Windmill Hill Primary School

"Windmill Hill is committed to lifelong learning within a caring environment. Together we make a difference."

Safeguarding and Child Protection Policy 2022/2023

Policy Details

Policy Date:	September 2022
Policy Status:	Statutory
Policy Review Cycle:	Annual
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School Context

Windmill Hill Primary School is an inspiring school with learning at the heart in all that is offered. We serve the local community and are dedicated to raising the life chances and expectations of all children who attend.

We aim to provide an exciting and nurturing whole school curriculum, which shapes the whole child. We develop confident, caring learners who embrace and flourish under the experiences given to them. As a school, we encourage the children to become independent learners, critical thinkers and responsible citizens.

Windmill Hill is committed to safeguarding and promoting the welfare of children and expects all staff members and volunteers to share this commitment.

We have a number of policies and procedures in place that contribute to our safeguarding commitment.

When there are concerns about a child's welfare, we may need to share information and work in partnership with other agencies. Unless we have reason to believe that it would be detrimental to a child's welfare, we will ensure that any concerns are discussed with parents/carers first.

This policy has been written in consultation with parents, staff and Governors.

Key Contacts

Head teacher: Paula Newman

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Designated Safeguarding Lead: Paula Newman

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Deputy Designated Safeguarding Lead(s): Darren Stoddart and Andrea McCoy

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Designated Safeguarding Governor: Claire Pentin

Contact Details: Claire.Pentin@actionforchildren.org.uk

Chair of Governors: Claire Pentin

Contact Details: Claire.Pentin@actionforchildren.org.uk

Designated Teacher for Looked After and Post Looked After Children: Paula Newman

Designated Senior Mental Health Lead: Paula Newman, Amy Potter and Tom East.

Contact Details: teast@windmillhillprimary.com

Senco.windmillhill@haltonlearning.net

Halton Borough Council's Headteacher of the Virtual School & Safeguarding Children in Education Officer: Benjamin Holmes

Contact Details: Benjamin.holmes@halton.gov.uk

Virtual.school@halton.gov.uk

Halton Children and Young People Safeguarding Partnership's Integrated Contact and Referral Team (iCART): https://hcypsp.haltonsafeguarding.co.uk

0151 907 8305

Local Authority Designated Officer: Michelle McPherson

Contact Details: safeguarding.adminteam@halton.gov.uk

0151 511 5303

PART A – Operational Child Protection and Safeguarding Procedures

Purpose of policy

The purpose of this safeguarding and child protection policy is to ensure every child who is a registered pupil at Windmill Hill Primary is safe and protected from harm. The Department for Education's (DfE) 'Keeping Children Safe in Education' (September 2022), defines safeguarding and promoting the welfare of children as:

- Protecting children from maltreatment;
- Preventing impairment of children's mental and physical health or development;
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to have the best outcomes.

The term 'children' includes everyone below the age of 18. The commitment to safeguarding and promoting the welfare of children, however, will extend to all children who visit our school.

The Governing body and senior leadership team take seriously their responsibility under section *175/157* (Maintained = 175 / Academies and Free Schools = 157) of the Education Act 2002 to safeguard and promote the welfare of children; and to work together with other agencies to ensure adequate arrangements within our school to identify, assess, and support those children who are suffering, or likely to suffer, harm. This includes child on child abuse and risks outside the home.

This policy will give clear direction to all stakeholders (including pupils, staff, parents, governors, volunteers and visitors), about our expectations and legal responsibility to safeguard and promote the welfare of all children at our school in line with current legislation, guidance and best practice.

No single professional can have a full picture of a child's needs and circumstances. If children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.

This policy has been written in accordance with the principles established by:

- Education Act 2002
- Children Act 1989
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006, as amended by the Protection of Freedoms Act 2012
- Counter-Terrorism and Security Act 2015
- Childcare Act 2006; Childcare (Disqualification) Regulation 2009 /2018
- Children and Families Act 2014
- Children and Social work Act 2017
- Data protection Act 2018: General Data Protection Regulations (GDPR) 2018
- Voyeurism Offences Act 2019

and with reference to the following key documents:

- Keeping Children Safe in Education 2022
- Working Together to Safeguard Children 2018
- Sexual Violence and Sexual harassment between children in schools and colleges 2021

