



<b>Date</b>	September 2024
<b>Prepared by</b>	Gemma Lakin from Doncaster Local Authority Model Policy
<b>Approved by</b>	Steve Burnage CoG
<b>Review Date</b>	September 2025 or earlier if there are changes to the relevant legislation
<b>Version</b>	V1
<b>Changes</b>	





City of  
Doncaster  
Council

## **MODEL SAFEGUARDING POLICY**

**The Local Authority offers this model policy as a guide for all educational settings. Establishments must ensure they are responsible for their own policies and ensure this is demonstrated and owned by the school community in practice. Schools and Academies are responsible for updating their safeguarding policy in line with legislative changes and when new guidance is issued.**

**It is the Local Authority intent that ALL educational establishments will be effective for safeguarding.**

### **Rationale**

This policy has been developed in accordance with the Children Act 1989 and 2004, the Education Act 2002 and Working Together to Safeguard Children 2023. This policy reflects the statutory requirements within Keeping Children Safe in Education 2024 (KCSIE) and Doncaster Children's Safeguarding Partnership (DSCP) local policy and procedures. It also considers local lessons learned to ensure all children, young people and families in Doncaster are supported.

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	<b>Name, email and contact no.</b>
Designated Safeguarding Lead (DSL)	Gemma Lakin <a href="mailto:safeguarding@balbycentralprimary.co.uk">safeguarding@balbycentralprimary.co.uk</a> 01302 321914
Deputy Designated Safeguarding Lead (DDSL)	Helen Wiltshire Emma Cooke <a href="mailto:safeguarding@balbycentralprimary.co.uk">safeguarding@balbycentralprimary.co.uk</a> 01302 321914
Safeguarding governor/trustee	Rob Mellor <a href="mailto:Rob.mellor@balbycentralprimary.co.uk">Rob.mellor@balbycentralprimary.co.uk</a>
Contact for Operation Encompass	Gemma Lakin <a href="mailto:safeguarding@balbycentralprimary.co.uk">safeguarding@balbycentralprimary.co.uk</a> 01302 321914
Online Safety Lead	Gemma Lakin <a href="mailto:safeguarding@balbycentralprimary.co.uk">safeguarding@balbycentralprimary.co.uk</a> 01302 321914
Mental Health Lead	Marie Allison <a href="mailto:confidential@balbycentralprimary.co.uk">confidential@balbycentralprimary.co.uk</a>
Prevent Lead	Gemma Lakin <a href="mailto:safeguarding@balbycentralprimary.co.uk">safeguarding@balbycentralprimary.co.uk</a> 01302 321914
Attendance Lead	Michelle Wayman admin@balbycentralprimary.co.uk
Local Authority Designated Officer (LADO) <a href="#">Allegations against adults working with children referral form (LADO) - City of Doncaster Council</a>	Milovan Orlandich <a href="mailto:LADO@doncaster.gov.uk">LADO@doncaster.gov.uk</a> 01302 737332
Safeguarding Adviser – Local Authority	Jo Howe <a href="mailto:Jo.howe@doncaster.gov.uk">Jo.howe@doncaster.gov.uk</a> 01302 736975/07816353019

Children's Social Care <a href="#">Safeguarding concern - child at risk report form - City of Doncaster Council</a>	01302 737777 <a href="mailto:ChildrenAssessmentService@doncaster.gov.uk">ChildrenAssessmentService@doncaster.gov.uk</a>
Out of hours Children's Social Care	01302 796000
Professionals line – Social Care	01302 737033
MASH Early Help  Early Help Coordinators <a href="#">Early Help - What is it in Doncaster? - City of Doncaster Council</a>	01302 734110 <a href="mailto:EarlyHelpHub@doncaster.gov.uk">EarlyHelpHub@doncaster.gov.uk</a>  01302 736250 <a href="mailto:EarlyHCo@doncaster.gov.uk">EarlyHCo@doncaster.gov.uk</a>
Parent and Family Support Services (PAFSS)	Central - <a href="mailto:Sammy.Taylor-Brown@doncaster.gov.uk">Sammy.Taylor-Brown@doncaster.gov.uk</a> 01302 862680 North - <a href="mailto:Rebecca.Evertons@doncaster.gov.uk">Rebecca.Evertons@doncaster.gov.uk</a> 01302 737994 East - <a href="mailto:Nicola.paterson@doncaster.gov.uk">Nicola.paterson@doncaster.gov.uk</a> 01302 737686 South - <a href="mailto:Charlotte.Brookes@doncaster.gov.uk">Charlotte.Brookes@doncaster.gov.uk</a> 01302 735906
Your Place, Your Family <a href="#">Your Place Your Family Teams   Doncaster Safeguarding Children Partnership (dscp.org.uk)</a>	Central – 01302 736409 North – 01302 736787 East – 01302 736336 South – 01302 736644 <a href="mailto:YourPlaceYourFamilyTeam@doncaster.gov.uk">YourPlaceYourFamilyTeam@doncaster.gov.uk</a>
Virtual School <a href="#">Virtual School Children in Care team - City of Doncaster Council</a>	01302 737880
Child Missing in Education (CME) <a href="#">Children Missing Education - City of Doncaster Council</a>	<a href="mailto:childrenmissingeducation@doncaster.gov.uk">childrenmissingeducation@doncaster.gov.uk</a>
Prevent	Emergency – 999 Non-emergency 101 <a href="mailto:PreventSouth@ctpne.police.uk">PreventSouth@ctpne.police.uk</a> Council contact: Rachael Long – Crime & Community Safety Theme Manager 01302 737469 Channel Helpline - 020 7340 7264
Local Police – PCSO link	Emma Langstaff Soneel Minhas

School Nursing Service	Single Point of Contact – 03000 218997 Website - Zone5-19.rdash.nhs.uk <a href="mailto:Rdash.doncasterchildrenscaregroup@nhs.net">Rdash.doncasterchildrenscaregroup@nhs.net</a>
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## 1. Aims

At Balby Central Primary Academy we aim to ensure that:

- Appropriate action is taken in a timely manner to safeguard and promote children’s/young people’s welfare.
- All staff are aware of their statutory responsibilities with respect to safeguarding.
- Staff are properly trained in recognising and reporting safeguarding issues.

## 2. Legislation and statutory guidance

This policy is based on the Department for Education’s (DfE’s) statutory guidance [Keeping children safe in education 2024 \(publishing.service.gov.uk\)](#) and [Working together to safeguard children - GOV.UK \(www.gov.uk\)](#)

This policy is also based on the following legislation:

- Part 3 of the schedule to the [Education \(Independent School Standards\) Regulations 2014](#), which places a duty on academies and independent schools to safeguard and promote the welfare of children/young people at the school
- [The Children Act 1989](#) (and [2004 amendment](#)), which provides a framework for the care and protection of children/young people
- Section 5B(11) of the Female Genital Mutilation Act 2003, as inserted by section 74 of the [Serious Crime Act 2015](#), which places a statutory duty on teachers to report to the police where they discover that female genital mutilation (FGM) appears to have been carried out on a girl under 18
- [Statutory guidance on FGM](#), which sets out responsibilities with regards to safeguarding and supporting girls affected by FGM
- [The Rehabilitation of Offenders Act 1974](#), which outlines when people with criminal convictions can work with children/young people
- Schedule 4 of the [Safeguarding Vulnerable Groups Act 2006](#), which defines what ‘regulated activity’ is in relation to children/young people
- [Statutory guidance on the Prevent duty](#), which explains schools’ duties under the CounterTerrorism and Security Act 2015 with respect to protecting people from the risk of radicalisation and extremism
- [The Human Rights Act 1998](#), which explains that being subjected to harassment, violence and/or abuse, including that of a sexual nature, may breach any or all of the rights which apply to individuals under the [European Convention on Human Rights](#) (ECHR)

