has occurred;

- liaison with other agencies that support the pupil such as social services, the child and adolescent mental health service, the borough school attendance service and the educational psychology service; and
- ensuring that, where a pupil with a child protection plan leaves the school, their information is transferred to any new school immediately and that the social worker is informed.

Section 27: Allegations involving School Staff/Supply/Agency/Volunteers

- Allegations or concerns about a member of staff, worker or volunteer must immediately be notified to the Headteacher (or the of Trustees if the concern is about the Headteacher). This guidance should be followed where it is alleged that anyone working in the school including supply teachers, volunteers and contractors has:
 - behaved in a way that has harmed a child, or may have harmed a child and/or;
 - possibly committed a criminal offence against or related to a child and/or;
 - behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; and/or
 - behaved or may have behaved in a way that indicates they may not be suitable to work with children.
- The Headteacher (or Chair of Trustees) will always consult the Designated Officers (in Sutton, this person is still known as the Local Authority Designated Officer or LADO) within one working day (contactable through the Children and Family Service). The LADO will conduct any investigation, convene a Senior Strategy Meeting and involve other agencies as appropriate
- Following consultation, the Headteacher (or Chair of Trustees) will decide on appropriate action, which may include consideration of disciplinary proceedings
- It is important to bear in mind that although the concern may relate to an individual student, other students may also be at risk
- The school will 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. This should encourage an open and transparent culture; enable the school to identify concerning, problematic or inappropriate behaviour early; minimise the risk of abuse; and ensure that adults working in or on behalf of the school are clear about professional boundaries and act within these boundaries, and in accordance with the ethos and values of the school.

Allegations or concerns about an adult working in the school whether as a teacher, supply teacher, other staff, volunteers or contractors

We recognise the possibility that adults working in the school may harm children, including Trustees, volunteers, supply teachers and agency staff. Any concerns about the conduct of other adults in the school should be taken to the headteacher without delay; any concerns about the headteacher should go to the Chair of Trustees who can be contacted by phone or email. Details are held on the school office board and the safeguarding board in the staff room.

Any concerns about the conduct of a member of staff, supply teachers, volunteers or contractors should be reported to the headteacher. If school receive allegations about staff using their premises to run activities for children, they should follow their own safeguarding policy, including contacting the LADO (KCSIE, September 2024).

Keeping Children Safe during Community activities, after school clubs and Tuition Oct 2020

This is non-statutory guidance from the Department for Education (DfE). It aims to: help providers of out-of-school settings (OOSS) understand best practice for creating a safe environment for children in their care and give parents and carers confidence that their child is in a safe activity or learning environment.

Out-of-school settings: safeguarding guidance for providers - GOV.UK

After-school clubs, community activities, and tuition – safeguarding guidance for providers

Unregistered independent schools and out-of-school settings - GOV.UK

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/940872/Keeping_children_safe_code_of_practice.pdf

Concerns may come from various sources, for example, a 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.

The headteacher must decide whether the concern is an allegation or low-level concern, and this should be done in consultation with the LADO. The term 'low-level' concern does not mean that it is insignificant, it means that the behaviour towards a child does not meet the threshold for referral to the Local Authority Designated Officer (LADO) (see below). By having a discussion with the LADO, you are able to get assurance that the necessary action has been taken

Allegations

It is an allegation if the person* has:

- behaved in a way that has harmed a child, or may have harmed a child and/or;
- possibly committed a criminal offence against or related to a child and/or;
- behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; and/or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children (also includes behaviour outside the school).

(*Person could be anyone working in the school or a college that provides education for children under 18 years of age, including supply teachers, volunteers and contractors.) Allegations should be reported to the LADO 'without delay'.

Before contacting the LADO, schools and colleges should conduct basic enquiries in line

with local procedures to establish the facts to help them determine whether there is any foundation to the allegation, being careful not to jeopardise any future police investigation.

The LADO's role is not to investigate the allegation, but to ensure that an appropriate investigation is carried out, whether that is by the police, children's social care, the school or college, or a combination of these.

Low-level Concerns

Concerns may be graded Low-level if the concern does not meet the criteria for an allegation; and the person* has acted in a way that is inconsistent with the staff code of conduct, including inappropriate conduct outside of work.

Examples of such behaviour could include, but are not limited to:

- being over friendly with children
- having favourites
- taking photographs of children on their mobile phone, contrary to school policy
- engaging with a child on a one-to-one basis in a secluded area or behind a closed door, or
- humiliating children.

If the Headteacher in any doubt as to whether the information which has been shared about a member of staff as a low-level concern in fact meets the harm threshold, they should consult with their LADO. We would suggest calling the LADO to talk your concern through for support and assurance purposes in all cases.

Further details about Low Level Concerns outlined in our Staff Code of Conduct.

If the concern has been raised via a third party, the headteacher should collect as much evidence as possible by speaking:

- directly to the person who raised the concern unless it has been raised anonymously.
- to the individual involved and any witnesses.

Reports about supply staff and contractors should be notified to their employers, so any potential patterns of inappropriate behaviour can be identified.

Staff should be encouraged and feel confident to self-refer, where, for example, they have found themselves in a situation which could be misinterpreted, might appear compromising to others, and/or on reflection they believe they have behaved in such a way that they consider falls below the expected professional standards.

Low-level concerns should be recorded in writing, including:

- name* of individual sharing their concerns
- details of the concern
- context in which the concern arose
- action taken

(* if the individual wishes to remain anonymous then that should be respected as far as reasonably possible)

Records must be kept confidential, held securely, and comply with the Data Protection Act 2018. Schools and colleges should decide how long they retain such information, but it is recommended that it is kept at least until the individual leaves their employment. Records should be reviewed so that potential patterns of concerning, problematic or inappropriate behaviour can be identified.

If a concerning pattern of behaviour is identified and now meets the criteria for an allegation, then the matter should be referred to the LADO.

The records' review might identify that there are wider cultural issues within the school or college that enabled the behaviour to occur. This might mean that policies or processes could be revised, or extra training delivered to minimise the risk of it happening again.

See also Developing and implementing a low-level concerns policy (Farrer & Co):

<https://www.farrer.co.uk/globalassets/clients-and-sectors/safeguarding/low-level-concerns-guidance-2020.pdf>

- The procedures in 'Keeping Children Safe in Education' (DfE, September 2025), 'Working Together to Safeguard Children' (HM Government, December 2023) and the Sutton Local Safeguarding Children Partnership procedures will be followed in all such cases.
- When appropriate (see guidance above), consideration will be given to referral of a member of staff to the DBS for consideration of the case
- If a member of staff believes a reported allegation or concern is not being dealt with appropriately, they should report the matter to the Local Authority Designated Officer (LADO) to give support and direction on how to proceed
- LADO_Protocol_2022 (suttonlscp.org.uk)

For further training on the role of the LADO:

Sutton Local Safeguarding Children Partnership - Induction Modules (suttonlscp.org.uk)

Please also refer to the LADO Protocol:

[Sutton Local Safeguarding Children Partnership - LSCP Protocols \(suttonlscp.org.uk\)](https://www.suttonlscp.org.uk/protocols)

Section 28: Allegations against other children

- If an allegation of abuse is made against other children by children then this must be reported immediately, in accordance with this policy.
- This will then be reported to the Children's First Contact Service (CFCS) by a designated person or deputy designated person.
- Abuse or concerns about a risk of abuse or harm by other children/young people is subject to the same safeguarding procedures as in respect of children or young people being abused by an adult;
- Professionals responding should be alert to the risk a child/young person may pose to children/young people other than any 'current' victim; and
- Children or young people who harm others are likely to have considerable needs themselves (e.g. they may have been subjected to abuse, witnessed domestic violence or committed criminal offences).

Section 29: Whistleblowing

All staff and volunteers should feel able to raise concerns about poor or unsafe practice and potential failures in the school's safeguarding regime and know that such concerns will be taken seriously by the Senior Leadership Team.

Where there are concerns about the way that safeguarding is carried out in the school, staff should refer to the Whistle-blowing Policy.

A whistleblowing disclosure must be about something that affects the general public such as:

- a criminal offence has been committed, is being committed or is likely to be committed
- a legal obligation has been breached
- there has been a miscarriage of justice
- the health or safety of any individual has been endangered
- the environment has been damaged
- information about any of the above has been concealed.

Where a staff member feels unable to raise an issue with their employer, or feels that their genuine concerns are not being addressed, other whistleblowing channels may be open to them:

The NSPCC whistleblowing helpline is available as an alternative route for staff that do not feel able to raise concerns regarding child protection failures internally or have concerns about the way a concern is being handled by their school.

Staff can call 0800 028 0285 – line is available from 8:00am to 8:00pm, Monday to Friday or email: help@nspcc.org.uk.

