

**Safeguarding and Child Protection Policy**  
**Coton Green Primary School**

2023/24



<b>Author/Contact:</b>	Trust Safeguarding Leads Email: <a href="mailto:safeguarding@atlp.org.uk">safeguarding@atlp.org.uk</a>	
<b>Document Reference:</b>	Arthur Terry Learning Partnership Safeguarding and Child Protection Policy	
<b>Version</b>		
<b>Status</b>	Draft	
<b>Related ATLP policies</b>	Safer Recruitment Whistle Blowing Staff Conduct Supervision Supporting students with Medical Conditions First Aid SEND GDPR EYFS Online safety Acceptable Use of IT Educational Visits Allegations of Abuse against Staff Policy /low level concerns RSE Primary RSE Secondary Lone working /home visits Intimate Care Attendance	
<b>Related individual school policies</b>	Behaviour Policy Anti-bullying Policy Split parent policy Health and safety policy	
<b>Review Date</b>	July 2024	
<b>Approved/Ratified By</b>	Trust Board	DATE 18/9/23

## Table of Contents

1. Statement of Intent .....	5
2. Legal framework .....	7
3. Overall aims .....	8
4. Roles and Responsibilities in the recognition of needs, harm and abuse .....	8
4.1 All Staff.....	8
4.2 Members of The Trust Board .....	110
4.3 School leaders.....	11
4.4 Safeguarding Advocates.....	11
4.5 The Role of Designated Safeguarding Lead . .....	12
5. Our Role in Preventing abuse .....	14
6. What we will do when we are concerned .....	16
7. Types of abuse and neglect .....	17
8. Our role in Preventing radicalisation .....	21
9. Responding to an allegation/ concern about a staff member, including supply staff, other staff, volunteers and contractors .....	22
10. Local arrangements and useful contacts .....	23
11. Useful contacts applicable to ATLP Schools.....	23
Appendices .....	25
Appendix One: Key Procedures – Responding to concerns about a child.....	26
Appendix Two: Responding to concerns about a staff member, volunteer or supply teacher flowchart .....	27
Appendix Three: Child-on-child sexual harassment and sexual violence .....	28
1. Guiding principles .....	28
2. Definitions .....	29
3. Responding to reports and concerns of sexual violence and/or sexual harassment between children.....	30
4. Scenario considerations .....	33
5. Reporting to the Police .....	34
6. Referring to Children’s Social care .....	34
7. Working with our parents and carers .....	35
8. Sanctions.....	36
9. Post-Incident Management .....	36
10. Safety planning/Risk assessment .....	36

11. Unsubstantiated, unfounded, false or malicious reports.....	38
12. Supporting all students.....	38
Appendix Four: Acronyms used within the policy.....	39
Appendix Five: The Police and Criminal Evidence Act (1984) – Code C.....	40
Appendix Six: Lead contacts for within the ATLP.....	43
Appendix Seven: Additional support and guidance .....	46

**This policy relates to all schools within the Arthur Terry Learning Partnership (ATLP).** The term ‘schools’ is used to refer to any school or school within the ATLP. The phrase headteacher also relates to heads of school.

Where this policy uses the term ‘staff’ or ‘we’, the policy refers collectively to all employees in the Trust, as well as agency workers, self-employed contractors and governance representatives (i.e., trustees, advocates and members).

# 1. Statement of Intent

1.1 Coton Green Primary School (CGPS) is committed to safeguarding and promoting the physical, mental and emotional welfare of every student. Safeguarding arrangements at CGPS are underpinned by four key principles:

- i) Safeguarding is everyone's responsibility: all staff, trustees, advocates, and volunteers must know and fulfil their responsibility to keep children safe. We have a safeguarding-first approach. This means ensuring that safeguarding and child protection are at the forefront of all our policies and processes. We always intentionally seek to operate in the best interests of the child.
- ii) Children are at the heart of everything we do. We seek to understand the needs and views of children. We recognise the importance of enabling children to talk openly about anything that worries them. Children should feel confident that they will be listened to. They should know how to report and disclose abuse or harm.
- iii) We strive to build strong relationships with parents and carers and the wider community. We seek to know children and their families and understand their concerns so we can address them and remove any barriers to learning, attendance, good behaviour and participation. Our aim is that all our children and families experience equity, understanding, belonging and love.
- iv) Together we are stronger. We support and challenge each other to make the best decisions for children and to improve our practice where we can. We seek to build a highly trained workforce and to improve our training and knowledge continually.

1.2 This policy sets out a clear and consistent framework for delivering this statement of intent. It complies with the relevant statutory guidance. It will be achieved by:

- ensuring that members of the trust board, advocates, the headteacher/head of school and all staff understand their responsibilities as detailed in safeguarding legislation and statutory guidance, are alert to the signs of child abuse, and know to refer concerns to the DSL.
- teaching students how to keep safe and make informed choices.
- identifying and making provision for any student that has been subject to, or is at risk of, abuse, neglect, or exploitation.
- creating a culture of safer recruitment by adopting procedures that help deter, reject or identify people who might pose a risk to children and only appointing staff when all checks have been completed.

1.3 This policy **does not reiterate** extensive sections of statutory guidance. **It must be read** in conjunction with the statutory guidance [Keeping Children Safe in Education](#)

[\(KCSIE\) 2023](#) and [‘Working together to safeguard children’ \(2023\)](#). This policy contains additional guidance for ATLP staff.

- 1.4 We have created additional capacity in our trust to build our safeguarding expertise, ensuring we have strong strategic oversight of safeguarding underpinned by local and contextual expertise. These arrangements are set out below:

<b>Trust safeguarding lead</b>	<b>Amanda Caldecott South</b>	<b>Louise Davies North</b>	<b>Sue Bailey Central</b>
<b>Secondary schools</b>	Stockland Green	Nether Stowe	The Bridge
	Arthur Terry	Coleshill	John Wilmott
		West Coventry Academy	
<b>Hub safeguarding lead(s)</b>	<b>Jaz Khan and Sarah Long</b>	<b>Ceri Cox</b>	<b>Annie Hodgetts</b>
<b>Primary schools</b>	Osborne	St Michaels	William McGregor
	Brookvale	St Chads	Coton Green
	Slade	Greysbrooke	Two Gates
	Mere Green	Scotch Orchard	Curdworth
		Anna Seward	Hill West

- 1.5 Staff will follow the procedures set out by the local safeguarding partnership in the areas in which their schools are situated or where the student resides. For our schools this includes West Midlands Safeguarding Procedures as well as the procedures of Staffordshire Children’s Safeguarding Board.
- 1.6 Key contacts (see also section 10):  
 Headteacher/head of school: Richard Osborne  
 Lead designated safeguarding lead (LDL): Richard Osborne  
 Deputy DSL: Vicki Eccles (DHT), Jayne Tanner (AHT), Annia Pegg (KS1 pastoral), Julie Shipman (KS2 Pastoral), Miss Gemma Coton (EYFS lead) – pending training.  
 HUB DSL: Annie Hodgetts  
 Attendance officer: Jodie Ealing (office manager), Vicki Eccles (DHT)  
 Safeguarding advocate: Gareth Astle  
 Designated Teacher for Looked After Children: Richard Osborne  
 Mental Health Lead: Vicky Eccles
- 1.7 Coton Green Primary School is part of The Arthur Terry Learning Partnership (ATLP) made up of 21 schools covering Staffordshire, Birmingham, Coventry and Warwickshire.
- 1.8 The ATLP has an overarching policy that ensures that Coton Green Primary School has a strong safeguarding culture.

- 1.9 As such Coton Green Primary School has adapted the processes described in The ATLP policy to match their specific contextual situation. However, the core principles represented in this policy remain the same for all ATLP schools.

## 2. Legal framework

- 2.1 This policy is based on the Department for Education's statutory guidance Keeping Children Safe in Education (2023), Working Together to Safeguard Children (2018) and the Governance Handbook. We will comply with this guidance and the arrangements agreed and published by the relevant local safeguarding boards. This policy has due regard to the latest edition of the relevant legislation and statutory guidance including, but not limited to, the following:

### 2.2 Legislation and Statutory guidance.

- [Children Act 1989](#)
- [Sexual Offences Act 2003](#)
- [Female Genital Mutilation Act 2003](#)
- [Children Act 2004](#)
- [Human Rights Act 1998 \(legislation.gov.uk\)](#)
- [Safeguarding Vulnerable Groups Act 2006](#)
- [Apprenticeships, Skills, Children and Learning Act 2009](#)
- [Equality Act 2010 Public sector equality duty](#)
- [The Education \(School Teachers' Appraisal\) \(England\) Regulations 2012](#)
- [Anti-social Behaviour, Crime and Policing Act 2014](#)
- [Counterterrorism and Security Act 2015](#)
- [The Data Protection Act -\)](#)
- [The Childcare \(Disqualification\) and Childcare \(Early Years Provision Free of Charge\) \(Extended Entitlement\) \(Amendment\) Regulations 2018](#)
- [Voyeurism \(Offences\) Act 2019](#)
- Domestic Abuse Act 2021
- Marriage and Civil Partnership (Minimum Age) Act 2022
- Police and Criminal Evidence Act (1984) – Code C
- The Prevent duty: safeguarding learners vulnerable to radicalisation.
- DfE (2018) 'Disqualification under the Childcare Act 2006'
- HM Government (2020) 'multi-agency statutory guidance on female genital mutilation'
- HM Government (2021) 'Channel Duty Guidance: Protecting people vulnerable to being drawn into terrorism'.
- [Multi-agency statutory guidance for dealing with forced marriage and multi-agency practice guidelines: Handling cases of forced marriage .](#)
- Working together to improve school attendance GOV.UK.