- . [The Equality Act 2010](#), which makes it unlawful to discriminate against people regarding particular protected characteristics (including disability, sex, sexual orientation, gender reassignment and race). This means our governors and Principal should carefully consider how they are supporting children/young people with regard to these characteristics. The Act allows our school to take positive action to deal with particular disadvantages affecting children/young people (where we can show it's proportionate). This includes making reasonable adjustments for disabled children/young people. For example, it could include taking positive action to support girls where there's evidence that they are being disproportionately subjected to sexual violence or harassment.
- . [Public Sector Equality Duty: guidance for public authorities - GOV.UK \(www.gov.uk\)](#), which explains that we must have due regard to eliminating unlawful discrimination, harassment, and victimisation. The PSED helps us to focus on key issues of concern and how to improve pupil outcomes. Some children/young people may be more at risk of harm from issues such as sexual violence; homophobic, biphobic or transphobic bullying; or racial discrimination.
- . The [Childcare \(Disqualification\) and Childcare \(Early Years Provision Free of Charge\) \(Extended Entitlement\) \(Amendment\) Regulations 2018](#) (referred to in this policy as the "2018 Childcare Disqualification Regulations") and [Childcare Act 2006](#), which set out who is disqualified from working with children
- . This policy also meets requirements relating to safeguarding and welfare in the [statutory framework for the Early Years Foundation Stage](#)

This policy also complies with our funding agreement and articles of association.

### 3. Definitions and Terminology

Safeguarding and promoting the welfare of children/young people means:

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

**Child protection** is part of this definition and refers to activities undertaken to prevent children/young person suffering, or being likely to suffer, significant harm.

**Abuse** is a form of maltreatment of a child/young person and may involve inflicting harm or failing to act to prevent. **See appendix 1: types of abuse.**

**Neglect** is a form of abuse and is the persistent failure to meet a child's/young person's basic physical and/or psychological needs, likely to result in the serious impairment of the child's/young person's health or development.

**Sharing of nudes and semi-nudes** (also known as sexting or youth-produced sexual imagery) is where children/young people share nude or semi-nude images, videos, or live streams.

**Child/young person** includes everyone under the age of 18.

**Parent** refers to birth parents and other adults who are in a parenting role – stepparents, foster parents, carer, and adoptive parents.

**Staff** refers to all those working for or on behalf of the school/setting in either a paid or voluntary capacity.

**Victim** is a widely understood and recognised term, but we understand that not everyone who has been subjected to abuse considers themselves a victim or would want to be described that way. When managing an incident, we will be prepared to use any term that the child involved feels most comfortable with.

**Alleged perpetrator(s)** and **perpetrator(s)** are widely used and recognised terms. However, we will think carefully about what terminology we use (especially in front of children) as, in some cases, abusive behaviour can be harmful to the alleged perpetrator too. Doncaster Local Authority recommend schools to develop consistency in terminology which is Trauma-informed. For e.g. by referring only to an alleged allegation when discussing children. We will however, decide what's appropriate and which terms to use on a case-by-case basis.

**Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Lead (DDSL)**  
- the named person for safeguarding in education establishments.

**LADO** – Local Authority Designated Officer – deals with any allegation against any member of staff in a public setting.

**DSCP** - Doncaster Safeguarding Children Partnership

#### **4. Equality statement**

Some children/young people have an increased risk of abuse, both online and offline, and additional barriers can exist for some children/young people with respect to recognising or disclosing it. We are committed to anti-discriminatory practice and recognise children's/young people's diverse circumstances. We ensure that all children/young people have the same protection, regardless of any barriers they may face.

We give special consideration to children/young people who:

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



- Are asylum seekers.
- Are at risk due to either their own or a family member's mental health needs.
- Are looked after or previously looked after (see section 12)
- Are missing or absent from education for prolonged periods and/or repeat occasions.
- Whose parent/carer has expressed an intention to remove them from school to be home educated.

## 5. Roles and responsibilities

Safeguarding and child protection is **everyone's** responsibility. This policy applies to all staff, volunteers and governors in the school and is consistent with the procedures of the 3 safeguarding partners. Our policy and procedures also apply to extended school and off-site activities.

The school plays a crucial role in preventative education. This is in the context of a whole-school approach to preparing pupils for life in modern Britain, and a culture of zero tolerance of sexism, misogyny/misandry, homophobia, biphobia, transphobia, and sexual violence/harassment. This will be underpinned by our:

- Behaviour policy
- Pastoral support system
- Planned programme of relationships, sex and health education (RSHE), which is inclusive and delivered regularly, tackling issues such as:
  - Healthy and respectful relationships
  - Boundaries and consent
  - Stereotyping, prejudice and equality
  - Body confidence and self-esteem
  - How to recognise an abusive relationship (including coercive and controlling behaviour)
  - The concepts of, and laws relating to, sexual consent, sexual exploitation, abuse, grooming, coercion, harassment, rape, domestic abuse, so-called honour-based violence such as forced marriage and FGM and how to access support.
  - What constitutes sexual harassment and sexual violence and why they're always unacceptable.

### All staff

All staff will:

- Read and understand part 1 and annex B of the Department for Education's statutory safeguarding guidance, Keeping Children Safe in Education [Keeping children safe in education 2024 \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/99999/keeping-children-safe-in-education-2024.pdf) and review this guidance at least annually
- Sign a declaration at the beginning of each academic year to say that they have reviewed the guidance.
- Reinforce the importance of online safety when communicating with parents and carers. This includes making parents and carers aware of what we ask children/young people to do online (e.g. sites they need to visit or who they'll be interacting with online)

- Provide a safe space for pupils who are LGBTQ+ to speak out and share their concerns.

All staff will be aware of:

- Our systems which support safeguarding, including this child protection and safeguarding policy, the staff behaviour policy/code of conduct, the role and identity of the designated safeguarding lead (DSL) and deputy designated safeguarding lead (DDSL), the behaviour policy, the online safety policy and the safeguarding response to children who go missing from education.
- The Early Help assessment process and their role in it, including identifying emerging problems, liaising with the DSL, and sharing information with other professionals to support early identification and assessment.
- The process for making referrals to local authority children's social care and for statutory assessments that may follow a referral, including the role they might be expected to play.
- What to do if they identify a safeguarding issue or a child/young person tells them they are being abused or neglected, including specific issues such as female genital mutilation (FGM), and how to maintain an appropriate level of confidentiality while liaising with relevant professionals.
- The signs of different types of abuse, neglect and exploitation, as well as specific safeguarding issues, such as child-on-child abuse, child sexual exploitation (CSE), child criminal exploitation (CCE), indicators of being at risk from or involved with serious violent crime, FGM, radicalisation and serious violence (including that linked to county lines).
- The importance of reassuring victims that they are being taken seriously and that they will be supported and kept safe.
- The fact that children/young people can be at risk of harm inside and outside of their home, at school and online.
- The fact that children/young people who are (or who are perceived to be) lesbian, gay, bi, or trans (LGBTQ+) can be targeted by other children/young people.
- What to look for to identify children/young people who need help or protection

### **The designated safeguarding lead (DSL) –**

The DSL is a member of the senior leadership team. Our DSL is Gemma Lakin. The DSL takes lead responsibility for child protection and wider safeguarding in the school. This includes online safety and understanding our filtering and monitoring processes on school devices and school networks to keep children/young people safe online.