- Guidance for Safer Working Practice 2022
- Disqualification under the Childcare Act 2006 (updated 2018)
- Protecting Children from Radicalisation: The Prevent Duty, 2015
- What to do if you're worried a child is being abused: Advice for Practitioners 2015
- Information Sharing: Advice for Practitioners providing safeguarding services to children, young people, parents and carers 2018
- UKCISS Sexting in Schools and Colleges; Responding to incidents and safeguarding young people
- Sharing Nudes and Semi-Nudes: advice for education settings working with children and young people
- Child sexual exploitation: Definition and a guide for practitioners, local leaders and decision makers working to protect children from child sexual exploitation
- Statutory guidance on FGM
- Searching, Screening and Confiscation: Advice for Schools 2022
- Behaviour in Schools: Advice for Headteachers and School Staff 2022
- Working Together to Improve School Attendance 2022
- When to Call the Police
- Halton Children and Young People Safeguarding Partnership's Safeguarding procedures.

Further documentation and guidance can be found within Annex B of Keeping Children Safe in Education 2022.

Roles and responsibilities

All staff, volunteers and governors working in Windmill Hill Primary, are responsible for the operation of this policy and have a legal duty to report any disclosure, allegation or suspicion of abuse, to the Designated Safeguarding Lead or, in their absence, their Deputy. This must be done immediately following the disclosure or suspicion is made or arises.

Therefore, all adults, including volunteers, working in or on behalf of the school will:

- Demonstrate an understanding that safeguarding is everyone's responsibility
- Maintain and demonstrate a mindset of "it could happen here"
- Do all they can within the capacity of their role, to ensure that children are protected from harm
- Be fully aware of the importance of mental health in relation to safeguarding
- Be aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation
- Be clear that children can abuse other children, that it can happen both inside and outside of school and will have received training on recognising the indicators and signs of child on child abuse.
- Demonstrate an understanding of the importance of challenging all inappropriate behaviours between peers, such as those listed within Keeping Children Safe in Education 2022
- Do all they can within the capacity of their role, to ensure that children grow up in circumstances consistent with safe and effective care
- Do all they can within the capacity of their role, to ensure that children have the best outcomes
- Report cases of suspected abuse or concerns to the DSL. This will be done as soon as possible. The member of staff who reported the concern will record the information on CPOMs as soon as possible and by the end of the school day.

- Report lower level concerns relating to children to the DSL. The member of staff who reported the concern will record the information on CPOMs as soon as possible and by the end of the school day.
- Monitor all pupils, particularly those that are deemed vulnerable
- Report any concerns regarding adults conduct to the Headteacher and complete the low level concerns form.
- All staff, if they have concerns, should act immediately and should always speak to the DSL or Deputy, recognising that early information sharing is vital in keeping children safe. In exceptional circumstances, staff will consider speaking to iCART to discuss safeguarding concerns if the DSL is not immediately available as all staff are aware that ANYBODY can make a referral.
- All staff should be aware of the process for making referrals to children's social care via iCART https://hcypsp.haltonsafeguarding.co.uk/ and for statutory assessments under the Children Act 1989, especially section 17 (children in need) and section 47 (a child suffering, or likely to suffer, significant harm) that may follow a referral, along with the role they might be expected to play in such assessments.

The Governing Body at Windmill Hill Primary will ensure that they meet the expectations set out in Part 2 of Keeping Children Safe in Education 2022, including that:

- the policies, procedures and training for all staff, governors and volunteers are effective and comply with the law at all times, both at induction and throughout the duration of their time as a member of the school;
- safeguarding policies and procedures are followed by all staff, governors and volunteers
- safeguarding responses are in place in cases where children go missing from education
- they appoint a DSL and Deputy DSL(s) and ensure that they are provided with appropriate support, funding, training, resources and time to carry out their role
- they nominate a member of the governing body to act as 'Designated Safeguarding Governor', who is sufficiently trained (in addition to the safeguarding training received by all governors) to act as a 'critical friend' to the Headteacher and DSL.
- the school contributes to inter-agency working in line with statutory guidance ***Working together to safeguard children 2018***
- safeguarding procedures take into account local guidance including Halton's Levels of Need Framework
- all staff members, governors and volunteers undergo safeguarding training (including online safety) at induction
- all staff, volunteers and governors are aware of child on child abuse, have been trained in recognising the signs and indicators, and know that even if no incidents have been reported, it does not mean it is not happening in our school
- DSLs and all staff, volunteers and Governors are trained and updated regarding safeguarding regularly in compliance with ***Keeping Children Safe in Education 2022***
- children are safe online by ensuring that appropriate filters and monitoring systems are in place https://windmillhill.school/wp-content/uploads/2020/09/ESafety-and-Acceptable-Use-Policy.pdf
- safeguarding is embedded within the curriculum
- the school prevent people who pose a risk of harm from working with children by following safer recruitment practices, ensuring the Headteacher, as well as other staff and governors involved in recruitment and induction have completed 'Safer Recruitment' training
- there are procedures in place to manage allegations against teachers, headteacher, volunteers, governors and other staff, including supply staff, that may meet the harm threshold,