For more information please visit:

DfE whistleblowing policy - [GOV.UK](https://www.gov.uk/government/policies/whistleblowing) Blowing the whistle to the Department for Education - [GOV.UK](https://www.gov.uk)

Section 30: Alternative Provision

For all pupils and students placed in Alternative Provision (AP), the school must:

- Obtain written confirmation from the AP provider that all safeguarding checks have been completed.
- Provider must notify the school of any staff changes or risks.
- Keep accurate records of where the child is, including all sites attended.
- Review placements every half-term to ensure safety and suitability.
- Immediately review or end placements if safeguarding concerns arise.

These measures ensure that every child in offsite provision remains safe and receives an education aligned with their needs.

The school will remain responsible for a pupil's welfare during their time at an alternative provider.

(KCSIE, 2025).

Section 31: Role of the Responsible Adult

Police and Criminal Evidence Act (1984) – Code C

The Designated Safeguarding Lead (and deputies) are aware of the requirement for children to have an appropriate adult when in contact with Police officers who suspect them of an offence.

PACE states that anyone who appears to be under 18, shall, in the absence of clear evidence that they are older, be treated as a child for the purposes of this Code and any other Code.

PACE also states that If at any time an officer has any reason to suspect that a person of any age may be vulnerable, then that person is entitled to be accompanied by an appropriate adult at any point.

The Designated Safeguarding (or deputies) will communicate any vulnerabilities known by the school to any police officer who wishes to speak to a pupil about an offence they may suspect. This communication will be recorded on CPOMS.

If having been informed of the vulnerabilities, the designated safeguarding lead (or deputies) does not feel that the officer is acting in accordance with PACE, they should ask to speak with a supervisor or contact 101 to escalate their concerns.

A person whom there are grounds to suspect of an offence must be cautioned¹ before questioned about an offence², or asked further questions if the answers they provide cause grounds for suspicion, or when put to them, the suspect's answers or remain silent, (i.e., failure or refusal to answer or answer satisfactorily) may be given in evidence to a court in a prosecution.

A Police Officer must not caution a juvenile or a vulnerable person unless the appropriate adult is present. If a child or a vulnerable person is cautioned in the absence of the appropriate adult, the caution must be repeated in the appropriate adult's presence.

The appropriate adult' means, in the case of a child:

1. the parent, guardian or, if the juvenile is in the care of a local authority or voluntary organisation, a person representing that authority or organisation.
2. a social worker of a local authority
3. failing these, some other responsible adult aged 18 or over who is not:
 - a. a police officer;

¹ The police caution is: *"You do not have to say anything. But it may harm your defence if you do not mention when questioned something which you later rely on in Court. Anything you do say may be given in evidence."*

² A person need not be cautioned if questions are for other necessary purposes, e.g.: (a) solely to establish their identity or ownership of any vehicle; to obtain information in accordance with any relevant statutory requirement; in furtherance of the proper and effective conduct of a search, e.g. to determine the need to search in the exercise of powers of stop and search or to seek co-operation while carrying out a search; or to seek verification of a written record.

- b. employed by the police;
- c. under the direction or control of the chief officer of a police force; or
- d. a person who provides services under contractual arrangements (but without being employed by the chief officer of a police force), to assist that force in relation to the discharge of its chief officer's functions,

Further information can be found in the Statutory guidance - PACE Code C 2

Section 32: Child Protection Procedures

When a child discloses, or you are aware there is a safeguarding issue

DO NOT DELAY

- Tell the Designated Safeguarding Leads as soon as you can – it may be necessary to interrupt a lesson to do this – do not leave notes in the Designated Safeguarding Lead's pigeon hole as they may not get back to check their post until the end of the day once the pupil has gone home.
- Early referral gives more time to offer help to the pupil and family before the situation becomes more serious;
- When the matter is already severe or serious, early referral gives more time for others to protect the pupil;
- The Designated Safeguarding Lead may consult the Children's First Contact Service (CFCS).

MAKE WRITTEN NOTES

In Summary

Receive – listen to what the student wants to tell you

Reassure – that they are believed, and their concern will be followed up

React – ask open questions and then speak to the DSL

Record – make a written record of the conversation and pass it to the DSL

Refer – via the DSL and using the local referral process

It is important to remember that students may not find it easy to tell staff about their abuse verbally. Children can show signs or act in ways that they hope adults will notice and react to. In some cases, the victim may not make a direct report. For example, a friend may make a report, or a member of school or college staff may overhear a conversation that suggests a child has been harmed or a child's own behaviour might indicate that something is wrong. **If staff have any concerns about a child's welfare, they should act on them immediately rather than wait to be told.**

Referral Process

Any member of staff can make a referral to the Children's First Contact Service (CFCS) or the Police, but they should always consult the Designated Safeguarding Lead wherever possible.

The designated staff may contact the Children's First Contact Service (CFCS) to make a referral or take advice or contact the child's social worker (if allocated.)

If staff are concerned that the child or family involved have been exposed to radicalisation or extremist behaviour, then they will make a Prevent referral. The referral form for Prevent can be found here:

[Statutory Prevent Duty - Sutton Council](#)

Remember

- If in doubt, consult;
- Do not ignore concerns, even if these are vague;
- The first responsibility of staff is to the pupil;
- If you need help or support to manage your own feelings, this can usually be provided.

Contact with the family

Contact with the family **should always** be discussed with the Designated Safeguarding Lead, who may consult the Children's First Contact Service (CFCS) or the Education Safeguarding Team.

In cases where a minor physical injury causes concern, then the school's policy for dealing with accidents should be followed. If the explanation suggests a non-accidental cause for the injury (or a failure to protect the pupil from harm), advice must be taken immediately from the Children's First Contact Service (CFCS).

In cases of possible neglect or emotional abuse, the concern may have built up over a period of time. There may have been discussion previously between school staff and the family about sources of help, but if concerns persist, the Designated Safeguarding Lead will need to refer to the Children's First Contact Service and will normally advise the family of this unless specifically told otherwise.

In cases where there are suspicions of sexual abuse or physical chastisement, the Designated Safeguarding Lead will unpick with the child first and then seek immediate advice from the Children's First Contact Service before discussing this with the family.

For reference - a flow chart on how to manage disclosures of Physical Chastisement is now included in Sutton's Threshold Guidance.

Recording

- Where there are concerns about a pupil, our electronic files have an appropriate flag to indicate concern;
- All records relating to child welfare concerns will be kept on the pupil's child protection file and the file will be kept secure - a chronology of concern will be kept by the designated safeguarding leads;
- Written records of any concerns about pupils and students are kept, even where there is no need to refer the matter immediately;
- Information from records will only be accessed on a "need to know" basis; access is strictly controlled by the designated safeguarding leads.
- Key staff will need to know when a pupil is subject to a Child Protection Plan, so they can monitor the pupil's welfare;
- Records relating to the pupil's welfare will remain on the pupil's file as long as

- the pupil is a pupil at the school;
- When the pupil leaves the school, the new school will be informed that the school's records contain information about child protection concerns even where these are no longer current. Records should be sent to the new school in a way that is lawful in terms of data protection requirements.
- Records will be kept until the child is 18 years old by primary schools and 25 years old for secondary schools.

Working with other agencies

- All school staff have a legal duty to assist local authority Children 's Social Care or the Police when they are making enquiries about the welfare of pupils;
- Information about a pupil must therefore be shared on a "need to know" basis with other agencies;
- When telephone requests for information are received, **always** maintain security by checking the telephone number listing for the caller and calling back to a switchboard number **before** giving information or confirming the pupil is on the school roll;
- Always advise the designated safeguarding leads about such requests for information;
- Requests for attendance at meetings about individual pupils and students (e.g. child protection conferences) should be notified to the designated safeguarding leads, who will arrange preparation of a report and attendance at the meeting;
- Reports should contain information about the child's:
 - academic progress
 - attendance
 - behaviour
 - relationships with children and adults
 - family
 - any other relevant matter;
- Reports should be objective, distinguishing between fact, observation, allegation and opinion;
- Unless you specify otherwise, reports will normally be made available to the pupil's family.

Pupils and students subject to a Child Protection Plan

- The school will be told by the relevant local authority when a pupil is subject to a Child Protection Plan;
- The name of the key social worker must be clearly recorded on the pupil's record;
- The school will participate fully in the work of Core Groups for these pupils and students, to assist with the objectives of the Child Protection Plan for the pupil;
- When a pupil is subject to a Child Protection Plan, the school will report all unexplained absences even if only of a day;
- When a pupil is subject to a Child Protection Plan, the school will report all behavioural changes or other concerns to the key social worker; and
- When a pupil who is subject to a Child Protection Plan leaves the school, all the child protection information will be transferred to any new school.

Child's need for a social worker

Local authorities should share the fact a child has a social worker, and the designated safeguarding lead should hold and use this information so that decisions can be made in the best interests of the child's safety, welfare and educational outcomes. This should be considered as a matter of routine. There are clear powers to share this information under existing duties on both local authorities and schools and colleges to safeguard and promote the welfare of children.