During term time, the DSL will be available during school hours for staff to discuss any safeguarding concerns. The DSL's office is located within the main SLT office and is contactable in person, through email and by phone, through the contact details above.

When the DSL is absent, the (DDSL) – Helen Wiltshire and Emma Cooke will act as cover.

If the DSL and DDSL are not available, both the Headteacher and the Deputy Headteacher will act as cover and are both trained to the equivalent of Level 3. Additionally, other staff are trained to this level. These staff are set out below:

Marie Allison (Assistant Headteacher)

The DSL will be given the time, funding, training, resources, and support to:

- Provide advice and support to other staff on child welfare and child protection matters.
- Take part in strategy discussions and inter-agency meetings and/or support other staff to do so.
- Contribute to the assessment of children/young people.
- Refer suspected cases, as appropriate, to the relevant body (local authority children's social care, Channel programme, Disclosure and Barring Service, and/or police), and support staff who make such referrals directly.
- Have a good understanding of harmful sexual behaviour.
- Have a good understanding of the filtering and monitoring systems and processes in place at our school.

The DSL will also:

- Keep the Headteacher informed of any issues.
- Liaise with local authority case managers and designated officers for child protection concerns as appropriate.
- Discuss the local response to sexual violence and sexual harassment with police and local authority children's social care colleagues to prepare the school's policies.
- Be confident that they know what local specialist support is available to support all children/young people involved (including victims and alleged perpetrators) in sexual violence and sexual harassment and be confident as to how to access this support.
- Be aware that children/young people must have an 'appropriate adult' to support and help them in the case of a police investigation or search.

The full responsibilities of the DSL and DDSL are set out in their job description and can also be found in KCSIE [Keeping children safe in education 2024 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

## **The Headteacher**

The Headteacher is responsible for the implementation of this policy and all linked policies, including:

- Ensuring that staff (including temporary staff) and volunteers:
  - Are informed of our systems which support safeguarding, including this policy, as part of their induction.
  - Understand and follow the procedures included in this policy, particularly those concerning referrals of cases of suspected abuse and neglect.
- Communicating this policy to parents/carers when their child/young person joins the school and via the school website.
- Ensuring that the DSL has appropriate time, funding, training, and resources, and that there is always adequate cover if the DSL is absent.

- Acting as the 'case manager' in the event of an allegation of abuse made against another member of staff or volunteer, where appropriate
- Making decisions regarding all low-level concerns, though they may wish to collaborate with the DSL on this.
- Ensuring the relevant staffing ratios are met, where applicable
- Making sure each child in the Early Years Foundation Stage is assigned a key person
- Overseeing the safe use of technology, mobile phones, and cameras in the setting

## **The Governing Board**

The governing board will:

- Facilitate a whole-school approach to safeguarding, ensuring that safeguarding and child protection are at the forefront of, and underpin, all relevant aspects of process and policy development.
- Evaluate and approve this policy at each review, ensuring it complies with the law, and hold the Headteacher to account for its implementation.
- Be aware of its obligations under the Human Rights Act 1998, the Equality Act 2010 (including the Public Sector Equality Duty), and our school's local multi-agency safeguarding arrangements.
- Appoint link governor to monitor the effectiveness of this policy in conjunction with the full governing board. This is always a different person from the DSL.
- Ensure all staff undergo safeguarding and child protection training, including online safety, and that such training is regularly updated and is in line with advice from the safeguarding partners.
- Ensure that the school has appropriate filtering and monitoring systems in place and review their effectiveness. This includes:
  - Making sure that the leadership team and staff are aware of the provisions in place, and that they understand their expectations, roles and responsibilities around filtering and monitoring as part of safeguarding training.
  - Reviewing the DfE's filtering and monitoring standards and discussing with IT staff and service providers what needs to be done to support the school in meeting these standards.
- Make sure:
  - The DSL has the appropriate status and authority to carry out their job, including additional time, funding, training, resources and support.
  - Online safety is a running and interrelated theme within the whole-school approach to safeguarding and related policies.
  - The DSL has lead authority for safeguarding, including online safety and understanding the filtering and monitoring systems and processes in place.
  - The school has procedures to manage any safeguarding concerns (no matter how small) or allegations that do not meet the harm threshold (low-level concerns) about staff members (including supply staff, volunteers, and contractors). Appendix 3 of this policy covers this procedure.

- That this policy reflects that children/young people with SEND, or certain medical or physical health conditions, can face additional barriers to any abuse or neglect being recognised
- Where another body is providing services or activities (regardless of whether or not the children/young people who attend these services/activities are children/young people on the school roll):
  - Seek assurance that the other body has appropriate safeguarding and child protection policies/procedures in place and inspect them if needed.
  - Make sure there are arrangements for the body to liaise with the school about safeguarding arrangements, where appropriate.
  - Make sure that safeguarding requirements are a condition of using the school premises, and that any agreement to use the premises would be terminated if the other body fails to comply.

The chair of governors will act as the 'case manager' in the event that an allegation of abuse is made against the Headteacher, where appropriate.

All governors will read Keeping Children Safe in Education in its entirety.

## **6. Information Sharing and Confidentiality**

The school will ensure that:

- Timely information sharing is essential to effective safeguarding.
- Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare, and protect the safety, of children/young people.
- The Data Protection Act (DPA) 2018 and UK GDPR do not prevent, or limit, the sharing of information for the purposes of keeping children/young people safe.
- If staff need to share 'special category personal data', the DPA 2018 contains 'safeguarding of children and individuals at risk' as a processing condition that allows practitioners to share information without consent if: it is not possible to gain consent; it cannot be reasonably expected that a practitioner gains consent; or if to gain consent would place a child/young person at risk
- Staff should never promise a child/young person that they will not tell anyone about a report of abuse, as this may not be in the child's best interests.
- If a victim asks the school not to tell anyone about the sexual violence or sexual harassment:
  - There is no definitive answer, because even if a victim does not consent to sharing information, staff may still lawfully share it if there's another legal basis under the UK GDPR that applies. ○ The DSL will have to balance the victim's wishes against their duty to protect the victim and other children.
  - The DSL should consider that:
- Parents or carers should normally be informed (unless this would put the victim at greater risk).