### 2.3 Non-statutory guidance

- [Child abuse concerns: guide for practitioners - GOV.UK](#)
- [Child sexual exploitation: definition and guide for practitioners - GOV.UK](#)
- [Criminal exploitation of children and vulnerable adults: county lines - GOV.UK](#)
- [Information sharing advice for safeguarding practitioners - GOV.UK](#)
- [Mental health and behaviour in schools - GOV.UK Department for Education \(publishing.service.gov.uk\)](#)
- [Sharing nudes and semi-nudes: advice for education settings working with children and young people - GOV.UK](#).
- [Teachers' standards - GOV.UK Recruit teachers from overseas](#)

### 3. Overall aims

- 3.1 This policy will contribute to the protection and safeguarding of all our students by ensuring that all staff are made aware of their safeguarding responsibilities, vigilant to the needs of our children and follow the procedures set out in the documents named in this policy to keep children safe.
- 3.2 This policy extends to any establishment we commission to deliver education to our students on our behalf including alternative provision settings.

### 4. Roles and Responsibilities in the recognition of needs, harm and abuse

#### 4.1 All staff at Coton Green Primary School must recognise, respond, record/report their concerns

##### **Recognise**

Everyone working with children should be able to recognise the signs of possible abuse and neglect. It is not adequate to wait for disclosure as the primary means of detecting child abuse. Children may not feel ready to disclose. They may not know how to tell someone that they are being abused, exploited, or neglected. They may not recognise their experiences as harmful. Therefore, the recognition and identification of signs of potential abuse forms part of our continuous professional development. It is the duty of all staff to show professional curiosity and follow up their concerns, however small.

##### **Respond**

All adults working in the Trust are 'trusted adults' and are expected to be emotionally available to children - a crucial aspect of our safeguarding culture. We will not ignore harmful behaviours or actions. We will respond appropriately to concerns and disclosures of abuse from children.



## Record/Report

It is our duty to record first-hand, in writing, any concerns and disclosures about or by children. This will be done promptly and securely using MyConcern and in line with the guidance issued by the ATLP. Additional guidance can be found in the ATLP MyConcern toolkit. All staff are expected to have read and understood the section on receiving disclosures in KCSiE 2023 and to follow this guidance. Staff will be supplied with log-in details for MyConcern and are expected to make appropriate use of the system. A limited group of staff, i.e., central team members and some school support roles do not have access to MyConcern. These staff are required to report any concerns immediately to a DSL which shall be followed up in writing.

In cases of serious risk or harm to a child, an immediate, verbal alert to the DSL is required.

**All Coton Green Primary School staff, including volunteers must read Part 1 and Annex B of KCSiE (September 2023).** In addition, the ATLP expects all staff to read Part 4 (Allegations against staff). All staff must sign to say that they have read and understood these documents on an annual basis.

In addition, staff are expected to:

- provide a safe environment in which all children can learn;
- keep themselves up to date with the systems within the school which support safeguarding;
- raise any safeguarding concerns with the DSL. If at any point, there is a risk of immediate serious harm to a child a referral should be made to children's social care immediately;
- be aware that they may be asked to support social workers to take decisions about individual children;
- complete a formal written safeguarding concern on MyConcern or equivalent, immediately, always on the same day.
- develop and act on their professional curiosity;
- maintain an attitude that every child's rights must be protected, and any form of prejudice or discrimination must be challenged;
- maintain an attitude that harmful sexual behaviour, harassment or violence is never acceptable, and never rely on students to disclose abuse;
- support the identification of children who may be in need of extra help by sharing information and working together;
- know the school's procedures for dealing with children who are absent from education and reporting any such concerns to the DSL;
- be fully aware of the Trust's behaviour and online safety policies;
- be aware of the early help process and their role in it, including: the identification of emerging problems, liaison with the DSL, and the sharing of information with other professionals to support early identification and assessment;

- understand their statutory duty to report to the police should they suspect that female genital mutilation (FGM) has been carried out on a girl under 18. This individual responsibility **must not** be delegated.
- be aware that mental health problems can in some cases be an indicator that a child has suffered or is at risk of abuse, neglect or exploitation;
- refer to the headteacher/head of school any concerns about another member of staff and act on any concerns that may appear low level or 'niggling doubts'. Staff should always report such concerns to the headteacher. If the concerns are about the headteacher these should be referred to the appropriate Director of Education who will support with the referral to the Local Authority Designated Officer (LADO).
- raise concerns about poor or unsafe practice and potential failures in the school's safeguarding process through the Trust's whistleblowing policy;
- fully engage in any professional learning and continuous development that is offered and,
- be prepared to challenge decision-making when necessary and not rely on the expertise of safeguarding leads or leaders. Never assume that an issue has been dealt with always ask if unsure.

## 4.2 Members of The Trust Board

Members of the Trust Board are required to provide written confirmation that they have completed annual child protection and safeguarding training in the autumn term and read Part One, Two and Four and Annex B of Keeping Children Safe in Education (2023).

Members of the Trust Board will ensure that all ATLP schools comply with all their legal responsibilities as set out in KCSiE 2023. In addition, they will ensure that:

- there is an appropriate member of the senior leadership team who is the nominated Lead Designated Safeguarding Lead (LDSL) in each school
- there is an effective Child Protection and Safeguarding Policy in place together with a Staff Code of Conduct, which are available and sign-posted to staff.
- all staff undertake the core child protection and safeguarding training each autumn term, and have read Keeping Children Safe in Education 2023 Part One and Annex B prior to students returning to school; and that this is recorded on the Single Central Record (SCR);
- all advocates have completed child protection and safeguarding training in the autumn term, and read Part One, Two and Four of Keeping Children Safe in Education 2023 and Annex B;
- all staff receive appropriate development on the government's anti-radicalisation strategy, Prevent;
- all new members of staff are given a safeguarding induction which includes basic child protection training on the different types of abuse, indicators of abuse; how to respond to and report concerns; online safety including filtering and monitoring; key policies including this policy, behaviour policy, staff code

of conduct; Keeping Children Safe in Education (September 2023) – Part One and Annex B;

- appropriate checks are carried out on all new staff, temporary staff, and relevant volunteers.
- temporary/supply/agency staff and volunteers are made aware of the school's arrangements for child protection and their responsibilities, and are appropriately trained;
- an Annual 175 Safeguarding Audit or equivalent is completed and when appropriate, an action plan drawn up to remedy any deficiencies:
- the Trust has procedures for dealing with allegations of abuse and low-level concerns against staff/volunteers, and that these procedures are known by all staff;
- procedures are in place in accordance with the procedures of the safeguarding board in the area in which the school is situated;
- safeguarding procedures and systems, including those for filtering and monitoring, are reviewed in across the partnership on an annual basis.

#### **4.3 School leaders**

School leaders Coton Green Primary School including the headteacher are responsible for ensuring that:

- the school is compliant with all aspects of KCSiE 2023;
- the school annually publishes a localised version of the Trust's Child Protection and Safeguarding Policy as appropriate to its specific context, and that the policy and the Trust Staff Code of Conduct is shared with all new staff;
- all staff know and follow policies and procedures, particularly concerning cases of suspected abuse and neglect;
- an appropriate senior member of staff from the leadership team is the nominated Lead Designated Safeguarding Lead (LDSL);
- the LDSL is given the time and resources to carry out this role effectively;
- there are sufficient DDSLs to carry out effective safeguarding and child protection;
- the professional learning of all staff, which underpins a healthy safeguarding culture in our schools, will be continually updated and is integrated and aligned and considered as part of the whole school safeguarding approach.

#### **4.4 Safeguarding Advocates**

- Safeguarding advocates have no legal powers as per the ATLP scheme of delegation. Their role is to offer support and challenge and bring to the attention of the school leaders and trustees any issues of concern in the local community that require a safeguarding response when such issues are known

to them. They should provide a strong local voice in the support, challenge and guidance given to the Board on this subject.

- Advocates will liaise with the headteacher/head of school and the LDSL on a regular basis to undertake monitoring visits and offer support and challenge to their safeguarding work.
- Advocates should read Part One, Two and Four of Keeping Children Safe in Education 2023 and Annex B and sign to say that they have read and understood these documents.
- Additional training on current and contextual safeguarding issues will be provided for Safeguarding Advocates by the ATLP.