Where children need a social worker, this should inform decisions about safeguarding (for example, responding to unauthorised absence or missing education where there are known safeguarding risks) and about promoting welfare (for example, considering the provision of pastoral and/or academic support, alongside action by statutory services).

All staff must observe the above policy and procedure at all times. They will be reviewed annually and as required in line with changes in local (LSCP) or national guidance.

Section 33: Definitions of Specific Safeguarding Issues

DEFINITIONS OF SPECIFIC SAFEGUARDING ISSUES

Body Confidence and Self-Esteem

Promoting positive body image and self-esteem is crucial for safeguarding children's wellbeing, as it can help prevent negative mental health outcomes like depression and eating disorders. By fostering a culture of self-acceptance and resilience, children can develop a healthy relationship with their bodies and build confidence in their overall self.

For more information please visit: Home - SEED | Eating Disorders Support Service

Bullying

Bullying may be defined as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, but the four main types of bullying are: physical (e.g. hitting, kicking, theft), verbal (e.g. racist or homophobic remarks, threats, name calling), social (e.g. isolating an individual from the activities, lying and spreading rumours, damaging someone's reputation and carrying out acts behind a person's back to cause humiliation) and cyber (e.g. sending abusive or hurtful texts, emails, posts, images or videos, deliberately excluding others online, spreading gossip or rumours and imitating others online or using their log-in details)

Child Abduction and Community Safety Incidents

Child abduction is the unauthorised removal or retention of a minor from a parent or anyone with legal responsibility for the child. Child abduction can be committed by parents or other family members; by people known but not related to the victim (such as neighbours, friends and acquaintances); and by strangers.

Other community safety incidents in the vicinity of a school can raise concerns amongst children and parents, for example, people loitering nearby or unknown adults engaging children in conversation.

As children get older and are granted more independence (for example, as they start walking to school on their own) it is important they are given practical advice on how to keep themselves safe. Many schools provide outdoor-safety lessons run by teachers or by local police staff.

It is important that lessons focus on building children's confidence and abilities rather

than simply warning them about all strangers. Further information is available at: www.actionagainstabduction.org/ and www.clevernevergoes.org.

Children who are lesbian, gay, bisexual, or gender questioning

IMPORTANT NOTE This section remains under review, pending the outcome of the gender questioning children guidance consultation, and final gender questioning guidance documents being published. Schools should ensure they are using the guidance on (KCSIE 2025) page 56.

A child or young person being lesbian, gay, or bisexual is not in itself an inherent risk factor for harm, however, they can sometimes be targeted by other children. In some cases, a child who is perceived by other children to be lesbian, gay, or bisexual (whether they are or not) can be just as vulnerable as children who are.

However, the Cass review identified that caution is necessary for children questioning their gender as there remain many unknowns about the impact of social transition and children may well have wider vulnerabilities, including having complex mental health and psychosocial needs, and in some cases additional diagnoses of autism spectrum disorder and/or attention deficit hyperactivity disorder.

It recommended that when families/carers are making decisions about support for gender questioning children, they should be encouraged to seek clinical help and advice. When parents are supporting pre-pubertal children, clinical services should ensure that they can be seen as early as possible by a clinical professional with relevant experience.

As such, when supporting a gender questioning child, schools should take a cautious approach and consider the broad range of their individual needs, in partnership with the child's parents (other than in the exceptionally rare circumstances where involving parents would constitute a significant risk of harm to the child), including any clinical advice that is available and how to address wider vulnerabilities such as the risk of bullying. Schools should refer to our Guidance for Schools and Colleges in relation to Gender Questioning Children, when deciding how to proceed.

Risks can be compounded where children lack trusted adults with whom they can be open. It is therefore vital that staff endeavour to reduce the additional barriers faced and create a culture where they can speak out or share their concerns with members of staff.

Child Sexual Exploitation (CSE) and Criminal Exploitation (CCE)

We know that different forms of harm often overlap, and that perpetrators may subject children and young people to multiple forms of abuse, such as criminal exploitation (including county lines) and sexual exploitation.

In some cases, the exploitation or abuse will be in exchange for something the victim needs or wants (for example, money, gifts, or affection), and/or will be to the financial benefit or other advantage, such as increased status, of the perpetrator or facilitator.

Children can be exploited by adult males or females, as individuals or in groups. They

may also be exploited by other children, who themselves may be experiencing exploitation – where this is the case, it is important that the child perpetrator is also recognised as a victim.

Whilst the age of the child may be a contributing factor for an imbalance of power, there are a range of other factors that could make a child more vulnerable to exploitation, including, sexual identity, cognitive ability, learning difficulties, communication ability, physical strength, status, and access to economic or other resources.

Some of the following can be indicators of both child criminal and sexual exploitation where children:

- Appear with unexplained gifts, money or new possessions;
- Associate with other children involved in exploitation;
- Suffer from changes in emotional well-being;
- Misuse alcohol and other drugs;
- Go missing for periods of time or regularly come home late; and
- Regularly miss school or education or do not take part in education.

Children who have been exploited will need additional support to help keep them in education.

Child Sexual Exploitation (CSE) can be a one-off occurrence or a series of incidents over time and range from opportunistic to complex organised abuse. It can involve force and/or enticement-based methods of compliance and may, or may not, be accompanied by violence or threats of violence.

Some additional specific indicators that may be present in CSE are children who:

- Have older boyfriends or girlfriends; and
- Suffer from sexually transmitted infections, display sexual behaviours beyond expected sexual development or become pregnant.

For more information please visit: [Child Exploitation Awareness Microsite](#) [Child Exploitation Awareness](#)

Moving money | The Children's Society

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.

Children can be targeted and recruited into county lines in a number of locations including any type of schools (including special schools), further and higher educational

institutions, pupil referral units, children's homes and care homes.

Children are also increasingly being targeted and recruited online using social media. Children can easily become trapped by this type of exploitation as county lines gangs can manufacture drug debts which need to be worked off or threaten serious violence and kidnap towards victims (and their families) if they attempt to leave the county lines network.

A number of the indicators for CSE and CCE as detailed above may be applicable to where children are involved in county lines. Some additional specific indicators that may be present where a child is criminally exploited through involvement in county lines are children who:

- Go missing and are subsequently found in areas away from their home;
- Have been the victim or perpetrator of serious violence (e.g. knife crime);
- Are involved in receiving requests for drugs via a phone line, moving drugs, handing over and collecting money for drugs;
- Are exposed to techniques such as 'plugging', where drugs are concealed internally to avoid detection;
- Are found in accommodation that they have no connection with, often called a 'trap house or cuckooing' or hotel room where there is drug activity;
- Owe a 'debt bond' to their exploiters;
- Have their bank accounts used to facilitate drug dealing.

Further information on the signs of a child's involvement in county lines is available in guidance published by the **Home Office and The Children's Society County Lines Toolkit For Professionals**

Evaluation of the County Lines Programme - GOV.UK

Dangerous Dogs

The benefits of owning pets are well established. Having a pet can have physical and emotional benefits for a child as well as teaching them about responsibility and caring for living creatures. However, in recent years a number of children and adults have been seriously injured or have died from attacks by dogs, and it is important therefore that professionals working with children and families are aware of the issues around dangerous dogs and the risks they can pose to children and young people.

For more information please visit: PG11. Dangerous Dogs and Safeguarding Children

Female Genital Mutilation (FGM)

FGM comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long-lasting harmful consequences.

Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) places a statutory duty upon **teachers**, along with regulated health and social care professionals in England and Wales, to report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18. Those failing to report such cases may face disciplinary sanctions. It will be rare for teachers to see visual evidence, and they should not be examining pupils or students, but the same definition of what is meant by “to discover that an act of FGM appears to have been carried out” is used for all professionals to whom this mandatory reporting duty applies. Information on when and how to make a report can be found at: **Mandatory reporting of female genital mutilation procedural information**.

Teachers **must** personally report to the police cases where they discover that an act of FGM appears to have been carried out. Unless the teacher has good reason not to, they should still consider and discuss any such case with the school's or college's designated safeguarding lead (or a deputy) and involve local authority children's social care as appropriate. The duty does not apply in relation to at risk or suspected cases (i.e. where the teacher does not discover that an act of FGM appears to have been carried out, either through disclosure by the victim or visual evidence) or in cases where the woman is 18 or over. In these cases, teachers should follow local safeguarding procedures. The following is a useful summary of the FGM mandatory reporting duty: **FGM Fact Sheet**.

Further information can be found in the **Multi-agency statutory guidance on female genital mutilation** and the **FGM resource pack** particularly section 13.