- The basic safeguarding principle is: if a child/young person 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.
- Rape, assault by penetration and sexual assault are crimes. Where a report of rape, assault by penetration or sexual assault is made, this should be referred to the police. While the age of criminal responsibility is 10, if the alleged perpetrator is under 10, the starting principle of referring to the police remains.
- Regarding anonymity, all staff will:
  - Be aware of anonymity, witness support and the criminal process in general where an allegation of sexual violence or sexual harassment is progressing through the criminal justice system.
  - Do all they reasonably can to protect the anonymity of any children/young people involved in any report of sexual violence or sexual harassment, for example, carefully considering which staff should know about the report, and any support for children/young people involved.
  - Consider the potential impact of social media in facilitating the spreading of rumours and exposing victims' identities.
- The government's [information sharing advice for safeguarding practitioners](#) includes 7 'golden rules' for sharing information, and will support staff who have to make decisions about sharing information
- If staff are in any doubt about sharing information, they should speak to the DSL (or deputy)

## **7. Child protection procedures (including Early Help)**

- If there are concerns that a child/young person has experienced or is at risk of suffering significant harm, the DSL/DDSL will consult with Doncaster Children's Social Care, making an online referral or in an emergency, reporting to the police. <https://dscp.org.uk/report-concern>
- Parents/Carers can contact Children's Social Care on 01302 737777.
- For advice relating specifically to concerns around the mental health of a child/young person, advice can be provided by ringing the Mental Health Specialist Advice Line 01302 796191.
- All staff are aware of MASH (Multi-Agency Safeguarding Hub). The Early Help Enquiry through MASH has been established to improve communication, information sharing and to support more effective delivery of services where there is a need. All enquiries are triaged by a Social Worker, where threshold for Early Help is clear, contacts will be screened within the Early Help Hub, where threshold is unclear the MASH process will be used.
- All staff are aware that Early Help is not a service, but a way of thinking and working. It is a collaborative approach between services and families that provides support as soon as a need is identified. When a child/young person or family is not achieving all outcomes

within the Early Help Outcomes Framework, Early Help will be offered to support them to reach those outcomes. [Early Help | Doncaster Safeguarding Children Partnership \(dscp.org.uk\)](http://dscp.org.uk)

- All staff are alert to the potential need for Early Help for pupils who have 'experienced multiple suspensions, are at risk of being permanently excluded from schools, colleges and in Alternative Provisions or a Pupil Referral Unit'.
  - All staff acknowledge that Early Help is support for children of all ages that improves a family's resilience and outcomes or reduces the chance of a problem getting worse.
  - MASH is a multi-disciplinary team with two main functions:
    - o Providing information, advice and guidance to professionals who have queries about children who may need a coordinated early help response or a social care response.
    - o Screening all early help enquiry forms to ensure an appropriate level of response for the child/young person and family.
- The team is available from 8.30am to 5.00pm, Monday to Friday, and telephone messages will be responded to within one working day. Telephone: 01302 734110 for Early Help enquiries or for urgent social care enquiries 01302 737033.  
Email: [ChildrenAssessmentService@doncaster.gov.uk](mailto:ChildrenAssessmentService@doncaster.gov.uk)
- The DSL/DDSL will act as Lead Professional where this is appropriate for the family.

### **Looked-after and previously looked-after children**

We will ensure that staff have the skills, knowledge and understanding to keep looked-after children and previously looked-after children safe. In particular, we will ensure that:

- Appropriate staff have relevant information about children's looked after legal status, contact arrangements with birth parents or those with parental responsibility, and care arrangements
- The DSL has details of children's social workers and relevant virtual school heads

We have appointed a designated teacher, Gemma Lakin, who is responsible for promoting the educational achievement of looked-after children and previously looked-after children in line with [statutory guidance](#).

The designated teacher is appropriately trained and has the relevant qualifications and experience to perform the role.

As part of their role, the designated teacher will:

- Work closely with the DSL to ensure that any safeguarding concerns regarding looked-after and previously looked-after children are quickly and effectively responded to
- Work with virtual school heads to promote the educational achievement of looked-after and previously looked-after children, including discussing how pupil premium plus funding can be best used to support looked-after children and meet the needs identified in their personal education plans

## 8. **Safeguarding Issues** – including local issues and guidance

### **Anti-Bullying including Child-on-Child abuse, Sexual Violence and Sexual Harassment**

At Balby Central Primary Academy we maintain an attitude of 'it could happen here' and staff in our setting recognise that children and young people are capable of abusing other children and young people (including online). All our staff are clear about the policy and procedures regarding antibullying, child on child abuse, sexual violence, and sexual harassment.

Staff are aware of and follow the statutory guidance in KCSIE on how schools should respond to all signs, reports and concerns of child-on-child sexual violence and sexual harassment, including those that have happened outside of the school or college premises, and/or online.

#### ***This should be considered alongside our Behaviour and Anti-bullying Policies***

Useful links

[Keeping children safe in education 2024 \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/92112/Keeping_children_safe_in_education_2024.pdf)

[What is sexual consent? | Rape Crisis England & Wales](https://www.rapecrisis.org.uk/what-is-sexual-consent/)

[Working together to safeguard children - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/collections/working-together-to-safeguard-children)

### **Child Exploitation (Child Criminal Exploitation, Child Sexual Exploitation and County Lines)**

At Balby Central Primary Academy we recognise that child exploitation is a form of abuse. We understand that children/young people often trust their abuser and do not know that what is happening is wrong, or they feel they are unable to tell anyone due to fear, intimidation, and violence. We recognise that we all have a role to play to spot the signs and help keep children/young people safe. All our staff are clear about the policy and procedures with regards to child exploitation and will report concerns to Doncaster Children's Social Care.

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". Children can be targeted and recruited into county lines in a number of locations including schools (mainstream and special), 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.

We understand that there is new legal requirement to report child sexual abuse for anyone working in regulated activity with children/young people. Although this is not yet in force, there is already a statutory duty under KCSIE to report child sexual abuse to the Local Authority and if necessary, the police. ***This information will be updated once the Government release further guidance.***

Useful links:



[Mandatory reporting of child sexual abuse: call for evidence - GOV.UK \(www.gov.uk\)](http://www.gov.uk)  
[Exploitation | Doncaster Safeguarding Children Partnership \(dscp.org.uk\)](http://dscp.org.uk)  
[Child Sexual Exploitation \(proceduresonline.com\)](http://proceduresonline.com)  
[Child Sexual Exploitation & How to Keep Your Child Safe | NSPCC](#)  
[Child sexual exploitation - City of Doncaster Council](#)  
[Child exploitation disruption toolkit - GOV.UK \(www.gov.uk\)](http://www.gov.uk)  
[Encouraging Potential and Inspiring Change - supporting young people - City of Doncaster Council](#)  
[Stop child exploitation - SYP \(southyorks.police.uk\)](http://southyorks.police.uk)

[1 minute guide- County Lines.pdf](#)

In Doncaster, a Third-Party Intelligence Form (not a referral form) is in place. The DSL will complete this form and pass to the police should low level concerns emerge that may indicate CE.



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Party%20Report%20f

### **Child Victims of Trafficking and/or Modern-Day Slavery**

At Balby Central Primary Academy we recognise that 'Trafficking of persons' means the recruitment, transportation, transfer, harbouring or receipt of persons, by means of the threat or use of force or other forms of coercion, of abduction, of fraud, of deception, of the abuse of power or of a position of vulnerability or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purpose of exploitation.

'Modern slavery' is a form of organised crime in which individuals including children and young people are treated as commodities and exploited for criminal and financial gain. It encompasses human trafficking, slavery, servitude and forced labour.

Children of all ages are affected and can be trafficked into, within ('internal trafficking'), and out of the UK for many reasons and all forms of exploitation.

Parents, carers, or family members may exploit children and young people. Often the child or young person will not realise that family members are involved in the exploitation.

Modern slavery and trafficking are child abuse, and any potential victim of child trafficking or slavery, servitude, or forced or compulsory labour should immediately be referred to Children's Social Care, as they may be suffering significant harm.

### **Children/young people missing**

At Balby Central Primary Academy our procedures are designed to ensure that a missing child/young person is found and returned to effective supervision as soon as possible. If a child/young person goes missing, we will make contact with parents immediately and call the police using 101 or in an emergency 999. Children's social care will also be informed.