#### **4.5 The Role of Designated Safeguarding Lead is detailed in Annex C of KCSiE 2023.**

In addition, at Coton Green Primary School they must ensure that they:

- take the lead responsibility for safeguarding and child protection, as set out in their job description
- take the lead in creating a culture of listening to children and taking account of their wishes and feelings
- support all staff to identify vulnerable children and work alongside other key members of staff and external agencies to meet students' needs
- inform students of the process for raising a concern (about themselves or others), ensuring that students can identify a trusted adult and are aware of local support agencies
- possess a working knowledge of the local levels of need thresholds guidance relevant to the children in their schools. Reference to this guidance will inform the identification of risk and harm
- always have a DSL available during the school day and in term time
- action and triage any alerts received via MyConcern on the same day
- categorise all alerts on MyConcern and identify the level of need as outlined in the ATLP MyConcern toolkit
- close or archive all files as appropriate and liaise with the DPO to ensure that the retention of local records is managed in accordance with relevant legislation
- quality assure MyConcern alerts and referrals both in terms of recording and reporting in line with KCSiE 2023 and the ATLP MyConcern tool kit
- review, summarise and share as appropriate any child protection information received by the school
- regularly analyse MyConcern and other data to identify emerging trends and potential unmet needs for individual children and families, including the number of alerts, referrals, and outcomes for children
- have a detailed understanding of the context of the school including specific local risks and that this information is shared with all staff on a regular basis
- liaise with the PSHE lead to ensure that the safeguarding curriculum reflects the school's local context

- take lead responsibility for online safety, overseeing and acting on filtering and monitoring reports and working closely with IT providers to ensure these are fit for purpose
- arrange training for all staff to enable them to support the use of technology in the classroom
- communicate regularly with parents/carers about safeguarding issues, including online safety
- provide staff with updates about relevant outcomes and findings of local and national Child Safeguarding Practice Reviews and Lessons Learnt Reviews
- set out and establish the school's early help offer which includes the range of services and assistance that the school provides for children and families
- be aware of their local safeguarding boards process for the resolution of professional disagreements and be in a position to use this in the case of dispute
- undergo refresher training at least every two years and update their knowledge and skills through attendance at DSL Development events and network meetings organised through the ATLP and
- access regular supervision.

**DSLs must maintain an approach of respond/refer, review, reflect.**

### **Respond/refer**

Any member of staff may make a referral to children's social services. In most cases this will be done by the DSL.

The DSL responds to and manages all actions, case notes and chronologies via MyConcern. The DSL will triage all concerns promptly against levels of need thresholds guidance. In normal circumstances, the DSL will decide the most appropriate action. This may be in consultation with the 'front door' to children's social care. When no referral is made, the DSL will record the rationale for this.

### **Review**

The Lead DSL will ensure that cases are kept under review through regular meetings with other DSLs, as well as behaviour and pastoral leads. This will include concerns that have not been referred to children's services. This process will also include an ongoing review of students who are frequently absent from school.

### **Reflect**

Lead DSLs should take the lead in encouraging staff to be able to challenge them when needed. They should be **receptive** to challenge and **reflective** of their own practices to ensure that safeguarding policies, systems, and processes are kept under continuous review. We encourage and expect everyone who is DSL-trained to access regular supervision.

## 5. Our Role in Preventing abuse

5.1 This Safeguarding and Child Protection policy cannot be separated from the general ethos of our partnership which has a safeguarding-first approach. We will ensure that all Coton Green Primary School students:

- are treated with respect and dignity
- are taught to treat each other with respect and dignity
- always feel safe
- have a voice and are listened to.

5.2 It is important we are all aware of any additional **risk factors**. Some children are at increased risk of abuse. Some face additional barriers with respect to recognising or disclosing abuse. Staff must be fully aware of this.

We are committed to anti-discriminatory practice and recognising the diverse circumstances of our children. We ensure that all children have the same protection, regardless of any barriers they may face. When appropriate, we will make reasonable adjustments in line with our safeguarding principles. We will ensure appropriate consideration of children who may be considered vulnerable, for example who:

- have special educational needs or disabilities (SEND) or health conditions
- have experienced mental health issues
- are young carers
- may experience discrimination due to their race, ethnicity, religion, gender identification or sexuality
- speak English as an additional language
- are known to be living in difficult situations – for example, temporary accommodation or where there are issues such as substance abuse, or domestic violence
- are at risk of FGM, sexual exploitation, forced marriage, or radicalisation
- are asylum seekers or refugees
- are recently bereaved
- are at risk due to either their own or a family member's mental health needs
- are looked after or previously looked after
- are frequently missing/absent from education
- are at risk of being removed from the school's roll to be home educated
- do not attend school full time
- are members of the LGBTQ+ community.

5.3 This includes an awareness of the contextual safeguarding risks our children face. We define contextual safeguarding as an approach to understanding, and responding to, young people's experiences of significant harm beyond their families. Contextual Safeguarding seeks to identify and respond to harm and abuse posed to young people outside their home, either from adults or other young people. As

children move into adolescence, they spend increasing amounts of time socialising independently of their families. During this time, the extent to which they encounter protection or abuse will be informed by the changes they undergo, their neighbourhoods and journey to school, their use of social media and the relationships that they form in these settings.

These extra-familial threats might arise at school and other educational establishments, from within peer groups, or more widely from within the wider community and/or online.

- We are very much aware of the different communities our schools serve. We also recognise the range of safeguarding risks prevalent in each of these communities and the need for staff to fully understand these risks to minimise them by early identification of need.
- Safeguarding issues such as online safety, child-on-child abuse, sexual harassment, and extra-familial harm will be addressed through our curriculum in an age-appropriate way. We will ensure that our PSHE and RSHE curriculum remain responsive to any issues that need addressing in this way.
- Each of our schools will publish, in its localised Safeguarding and Child Protection Policy a detailed analysis of the risks to children in their care.
- They should also ensure that staff receive regular input regarding contextual safeguarding. This information is enhanced by data of reported crime in our locality available online from West Mercia Police as well as data obtained from MyConcern. It is part of the role of the LDSL to obtain and analyse this data and then share it with staff on a regular basis, so they fully understand the local context of their school. These risks will be stated in the school's individual safeguarding policy. Once identified they will be included in staff CPD and link to the safeguarding curriculum provided to students.
- Senior leaders within Coton Green Primary School have used this information, plus their local knowledge to identify these risks and issues in the wider community when considering the wellbeing and safety of its students:

**At Coton Green, we recognise the importance of considering the context of our school to fully assess and reduce the risks to our students. As such, we are aware of the extra-familial risks presented to our children in our local area. Police UK statistics show that the highest numbers of reported crimes in the area include violence and sexual offences, anti-social behaviour, vehicle crime and public order offences. In the wider locality, Tamworth has a high number of domestic violence incidents and due to good rail and motorway links, the risk of county lines child-exploitation activity is high. Extremist views relating to the far right are also prevalent. My Concern is an electronic system used within school to record safeguarding issues and has highlighted the categories of parenting capacity & home issues, emotional health and attendance as the highest reported incidents. We have strong relationships with our parents and work together with other professionals to support and safeguard children. Our Early Help strategy and support is timely and focused on best outcomes and de-escalation of issues through collaborative working with families, involving external specialist support as necessary.**

- This information will be used to direct and personalise both the safeguarding curriculum for children and staff training within Coton Green Primary School as well as information for parents.

## 6. What we will do when we are concerned

- 6.2 All staff should look out for any changes in behaviour or mood, listen to children and young people and share any concerns in writing with the DSL as set out above.
- 6.3 Safeguarding leads will adopt an approach of ‘assess, plan, do and review,’ drawing up a safety plan that reflects this approach, the specific needs of the child and the means of minimising the risks to the child.
- 6.4 When unmet needs have been identified but there is no evidence of a significant risk, the DSL will oversee the delivery of an appropriate early help plan.
- 6.5 If a social care response is needed to meet an unmet safeguarding need, the DSL will initiate according to the procedures of the local safeguarding board.
- 6.6 The DSL will then oversee the agreed intervention.
- 6.7 Any staff member can refer to social care should the need arise. However, it is best practice that concerns are passed through the DSL team.
- 6.8 This process is summarised in the flow chart in Appendix One.
- 6.9 Details of how to make a child protection referral can be found in section 11. A valuable supplement to our awareness of risk and harm is available through the link below for further reference.  
[https://www.keepingchildrensafeineducation.co.uk/annex\\_b.html](https://www.keepingchildrensafeineducation.co.uk/annex_b.html)
- 6.10 If you are concerned that an adult working with children may have harmed a child, please refer to the ATLP policy, ‘Allegations and concerns raised in relation to staff, supply staff, contractors and volunteers’. This policy provides details of how and when to contact the Local Authority Designated Officer (LADO) LADO. A flowchart is included as Appendix Two, with further information also included in section 9 of this policy.



## 7. Types of abuse and neglect

- 7.1 Staff should be fully aware of the different types of abuse and neglect as detailed below. All referrals to children's social care will be under one or more of these broad categories of abuse.
- 7.2 Child abuse is the maltreatment of a child by another person, by an adult or adults or another child or children. Somebody may abuse or neglect a child by inflicting harm or failing to act to prevent harm. Abuse, including neglect, and other safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases, multiple issues will overlap.
- 7.3 **Physical abuse** 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.
- 7.4 **Emotional abuse** is the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Emotional abuse may involve:

- Conveying to a child that they are worthless or unloved, inadequate, or valued only as far as they meet the needs of another person.
  - Not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate.
  - Age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction.
  - Seeing or hearing the ill-treatment of another.
  - Serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.
- 7.5 **Sexual abuse** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether 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.
  - non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet).

Staff should be aware that perpetrators of sexual abuse may be of any gender or age and may include children.

7.6 **Neglect** is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy because 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.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

7.7 **Exploitation.** We recognise that exploitation in a variety of forms is abuse. This includes sexual and criminal exploitation as well as other forms in which children are forced to undertake certain activities against their will.

#### 7.8 **Child-on-child abuse**

All child-on-child abuse is unacceptable and will be taken seriously.

This section covers child-on-child abuse in general terms. Staff should refer to Appendix 3 for detailed information about child-on-child sexual violence and sexual harassment and harmful sexual behaviour.