Please click here to access Sutton's FGM resources:

[Sutton Local Safeguarding Children Partnership - LSCP Policy & Practice \(suttonlscp.org.uk\)](https://suttonlscp.org.uk)

So-called 'honour-based' abuse (including FGM and forced marriage)

So-called 'honour'-based abuse (HBA) encompasses incidents or crimes which have been committed to protect or defend the honour of the family and/or the community, including female genital mutilation (FGM), forced marriage, and practices such as breast ironing. Abuse committed in the context of preserving 'honour' often involves a wider network of family or community pressure and can include multiple perpetrators. It is important to be aware of this dynamic and additional risk factors when deciding what form of safeguarding action to take. All forms of HBA are abuse (regardless of the motivation) and should be handled and escalated as such. Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a child being at risk of HBA, or already having suffered HBA.

If staff have a concern regarding a child who might be at risk of HBA or who has suffered from HBA, they should speak to the designated safeguarding lead (or a deputy). As appropriate, the designated safeguarding lead (or a deputy) will activate local safeguarding procedures, using existing national and local protocols for multi-agency

liaison with the police and local authority children's social care.

In addition, since February 2023 it has also been a crime to carry out any conduct whose purpose is to cause a child to marry before their eighteenth birthday, even if violence, threats, or another form of coercion are not used. As with the existing forced marriage law, this applies to non-binding, unofficial 'marriages' as well as legal marriages.

Radicalisation and Extremism

Children may be susceptible to extremist ideology and radicalisation. Similar to protecting children from other forms of harms and abuse, protecting children from this risk should be a part of a schools or colleges safeguarding approach.

Extremism [147] is the vocal or active opposition to our fundamental values, including democracy, the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. This also includes calling for the death of members of the armed forces.

Radicalisation [148] refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.

Terrorism [149] is an action that endangers or causes serious violence to a person/people; causes serious damage to property; or seriously interferes or disrupts an electronic system. The use or threat **must** be designed to influence the government or to intimidate the public and is made for the purpose of advancing a political, religious or ideological cause.

[147] As defined in the Government's Counter Extremism Strategy www.gov.uk/government/publications/counter-extremism-strategy.

[148] As defined in the Government's Prevent Duty Guidance for England and Wales. www.gov.uk/government/publications/prevent-duty-guidance/revised-prevent-duty-guidance-for-england-and-wales

[149] As defined in the Terrorism Act 2000 (TACT 2000) www.legislation.gov.uk/ukpga/2000/11/contents

Although there is no single way of identifying whether a child is likely to be susceptible to an extremist ideology, there are **possible indicators** that should be taken into consideration alongside other factors and contexts. Background factors combined with specific influences such as family and friends may contribute to a child's vulnerability.

Similarly, radicalisation can occur through many different methods (such as social media or the internet) and settings (such as within the home).

However, it is possible to protect people from extremist ideologies and intervene to prevent those at risk of radicalisation being drawn to terrorism. As with other safeguarding risks, staff should be alert to changes in children's behaviour, which could indicate that they may be in need of help or protection. Staff should use their judgement in identifying children who might be at risk of radicalisation and act proportionately which may include the designated safeguarding lead (or a deputy) making a Prevent referral.

Although not a cause for concern on their own, possible indicators when taken into

consideration alongside other factors or context may be a sign of being radicalised.

The Prevent Duty

All schools and colleges are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015 (the CTSA 2015), in the exercise of their functions, to have “due regard [150] to the need to prevent people from being drawn into terrorism”. [151] This duty is known as the Prevent duty.

The Prevent duty should be seen as part of schools’ and colleges’ wider safeguarding obligations. Designated safeguarding leads (and deputies) and other senior leaders in schools should familiarise themselves with the revised **Prevent duty guidance: for England and Wales**, especially **paragraphs 57-76**, which are specifically concerned with schools (and also covers childcare). Designated safeguarding leads (and deputies) and other senior leaders in colleges should familiar themselves with the **Prevent duty guidance: for further education institutions in England and Wales**. The guidance is set out in terms of four general themes: risk assessment, working in partnership, staff training, and IT policies.

The school’s or college’s designated safeguarding lead (and any deputies) should be aware of local procedures for making a Prevent referral.

[150] According to the Prevent duty guidance ‘having due regard’ means that the authorities should place an appropriate amount of weight on the need to prevent people being drawn into terrorism when they consider all the other factors relevant to how they carry out their usual functions.

[151] “Terrorism” for these purposes has the same meaning as for the Terrorism Act 2000 (section 1(1) to (4) of that Act).

All staff will undertake Prevent awareness training.

We follow our statutory prevent duty to report concerns through the following avenues, see <https://www.sutton.gov.uk/w/statutory-prevent-duty-overview>

To note:

Martyn's Law and Protective Security

Martyn’s Law – formally the Terrorism (Protection of Premises) Act 2025 – is named in memory of Martyn Hett, one of the 22 people killed in the 2017 Manchester Arena bombing. The law introduces new duties to help reduce harm from terrorist attacks. All UK schools, including early years, primary, secondary and further education, are classed as ‘standard tier’ premises and have two years to prepare before enforcement begins in 2027.

For more information please visit: Martyn’s Law Factsheet – Home Office in the media

Further resources:

[Educate Against Hate - Prevent Radicalisation & Extremism](#)

[The Prevent duty: safeguarding learners vulnerable to radicalisation - GOV.UK \(www.gov.uk\)](#)

[Prevent duty self-assessment tool for schools - GOV.UK \(www.gov.uk\)](#)

[Prevent duty training - GOV.UK \(www.gov.uk\)](#)

[Prevent duty guidance - GOV.UK \(www.gov.uk\)](#)

[LSCB GUIDANCE PREVENT DUTY 2016.pdf \(suttonlscp.org.uk\)](#)

Child on Child Abuse/Harms

Staff should be aware that safeguarding issues can manifest themselves via child-on-child abuse/harm. This is most likely to include, but not limited to:

- bullying (including cyberbullying, prejudice-based and discriminatory bullying).
- abuse in intimate personal relationships between peers.
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (this may include an online element which facilitates, threatens and/or encourages physical abuse).
- sexual violence, such as rape, assault by penetration and sexual assault; (this may include an online element which facilitates, threatens and/or encourages sexual violence).
- sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be standalone or part of a broader pattern of abuse.
- causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party.
- consensual and non-consensual sharing of nudes and semi nudes images and or videos (also known as sexting or youth produced sexual imagery).
- up skirting, which typically involves taking a picture under a person's clothing without their permission, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm; and
- initiation/hazing type violence and rituals (this could include activities involving harassment, abuse or humiliation used as a way of initiating a person into a group and may also include an online element).

Abuse is abuse and should never be tolerated or passed off as “banter” or “part of growing up” as this can lead to a culture of unacceptable behaviours and an unsafe environment for children.

Child on child abuse/harm can be a one-off serious incident or an accumulation of incidents. It can involve physical, emotional or sexual abuse. Child on child abuse/harm involves someone who abuses a 'vulnerability' or power imbalance to harm another and have the opportunity or be in an environment where this is possible. While perpetrators of child-on-child abuse/harm pose a risk to others, they are often victims of abuse themselves.

We recognise that even if there are no reported cases of child-on-child abuse, such abuse may still be taking place and is simply not being reported.

We recognise that it is more likely that girls will be victims and boys' perpetrators, but that all child-on-child abuse is unacceptable and will be taken seriously

In cases where nudes or semi-nudes have been shared, we follow guidance given to schools and colleges by the UK Council for Internet Safety (UKCIS): Sharing nudes and semi-nudes (December 2020).

KCSIE 2025, Part 5 sets out how schools and colleges should respond to reports of sexual violence and sexual harassment).

At Westbourne we have various procedures in place to help minimise and to respond to child-on-child abuse;

- Children are supported to develop respect and explore their ethics through British Values and Social Moral Spiritual and Cultural (SMSC) developments as part of the PSHE Curriculum.
- Expected behaviours, values and ethics are explored in the classroom and in assemblies.
- School Council have developed Best Behaviours (see poster below) setting a whole school approach to expected behaviour.
- Teaching and promoting Online Safety (see Online Safety Policy).
- Behaviour Policy- provides all staff with the direct steps to take when responding to child-on-child abuse including Sexual Violence and Sexual Harassment.
- Child Friendly Worry Poster is displayed in all class rooms. At the start of the academic year a Safeguarding Lead visits each class and discusses what to do if a child has a worry or a concern.
- Child Friendly Safeguarding Board is on display in school. Children can see a picture of all the Safeguarding Leads and are reminded that they may need to talk to them about their safety at home, in school and in the community.
- ELSA is offered to children that may be struggling with their emotions or behaviours, where they are provided with a nurturing environment and safe space to share any concerns, which will then be shared when necessary with teachers, SLT or safeguarding leads.

For more information around consent please visit: **Talk Consent**

- Specialist Consent Education for Schools



School Council's Best Behaviours!