The below procedures apply if a child in the following circumstances goes missing or cannot be traced:

- A child who is the subject of a child protection referral or Section 47 Enquiry;
- A child who is the subject of a Child Protection Plan who goes missing or is removed from her/his address outside the terms of the Child Protection Plan;
- Any child known to a statutory agency who goes missing in suspicious circumstances or about whom there are concerns - e.g. one who is subject to a Children and Families Assessment where there are developing concerns about their safety.

These procedures also apply to adults whose whereabouts become unknown in the following circumstances:

- A pregnant woman when there are concerns about the welfare of the child following birth;
- A family where there are concerns about the welfare of the child because of the presence of an individual who poses a risk to children or other person suspected of previously harming a child.

### Children and Families that go Missing (Including Unborn Children)

#### **Children Missing Education (CME)**

At Balby Central Primary Academy recognise that all children/young people, regardless of their circumstances, are entitled to an efficient, full-time education which is suitable to their age, ability, aptitude, and any special educational needs they may have.

We also recognise that being absent as well as p from education can be a warning sign of a range of safeguarding concerns, including sexual abuse, sexual exploitation, or child criminal exploitation.

We will comply with our statutory duty to inform the Local Authority of any child/young person identified as CME following the DSCP procedures and statutory guidance outlined in children missing education – statutory guidance for local authorities 2016.

**KCSIE 2024 – refers to the term ‘deliberately missing in education’ being replaced with ‘unexplainable and/or persistent absences from education’.**

Useful links:

[Children Missing Education \(proceduresonline.com\)](https://www.proceduresonline.com/children-missing-education)

[Children missing education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/children-missing-education)

[CME Policy January 2020.doc \(live.com\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/431207/CME_Policy_January_2020.doc)

[Microsoft Word - CME Procedures June 2020 V2.docx \(windows.net\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/431207/CME_Procedures_June_2020_V2.docx)

#### **Children in Care (CIC)**

At Balby Central Primary Academy we recognise that children in care are likely to have experienced some form of abuse, neglect, or trauma prior to entering care and be living with those consequences. Children in care are given the highest priority within school admission arrangements and we are guided by the requirements set out in the school admissions code [School admissions code - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/school-admissions-code)

At Balby Central Primary Academy we have a Designated Teacher (DT) who is responsible for championing the needs of children in care in our school is Gemma Lakin.

For more information, please contact the school office.

### **Children with family members in prison**

At Balby Central Primary Academy we recognise that 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.

Useful links:

[Children with a parent or relative in prison | Barnardo's](#)

### **Complex and organised child abuse**

Complex and organised child abuse may be defined as abuse involving one or more abusers and any number of related or non-related abused children. This may take place in any setting. The adults concerned may be acting together to abuse children, in isolation or may be using an institutional framework or position of authority such as a teacher, coach, faith group leader or be in a celebrity position to access and recruit children for abuse.

Such abuse can occur both as part of a network of abuse across a family or community and within institutions such as residential settings, boarding schools, in day care and in other provisions such as youth services, sports clubs, faith groups and voluntary groups. There may also be cases of children being abused via the use of electronic devices, such as mobile phones, computers, games consoles etc which all access the internet and in particular social networking website.

Useful links:

[Complex \(Organised and Multiple\) Abuse](#)

### **Dangerous Dogs**

At Balby Central Primary Academy we are aware of the Dangerous Dogs Practice Guidance and the definition of dangerous dogs as follows:

***The Dangerous Dogs Act (1991) prohibits persons from having in their possession or custody dogs belonging to types bred for fighting, enables restrictions to be imposed in relation to other types of dogs which present a serious danger to the public and makes further provision for securing that dogs are kept under proper control.***

More information can be found here - [Dangerous Dogs Practice Guidance \(proceduresonline.com\)](#)

At Balby Central Primary Academy member of staff who becomes aware of a dog that could be prohibited or considered dangerous should use the **Assessing Dogs which may pose a risk to children checklist**. [dogs\\_pose\\_risk\\_ch\\_risk\\_assess.docx \(live.com\)](#) We will also collect the following information:

- The dog's name and breed.
- The owner's details.
- The reason for keeping the dog and information about other family members, particularly young children.

This information will then be shared with the Police and/or the Children's Social Care without delay.

Where there is a report of a child/young person having been injured by a dog (or exposed to the risk of injury/significant harm either directly due to the dog's behaviour or indirectly due to the dog's impact on hygiene in the home) a referral to Children's Social Care will be considered. In deciding whether to make a referral, consideration will be given to:

- The nature of the injuries.
- The circumstances of the attack / incident.
- Whether the parents or dog owner sought medical advice.
- Whether the dog has previously shown any aggression; and
- What action the pet owner has taken to prevent a recurrence of any attack

If staff have reason to believe that a dog in the household is prohibited or presents a risk to a child/young person, the Police and/or Children's Social Care will be contacted immediately.

Useful links:

[14865\\_proof\\_4LR\\_WEB.pdf \(bluecross.org.uk\)](#)

[Dog Help and Advice | Dogs Trust](#)

[Pet advice | Battersea Dogs & Cats Home](#)

[Safe and Sound Award Scheme | Dog training | The Kennel Club](#)

## **Domestic Abuse**

At Balby Central Primary Academy we recognise that prolonged or regular exposure to domestic abuse can have a serious impact on a child's/young person's development and emotional well-being, despite the best efforts of the non-abusing parent to protect the child. We recognise that witnessing ill treatment of others is harmful to children including where children can see, hear or experience it's effects.

Domestic abuse impacts on children/young people in a number of ways. The impact of domestic abuse is likely to be exacerbated when combined with any form of substance misuse or mental ill health.

For children/young people living in situations of domestic abuse, the effects may also result in behavioural issues (including anti-social behaviour), absence from school, difficulties concentrating, lower school achievement, ill health, bullying, substance misuse, self-harm, running away, anti-social behaviour, depression and anxiety and physical injury.

At Balby Central Primary Academy if we become concerned that a child/young person is suffering or is at risk of suffering significant harm, we will make a referral to Children's Social Care. We will ensure that children/young people in our setting receive the appropriate support and will use the Domestic and Sexual Abuse Toolkit for Education to identify abuse and teach about healthy relationships.

We are aware of the MARAC (Multi Agency Risk Assessment Conference) process and work with the Local Authority to ensure relevant information is shared in respect of children in our school who are linked to those being discussed at the MARAC panel.

At Balby Central Primary Academy appropriate staff understand Operation Encompass, have accessed the appropriate training, and signed the agreement in order to receive notifications of domestic abuse.

Useful links

[Domestic Abuse - City of Doncaster Council](#)

[Domestic Abuse Protocol - City of Doncaster Council](#)

[MARAC - Doncaster Council](#)

### **Elective Home Education (EHE)**

The overall aim is for all children and young people in Doncaster to have the opportunity to fulfil their potential through access to a suitable education appropriate to their age, ability, and aptitude (section 7, The Education Act, 1996)

At Balby Central Primary Academy we respect that parent's may decide to educate their children/young people at home. However, we recognise that home education can mean some children are less visible to the services that are there to keep them safe and supported in line with their needs.

If we become concerned that a child/young person is suffering or is at risk of suffering significant harm, we will make a referral to Children's Social Care.

Useful links

[Educating your child at home - City of Doncaster Council](#)

[EHE Policy January 2020.docx \(live.com\)](#)

### **Female Genital Mutilation (FGM) and Breast Ironing (or flattening)**

At Balby Central Primary Academy we recognise that FGM is illegal in the UK and section 5B of the Female Genital Mutilation Act 2003 places a statutory duty upon teachers, along with social workers and healthcare professionals, to report to the police where they discover FGM appears to have been carried out on a girl under 18. We also recognise that this does not replace safeguarding children actions, therefore a referral will also be made to Children's Social Care.