All staff should recognise that children are capable of abusing other children. Such abuse takes place in school but may also take place outside of school and online. We maintain an attitude of 'it probably is happening here,' even if there are no reports in school. We recognise that there are many reasons why such abuse often goes unreported.

For this reason, we seek to intentionally develop a culture in our schools that enables all students to be confident to speak up about their concerns, even when these involve their peers. Furthermore, we seek to develop a positive school culture that prevents child-on-child abuse from occurring.

**Child-on-child abuse can take many forms, including:**

- bullying (including cyberbullying, prejudice-based and discriminatory bullying)
- abuse in intimate personal relationships between children (sometimes known as 'teenage relationship abuse')

- 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 nude and semi-nude 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).

Most cases of students hurting other students will be dealt with under the school's behaviour policy, but this child protection and safeguarding policy will apply to any allegations that raise safeguarding concerns. This might include where the alleged behaviour:

- is serious, and potentially a criminal offence
- could put students in the school at risk
- is violent
- involves students being forced to use drugs or alcohol or
- involves sexual exploitation, sexual abuse, or sexual harassment, such as indecent exposure, sexual assault, up skirting or sexually inappropriate pictures or videos (including the sharing of nudes or semi-nudes).

## **7.9 Creating a positive school culture and minimising the risk of child-on-child abuse.**

We will ensure that all staff recognise the key role they have to play in preventing child-on-child abuse and responding to any concerns they may have. We will ensure that all staff:

- model positive and respectful behaviours to students, other staff and parents and carers
- make the most of opportunities to teach students about the importance of respectful behaviours
- are well informed about issues facing people who share a protected characteristic

- are vigilant to issues that particularly affect different genders – for example, sexualised or aggressive touching or grabbing towards female students, and initiation or hazing type violence that might impact, more typically, on boys;
- help to create an environment in which students know they will be listened to
- reassure a victim that they are being taken seriously
- challenge any form of derogatory or sexualised language or inappropriate behaviour between children, including requesting or sending sexual images
- ensure our curriculum helps to educate students about appropriate behaviour and consent
- inform leaders if they become aware of ‘hot spots’ where abuse may be more likely to occur, whether this is in school or in the local community, or where students may not feel safe.

#### **7.10 We ensure that staff are trained to understand:**

- the potential signs of child-on-child abuse
- how to respond to any reports that are made to them directly
- that such abuse often goes unreported
- that certain children may face additional barriers to telling someone because of their age, vulnerability, special educational need, disability, gender, ethnicity and/or sexual orientation.
- that they should therefore act on any concerns they have immediately, rather than wait to be told.
- that a student harming another child could be a sign that they are being abused themselves, and that this would fall under the scope of this policy.

#### **7.11 Procedures for dealing with allegations of child-on-child abuse:**

Staff must reassure the child that their concerns are being taken seriously. They must report the allegation to the DSL and record the allegation on MyConcern, but not investigate it.

The DSL will, if appropriate, contact the local authority children’s social care team and follow its advice, as well as the police if the allegation involves a potential criminal offence.

#### **7.12 Children who are frequently missing /absent from education.**

Children face additional risks when they are not in school. This includes students who are frequently absent from school, those who leave or are intended to leave the school’s roll, those who attend part-time and those who receive part of their education elsewhere, such as at on offsite direction or alternative provision. All staff must be aware of our procedures for Children Missing/Absent from Education as well as the requirements outlined in KCSiE 2023. These are outlined in the ATLP Attendance Policy.

## 8. Our role in preventing radicalisation

- 8.1 All staff should receive appropriate development on the government's anti-radicalisation strategy, **Prevent**, to enable them to identify children at risk of being drawn into terrorism and to challenge extremist ideas. Learning needs will be identified in accordance with local risk determined through regular Prevent risk assessments, which will be conducted as part of a school's safeguarding audit at least every 3 years, unless more urgent need is apparent.
- 8.2 Radicalisation refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.
- 8.3 Extremism is vocal or active opposition to fundamental British values, such as democracy, the rule of law, individual liberty, and mutual respect and tolerance of different faiths and beliefs. This also includes calling for the death of members of the armed forces.
- 8.4 Terrorism 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.
- 8.5 The use or threat of terrorism is designed to influence the government or to intimidate the public and is made for the purpose of advancing a political, religious, or ideological cause.
- 8.6 We are aware that all our schools have a duty to prevent children from being drawn into terrorism.
- 8.7 All our schools will have a named Single Point of Contact (SPOC) who will liaise with the relevant authorities in the case of a concern. This person will be DSL trained. Our ATLP SPOCS are listed in Appendix Four. The SPOC for Coton Green Primary School is Richard Osborne. The SPOC will undertake Prevent awareness training and make sure that staff have appropriate training to equip them to identify children at risk.
- 8.8 We will assess the risk of children being drawn into terrorism. This assessment will be based on an understanding of the potential risk in the school's local area, in collaboration with our local safeguarding partners and local police force.
- 8.9 We will ensure that suitable internet filtering and monitoring is in place and equip our students to stay safe online at school and at home. Our system will block any access to inappropriate sites and monitor any activity linked to attempted access as line with our online safety policy.
- 8.10 There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. Radicalisation can occur quickly or over an extended period.

8.11 Staff will be alerted to changes in students' behaviour. Educate Against Hate provides useful resources to identify indicators of radicalisation.  
<https://www.educateagainsthate.com>

## 9. Responding to an allegation/ concern about a staff member, including supply staff, other staff, **volunteers, and contractors**

- 9.1 The ATLP maintains a separate policy, 'Allegations and concerns raised in relation to staff, supply staff, contractors, and volunteers,' which details specific guidance and expectations regarding low-level concerns. Staff should be aware of this guidance as well as KCSiE 2023 Part 4. The ATLP records details of such concerns in the Confide system, with records retained in accordance with relevant legislation. A brief summary of key considerations follows.
- 9.2 An allegation may involve any adult working in our schools such as a teacher, supply teacher, volunteer, or contractor.
- 9.3 Any allegation about a member of staff must be reported to the **headteacher /head of school** without delay and without informing the staff member.
- 9.4 Headteachers/heads of school must always consult with HR.
- 9.5 Any concerns about the headteacher Richard Osborne should be reported to the appropriate Director of Education. For primary colleagues this is Anna Balson. Concerns about centrally employed staff should be reported to either Simon Smith CFOO or Richard Gill, CEO. Concerns about the Director of Education should be reported to the CEO. Concerns about the CEO, Richard Gill should be reported to the Chair of the Trust Board (see flow chart in Appendix Two).
- 9.6 All staff should be aware that they are vulnerable to allegations. They must adhere to the ATLP guidance in respect to safe conduct as well as guidance given on professional standards and conduct. They should know and uphold the expectations of their conduct as set out in the [Teachers' Standards](#) and the latest edition of 'Guidance for safer working practice for those working with children and young people in education settings'<sup>1</sup>.
- 9.7 Children cannot be expected to raise concerns in an environment where staff fail to do so. All staff should be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues. Staff should be aware of whistle blowing procedures. Details can be found in the ATLP whistleblowing policy or via the NSPCC.

---

1

[https://www.saferrecruitmentconsortium.org/files/ugd/f576a8\\_0d079cbe69ea458e9e99fe462e447084.pdf](https://www.saferrecruitmentconsortium.org/files/ugd/f576a8_0d079cbe69ea458e9e99fe462e447084.pdf)

## 10. Local arrangements and useful contacts

10.1 Coton Green Primary School has their local arrangements for safeguarding as well as key staff with safeguarding responsibilities. These staff names will be clearly identified within individual schools' policies. Details are as follows.

- Director of Education – Anna Balson
- Strategic Safeguarding Lead – Suzie Norton
- Head teacher – Richard Osborne
- Safeguarding Advocate- Gareth Astle
- LDSL- Richard Osborne
- DDSL- Vicky Eccles, Jayne Tanner, Gemma Coton, Annia Pegg, Julie Shipman, Gemma Coton (pending training)
- Designated Teacher for Looked After Children: Richard Osborne
- Mental Health Lead: Vicky Eccles
- Designated Attendance Lead Vicky Eccles
- Pastoral Workers: KS1 Annia Pegg; KS2 Julie Shipman

10.2 The individual school policy will also include specific contact details and referral processes regarding safeguarding procedures aligned to the local safeguarding board.

## 11. Useful contacts applicable to ATLP Schools

11.1 **West Midlands Child Protection and Safeguarding Procedures Manual**  
(Covers Birmingham, Solihull, Coventry and Warwickshire)

Twelve local authority areas collaborate regarding child safeguarding procedures. Each local area's multi-agency safeguarding arrangements are led by the statutory safeguarding partners/organisations: local authorities, clinical commissioning groups and the police.

### 11.2 How to use the manual

Use this link to the [contents](#) page to access the different sections of the regional procedures: Statutory Child Protection Procedures; Regional Safeguarding Guidance; Local Area Specific Safeguarding Information and Procedures.

With respect to the Local Area Specific Safeguarding Information and Procedures, please choose from the drop-down list to access the localised content for your local partnership.

### 11.3 Child protection referrals

If you are a professional and want to make a referral to Children’s Social Care, use [this link](#) and choose the area you are working in.

For contact details for your Local Safeguarding Children Partnership within the West Midlands, use [this link](#) and choose the area you are working in.