- ✓ **Respect others at all times**
- ✓ **Look after friends and school property** - *Concern for Society*
- ✓ **Be grateful for your friends, teachers and opportunities**
- ✓ **Follow instructions given by all adults**
- ✓ **Be responsible for your choices and actions** - *Self Regulation*
- ✓ **Use your manners wherever you are**
- ✓ **Include everyone** - *Collaboration*
- ✓ **Think before you speak**
- ✓ **Play kindly and safely**
- ✓ **Try your best in everything you do**

❖ School Councillors have special stickers to reward children who follow these Best Behaviours

❖ There will be a weekly award for children who impress their School Councillor



The process for staff to follow when considering if a child is experiencing child on child abuse is set out in the school's behaviour policy under Stage 4 (see below) and in further detail under section 7.

Stage 4: Repeated Stage 3 incidents/Serious individual incidents and child on child abuse

Examples:

- Repetition of any stage 3 behaviour or prolonged stage 1 or 2 behaviours
- Racism (recorded separately on Racist Incident Log)
- Online safety incident (recorded separately on Online Safety Log)
- Aggressive behaviour towards each other/violence/fighting (may be exceptions for self-defence)
- Repeated swearing incidents
- Threatening another child
- Abuse or threats towards staff/serious challenges to authority
- **Child on child abuse:** bullying (including cyberbullying), physical abuse e.g. hitting, kicking, shaking, biting (this may include an online element which facilitates, threatens and/or encourages physical abuse), sexual harassment or violence (such as sexual comments, remarks, jokes and online sexual harassment, which may be standalone or part of a broader pattern of abuse),
- **Sexual violence/harassment:** It is important of this nature are captured and recorded in the child's own words and shared immediately with a DSL.

** Consequence: Logged on child's ABC, child on child incidents added to school log; parents informed and meeting arranged if necessary. Member of SLT (Mr Miracapillo, Mrs Fulton, Mr Goldhawk) to be informed and appropriate further action taken as necessary. The most serious incidents could lead to one or more of the following:*

- Behaviour Contract;
- Referral to 'Vulnerable Pupil Panel';
- Internal Exclusions;
- External Exclusions;
- Reduced peer contact
- Safeguarding Referrals to External agencies

When child on child abuse or Sexual Harassment/ Abuse concerns are passed onto Senior Leadership Team (SLT), they will be:

- Heard and Taken seriously- children will be made to feel believed and respected.
- Recorded – in the child's own words and immediately or as soon as possible; added

to the peer on peer log and / or CPOMS if

- Safeguarding threshold is met.
- Investigated – where appropriated both victim and perpetrator will be spoken to separately, ensuring the child's wishes and feelings are taken into consideration. Including speaking to staff members and anyone involved to get a clear picture.
- Reported- Inform parents, managed internally or where necessary include external agencies such as Children's Services and/or Police.
- Supported- Support for those involved will be offered/ considered; this may be within school (e.g. ELSA or adjustments in class/school) or referral for targeted support within the community.
- Lessons Learnt- A debrief and reflection; considering what could have been done differently and what was managed well, with any actions to take forward, will take place. Where appropriate and beneficial a debrief with other children affected by the child-on-child abuse will take place by an appropriate member of staff.

Upskirting Voyeurism (Offences) Act 2019

The Voyeurism (Offences) Act, which is commonly known as the Upskirting Act, came into force on 12th April 2019. Upskirting typically involves taking a picture under a person's clothing (not necessarily a skirt) without their permission or knowledge, with the intention of viewing their genitals or buttocks (with or without underwear) to obtain sexual gratification, or cause the victim humiliation, distress or alarm. It is a criminal offence. Anyone of any gender, can be a victim.

Private Fostering

The phrase 'private fostering' is often misunderstood. There is local authority fostering and fostering by private agencies. However, in law 'Private Fostering' is quite different.

From a safeguarding perspective, many private fostering arrangements are 'hidden' and, it appears, are rarely brought to the attention of local authorities, even though it is an offence not to inform them. The penalty for non-reporting is a maximum £5,000 fine, but it seems that convictions are extremely rare.

What is Private Fostering?

A private fostering arrangement is one that is made privately (without the involvement of a local authority (or a private sector agency)) 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 step-parents; it does not include great-aunts or uncles, great grandparents or cousins).

The local authority should be notified of the arrangement, at least six weeks before it starts and not to do so is a criminal offence.

Once the local authority has been notified, children's services have a duty to visit and speak to the child, the parent and the foster carer; and everyone in the foster carers household. Children's services will then undertake a range of suitability checks including DBS checks on everyone in the household over the age of 16.

[Sutton Local Safeguarding Children Partnership - Private Fostering
\(suttonlscp.org.uk\)](http://suttonlscp.org.uk)

Overseas Students

If an overseas student under the age of 16 (or under 18 if disabled) stays with a host for 28 days or more, there is a legal requirement for the host, guardianship agency, language school, agent, or other person or company involved in placing the student, to inform their local authority.

Breast Ironing

Breast Ironing is practiced in some African countries, notably Cameroon. Girls aged between 9 and 15 have hot pestles, stones or other implements rubbed on their developing breasts to stop them growing further. Breast Ironing is usually carried out by mothers or other women to protect girls from men. It is believed that the reason they carry out this procedure is to reduce the risk of sexual harassment, rape, kidnap and forced marriage. Indicators that Breast Ironing has been carried out are chest pains or other discomfort, changes in behaviour and fear of undressing.

Consent

Consent is about having the freedom and capacity to choose. Consent to sexual activity may be given to one sort of sexual activity but not another.

Consent can be withdrawn at any time during sexual activity and each time activity occurs

- a child under the age of 13 can never consent to any sexual activity
- the age of consent is 16
- Sexual intercourse without consent is Rape

For more information please visit: Talk Consent • Specialist Consent Education for Schools

Disguised Compliance

Parents who appear to cooperate to avoid professionals getting too close or asking too many questions. There is a tendency by professionals to confuse participation with cooperation. Indicators include parents that put little effort into making changes, limited improvement despite significant input, conflicting views of child and parent, parents align with certain professionals and only engage with part of the plan. The risks of disguised compliance are that cases may drift and lack focus, significant issues may be missed, risks may increase, cases may be closed too early and the child remains at risk of harm. It is important to keep an open mind, use an investigative approach and

effective questioning. As professionals we must look beyond the obvious.

Hidden Children

Children who do not attend school can become hidden, which means that we are less able to help and protect them. Some of these children may experience risks within their family, such as abuse and neglect. There may also be risks outside their family, such as radicalisation or exploitation. Protecting children from these external risks is known as contextual safeguarding. Children who do not attend school may be at further risk of not achieving their educational potential. They may not be able to access formal education or employment in the future if they have not gained recognised qualifications. They will also not benefit from the role that schools play in developing children's skills to participate fully and constructively in society.

So which children are we talking about?

1. Children not attending school nor on a school roll, including children who have been excluded both on a permanent or an informal basis and for whom no suitable alternative provision is arranged.
2. Children who fall under the heading 'educated at home', but may not be receiving effective, efficient and suitable education or any education. This includes some children who may not be known to their local authority (LA) or any agencies.
3. Children attending unregistered schools, sometimes under the guise of being electively home educated.
4. Children in alternative provision that is of insufficient quality or is not provided for the required hours.
5. Children without a school place in LAs in which the protocols are not working well enough for hard-to-place children.

Children and the court system

Children are sometimes required to give evidence in criminal courts, either for crimes committed against them or for crimes they have witnessed. There are two age appropriate guides to support children **5-11-year olds** and **12-17 year olds**.

The guides explain each step of the process, support and special measures that are available. There are diagrams illustrating the courtroom structure and the use of video links is explained.

Making child arrangements via the family courts following separation can be stressful and entrench conflict in families. This can be stressful for children. The Ministry of Justice has launched an online **child arrangements information tool** with clear and concise information on the dispute resolution service. This may be useful for some parents and carers.

Children with family members in prison

Approximately 200,000 children in England and Wales have a parent sent to prison each

year. These children are at risk of poor outcomes including poverty, stigma, isolation and poor mental health. The National Information Centre on Children of Offenders, **NICCO** provides information designed to support professionals working with offenders and their children, to help mitigate negative consequences for those children.

Children who are absent from education

All staff should be aware that children being absent from school or college, particularly repeatedly and/or for prolonged periods, and children missing education, can act as a vital warning sign of a range of safeguarding possibilities. This may include abuse and neglect, such as sexual abuse or exploitation and can also be a sign of child criminal exploitation including involvement in county lines. It may indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of female genital mutilation, so-called 'honour'-based abuse or risk of forced marriage. Early intervention is essential to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child going missing in future. It is important that staff are aware of their school's or college's unauthorised absence procedures and children missing education procedures.

Domestic Abuse

The Domestic Abuse Act 2021 received Royal Assent on 29 April 2021. The Act introduces the first ever statutory definition of domestic abuse and recognises the impact of domestic abuse on children, as victims in their own right, if they see, hear or experience the effects of abuse. The statutory definition of domestic abuse, based on the previous cross-government definition, ensures that different types of relationships are captured, including ex-partners and family members. The definition captures a range of different abusive behaviours, including physical, emotional and economic abuse and coercive and controlling behaviour. Under the statutory definition, both the person who is carrying out the behaviour and the person to whom the behaviour is directed towards must be aged 16 or over and they must be "personally connected" (as defined in section 2 of the 2021 Act).