At Balby Central Primary Academy all staff have received FGM awareness training as part of the whole school safeguarding training.

We also recognise that Breast Flattening is child abuse, illegal and as with female genital mutilation it is pre-pubescent girls that are most at risk.

Useful links



FGM%20Pathway%  
20Doncaster.docx

[Female Genital Mutilation \(FGM\) \(proceduresonline.com\)](#)

[Mandatory reporting of female genital mutilation: procedural information - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/female-genital-mutilation-prevent-protect)  
[Female Genital Mutilation - Prevent & Protect | NSPCC https://safeguardinghub.co.uk/breast-ironing-a-guide/](https://safeguardinghub.co.uk/breast-ironing-a-guide/)

## **Forced Marriage**

At Balby Central Primary Academy we recognise that, in a forced marriage, one or both spouses do not consent to the arrangement of the marriage and some elements of duress are involved. Duress can include physical, psychological, financial, sexual, and emotional pressure. Forced Marriage is an abuse of human rights and, where a child is involved, an abuse of the rights of the child.

Where there are concerns about the welfare or safety of a child/young person, we will report this immediately to Children's Social Care.

Useful links

[Forced Marriage \(proceduresonline.com\)](http://proceduresonline.com)

[HM Government Multi-agency practice guidelines: Handling cases of Forced Marriage \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/guidance/hm-government-multi-agency-practice-guidelines-handling-cases-of-forced-marriage)

## **Homelessness**

Being homeless or being at risk of becoming homeless presents a real risk to a child's/young person's welfare.

At Balby Central Primary Academy the DSL is aware of contact details and referral routes into the local housing authority so they can raise/progress concerns at the earliest opportunity (where appropriate and in accordance with local procedures).

Where a child/young person has been harmed or is at risk of harm, the DSL will also make a referral to children's social care.

Useful links:

[St.Leger Homes | St.Leger Homes | Home Options \(stlegerhomes.co.uk\)](http://stlegerhomes.co.uk)

[Doncaster Homelessness Outreach Services - Riverside](#)

[Housing other vulnerable groups - City of Doncaster Council](#)

## **Honour Based Abuse**

At Balby Central Primary Academy we recognise that Honour based Abuse is a collection of practices, which are used to control behaviour within families or other social groups to protect perceived cultural and religious beliefs and/or honour. Such violence can occur when perpetrators perceive that a relative has shamed the family and / or community by breaking their honour code.

For young victims it is a form of child abuse and a serious abuse of human rights.

Any suspicion or disclosure of violence or abuse against a child in the name of honour will be referred to Children's Social Care.

Useful links

[Tackling violence against women and girls strategy - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/442222/Tackling_violence_against_women_and_girls_strategy.pdf)

['Honour' Based Abuse \(proceduresonline.com\)](https://proceduresonline.com/honour-based-abuse/)

## **LGBTQ+ support**

At Balby Central Primary Academy the DSL understands how to support young people and families to access LGBTQ+ support through family and Youth Hubs. Young people requiring additional support may access CAMHS provision or School Nursing services.

For details of the Youth Group, please email:

[LGBTQenquiries@doncaster.gov.uk](mailto:LGBTQenquiries@doncaster.gov.uk)

The school curriculum reflects opportunity to explore difference and celebrate diversity and has resources as listed on the Stonewall website.

Balby Central Primary Academy plays a vital role in supporting LGBTQ+ children and young people. We create an inclusive environment where all learners feel welcome and valued.

- The fact that a child or young person may be LGBTQ+ is not in itself an inherent risk factor for harm. However, children who are LGBTQ+ can be targeted by other children. In some cases, a child who is perceived by other children to be LGBTQ+ (whether they are or not) can be just as vulnerable as children who identify as LGBTQ+
- Risks can be compounded where children who are LGBTQ+ lack a trusted adult with whom they can be open. It is therefore vital that staff endeavour to reduce the additional barriers faced and provide a safe space for them to speak out or share their concerns with members of staff.
- LGBTQ+ inclusion is part of the statutory Relationships Education, Relationship and Sex Education and Health Education curriculum and our school/setting will access the range of support available to help counter homophobic, biphobic and transphobic bullying and abuse.

Stonewall also has guidance for schools and settings on supporting LGBTQ+ children and young people. The school will continue to work in partnership with families and agencies to ensure all children and young people feel supported and our LGBTQ+ community feel safe.

Useful links

[Schools & colleges | Stonewall](https://www.stonewall.org.uk/resources/schools-colleges)

[Relationships and sex education \(RSE\) and health education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/442222/Relationships_and_sex_education_(RSE)_and_health_education.pdf)

## **Online Safety (including Cyber Crime)**

At Balby Central Primary Academy we will ensure that in accordance with KCSIE, appropriate filters and monitoring systems are in place and regularly reviewed to protect children/young people when they are online in school. We will follow the guidance in KCSIE and ensure that all staff will receive training on the expectations, applicable roles, and responsibilities in relation to

filtering and monitoring on school devices and networks. With support from the Governors/Trustees and Senior Leadership Team, the DSL will take responsibility for understanding the filtering and monitoring systems and processes in place.

[Keeping children safe in education 2024 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

At Balby Central Primary Academy we will adhere to the filtering and monitoring standards set by The Department for Education. [Meeting digital and technology standards in schools and colleges - Filtering and monitoring standards for schools and colleges - Guidance - GOV.UK](https://www.gov.uk)

[\(www.gov.uk\)](https://www.gov.uk) • identify and assign roles and responsibilities to manage filtering and monitoring systems.

- review filtering and monitoring provision at least annually.  
block harmful and inappropriate content without unreasonably impacting teaching and learning.
- have effective monitoring strategies in place that meet their safeguarding needs.

If there are any immediate safeguarding concerns in respect of online usage, the DSL will follow the appropriate safeguarding procedures.

Children with skill and interest in computing and technology may inadvertently or deliberately stray into cyber 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 offences and divert them to a more positive use of their skills and interests.

Please see other policies linked to Online Safety *on the school website*.

Useful links

[Appropriate Filtering and Monitoring - UK Safer Internet Centre](https://www.nen.gov.uk/)

<https://www.nen.gov.uk/>

[Meeting digital and technology standards in schools and colleges - Cyber security standards for schools and colleges - Guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

[Cyber security training for school staff - NCSC.GOV.UK](https://www.ncsc.gov.uk)

[Keeping children safe online | NSPCC](https://www.nspcc.org.uk)

[Cyber Choices - National Crime Agency](https://www.ncsc.gov.uk)

## **Operation to support Afghan and Ukrainian arrivals in the UK**

DSLs will consult with appropriate professionals regarding Afghan and Ukrainian arrivals following guidance, which can be found at:

[Education and childcare: Homes for Ukraine - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

For more information about supporting Ukrainian arrivals in the UK:

[Situation in Ukraine: Information for guests, sponsors and families - City of Doncaster Council](https://www.doncaster.gov.uk)

Our school/college/setting will:

- Provide bilingual support to enable children to access the full curriculum.
- Provide pastoral care for those children who need it.
- Provide a Key Person in school who will liaise with families and their sponsors as required.
- Be aware of vulnerabilities for the children and seek advice where needed.