For Staffordshire use [this link](#)

**11.4 Details of threshold guidance can be found via the links below.**

**Right Help: Right time – Local Levels of Need Threshold Guidance**

[Birmingham Safeguarding Children Partnership - Right Help, Right Time](#)

[Staffordshire Threshold Framework](#)

[Warwickshire Safeguarding Children](#)

Additional guidance can be gained from: -

- Birmingham City Council Advice Line CASS- 0121 303 1888
- Out of hours: 0121 675 4806
- Staffordshire Children’s Advice and Support (SCAS) 03001118007
- Out of hours 03546042886
- Warwickshire Education Safeguarding Service 01926742525 or 01926742601
- Out of hours 01926886922
- West Midlands Police: 0845 113 5000
- NSPCC Helpline: 0808 800 5000
- NSPCC Whistle blowing hotline: 0800 0280285.
- Counter Terrorism Unit Hotline Number – 0800 789 321
- BCC LADO: 0121 675 1669
- Staffordshire LADO 0300 111 8007
- Warwickshire LADO 01926745376

11.5 [https://www.keepingchildrensafeineducation.co.uk/annex\\_b.html](https://www.keepingchildrensafeineducation.co.uk/annex_b.html)

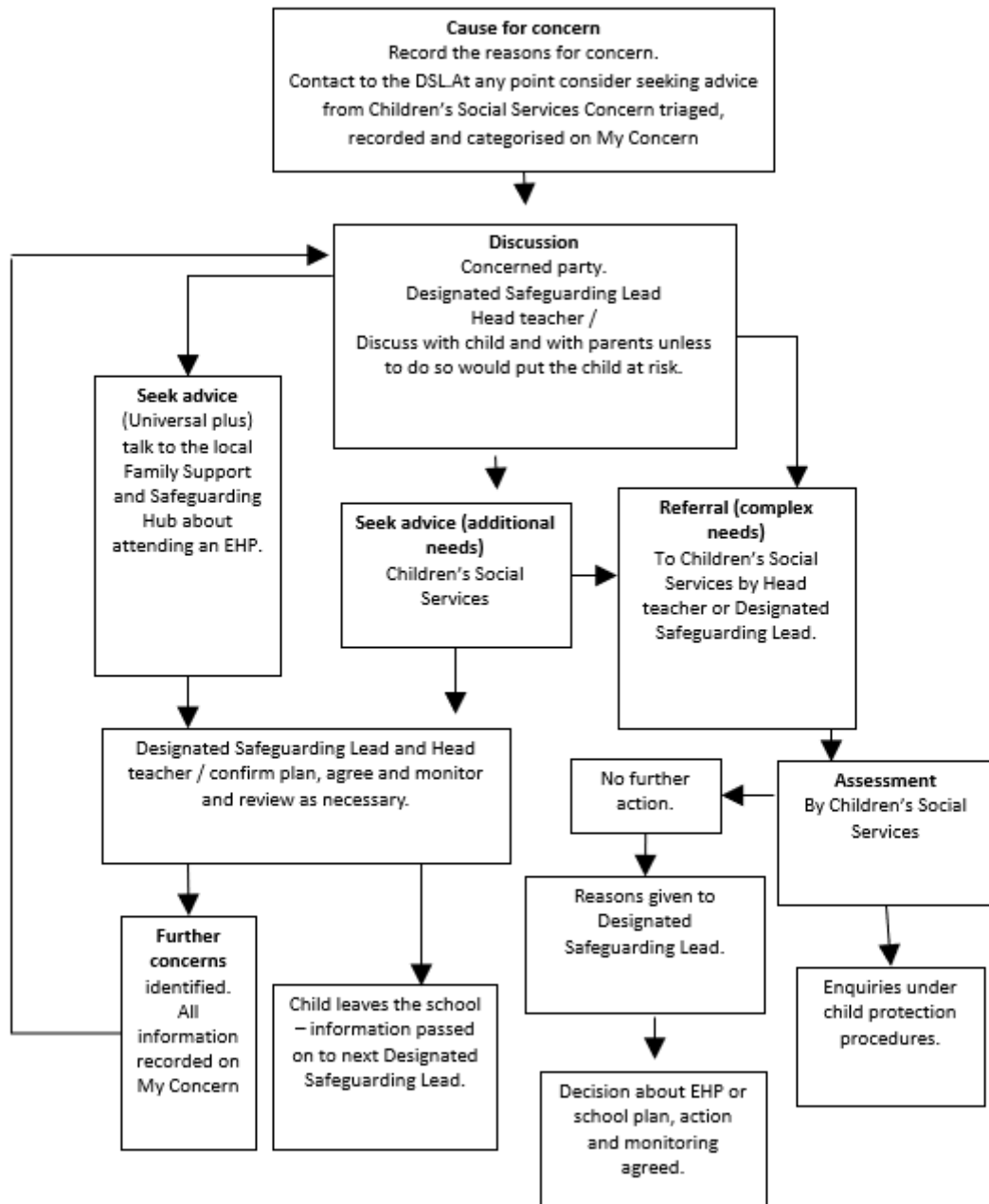


## Appendices

- Appendix 1: Responding to concerns about a child.
- Appendix 2: Responding to concerns about a staff member.
- Appendix 3: Child-on-child sexual abuse and harassment and harmful sexual behaviour
- Appendix 4: List of acronyms used in this document
- Appendix 5: Key contacts for each school
- Appendix 6: PACE

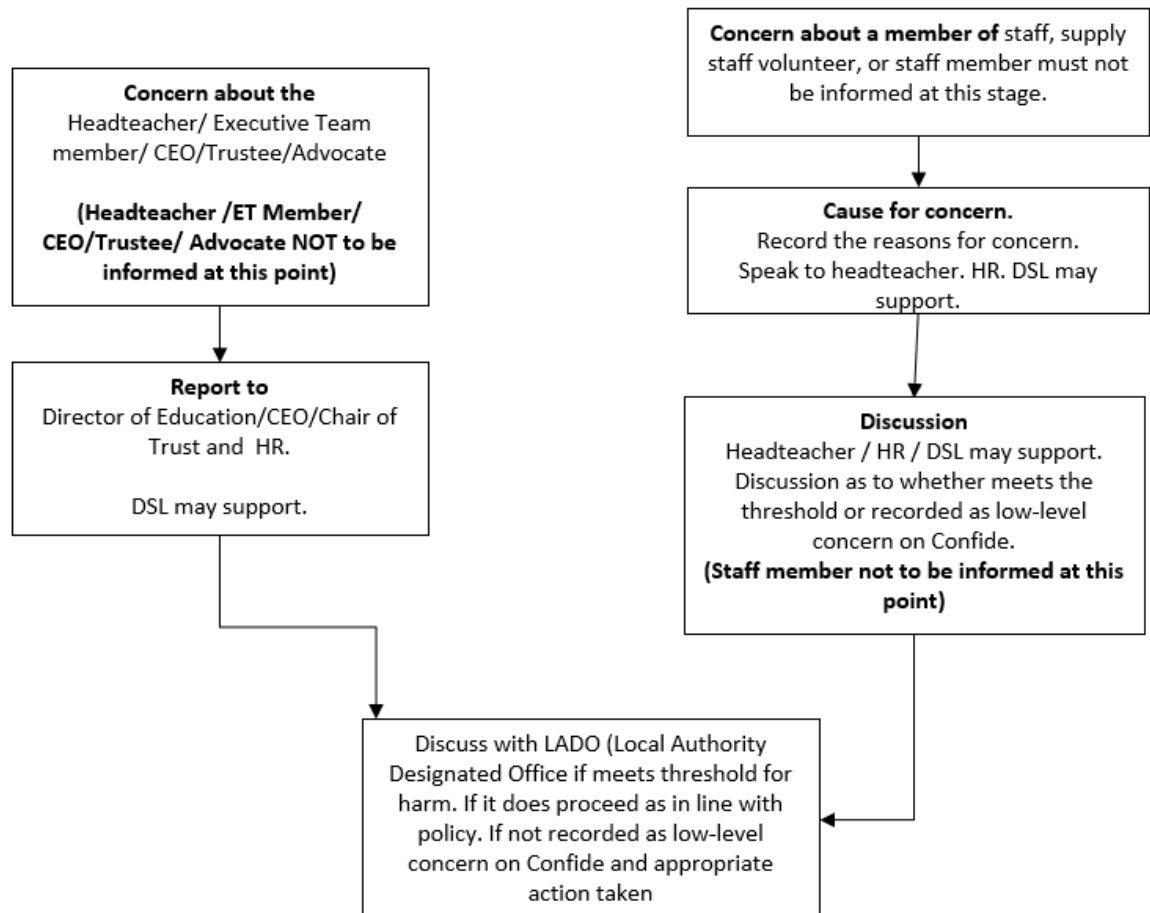
## Appendix One: Key Procedures – Responding to concerns about a child.

**If the child is in immediate danger phone 999**



## Appendix Two: Responding to concerns about a staff member, volunteer or supply teacher flowchart.

The use of this flowchart includes low-level concerns.