Types of domestic abuse include intimate partner violence, abuse by family members, teenage relationship abuse and child to parent abuse. Anyone can be a victim of domestic abuse, regardless of sexual identity, age, ethnicity, socio-economic status, sexuality or background and domestic abuse can take place inside or outside of the home. The government has issued statutory guidance to provide further information for those working with domestic abuse victims and perpetrators, including the impact on children.

All children can witness and be adversely affected by domestic abuse in the context of their home life where domestic abuse occurs between family members. Experiencing domestic abuse can have a serious, long lasting emotional and psychological impact on children. In some cases, a child may blame themselves for the abuse or may have had to leave the family home as a result.

Young people can also experience domestic abuse within their own intimate relationships. This form of child-on-child abuse is sometimes referred to as 'teenage relationship abuse'. Depending on the age of the young people, this may not be recognised in law under the statutory definition of 'domestic abuse' (if one or both parties are under 16). However, as with any child under 18, where there are concerns about

safety or welfare, child safeguarding procedures should be followed and both young victims and young perpetrators should be offered support.

Advice on identifying children who are affected by domestic abuse and how they can be helped is available at:

Local domestic abuse services - sutton.gov.uk

Sutton DASS - Cranstoun

Not Alone in Sutton

Operation Encompass

In May 2024, the Victims and Prisoner's Act received Royal Assent. This places a statutory duty on all police forces in England and Wales to participate in Operation Encompass.

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 the police are called to an incident of domestic abuse, where there are children in the household who have experienced the domestic incident, the police will inform the key adult (usually the designated safeguarding lead (or a deputy)) 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 local authority 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.

Operation Encompass provides an advice and helpline service for all staff members from educational settings who may be concerned about children who have experienced domestic abuse. The helpline is available 8AM to 1PM, Monday to Friday on 0204 513 9990 (charged at local rate).

Operation Encompass is currently under review in Sutton.

Advice on identifying children who are affected by domestic abuse and how they can be helped is available at:

Transform Sutton - 020 8092 7569 / transformsutton@cranstoun.org.uk

[Not Alone in Sutton](#)

National Domestic Abuse Helpline

Refuge runs the National Domestic Abuse Helpline, which can be called free of charge and in confidence, 24 hours a day on 0808 2000 247. Its website provides guidance and support for potential victims, as well as those who are worried about friends and loved ones. It also has a form through which a safe time from the team for a call can be booked.

Additional advice on identifying children who are affected by domestic abuse and how they can be helped is available at:

- **NSPCC - UK domestic-abuse Signs Symptoms Effects;**
- **Refuge what is domestic violence/effects of domestic violence on children;**
- **Safe Young Lives: Young people and domestic abuse | Safelives;**
- **Domestic abuse: specialist sources of support - GOV.UK**
(www.gov.uk) (includes information for adult victims, young people facing abuse in their own relationships and parents experiencing child to parent violence/abuse);
- **Home: Operation Encompass** (includes information for schools on the impact of domestic abuse on children).

Homelessness

Being homeless or being at risk of becoming homeless presents a real risk to a child's welfare. The designated safeguarding lead (and any deputies) should be aware of contact details and referral routes into the Local Housing Authority so they can raise/progress concerns at the earliest opportunity. Indicators that a family may be at risk of homelessness include household debt, rent arrears, domestic abuse and anti-social behaviour, as well as the family being asked to leave a property. Whilst referrals and/or discussion with the Local Housing Authority should be progressed as appropriate, and in accordance with local procedures, this does not, and should not, replace a referral into local authority children's social care where a child has been harmed or is at risk of harm.

The Homelessness Reduction Act 2017 places a new legal duty on English councils so that everyone who is homeless or at risk of homelessness will have access to meaningful help including an assessment of their needs and circumstances, the development of a personalised housing plan, and work to help them retain their accommodation or find a new place to live. The following factsheets usefully summarise the new duties: **Homeless Reduction Act Factsheets**. The new duties shift the focus to early intervention and encourages those at risk to seek support as soon as possible, before they are facing a homelessness crisis.

In most cases school and college staff will be considering homelessness in the context of children who live with their families, and intervention will be on that basis. However, it should also be recognised in some cases 16- and 17-year-olds could be living independently from their parents or guardians, for example through their exclusion from the family home, and will require a different level of intervention and support. Local authority children's social care will be the lead agency for these children and the designated safeguarding lead (or a deputy) should ensure appropriate referrals are made based on the child's circumstances. The Department for Levelling Up, Housing and Communities have published joint statutory guidance on the provision of accommodation for 16 and 17 year olds who may be homeless and/or require accommodation.

Fabricated or Induced Illness

Fabricated or induced illness (FII) is a rare form of child abuse. It occurs when a parent or carer, usually the child's biological mother, exaggerates or deliberately causes symptoms of illness in the child.

Adverse Childhood Experiences (ACEs)

1 in 3 diagnosed mental health conditions in adulthood are directly related to adverse childhood experiences. ACEs can include maltreatment, violence and coercion, adjustment, prejudice, family adversity, inhumane treatment, adult responsibilities and bereavement and survivorship. If you have witnessed or experienced any of the following before the age of 18 you have suffered an adverse childhood experience: domestic violence, sexual abuse, alcohol abuse, physical abuse, parental separation, drug abuse, verbal abuse, mental ill-health or imprisonment.

Protective factors:

1. Positive and supportive family
2. Safe relationships with peers
3. Access to a supportive community
4. Ability to regulate emotions
5. Acquisition of problem-solving skills
6. Compassionate, professional response
7. Early intervention from services
8. Trauma-informed systems

When talking to someone who has suffered an ACE, don't ask, what is wrong with you? But, what has happened to you?

Trauma and Attachment

A significant number of children are exposed to traumatic life events. A traumatic event is one that threatens injury, death, or the physical integrity of self or others and also causes fear, terror, or helplessness at the time it occurs. Traumatic events include sexual abuse, physical abuse, domestic violence, community and school violence, medical trauma, car accidents, acts of terrorism, war experiences, natural and human-made disasters, suicides, and other traumatic losses.

If a child has experienced trauma they are likely to develop other related behaviours.

These include:

1. the development of new fears
2. separation anxiety (particularly in young children)
3. sleep disturbance, nightmares
4. sadness
5. loss of interest in normal activities
6. reduced concentration
7. decline in schoolwork
8. anger
9. somatic complaints
10. Irritability

Contextual Safeguarding

All staff, but especially the designated safeguarding lead (and deputies) should consider whether children are at risk of abuse or exploitation in situations outside their families. Extra-familial harms take a variety of different forms and children can be vulnerable to multiple harms including (but not limited to) sexual abuse (including harassment and exploitation), domestic abuse in their own intimate relationships (teenage relationship abuse), criminal exploitation, serious youth violence, county lines, and radicalisation.

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. Parents and carers have little influence over these contexts, and young people's experiences of extra-familial abuse can undermine parent-child relationships.

Therefore, children's social care practitioners, child protection systems and wider safeguarding partnerships need to engage with individuals and sectors who do have influence over/within extra-familial contexts, and recognise that assessment of, and intervention with, these spaces are a critical part of safeguarding practices. Contextual Safeguarding, therefore, expands the objectives of child protection systems in recognition that young people are vulnerable to abuse beyond their front doors.

All staff should be aware that safeguarding incidents and/or behaviours can be associated with factors outside the school or college and/or can occur between children outside of these environments. All staff but especially the designated safeguarding lead (and deputies) should consider whether children are at risk of abuse or exploitation in situations outside of their families. Extra-familial harms take a variety of different forms and children can be vulnerable to multiple harms including (but not limited to) sexual exploitation, criminal exploitation, and serious youth violence.

To access Sutton's Safeguarding Adolescents Protocol, please click on the link below:

[Sutton Local Safeguarding Children Partnership - LSCP Protocols \(suttonlscp.org.uk\)](https://suttonlscp.org.uk)

To access Sutton's NEET Protocol, please click on the link below:

[Sutton Local Safeguarding Children Partnership - LSCP Protocols \(suttonlscp.org.uk\)](https://suttonlscp.org.uk)

For further information:

[Contextual Safeguarding Research Durham University](https://www.durham.ac.uk/contextual-safeguarding-research/)

Serious Violence

There are a number of indicators, which may signal children are at risk from, or are involved with, serious violent crime. These may include:

- Increased absence from school;
- A change in friendships or relationships with older individuals or groups;
- A significant decline in performance;
- Signs of self-harm or a significant change in wellbeing, or signs of assault or unexplained injuries;
- Unexplained gifts or new possessions could also indicate that children have been approached by, or are involved with, individuals associated with criminal networks or gangs and may be at risk of criminal exploitation.
- The likelihood of involvement in serious violence may be increased by factors such as:
 - Being male;
 - Having been frequently absent or permanently excluded from school;
 - Having experienced child maltreatment and having been involved in offending, such as theft or robbery.