- there are procedures in place to manage low level concerns and allegations relating to adults in school, which do not meet the harm threshold;
- staff in school are aware of, and policies reflect, an understanding of specific issues such as child on child abuse and safeguarding children with disabilities and special educational needs
- all practice and procedures operate with the **best** interests of the child at their heart
- they always have a designated teacher to promote the education of Looked After (and post looked after) Children (LAC / CLA)
- all staff are aware of safeguarding issues and vulnerabilities associated with LAC and Post LAC.

The Designated Safeguarding Lead (DSL) and all Deputies (DDSLs) will:
Be fully familiar with the role of the DSL as detailed in Keeping Children Safe in Education 2022's Annex C and adhere to this role.

The designated safeguarding lead will take **lead responsibility** for safeguarding and child protection (including online safety). This is explicit in their job description. The DSL at Windmill Hill Primary has the appropriate status and authority to carry out the duties of the post.

The role of the designated safeguarding lead carries a significant level of responsibility, and therefore the governing body at Windmill Hill Primary ensure that they are given the additional time, funding, training, resources and support they need to carry out the role effectively.

Their additional responsibilities include providing advice and support to other staff on child welfare, safeguarding and child protection matters, taking part in strategy discussions and inter-agency meetings, and/or supporting other staff to do so, and to contributing to the assessment of children. This includes, but is not limited to:-

- take lead responsibility for safeguarding and child protection
- act as a point of contact with the 3 safeguarding partners
- manage referrals to iCART (including Early Help referrals and the use of Halton's Assessment Toolkit), Police (including PREVENT) and other relevant agencies
- work together with other agencies in order to improve outcomes for children, acting as navigator (formally lead professional) where best placed to do so on Multi Agency Plans (MAPs)
- attend (Level 3) Working Together training at least once every 2 years
- undertake Prevent awareness training - https://www.elearning.prevent.homeoffice.gov.uk/prevent_referrals/01-welcome.html
- update their skills and knowledge on a regular basis, but at least annually such as via Halton's DSL Workshops
- raise awareness of safeguarding throughout school and act as a point of support for all staff
- ensure that this policy is reviewed annually and is available publicly
- maintain, update and amend the school's safeguarding portfolio regularly
- ensure that parents are aware of schools responsibilities regarding safeguarding and child protection, including child on child abuse and online safety
- maintain accurate safeguarding records that are stored securely (see record keeping for further details)
- be available during school hours
- arrange cover of DSL role for any out of hours/out of term activities
- represent school in multi-agency meetings and submit relevant reports in a timely fashion
- be provided with appropriate support and supervision in order to carry out the role safely and effectively

- understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the General Data Protection Regulation;
- take a holistic view to ensure wider environmental factors are considered which may be a threat to safety and welfare of children (Contextual Safeguarding)
- receive training in managing and responding effectively to incidents of child on child abuse, ensuring there is a clear acknowledgement and awareness by all stakeholders that it is happening, but may not be being reported
- encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, and in any measures the school may put in place to protect them;
- be responsible for the sharing of child protection files when a child moves to a new school or college within 5 days, in line with Keeping Children Safe in Education and Halton's STAR Protocol (Appendix D)

Safeguarding Children & Early Help

Windmill Hill Primary is committed to providing our families with the right help at the right time. Any child may benefit from early help, but ALL school staff should be particularly alert to the potential need for early help for a child who:

- is disabled and has specific additional needs;
- has special educational needs (whether or not they have a statutory education, health and care plan);
- is a young carer;
- is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups;
- is frequently missing/goes missing from care or from home;
- is misusing drugs or alcohol themselves;
- Is at risk of modern slavery, trafficking or exploitation;
- is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health problems or domestic abuse;
- has returned home to their family from care;
- is showing early signs of abuse and/or neglect;
- is at risk of being radicalised or exploited;
- is a privately fostered child
- any other identified reason not listed above that requires extra support or intervention to improve outcomes for families and children including mental health support.