## Appendix Three: Child-on-child sexual violence and sexual harassment

### Guiding principles

- 1.1 The procedures outlined here should be read in conjunction with the Coton green Primary School anti-bullying and behaviour policies.
- 1.2 All staff will be encouraged to maintain an attitude of 'it could happen here' and that as far as sexual abuse is concerned, 'it probably is happening here'.
- 1.3 Sexual violence, sexual harassment and harmful sexual behaviour (HSB) can occur between two or more children of any age and sex and through a group of children sexually assaulting or sexually harassing a single child or group of children.
- 1.4 Coton green primary School recognises that sexual violence and sexual harassment exist on a continuum and may overlap.
- 1.5 Coton Green Primary School recognise that this behaviour can take place in school or any setting where students are together, including online. We recognise that the impact of this behaviour on children can be extremely distressing, affecting their emotional health and well-being as well as their academic achievement.
- 1.6 Any reports, or suspected incidents of sexual violence and sexual harassment **must** be referred **immediately** to the Designated Safeguarding Lead (DSL).
- 1.7 Coton Green Primary School operate a **zero-tolerance** approach to sexual violence and sexual harassment. It is never acceptable and will never be tolerated. This means that staff must never ignore incidents of sexual violence and sexual harassment, including for example sexualised, sexist or homophobic language or behaviour, wherever it is used. How staff respond to such incidents is vital in setting a positive and respectful culture. We will ensure that all staff are trained and empowered to deal with such incidents.
- 1.8 Coton Green Primary School fully recognise and acknowledge the scale of harassment and abuse. We are fully committed to playing our role in identifying and responding to such incidents. We embrace our role in promoting true equality between those who share a protected characteristic and those who do not, and therefore the contribution that we can make to a fair and respectful society.
- 1.9 Coton Green Primary School recognise the gendered nature of sexual harassment and sexual violence. Girls are more likely to be the victims of sexual abuse and boys are more likely to be the perpetrators. We recognise that boys are also victims of sexual abuse, as are transgender students. We recognise that students with SEND are much more likely to victims of sexual abuse than are their peers and are less likely to disclose such abuse.

1.10 We will respond to all signs, reports and concerns of child-on-child sexual violence and sexual harassment, including those that have taken place outside school and/or online. We will seek to reassure all victims, whatever section of our community they come from, that their concerns are being taken seriously.

## 2. Definitions.

Sexual abuse is an umbrella term covering a range of behaviours as set out below.

### 2.1 Sexual Violence – Sexual violence refers to sexual offences as defined by the Sexual Offences Act 2003:

- Rape: A person (A) commits an offence of rape if: he intentionally penetrates the vagina, anus, or mouth of another person (B) with his penis, B does not consent to the penetration and A does not reasonably believe that B consents.
- Assault by Penetration: A person (A) commits an offence if: s/he intentionally penetrates the vagina or anus of another person (B) with a part of her/his body or anything else, the penetration is sexual, B does not consent to the penetration and A does not reasonably believe that B consents.
- Sexual Assault: A person (A) commits an offence of sexual assault if: s/he intentionally touches another person (B), the touching is sexual, B does not consent to the touching and A does not reasonably believe that B consents.
- Causing someone to engage in sexual activity without consent: A person (A) commits an offence if: s/he intentionally causes another person (B) to engage in an activity, the activity is sexual, B does not consent to engaging in the activity, and A does not reasonably believe that B consents.

.1 We note that:

- 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.

We recognise the particular importance of teaching all children and young people to understand what is meant by consent and to returning to this teaching whenever it is necessary to do so. This is covered in our PSHE programme.

### 2.2 Sexual Harassment refers to ‘unwanted conduct of a sexual nature’ that can occur online and offline. We refer to this in the context of child-on-child sexual harassment. Sexual harassment is likely to violate a child’s dignity, and/or make them feel intimidated, degraded, or humiliated and/or create a hostile, offensive or sexualised environment. It can include:

- sexual comments, such as: telling sexual stories, making lewd comments, making sexual remarks about clothes and appearance, and calling someone sexualised names
- sexual “jokes” or taunting

- physical behaviour, such as deliberating brushing against someone, interfering with someone's clothes and displaying pictures, photos, or drawings of a sexual nature; and
- online sexual harassment, which might include non-consensual sharing of sexual images and videos and sharing sexual images and videos (both often referred to as sexting); sharing of unwanted explicit content; sexualised online bullying and inappropriate sexual comments on social media; exploitation; coercion and threats. Online sexual harassment may be standalone, or part of a wider pattern of sexual harassment and/or sexual violence.

We recognise the prevalent nature of sexual harassment as set out in Ofsted's Sexual Abuse Review (2021). We recognise the role we must play in ensuring that such harassment does not remain commonplace in schools and in wider society. We are committed to ensuring that all students will know the importance of speaking up about all types of sexual harassment and never accepting these as normal or appropriate.

**2.3 Harmful sexual behaviour (HSB):** Children's sexual behaviour exists on a spectrum from developmentally normal to problematic. We recognise that harmful sexual behaviour defines a spectrum of developmentally inappropriate behaviours that range from inappropriate to violent. We also acknowledge that HSB can progress on a continuum, particularly if it is not addressed. We are committed to ensuring that we keep up to date about the type and range of behaviours that may be classed as HSB. We will ensure that our staff have the training, resources and support to understand what is meant by HSB and are therefore able to respond appropriately to incidents of HSB.

Harmful sexual behaviour from young people is not always contrived or with the intent to harm others. There may be many reasons why a young person engages in sexually harmful behaviour, and it may be just as distressing to the young person who instigates it as to the young person it is intended towards. It may include:

- inappropriate sexual language
- inappropriate role play
- sexual touching
- sexual assault/abuse
- sexting.

### **3. Responding to reports and concerns of sexual violence and/or sexual harassment between children**

3.1 We have covered above what we do when responding to child-on-child abuse concerns/disclosures. These processes **all** apply to cases of sexual violence and sexual harassment. However, we recognise the complexity and challenges that we face with cases of sexual violence and sexual harassment.

- 3.2 The statutory guidance does not attempt to provide (nor would it be possible to provide) detailed advice on what we should do in any or every case; it provides effective safeguarding practice and principles for us to consider in our decision-making process and on a case-by-case basis.
- 3.3 We understand that our initial response to a report can encourage or undermine the confidence of the victim. The culture in our setting is key to ensuring that we get the initial response right. We are also committed to reflecting on and learning from issues we deal with.
- 3.4 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. A child's own behaviour might indicate that something is wrong. As per the guidance above, staff should act immediately if they have any concerns about a child's welfare, rather than wait to be told.
- 3.5 On occasions the victim may not wish for their identity to be known. There are no easy or definitive answers when this is requested. If the victim does not give consent to share information, we may still lawfully share it, if it can be justified to be in the public interest; for example, to protect children from harm and promote the welfare of children.
- 3.6 A student is likely to disclose to someone they trust: this could be anyone on the school or college staff or even a visitor to school. Therefore, all staff will be trained to manage reports of sexual violence and sexual harassment. We will ensure that visitors to school know how to report any concerns.
- 3.7 When dealing with disclosures of sexual violence and sexual harassment, **staff at Coton Green Primary will:**
- take any disclosure seriously
  - listen carefully and use the child's language in reflecting back what has been shared
  - reassure and be non-judgemental
  - devote their full attention to the child
  - handle the situation with sensitivity
  - ask open and non-leading questions
  - only prompt when necessary, with open questions: where, what, when etc.
  - be clear about boundaries and next steps
  - use proper names for body parts but record exactly any language or vocabulary used by the child
  - ascertain where the abuse occurred as this may highlight 'hot spots' or vulnerable locations in our schools or the community, which may need to be revisited by either ourselves (in school) or by alerting police/partners
  - ascertain whether other children witnessed this abuse

- wait until the end of the report and immediately write up a thorough summary
- record the facts only as the child has reported them
- inform the DSL as soon as practically possible
- only share the report with those people necessary to progress it

**Staff at Coton Green Primary will not:**

- make children feel ashamed or that they are creating a problem by reporting a concern or making a disclosure
- promise confidentiality. It is highly likely a concern will have to be shared further (for example, with the designated safeguarding lead (or a deputy) or local authority children's social care) to decide next steps.
- ask leading questions
- insert their own opinion or any form of supposition into the report
- **view or forward illegal images of a child.** Staff should always seek the advice of the DSL and/or trust safeguarding lead and/or police when necessary.

3.8 Our LDSL will take the lead role when dealing with this type of abuse, using their professional judgement and knowledge of working together practices. Reports of sexual violence and sexual harassment are likely to be complex and require difficult professional decisions to be made, often quickly and under pressure. It is important to maintain a calm, considered and appropriate response to any reports. **No one should feel alone when faced with cases of sexual violence and sexual harassment.** DSLs have the further support of hub safeguarding lead, and specific expertise in harmful sexual behaviour in our trust safeguarding leads to call upon if necessary.

3.9 The LDSL will consider the following:

- the wishes of the victim in terms of how they want to proceed
- how to ensure that the victim is given as much control as is reasonably possible over decisions regarding how any investigation will be progressed and any support that they will be offered - we will balance this aspect and the need to balance our duty and responsibility to protect other children
- the nature of the alleged incident(s) including whether a crime may have been committed and consideration of any display of harmful sexual behaviour
- the ages of the students involved
- the developmental stages of the students involved
- whether there is a power imbalance between the students (e.g., Is the perpetrator older? Does the victim have a disability or learning difficulty?)
- whether the alleged incident is a one off or a sustained pattern of abuse



- that sexual violence and sexual harassment can take place within intimate personal relationships between children
- whether there are ongoing risks to the victim, other children, adult students, or staff
- other related issues and wider context, including links to any forms of child exploitation.