## **Power to Search** – searching, screening and confiscation

At Balby Central Primary Academy we recognise that children/young people may bring prohibited items onto the school site. To ensure the safety of all children/young people and staff on site, Headteachers and staff authorised by them, have a statutory power to search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item. School staff can also search a pupil for any item if the pupil agrees.

Prohibited items are:

- knives or weapons
- alcohol  
illegal drugs
- stolen items
- tobacco and cigarette papers
- fireworks
- pornographic images
- any article that is suspected to have been used or is likely to be used to commit an offence, or to cause personal injury to or damage to the property of any person.
- banned items.

School staff can seize any prohibited item found as a result of a search. They can also seize any item they consider harmful or detrimental to school discipline.

Where there are safeguarding concerns, staff will follow the appropriate safeguarding procedures and where required will call the police.

Useful Links

[Searching, screening and confiscation at school - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

## **Prevent**

At Balby Central Primary Academy we recognise that 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 to the need to prevent people from being drawn into terrorism".

This duty is known as the Prevent duty.

All DSL/DDSL and Senior Leaders at Balby Central Primary Academy have familiarised themselves with

[Prevent duty guidance: Guidance for specified authorities in England and Wales \(publishing.service.gov.uk\)](http://publishing.service.gov.uk) and are aware of local procedures for making a referral.

All staff know how to recognise and respond to any behaviour that could link to radicalisation/extremism. Any concerns will be reported using the appropriate safeguarding procedures.

Useful links

<http://www.elearning.prevent.homeoffice.gov.uk/>  
<https://www.elearning.prevent.homeoffice.gov.uk/preventreferrals>  
[https://www.elearning.prevent.homeoffice.gov.uk/channel\\_awareness/01-welcome.html](https://www.elearning.prevent.homeoffice.gov.uk/channel_awareness/01-welcome.html)  
<https://educateagainsthate.com/>  
<http://preventforfeandtraining.org.uk/>

## **Private Fostering**

If a child or young person, anyone aged under 16 years old or 18 years old if they are disabled, is being cared for by someone other than a parent or close relative for more than 28 days then they are being privately fostered. Legally, parents must inform the Local Authority if their child is living with a private foster carer six weeks prior to the arrangement beginning, or within 48 hours in emergency situations.

At Balby Central Primary Academy staff recognise that they have a statutory duty to encourage parents to notify the Local Authority of a private fostering arrangement and to follow this up by reporting to the Local Authority.

Useful links

[Private Fostering in Doncaster A guide for professionals.pdf \(windows.net\)](#)  
[Keeping children safe in education - GOV.UK \(www.gov.uk\)](#)

## **Reporting systems for our children/young people**

Where there is a safeguarding concern, we will take the child's/young person's wishes and feelings into account when determining what action to take and what services to provide.

We recognise the importance of ensuring children/young people feel safe and comfortable to come forward and report any concerns and/or allegations.

To achieve this, we will:

- Put systems in place for children/young people to confidently report abuse.
- Ensure our reporting systems are well promoted, easily understood and easily accessible for children/young people.
- Make it clear to children/young people that their concerns will be taken seriously, and that they can safely express their views and give feedback.

## **Sharing of nudes and semi-nudes ('sexting')**

At Balby Central Primary Academy if staff are made aware of an incident involving the consensual or non-consensual sharing of nude or semi-nude images/videos (also known as 'sexting' or 'youth produced sexual imagery,' they will report it to the DSL immediately. Staff will **not**:

- View, copy, print, share, store or save the imagery, or ask a child/young person to share or download it (if staff have already viewed the imagery by accident, they must report this to the DSL).
- Delete the imagery or ask the child/young person to delete it.

- Ask the child/young person(s) who are involved in the incident to disclose information regarding the imagery (this is the DSL's responsibility).
- Share information about the incident with other members of staff, the child/young person(s) it involves or their, or other, parents and/or carers.
- Say or do anything to blame or shame any children/young people involved.

Staff will explain that they need to report the incident and reassure the child/young person(s) that they will receive support and help from the DSL.

For more detailed guidance please use the link below.

Useful links:

[Sharing nudes and semi-nudes: advice for education settings working with children and young people - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/sharing-nudes-and-semi-nudes-advice-for-education-settings-working-with-children-and-young-people)

## **Suicide Prevention**

At Balby Central Primary Academy staff are trauma informed and know where to signpost to support children/young people and families who are affected by suicide. Additionally, the academy is supported by the Rose Learning Trust to support staff who support children/young people and families affected by suicide.

Useful Links

[Papyrus UK Suicide Prevention | Prevention of Young Suicide \(papyrus-uk.org\)](https://www.papyrus-uk.org/)

[Contacting Childline | Childline](https://www.childline.gov.uk/)

[Doncaster Samaritans](https://www.doncastersamaritans.org/)

[Support After Suicide](https://www.supportafter.com/)

[Get help now. Free and confidential, for as long as you need it. \(amparo.org.uk\)](https://www.amparo.org.uk/)

## **Supporting children/young people at risk**

At Balby Central Primary Academy recognise that both children's mental and physical health are relevant to safeguarding. Staff should consider when mental health issues might become a safeguarding concern.

We also recognise the additional safeguarding challenges SEND children can face and the potential barriers to identifying abuse and neglect in this group of children. This might include:

- assumptions that indicators of abuse such as behaviour, mood and injury relate to the child's disability without further exploration.
- the potential for children with SEND being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs; and
- communication barriers and difficulties in overcoming these barriers.

## **The use of 'reasonable force' in schools and colleges**

At Balby Central Primary Academy we recognise that there are circumstances when it is appropriate for staff in schools and colleges to use 'reasonable force' to safeguard children. The term 'reasonable force' covers the broad range of actions used by staff that involve a degree of

physical contact to control or restrain children. This can range from guiding a child to safety by the arm, to more extreme circumstances such as breaking up a fight or where a child needs to be restrained to prevent violence or injury. 'Reasonable' in these circumstances means 'using no more force than is needed'. The use of force may involve either passive physical contact, such as standing between pupils or blocking a pupil's path, or active physical contact such as leading a pupil by the arm out of the classroom. [Keeping children safe in education 2024 \(publishing.service.gov.uk\)](#)

At Balby Central Primary Academy we will:

- Only use 'reasonable force' as a last resort, and the staff who are likely to use 'reasonable force' will be appropriately trained.
- Log all incidents where 'reasonable force' has been used and inform parents/carers.
- Recognise the additional vulnerability of children with SEND, mental health problems or medical conditions when using 'reasonable force.'

Useful links

[Use of reasonable force in schools - GOV.UK \(www.gov.uk\)](#)

[Reducing the need for restraint and restrictive intervention - GOV.UK \(www.gov.uk\)](#)

## **Visitors to the school**

At Balby Central Primary Academy all visitors will be required to verify their identity to the satisfaction of staff. All visitors will be provided with safeguarding information on their arrival.

If the visitor is unknown to the setting, we will check their credentials and reason for visiting before allowing them to enter the setting. Visitors should be ready to produce identification.

Visitors to the school who are visiting for a professional purpose, will be asked to show photo ID and are expected to sign in at the main office and wear a visitors badge whilst on site. Where visitors have not had a valid DBS certificate checked by staff, they will be accompanied throughout their visit to the academy.

All other visitors, including visiting speakers, will be accompanied by a member of staff at all times.

We will not invite into the school any speaker who is known to disseminate extremist views and will carry out appropriate checks to ensure that any individual or organisation using school facilities is not seeking to disseminate extremist views or radicalise children/young people or staff.