We therefore ensure that:

- ALL staff and volunteers can identify the risk factors that indicate a family or pupil may benefit from Early Help
- ALL staff and volunteers will use the school's agreed format for letting the DSL know about Early Help requirements

- DSLs will undertake a MAP (Level 2) assessment, when appropriate, to identify what Early Help is required. A MAP is a Multi-Agency Plan (MAP). MAP has replaced CAF and is designed to be a family friendly, outcomes focused assessment tool. MAP is a four-step process whereby staff can identify a child's needs early, assess those needs holistically, deliver coordinated services and review progress. MAP is designed to be used when:
    - A member of staff is worried about how well a child is progressing (e.g. concerns about their health, development, welfare, behaviour, progress in learning or any other aspect of their wellbeing)
    - A child or their parent/carer, raises a concern with a member of staff
    - A child's needs are unclear, or broader than the member of staff's service can address

In order to best support children and families, Windmill Hill Primary will participate fully in the Early Intervention/MAP process and will take on the role of 'Navigator', where appropriate. To support this, Windmill Hill Primary will ensure that a member of staff is fully trained to use an electronic MAP which sits within the Eclipse database.

The MAP process is entirely voluntary and informed consent of parents or young person, where they are able to provide consent, is mandatory. Windmill Hill Primary recognises that should a family not provide consent, this may require a review of the Level of Need, as refusal to provide consent may increase the risk to the child and subsequent consultation with iCART (Integrated Contact and Referral Team) would be required.

The Early Intervention Locality Teams in Halton develop and maintain strong links to universal services, offer named link workers to key services, direct family support and offer support advice and guidance to professionals. The Senior Early Help Officers and MAP Champions also offer oversight of MAPs to ensure the level of need is correct. The locality teams are located in Widnes and Runcorn.

Contact should be made with a Senior Early Help Officer, located within the Early Intervention Locality Teams or iCART team, for advice and support around the MAP process and for help to identify the most appropriate support services for a family's identified needs. If a MAP is already open and risks are increasing or the plan is not progressing, to request a step up to social care, the school should contact iCART. The contact number is 0151 907 8305.

Child in Need and Child Protection Procedures

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

- ALL staff and volunteers understand the importance of teaching children how to keep themselves safe from all types of abuse, including child on child and domestic abuse.
- ALL staff and volunteers seek out opportunities that are relevant to their role, to teach children the skills to keep themselves safe
- ALL staff and volunteers make and maintain positive and supportive relationships with children which enable children to feel safe and valued

- Safeguarding has a high status throughout school by being on the agenda at staff meetings/briefings, information being readily available on notice boards, regular updates and training
- ALL staff and volunteers feel confident in approaching DSLs to raise concerns
- ALL staff and volunteers have an understanding of the four categories of abuse; NEGLECT, EMOTIONAL ABUSE, SEXUAL ABUSE, PHYSICAL ABUSE.
- ALL staff and volunteers understand that there are other ways in which children can be abused such as; Child on Child Abuse, Online, Child Criminal Exploitation (Including through County Lines), Child Sexual Exploitation, Female Genital Mutilation, Honour Based Abuse, Radicalisation, Trafficking, Slavery, Forced Marriage, Domestic Abuse (as either a direct victim or witness) and others
- ALL staff and volunteers have the knowledge, skills and expertise to recognise the signs and symptoms of all types of abuse
- All staff, if they have concerns, know these should be acted on immediately: early information sharing being vital in keeping children safe. In exceptional circumstances staff should consider speaking to a member of SLT or iCART to discuss safeguarding concerns if the DSL is not immediately available.
- DSLs keep up to date with emerging and specific safeguarding issues and update training accordingly
- DSLs update staff and volunteers knowledge and understanding of such issues in order for them to be able to identify children who are at risk of such specific safeguarding issues
- ALL staff and volunteers will maintain and demonstrate an attitude of "it can happen here"
- ALL staff and volunteers are child-centred in their practice and act in the best interests of the child at all times
- ALL staff recognise and understand that behaviour can be a child's way of communicating distress and changes to behaviour may be an indicator of abuse

Responding to Disclosures and Referrals to Children's Social Care

ALL staff and volunteers have the skills to respond appropriately and sensitively to disclosures or allegations of abuse. Staff, governors, volunteers and other adults working in school know they must:

- Listen and keep calm. Do not interrupt
- NOT promise the child that you will keep the matter confidential. Explain to the child who you will need to tell and why
- Observe visible bruises and marks, but do not ask a child to remove or adjust their clothing to view them
- Keep questions to a minimum as your role is not to investigate. If you need to ask questions in order to ascertain whether this is a safeguarding concern, ensure they are open questions
- Use the "TED" model for asking open ended questions: "**T**ell me about that", "**E**xplain that to me", "**D**escribe that"
- Make a record of what has been said immediately afterwards in words used by the child and yourself to the best of your memory. Use capital letters for the child's words to help distinguish between the two.