3.9 Parents or carers of the victim will be informed (unless this would put the victim at greater risk). Rape, assault by penetration and sexual assaults are crimes and the DSL will have to balance the wishes of the victim against their duty to protect the child who has harmed and other children within the school setting. If we decide to make a referral to children's social care and/or a report to the police against the wishes of victim, this will be handled extremely carefully. The reasons will in most cases be explained to the victim and appropriate specialist support offered.

If a child is at risk of harm, is in immediate danger, or has been harmed, a referral should be made to local authority children's social care.

3.10 We will give all the necessary support for the victim to remain in school; however, if the trauma results in the child who has been harmed being unable to remain in school, alternative provision or a move to another school or college will be considered to enable them to continue to receive suitable education. This will only be at the request of the victim (and following discussion with their parents or carers).

3.11 When we speak to the alleged perpetrator we will:

- listen to what they say and not dismiss their account
- handle the situation with sensitivity
- offer ongoing support
- record all conversations and all action taken
- consider any referrals for external support.

We will carefully consider when to inform the alleged perpetrator of the allegation. When a report is going to be made to children's social care and/or the police, then, as a rule, we will seek advice as to the next steps.

#### **4. Scenario considerations**

There are four likely scenarios we will need to consider when managing any reports of sexual violence and/or sexual harassment:

- a) Manage internally - In some cases of sexual harassment (for example, one-off incidents), we may take the view that the students concerned are not in need of early help or statutory intervention and that it would be appropriate to

handle the incident internally using our own sanctions in line with the school's behaviour policy and by providing pastoral intervention and support.

- b) Early help. We may decide that the children involved do not require statutory interventions but may benefit from early help where we are the lead professional.
- c) Reporting to the police - see below.
- d) Referral to children's social care - see below.

## **5. Reporting to the Police**

- 5.1 At Coton Green Primary we understand our responsibility to report certain forms of child-on-child abuse (see below) to the police. We must record the rationale behind any decision to inform or not inform the police on MyConcern.
- 5.2 If we suspect that an offence has been committed, a report may be made to the police. When a report is made to the police, we will consult with the police and agree what information is appropriate to disclose to staff and others, in particular the alleged perpetrator and their parents or carers. We will also discuss the best way to protect the victim and their anonymity.
- 5.3 This may also include the development of a clear and robust safety and support plan as part of this early help process. Risk assessing, and safety planning is a key aspect in managing cases child-on-child abuse (see Post Incident Management section 10).
- 5.4 When there is a report of a rape, assault by penetration or sexual assault, the starting point is that this should be passed to the police who will advise and log according to their own guidelines.
- 5.5 Additional guidance can be found in 'When to call the police (guidance for schools and colleges)'<sup>2</sup> and Outcome 21 Sexting guidance<sup>3</sup>.
- 5.6 We will ask the police if we have any questions about the progress of the matter for example, are there any bail conditions in place or has there been a charging decision. It is key to have a central point of contact with the police for updates and progress. When required, advice from the police will be sought to help us to manage our safeguarding responsibilities. When bail is deemed proportionate and necessary, as above, we will work with children's social care and the police to manage any implications and safeguard our children.

## **6. Referring to children's social care**

- 6.1 In all cases of child-on-child abuse that include sexual violence and sexual harassment, we will consider whether the incident should be reported to

---

<sup>2</sup> <https://www.npcc.police.uk/SysSiteAssets/media/downloads/publications/publications-log/2020/when-to-call-the-police--guidance-for-schools-and-colleges.pdf>

<sup>3</sup> [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/578979/GD8\\_-\\_Sexting\\_Guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/578979/GD8_-_Sexting_Guidance.pdf)

children's social care. We must consider whether a child is at risk of harm or is in immediate danger. Again, the rationale behind any decision to refer or not refer must be recorded on MyConcern.

- 6.2 In some cases, children's social care will review the evidence and decide that a statutory intervention is not appropriate, and, in these circumstances, we will consider other support mechanisms, such as early help, specialist support/referrals and pastoral support as part of a formalised plan. We will consider starting an early help process where we are the lead professional.
- 6.3 However, if the DSL/DDSL feels that the child remains in immediate danger or at risk of harm, they may refer again.
- 6.4 At this referral stage, we will inform parents or carers, unless there are compelling reasons not to (e.g., when informing a parent or carer is going to put the child at additional risk). Any such decision will be made with the support of children's social care. If a referral is made, children's social care will then make enquiries to determine whether any of the children involved need protection or other services.
- 6.5 When statutory assessments are appropriate, we will work alongside, and cooperate with, the relevant lead social worker.
- 6.6 We will not wait for the outcome or even the start of a children's social care investigation before protecting the victim and other children in the school. It will be important for us to work closely with children's social care (and other agencies as required) to ensure that any actions we take do not jeopardise a statutory investigation.

## **7 Working with our parents and carers**

- 7.1 At Coton green primary School we will, in most instances, engage with both the parents of both the victim and the alleged perpetrator when there has been a report of child-on-child abuse including sexual or sexual harassment. The exception to this rule is if there is a reason to believe that informing a parent or carer will put a child at additional risk.
- 7.2 We will carefully consider what information is provided to the respective parents or carers about other children involved, and when to do so.
- 7.3 In some cases, children's social care and/or the police will have a very clear view on this aspect, and it will be important for us to work with relevant agencies to ensure a consistent approach is taken to information sharing.
- 7.4 It should be the case that we will meet the victim's parents or carers with the victim present to discuss what arrangements are being put in place to safeguard the victim and understand their wishes in terms of support they may need and how the report will be progressed.
- 7.5 It is also likely that we will meet with the alleged perpetrator's parents or carers to discuss any arrangements that are being put into place that impact the alleged perpetrator, such as, for example, moving them out of classes they share with the victim and what this means for their education.
- 7.6 We will be clear and transparent and explain the reason behind any decisions. Support for the alleged perpetrator will be discussed including any referrals, if appropriate.

- 7.7 We realise that parents and carers may well struggle to cope with a report that their child has been the victim of sexual abuse or has abused another child. Details of organisations that support parents are provided on the school website and at the end of this policy.

## **8 Sanctions**

- 8.1 We will decide appropriate sanctions on a case-by-case basis in line with the school's behaviour policy. When appropriate and taking the victim's wishes into account, we will do this in a restorative way in order to resolve conflict. It will not always be appropriate to take this approach.
- 8.2 If there is police involvement, we will work closely with them to ensure that any disciplinary action does not jeopardise the police investigation.
- 8.3 Imposing a sanction does not and should not prevent us from supporting the alleged perpetrator, bearing in mind that they may themselves have been the victim of abuse.

## **9 Post Incident Management**

- 9.1 It is vital that all children involved in child-on-child abuse are given appropriate and ongoing support for as long as it is required/needed. This may include referrals to other agencies/professionals outside our setting and this decision will be made in conjunction with the children, their parents/carers, and other professionals.
- 9.2 If there are other professionals involved, then we will liaise with those colleagues to ensure that we are working together and understand one another's role in this support.
- 9.3 There may be delays in any case that is being progressed through the criminal justice system. However, we will not wait for the outcome (or even the start) of a police investigation before protecting the victim the alleged perpetrator and other children in the school and moving forward with our post-incident management.
- 9.4 It is it is imperative that following any incident, the children involved continue to feel supported and receive help even if they tell us that they are coping and managing. We will do our best to ensure that the young people do not engage in any further harmful behaviour either towards someone else or to themselves as a way of coping (e.g., self-harm). For this reason, regular reviews with the young people following the incident(s) will happen as part of this plan.
- 9.5 Referrals may have already happened as mentioned previously in this policy, but it is important to establish which professionals continue to work with ALL children involved in this process and this is helped with robust planning.

## **10 Safety planning/Risk assessment**

- 10.1 Integral to post incident management is robust safety planning/risk assessment. When there has been a report of sexual violence, the DSL or DDSL will make an immediate risk and needs assessment. When there has been a report of sexual harassment, the need for a risk assessment should be considered on a case-by-case basis.
- 10.2 When drawing up a risk assessment we will consider:
- the importance of ensuring that the victim can continue in their normal routine, including continuing to receive a suitable education.
  - the importance of the alleged perpetrator in continuing to access education and support.
  - whether the victim and alleged share classes
  - any measures that need to be put in place when children move between lessons/classes
  - any measures that need to be put in place for unstructured time (break and lunchtimes
  - any measures that need to be put in place for the arrival at the start of the school day and leaving at the end of the school day
  - whether the victim and alleged perpetrator travel to and from school using the same form of transport
  - appropriate information sharing with staff in our setting in order that the plan is manageable and as successful as possible.
  - if the alleged perpetrator is moved to another educational institution (for any reason), then we will inform that the new educational institution of any ongoing support needs.
- 10.3 In all cases, we will record our decision making together with the rationale behind those decisions on MyConcern.
- 10.4 We will ensure that all risk assessments are kept under review. We will consider any risks posed to other students and put adequate measures in place to protect them.
- 10.5 The LDSL or DDSL will liaise with children's social care and specialist services as required. When there has been a report of sexual violence, it is likely that professional risk assessments by social workers and or sexual violence specialists will be required. The school's risk assessment is not intended to replace the detailed assessments of expert professionals. Any such assessments will be used to inform the school's approach to supporting students and updating the school's risk assessment.

10.6 Safety and support planning/risk assessments should be considered in ALL cases of child-on-child abuse, not just sexual violence and sexual harassment between children. However, when there is evidence of sexual violence and harassment a proportionate risk assessment must be in place as in line with Keeping Children Safe in Education 2023. A guide to support this process can be accessed via this link.