A fuller list of risk factors can be found in the Home Office's **Serious Violence Strategy**.

Professionals should also be aware that violence can often peak in the hours just before or just after school, when pupils are travelling to and from school. These times can be particularly risky for young people involved in serious violence.

Advice for schools and colleges is provided in the Home Office's **Criminal exploitation of children and vulnerable adults: county lines** guidance. The **Youth Endowment Fund (YEF) Toolkit** sets out the evidence for what works in preventing young people from becoming involved in violence.

Home Office funded Violence Reduction Units (VRU) operate in the 20 police force areas across England and Wales that have the highest volumes of serious violence, as measured by hospital admissions for injury with a sharp object. A list of these locations can be found **here**. As the strategic co-ordinators for local violence prevention, each VRU is mandated to include at least one local education representative within their Core Membership group, which is responsible for setting the direction for VRU activity. Schools and educational partners within these areas are encouraged to reach out to their local VRU, either directly or via their education Core Member, to better ingrain partnership working to tackle serious violence across local areas and ensure a joined up approach to young people across the risk spectrum.

The Police, Crime, Sentencing and Courts Act will introduce early in 2023 a new duty on a range of specified authorities, such as the police, local government, youth offending teams, health and probation services, to work collaboratively, share data and information, and put in place plans to prevent and reduce serious violence within their local communities. Educational authorities and prisons/youth custody authorities will be under a separate duty to co-operate with core duty holders when asked, and there will be a requirement for the partnership to consult with all such institutions in their area.

The Duty is not intended to replace or duplicate existing safeguarding duties. Local partners may choose to meet the requirements of the Duty through existing multi-agency structures, such as multi-agency safeguarding arrangements, providing the correct set of partners are involved.

Sexual violence and sexual harassment between children in schools and colleges

Sexual violence and sexual harassment can occur between two children of any age and sex from primary to secondary stage and into colleges. It can also occur online. It can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children.

Children who are victims of sexual violence and sexual harassment will likely find the experience stressful and distressing. This will, in all likelihood, adversely affect their educational attainment and will be exacerbated if the alleged perpetrator(s) attends the same school or college. Sexual violence and sexual harassment exist on a continuum and may overlap, they can occur online and face to face (both physically and verbally) and are never acceptable.

It is essential that **all** victims are reassured 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 sexual violence or sexual harassment. Nor should a victim ever be made to feel ashamed for making a report.

Any allegation of sexual violence and sexual harassment will be dealt with timely and robustly, and recorded in our sexual violence and harassment log. The Designated Safeguarding Lead will investigate the matter promptly with the child(ren) involved, and inform parents and relevant agencies as appropriate.

Child abduction and community safety incidents

Child abduction is the unauthorised removal or retention of a minor from a parent or anyone with legal responsibility for the child. Child abduction can be committed by parents or other family members; by people known but not related to the victim (such as neighbours, friends and acquaintances); and by strangers. Other community safety incidents in the vicinity of a school can raise concerns amongst children and parents, for example, people loitering nearby or unknown adults engaging children in conversation. As children get older and are granted more independence (for example, as they start walking to school on their own) it is important they are given practical advice on how to keep themselves safe. Many schools provide outdoor-safety lessons run by teachers or by local police staff. It is important that lessons focus on building children's confidence and abilities rather than simply warning them about all strangers. Further information is available at: www.actionagainstabduction.org and www.clevernevergoes.org.

For more information and support please visit:

Lucy Faithfull Foundation - Preventing child sexual abuse Home - Shore

Modern Slavery and the National Referral Mechanism

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.

Further information on the signs that someone may be a victim of modern slavery, the support available to victims and how to refer them to the NRM is available in Statutory Guidance: **Modern slavery: how to identify and support victims - GOV.UK**.

Cyber Crime

Cybercrime is criminal activity committed using computers and/or the internet. It is broadly categorised as either 'cyber-enabled' (crimes that can happen off-line but are enabled at scale and at speed on-line) or 'cyber dependent' (crimes that can be committed only by using a computer). Cyber-dependent crimes include:

- Unauthorised access to computers (illegal 'hacking'), for example accessing a school's computer network to look for test paper answers or change grades awarded;
- 'Denial of Service' (Dos or DDoS) attacks or 'booting'. These are attempts to make a computer, network or website unavailable by overwhelming it with internet traffic from multiple sources; and
- Making, supplying or obtaining malware (malicious software) such as viruses, spyware, ransomware, botnets and Remote Access Trojans with the intent to commit further offence, including those above.

Children with particular skills and interest in computing and technology may inadvertently or deliberately stray into cyber-dependent crime.

If there are concerns about a child in this area, the designated safeguarding lead (or a deputy), should consider referring into the **Cyber Choices** programme. This is a nationwide police programme supported by the Home Office and led by the National Crime Agency, working with regional and local policing. It aims to intervene where young people are at risk of committing, or being drawn into, low-level cyber-dependent offences and divert them to a more positive use of their skills and interests.

Note that **Cyber Choices** does not currently cover 'cyber-enabled' crime such as fraud, purchasing of illegal drugs on-line and child sexual abuse and exploitation, nor other areas of concern such as on-line bullying or general on-line safety.

Additional advice can be found at: **Cyber Choices**, and **National Cyber Security Centre - NCSC.GOV.UK**.

Online Safety – New risks (misinformation, disinformation, conspiracy)

KCSIE 2025 now treats misinformation, disinformation (including fake news), and conspiracy theories as formal categories of safeguarding risks under Online Sa

Generally accepted definitions:

- Misinformation: false/inaccurate information spread without intent to deceive.
- Disinformation: false/misleading information spread deliberately to deceive.
- Conspiracy theories: speculative narratives asserting secret plots by powerful groups without credible evidence.

Urban Exploring

Urban exploring, also known as urbex, is the exploration of man-made structures, particularly abandoned or derelict ones, often with a focus on photography and historical documentation. It involves venturing into places that are typically off-limits, sometimes

requiring trespassing. While it can be a thrill and a way to explore, it is important to be aware of the potential risks, including safety hazards and legal consequences.

(Please refer to Annex B of KCSIE, 2025 for further information and links to resources and support)

Appendix B

Section 34: Mental Health Definitions

Schools and colleges have an important role to play in supporting the mental health and wellbeing of their pupils. All staff should be aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. Governing bodies and proprietors should ensure they have clear systems and processes in place for identifying possible mental health problems, including routes to escalate and clear referral and accountability systems (KCSIE, 2024).

Anxiety

Anxiety problems can significantly affect a child's ability to develop, to learn or to maintain and sustain friendships.

Children and young people may feel anxious for several reasons – for example because of worries about things that are happening at home or at school, or because of a traumatic event. Symptoms of anxiety include feeling fearful or panicky, breathless, tense, fidgety, sick, irritable, tearful or having difficulty sleeping. If they become persistent or exaggerated, then specialist help, and support will be required.

Clinical professionals refer to several diagnostic categories:

- Generalised anxiety disorder (GAD) – a long-term condition which causes people to feel anxious about a wide range of situations and issues, rather than one specific event;
- Panic disorder – a condition in which people have recurring and regular panic attacks, often for no obvious reason;
- Obsessive-Compulsive Disorder (OCD) – a mental health condition where a person has obsessive thoughts (unwanted, unpleasant thoughts, images or urges that repeatedly enter their mind, causing them anxiety) and compulsions (repetitive behaviour or mental acts that they feel they must carry out to try to prevent an obsession coming true);
- Specific phobias – the excessive fear of an object or a situation, to the extent that it causes an anxious response, such as panic attack;
- Separation Anxiety Disorder (SAD) – worry about being away from home or about being far away from parents/carers, at a level that is much more than normal for the child's age;
- Social Phobia – intense fear of social or performance situations;
- Agoraphobia – a fear of being in situations where escape might be difficult, or help wouldn't be available if things go wrong

The school will follow the Sutton Self-Harm protocol in responding to concerns about self-harm:

Sutton Local Safeguarding Children Partnership - LSCP Protocols (suttonlscp.org.uk)

Depression

Feeling low or sad is a common feeling for children and adults, and a normal reaction to experiences that are stressful or upsetting. When these feelings dominate and interfere with a person's life, it can become an illness.

Depression can significantly affect a child's ability to develop, to learn or to maintain and sustain friendships.

Clinicians making a diagnosis of depression will generally use the categories major depressive disorder (MDD – where the person will show a number of depressive symptoms to the extent that they impair work, social or personal functioning) or dysthymic disorder (DD – less severe than MDD, but characterised by a daily depressed mood for at least two years).

Hyperkinetic Disorders

(e.g. disturbance of activity and attention)

Although many children are inattentive, easily distracted or impulsive, in some children these behaviours are exaggerated and persistent, compared with other children of a similar age and stage of development. When these behaviours interfere with a child's family and social functioning and with progress at school, they become a matter for professional concern.