## **Whistleblowing**

All staff and volunteers should feel able to raise concerns about poor or unsafe practice and know that such concerns will be taken seriously by the leadership team.

At Balby Central Primary Academy all staff are aware of the Whistleblowing policy (accessible through the Rose Learning Trust) and know what to do if there are concerns about safeguarding practices within the setting.

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 are open to them.

- Contact the Safeguarding Adviser or LADO at City of Doncaster Council.
- If the concerns relate to the Headteacher, these should be raised with the Chair of Governors.
- Ofsted may request that the Local Authority investigate any whistleblowing concerns.

Useful links

[Whistleblowing Advice Line | NSPCC](#)

[Whistleblowing procedure for maintained schools - GOV.UK \(www.gov.uk\)](#)

[Whistleblowing or Raising Concerns at Work \(proceduresonline.com\)](#)

### **Young Carer's Service**

At Balby Central Primary Academy we recognise that a young carer is a child or young person who provides regular and on-going care and emotional support to a family member with physical or mental health problems, has a disability, or misuses drugs or alcohol.

Staff understand that the key feature of being a 'young carer' is that caring responsibilities continue over time and can make a young carer vulnerable, when the level of care and their responsibility to the person they look after, becomes excessive or inappropriate and risks impacting on emotional or physical wellbeing, educational achievement, and life chances.

Staff are aware that Doncaster has a team of workers who can support children who are identified as being Young Carers. They can be contacted on 01302 736099 or by email

[young.carers@doncaster.gov.uk](mailto:young.carers@doncaster.gov.uk)

Useful links

[Young Carers - City of Doncaster Council](#)

[Young carers | Barnardo's \(barnardos.org.uk\)](#)

## **9. Supporting Documents / Links with other policies**

This policy statement should be read alongside our organisational policies, procedures, guidance, and other related documents:

- Anti-Bullying
- Attendance
- Behaviour
- Children Missing Education
- Code of Conduct
- Complaints
- Health and Safety
- Intimate Care

- Low-Level Concerns
- Managing Medicines
- Mobile Phones
- Online Safety
- Safer recruitment
- SEND
- Supporting Medical Needs
- Use of Reasonable Force
- Whistleblowing
- Young Carers

**This policy comes into force on 1st September 2024 in line with KCSIE regulations. All staff will read at least Part 1 of this guidance as detailed within the policy. Published guidance can be found at the link below:**

[Keeping children safe in education 2024 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

This Safeguarding Policy will be reviewed and updated annually.

When reviewing all your policies, schools/settings need to refer to the latest DfE guidance on policies required by Law – see DfE website for full list of requirements and details.

[Maintained schools governance guide - Guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/maintained-schools-governance-guide)

[Academy trust governance guide - Guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/academy-trust-governance-guide)

**Revised: July 2024**

**Author: Jo Howe – Learning Standards Adviser – Safeguarding Amended for Balby Central Primary Academy by Gemma Lakin - DSL**

**Review date: July 2025 (or when changes occur)**

### **Appendix 1 - Types of abuse**

**Abuse:** a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. 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.

**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 nonpenetrative 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 in education and all staff should be aware of it and of their school or college's policy and procedures for dealing with it.

**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, for example, 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); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

***KCSIE 2024 – reflects that pupils may experience 'abuse, neglect and exploitation' rather than solely 'abuse and neglect'.***

## **Appendix 2 - LADO (Local Authority Designated Officer) – Managing allegations against staff, carers, and volunteers.**

At Balby Central Primary Academy we understand that relevant procedures should be applied when there is an allegation that a person who works with children has:

- Behaved in a way which has harmed a child or may have harmed a child.
- Possibly committed a criminal offence against, or related to, a child.

- Behaved towards a child or children in a way that indicates that they may pose a risk of harm to children.
- Behaved, or may have behaved, in a way towards a child or adult that indicates they may pose a risk of harm to children.

The issue could also be about the behaviour of an individual outside of their work environment, and which would raise concerns about their suitability to work with children. For example, where a domestic abuse incident has taken place or where there are concerns about the individual's own children.

We will follow DSCP procedures and where appropriate will make a referral to LADO within 24 hours/1 working day of the allegation being made. If the concerns are more urgent in regard to the safety of the child, a referral to the Police and/or Children's Social Care will be made.

Where there is uncertainty as to if LADO thresholds have been met, we will call the LADO for advice.

Useful links

[Responding to Allegations Against Staff, Carers or Volunteers \(proceduresonline.com\)](https://proceduresonline.com)  
[Allegations against adults working with children referral form \(LADO\) - City of Doncaster Council](#)  
[Local Authority Designated Officer - City of Doncaster Council](#)  
[Keeping children safe in education - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

### **Low Level Concerns (concerns that do not meet the harm threshold)**

At Balby Central Primary Academy we recognise the importance of creating a culture of openness, trust and transparency to encourage all staff to confidentially share low-level concerns so that they can be addressed appropriately.

The term 'low-level' concern is any concern – no matter how small – that an adult working in or on behalf of the school may have acted in a way that:

- Is inconsistent with the staff code of conduct, including inappropriate conduct outside of work, **and**
- Does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the designated officer at the local authority (LADO)

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

- Being overly friendly with children/young people
- Having favourites
- Taking photographs of children/young people on their mobile phone
- Engaging with a child/young person on a one-to-one basis in a secluded area or behind a closed door
- Humiliating children/young people

We recognise the importance of responding to and dealing with any concerns in a timely manner to safeguard the welfare of children/young people.



All low-level concerns will be recorded in writing. In addition to details of the concern raised, records will include the context in which the concern arose, any action taken and the rationale for decisions and actions taken.

Useful links:

[Keeping children safe in education 2024 \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/100000/keeping-children-safe-in-education-2024.pdf)

[Developing and implementing a low-level concerns policy: a guide for organisations which work with children \(farrer.co.uk\)](https://www.farrer.co.uk/resources/developing-and-implementing-a-low-level-concerns-policy-a-guide-for-organisations-which-work-with-children/)

### **Appendix 3: Body map guidance**

Body maps should be used to document and illustrate visible signs of harm and physical injuries. Always use a black pen (never a pencil) and do not use correction fluid or any other eraser. Do not remove clothing for the purpose of the examination unless the injury site is freely available because of treatment. At no time should an individual teacher/member of staff or school take photographic evidence of any injuries or marks to a child's person. The body map below should be used. Any concerns should be reported and recorded without delay to Single Point of contact or the child's social worker if already an open case to social care.

When you notice an injury to a child, try to record the following information in respect of each mark identified e.g. red areas, swelling, bruising, cuts, lacerations and wounds, scalds and burns:

- Exact site of injury on the body, e.g. upper outer arm/left cheek
- Size of injury - in appropriate centimetres or inches
- Approximate shape of injury, e.g. round/square or straight line
- Colour of injury - if more than one colour, say so
- Is the skin broken?
- Is there any swelling at the site of the injury, or elsewhere?
- Is there a scab/any blistering/any bleeding?
- Is the injury clean or is there grit/fluff etc.?
- Is mobility restricted as a result of the injury?
- Does the site of the injury feel hot?
- Does the child feel hot?
- Does the child feel pain?
- Has the child's body shape changed/are they holding themselves differently?

Importantly the date and time of the recording must be stated as well as the name and designation of the person making the record. Add any further comments as required. Ensure First Aid is provided where required and then recorded appropriately.

A copy of the body map should be kept on the child's concern/confidential file.