[Incident response RA copy.](#)

## **11 Unsubstantiated, unfounded, false or malicious reports**

11.1 As set out above, all concerns, discussions and decisions made, and the reasons for those decisions, should be recorded in writing. Records should be reviewed so that potential patterns of concerning, problematic or inappropriate behaviour can be identified, and addressed.

11.2 If a report is determined to be unsubstantiated, unfounded, false or malicious, the DSL should consider whether the child and/or the person who has made the allegation is in need of help or may have been abused by someone else and this is a cry for help. In such circumstances, a referral to local authority children's social care may be appropriate.

11.3 If a report is shown to be deliberately invented or malicious, the school or college, should consider whether any disciplinary action is appropriate against the individual who made it as per their own behaviour policy.

## **12 Supporting all students**

12.1 We will ensure that we support all students who have been affected in any way by a report of sexual harassment or sexual violence. We will seek to ensure that both the victim and alleged perpetrator(s), and any witnesses, are not being bullied or harassed, including online. We are aware of the potentially damaging role that social media can play in such cases and will ensure that students are educated about these dangers and signposted to specialist support when necessary.

12.2 Coton Green Primary School operates a **zero-tolerance** approach to sexual violence and sexual harassment. It is **never** acceptable and will not be tolerated. We seek to create an environment in which all children are supportive and respectful of their peers when reports of sexual violence or sexual harassment are made.

12.3 We will keep this guidance under review, ensuring that we reflect on its effectiveness when reports of sexual harassment or sexual violence are made, and that we respond to any emerging issues or trends in the data, sharing these with safeguarding partners as appropriate.



## Appendix Four: Acronyms used within the policy.

ATLP-Arthur Terry Learning Partnership  
BCC- Birmingham City Council  
BCSC-Birmingham Children’s Safeguarding Board  
CASS- Child Advice and Support Service  
CCE-Child Criminal Exploitation  
CME-Children Missing Education  
CSE-Child Sexual Exploitation  
CTU-Counter Terrorism Unit  
DBS- Disclosure Barring Service  
DDSL -Deputy Designated Safeguarding Lead  
DfE- Department for Education  
DSL-Designated Safeguarding Lead  
EHP- Early Help Plan  
EYFS – Early Years Foundation Stage  
FGM- Female Genital Mutilation  
GDPR –General Data Protection Regulations  
IT - Information Technology  
LAC-Looked After Child  
LADO- Local Authority Designated Officer  
NSPCC-National Society for the Protection Cruelty to Children  
RHRT-Right Help Right Time  
RSE- Relationship and Sex Education  
SCC- Staffordshire County Council  
SCR- Single Central Record  
SEND -Special Educational Needs and Disability  
SPOC- Single Point of Contact  
SSCB-Staffordshire Safeguarding Children Board  
UKCIS UK Council for Internet Safety  
WCC-Warwickshire County Council  
WSCB -Warwickshire Safeguarding Children Board

Definitions of key terms used in this policy can be found in the relevant section of Keeping Children Safe in Education 2023.



## Appendix Five: The Police and Criminal Evidence Act (1984) – Code C

1. The headteacher/head of school, designated safeguarding lead (DSL) and deputy (DDSL) are aware of the requirement for children to have an appropriate adult when in contact with Police officers.
2. 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 these purposes.
3. 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.
4. If a police officer arrives at the school wishing to speak with a student, the receptionist will inform the headteacher and the DSL and follow the school's visitor procedures. The DSL will ensure that arrangements are made to inform parents that this is the case and seek their presence at the school as the appropriate adult. If for any reason the parent cannot attend to be an appropriate adult the DSL or headteacher will ensure that an appropriate adult is provided from the school leadership team.
5. The DSL (or deputy) will communicate any vulnerabilities known by the school to any police officer who wishes to speak to a student about an offence they may suspect. This communication will be recorded on our online safeguarding system.
6. If having been informed of the vulnerabilities, the DSL (or deputy) does not feel that the officer is acting in accordance with PACE, they will ask to speak with a supervisor or contact 101 to escalate their concerns immediately.
7. A person whom there are grounds to suspect of an offence must be cautioned<sup>1</sup> before questioned about an offence<sup>2</sup>, or asked further questions if the answers they provide the grounds for suspicion, or when put to them the suspect's answers or silence, (i.e., failure or refusal to answer or answer satisfactorily) may be given in evidence to a court in a prosecution.
8. A Police Officer must not caution a child 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.
9. The 'appropriate adult' means, in the case of a child:
  - the parent, guardian or, if the child is in the care of a local authority or voluntary organisation, a person representing that authority or organisation.
  - a social worker of a local authority or, failing these, some other responsible adult aged 18 or over who is not:
    - a police officer
    - employed by the police.
    - under the direction or control of the chief officer of a police force; or

- 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 2019](#).

<sup>1</sup> 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."*

<sup>2</sup> 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.

## Appendix Six: Lead contacts for safeguarding within the ATLP

### Central safeguarding team

- Louise Davies
- Amanda Caldecott
- Sue Bailey
- Vulnerable Children's Lead Lisa Nelson
- Primary Hub LDSL'S
- North: Ceri Cox
- Central: Annie Hodgetts
- South: Jaz Khan and Sarah Long

SCHOOL	DSL	Deputy DSL	SAFEGUARDING Advocate	SPOC
Brookvale School	Mr S Day	Mrs Emily Johnston	TBC	Mr S Day
Hill West School	Dr Beth Clarke,	Mrs Rebecca George	Mrs Gill Jones	Dr B Clarke
Mere Green School	Mrs K Brookes	Lucia Thornton	Teresa Boddington	Mrs K Brookes
William Macgregor School	Mrs Natalie Jones		Karen Tromans	Mrs Natalie Jones
Scotch Orchard School	Rhian Warrack	Mel Sturch		Rhian Warrack
Slade School	Mr Danny Jones			Mr Danny Jones
Stockland Green School	Ms R Goode	Mr S Beeston	Sally Midwinter	Ms R Goode
The Arthur Terry School	Mr P Carrick	Mrs L Holland	David Camps	Mr P Carrick
The Coleshill School	Ms Rebecca Brindley	Lynne Fellowes	Nicky Perkins	Ms Rebecca Brindley

<b>SCHOOL</b>	<b>DSL</b>	<b>Deputy DSL</b>	<b>SAFEGUARDING Advocate</b>	<b>SPOC</b>
Curdworth Primary School	Mrs Jas Kang		Nicky Perkins	Mrs J Kang
John Willmott School	Ms V Spawton	Linda Wootton	Levain Preston	Ms V Spawton
Two Gates Primary School	Mrs N Llewelyn-Cook,	Sophie Smart AHT	Mrs Sue Watts	Mrs N Llewelyn-Cook, HT
Nether Stowe School	Miss Emma Evans		Surpreet Kaur	Miss Emma Evans
Osborne Primary School	Mrs Lisa Dodd		Mrs Rona Gorton	Lisa Dodd
Greysbrooke Primary School	Ellie Ballinger, HT	Marisa Hibberd		Ellie Ballinger, HT
St Michaels Primary School	Helen Robertson	Andrea Culverwell	Nicola Menmuir	Helen Robertson
St Chads Primary School	Jen Aitken		Kate Codd	Jen Aitken
West Coventry School	Claire Franklin		Martin Slevin	Claire Franklin
The Bridge School	James Morris	Elliot Payne		James Morris
Anna Seward Primary School	Richard Storer		David Camps	Richard Storer
Coton Green Primary School	Mr Richard Osborne, HT	Mrs Vicki Eccles, Mrs Jayne Tanner, Mrs A Pegg, Mrs J Shipman, Miss Gemma Coton (pending training=	Gareth Astle	Mr R Osborne, HT



## Appendix Seven: Additional support and guidance

- [Keeping children safe in education 2023](#)
- [Working Together to Safeguard Children 2018](#)
- [Review of sexual abuse in schools and colleges](#)
- [Relationships and sex education \(RSE\) and health education](#)
- [Mental health and behaviour in schools 2018](#)
- [Children missing education](#)
- CEOP Safety Centre
- [Disrespect Nobody](#)
- [Behaviour and discipline in schools](#)
- [UKCIS Guidance: Sharing Nudes and Semi-Nudes](#)
- [Searching, screening and confiscation](#)
- [Sharing nudes and semi-nudes: advice for education settings working with children and young people](#)
- [Preventing sexual bullying](#)
- [Preventing bullying](#)
- [Cyberbullying advice](#)
- [Equality & Human Rights Commission](#)
- [The NSPCC email \[help@nspcc.org.uk\]\(mailto:help@nspcc.org.uk\)](#)
- [Specialist Sexual Violence Rape Crisis](#)
- [The UK safer internet centre email at \[helpline@saferinternet.org.uk\]\(mailto:helpline@saferinternet.org.uk\)](#)
- [Internet Watch Foundation](#)
- [UK Council for Child Internet Safety \(UKCCIS\)](#)
- [Think u know](#)
- [County lines toolkit](#)
- [County Lines Toolkit for Professionals | The Children's Society \(\[childrenssociety.org.uk\]\(http://childrenssociety.org.uk\)\)](#)
- [Harmful Sexual Behaviour Support Service | SWGfL](#)
- [Meeting the needs of children abused online | Marie Collins Foundation](#)
- [Supporting practice in tackling child sexual abuse - CSA Centre](#)