Attention Deficit Hyperactivity Disorder (ADHD) is a diagnosis used by clinicians. It involves three characteristic types of behaviour – inattention, hyperactivity and impulsivity. Whereas some children show signs of all three types of behaviour (this is called 'combined type' ADHD), other children diagnosed show signs only of inattention or hyperactivity/impulsiveness.

Hyperkinetic disorder is another diagnosis used by clinicians. It is a more restrictive diagnosis but is broadly like severe combined type ADHD, in that signs of inattention, hyperactivity and impulsiveness must all be present. These core symptoms must also have been present before the age of seven and must be evident in two or more settings.

Attachment disorders

Attachment is the affectionate bond children have with special people in their lives that lead them to feel pleasure when they interact with them and be comforted by their nearness during times of stress. Researchers generally agree that there are four main factors that influence attachment security: opportunity to establish a close relationship with a primary caregiver; the quality of caregiving; the child's characteristics; and the family context. Secure attachment is an important protective factor for mental health later in childhood, while attachment insecurity is widely recognised as a risk factor for the development of behaviour problems

Eating disorders

The most common eating disorders are anorexia nervosa and bulimia nervosa. Eating disorders can emerge when worries about weight begin to dominate a person's life. Someone with anorexia nervosa worries persistently about being fat and eats very little. They lose a lot of weight and if female, their periods may stop. Someone with bulimia nervosa also worries persistently about weight. They alternate between eating very little, and then bingeing. They vomit or take laxatives to control their weight. Both eating disorders affect girls and boys but are more common in girls.

Self-harm

Self-harm is a serious public health problem and is the reason behind many admissions to accident and emergency departments every year. Self-harm and suicidal threats by a child/young person put them at risk of significant harm and should always be taken seriously and responded to without delay.

Common examples of deliberate self-harm include 'overdosing' (self-poisoning), hitting, cutting or burning oneself, pulling hair or picking skin, or self-strangulation. The clinical definition includes attempted suicide, though some argue that self-harm only includes actions which are not intended to be fatal. It can be a coping mechanism, a way of inflicting punishment on oneself and a way of validating the self or influencing others.

Self-harming is NOT attention seeking behaviour, it is attention NEEDING behaviour.

The school will follow the Sutton Self-Harm protocol in responding to concerns about self-harm: [Sutton Local Safeguarding Children Partnership - LSCP Protocols \(suttonlscp.org.uk\)](https://www.suttonlscp.org.uk)

Post-traumatic stress

If a child experiences or witnesses something deeply shocking or disturbing they may have a traumatic stress reaction. This is a normal way of dealing with shocking events and it may affect the way the child thinks, feels and behaves. If these symptoms and behaviours persist, and the child is unable to come to terms with what has happened, then clinicians may make a diagnosis of post-traumatic stress disorder (PTSD).

Section 35: Sexual violence and sexual harassment

The school will follow the guidance in 'Keeping Children Safe in Education' (DfE, September 2025): **Responding to reports of sexual violence and sexual harassment.** **All school staff** should be aware that students may not feel ready or know how to tell someone that they are being abused, exploited, or neglected, and/or they may not recognise their experiences as harmful. For example, they may feel embarrassed, humiliated, or being threatened. This could be due to their vulnerability, disability and/or sexual orientation or language barriers. This should not prevent staff from having a professional curiosity and speaking to the DSL if they have concerns about a child. It is also important that staff determine how best to build trusted relationships with children and young people which facilitate communication.

All school staff, but especially the designated safeguarding lead (and deputies) should consider whether children are at risk of abuse or exploitation in situations outside their families. Extra-familial harms take a variety of different forms and children can be vulnerable to multiple harms including (but not limited to) sexual abuse (including harassment and exploitation), domestic abuse in their own intimate relationships (teenage relationship abuse), criminal exploitation, serious youth violence, county lines, and radicalisation.

Sexual violence and sexual harassment can occur between two children of any age and sex from primary to secondary stage and into colleges. It can also occur online. It can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children.

Children who are victims of sexual violence and sexual harassment will likely find the experience stressful and distressing. This will, in all likelihood, adversely affect their educational attainment and will be exacerbated if the alleged perpetrator(s) attends the same school or college. Sexual violence and sexual harassment exist on a continuum and may overlap, they can occur online and face to face (both physically and verbally) and are never acceptable.

It is essential that **all** victims are reassured 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 sexual violence or sexual harassment. Nor should a victim ever be made to feel ashamed for making a report.

Any allegation of sexual violence and sexual harassment will be dealt with timely and robustly, and recorded in our sexual violence and harassment log. The Designated Safeguarding Lead will investigate the matter promptly with the child(ren) involved, and inform parents and relevant agencies as appropriate.

Section 36: Designated Staff Information

Name of school: Westbourne Primary School

Designated Safeguarding Leads: Claire Mills & Daniel Miracapillo

Deputy Safeguarding Leads: Alison Fulton, Paul Goldhawk, Zoe Aves, Sarah Downey

Trustee for Child Protection and Looked after Children: Ed Prothero

Deputy Trustee for Child Protection and Looked after Children: Jane Way

Section 37: Key Contacts

childrensfirstcontactservice@sutton.gov.uk

Social Care - Out of Hours – Emergency Duty Team – 0208 770 5000

Sutton Local Safeguarding Children's Partnership: 020 8770 4879
suttonlscp@sutton.gov.uk

Website: www.suttonlscp.org.uk

Sutton LA LADO (Local Authority Designated Officer – complaints against staff) –
0208 770 4776 (LADO@sutton.gov.uk)

**Please refer to the Sutton Contact Sheet for individual contact details
(Professionals working in Sutton only).**

For escalation procedures, please click on the link below:

[Sutton Local Safeguarding Children Partnership - LSCP Policy & Practice
\(suttonlscp.org.uk\)](http://suttonlscp.org.uk)

[Escalation Process – Cognus](#)

For the Sutton CFCS Operating Protocol which includes guidance on what to do in
relation to a serious incident or child death, please click on the link below:

[cfcs-operating-protocol-2024.pdf](#)

General Contacts:

- Ofsted 0300 123 1231
- Ofsted whistle blowing line – 0300 123 3155
- Police 999
- NSPCC 0808 8005000
- NSPCC whistle blowing helpline number – 0800 028 0285
- ChildLine 0800 11 11

Section 38: In the event of an extended school closure due to exceptional circumstances

In the event of an extended school closure due to exceptional circumstances

The way in which the school can operate in response to an extended school closure due to exceptional circumstances is fundamentally different to 'business as usual'. However, a number of important safeguarding principles will remain the same:

- the best interests of children must always continue to come first
- if anyone in a school has a safeguarding concern about any child they should continue to act and act immediately
- a DSL or deputy should be available
- it is essential that unsuitable people are not allowed to enter the children's workforce and/or gain access to children
- children should continue to be protected when they are online

This means that the school will continue to implement these Child Protection Policy and Procedures as we have always done.

We will also be mindful that an extended school closure will impact on our interaction with students.

As when the school is open, safeguarding concerns must be reported immediately - verbally in the first instance and then followed up with an e-mail. Do not assume that sending an e-mail means it has been read.

Staff will only use agreed platforms and work e-mail addresses to communicate with students (in line with the school's Remote Learning Policy). Any communications must be professional. Staff will continue to follow the school's Staff ICT Acceptable Use Policy. In practice, this means:

- If you are on camera, you must be appropriately dressed, and in an appropriate area against a neutral background (no personal information should be seen). Staff should not be seen on camera from a bedroom. There should be no confidential items on display. Please note use of cameras for live lessons should be kept to a minimum.
- Language must be professional and appropriate, including any of your family members in the background.
- Be mindful of who else may be in the background or listening to the lesson in the student's home.
- Lessons must be set in line with the school timetable – and any contact with students should be during school hours unless this has been otherwise agreed with SLT.
- If students are not fully dressed, they should be removed from the lesson.
- There should be no 1:1 remote meetings with students – without prior agreement of the Headteacher or DSL.

- When presenting to the class, take care to ensure you only share information appropriate to the lesson – particularly if you have other screens open simultaneously.
- Live lessons should **not** be recorded.
- Any breaches should be reported to the Headteacher or DSL immediately.

This also has implications for students accessing the learning as well. In particular:

- Only use SMHW, Microsoft Teams and work e-mail addresses to communicate with staff.
- If you are on camera, you must be appropriately dressed. If not, you will be removed from the lesson.
- Language must be appropriate, including any of your family members in the background.
- Live lessons should **not** be recorded or shared in any way.

In the event of an extended school closure due to exceptional circumstances, the school will:

- Follow any national and local statutory guidance and advice
- Communicate with parents and carers on a regular basis ensure that they are signposted to appropriate support and advice
- Communicate with students and ensure that they are signposted to appropriate support and advice.