- Note anything about the child which is connected i.e. any visible injuries including the position and description, the demeanour of the child i.e. crying, withdrawn etc.
- Clearly indicate whether fact, opinion or third party information
- Report the matter immediately to the Designated Safeguarding Lead
- If in doubt, seek advice from the Designated Safeguarding Lead

They will not:

- Ask leading questions, put words into the child's mouth or press for details
- Rush the child
- Examine the child
- Investigate
- Promise confidentiality
- Summarise or use your own words to describe events
- Delay sharing the information with the Designated Safeguarding Lead
- Take photographs of any marks or bruises

In addition though, all staff are aware that children may not feel ready or know how to tell someone that they are being abused, exploited, or neglected, and/or they may not recognise their experiences as harmful.

All members of the school community have a statutory duty to safeguard and promote the welfare of children and young people. If any member of the school community has a safeguarding concern regarding a child, they should contact the Designated Safeguarding Lead without delay. Staff and governors should not investigate possible abuse or neglect themselves.

Injuries noted should be reported to the Designated Safeguarding Lead immediately and without delay as it is acknowledged that once an injury occurs, the body will start to heal and therefore evidence will start to diminish.

The Designated Safeguarding Lead will consider the information they have received and will determine what action should be taken by the school. He/she will refer to the Halton Levels of Need framework to aid this decision making (see Appendix B). He/she must record the outcome of this decision making process.

If the Designated Safeguarding Lead is unsure as to whether the presenting concern reaches the threshold for referral to Children's Social Care they should contact the Integrated Contact and Referral Team (iCART) for advice (See Appendix B for the referral flowchart).

Children's Social Care contact details are as follows:

- iCART, 9am-5pm Mon-Thursday, 9am-4.30pm Friday: 0151 907 8305
- Out of hours Emergency Duty Team (EDT): 0345 050 0148

If the Designated Safeguarding Lead feels that the concern should be addressed via the Multi Agency Level 2 (MAP) or Levels 3 or 4 (Child in Need and Child Protection), then they should contact the child's parent(s) to request consent to proceed. If the parent(s) refuses to give consent, the Designated Safeguarding Lead should consider how to proceed, including if refusal increases the risk of harm to the child. (If required, appropriate translation will be provided, avoiding the use of family or local community members.)

Where the Designated Safeguarding Lead feels that the information indicates that a child is in need of protection (Level 4 – Section 47 only), they should still contact the parent(s) to inform them that they are making a referral to Children's Social Care and to gain consent, unless to do so would place the child at increased risk of harm; for example:

- where sexual abuse involving a family member is suspected or disclosed
- where fabricated or induced illness is suspected
- where to do so would impede an existing criminal investigation

The Designated Safeguarding Lead and/or Deputy will complete, in detail, the Children's Social Care multi-agency referral form (available on the Halton Children and Young People Safeguarding Partnership website www.hcypsp.haltonsafeguarding.co.uk). They will include as much detail as possible relating to the child, immediate and wider family, the allegation of harm, situation, context, environment, risks and protective factors to enable Children's Social Care to react in a timely way. This referral form must be completed within a maximum of 48 hours but sooner when requested. Referral forms must be accompanied be at least one of Halton's assessment toolkit and screening forms. https://hcypsp.haltonsafeguarding.co.uk/halton-assessment-tool-kit-and-screening-tools/

If the school does not receive an outcome to their referral from Children's Social Care within one working day, the Designated Safeguarding Lead should contact iCART immediately.

If the referral to iCART results in a Single Assessment and a period of Child in Need (Level 3) or Child Protection (Level 4), or a Multi-Agency (MAP – Level 2) assessment and plan, the Designated Safeguarding Lead and/or Deputy will engage thoroughly with the relevant assessment and resulting plan. This includes Strategy Meetings, Initial and Review Child Protection Conferences, Core Group Meetings and other CP meetings.

The DSL or a Deputy DSL will attend Child Protection meetings, produce and present reports, liaise with staff, work with parents, work with other agencies and ensure the voice of the child is evidenced throughout these processes.

The DSL and Deputies meet regularly to ensure that decisions made about children who are subjects of Child Protection Plans are agreed.

A copy of the child's CP Plan is included in the child's individual record on CPOMs

Staff are offered appropriate support and/or supervision that is relevant to their role or involvement in particular cases.

Communication and work with parents and carers will always be undertaken in a supportive manner and in the best interests of the child.

ALL staff understand that children who perpetrate abuse or display harmful behaviour (including harmful sexual behaviours) should be treated as victims first and foremost and supported in the same way a victim of abuse would be supported.

Specific programmes of intervention and support are offered to children and families who are vulnerable.

Risk Assessments will be undertaken where a child's behaviour poses a risk to others, themselves or the environment.

Escalation and Resolution

If any member of staff is unhappy with the response they have received in relation to a safeguarding concern they have raised, it is their responsibility to ensure they escalate their concern.

Where professional disagreement occurs and the Designated Safeguarding Lead and/or Deputy are unhappy with the actions or decisions of another agency, they will escalate their concern in line with Halton Children and Young People Safeguarding Partnership's formal escalation policy to ensure a timely resolution. The escalation policy can be located here

Safer recruitment & Managing Allegations Against Staff (including Low Level Concerns)

Windmill Hill Primary follow part 3 of 'Keeping Children Safe in Education 2022' and pay full regard to 'Safer Recruitment' requirements including but not limited to:

- verifying candidates' identity and academic or vocational qualifications
- obtaining professional and character references
- checking previous employment history and ensuring that a candidate has the health and physical capacity for the job,
- UK Right to Work
- clear enhanced DBS check
- any further checks as appropriate to gain all the relevant information to enable checks on suitability to work with children, including an online search for shortlisted candidates.

Evidence of staff member's identity (including a birth certificate where possible), required qualifications and the right to work in the UK will be kept in individual personnel files.

All recruitment materials will include reference to the school's commitment to safeguarding and promoting the wellbeing of pupils.

The following school staff have undertaken Safer Recruitment training:

- Paula Newman
- Gill Gleave

The following members of the governing body have also been trained:

- Claire Pentin
- Michael Soetendal

At least two of the persons named above will be involved in all staff recruitment processes and sit on the recruitment panel.

A Single Central Record (SCR) is kept of checks that are undertaken on all adults who regularly work at, or visit the school.

The SCR is stored securely within CPOMS StaffSafe.net, and only accessed by designated staff.

The Headteacher should evidence regular (at least termly) oversight/scrutiny of the SCR

Covering letters will be obtained from agencies and other employers that provide staff to work in school to confirm that appropriate checks have been undertaken. Agencies will be requested to complete the checklist found at Appendix C. Individual identity checks will be undertaken on these staff to ensure they are employees of the named agency/employer.

A transfer of control agreement will be used where other agencies/organisations use school premises and are not operating under school's safeguarding policies and procedures, in line with the updated guidance within Keeping Safe in Education 2022 Paragraphs 165 and 166.

Induction

Our staff induction process will cover:

- The Safeguarding & Child Protection policy
- The Online Safety Policy (historically known as 'e-safety')
- The Behaviour Policy
- The Staff Behaviour Policy (sometimes called a Code of Conduct)
- The safeguarding response to children who go missing from education
- The role of the DSL (including the identity of the DSL and any deputies)
- Whistleblowing Policy

Copies of all these policies and a copy of part one of KSCIE are provided to staff at induction.

We recognise the importance of practice oversight and multiple perspectives in safeguarding and child protection work. We will support staff by providing opportunities for reflective practice including opportunity to talk through all aspects of safeguarding work within education with the DSL and to seek further support as appropriate.

Allegations or Concerns Raised Against School Staff, Supply Staff and Other Adults in School

Windmill Hill Primary follows the guidance set out in Part 4 of 'Keeping Children Safe in Education 2022', covering both levels of allegations and concerns:

1. Allegations that may meet the harms threshold.
2. Allegation/concerns that do not meet the harms threshold – referred to as 'low level concerns'.

Allegations that may meet the harm threshold are defined as when it is alleged the adult has:

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

In these instances, the school will follow the guidance within KCSIE Part 4 Section One, in line with Halton's LADO Procedure, including consideration of the North West LADO Threshold Matrix

Where no further action is taken, the case manager (Headteacher or Chair of Governors) and the LADO will:

- record the decision and justification for it; and,
- agree on what information should be put in writing to the individual concerned and by whom.

Low Level Concerns

As part of Windmill Hill Primary's approach to safeguarding, we promote an open and transparent culture in which all concerns about all adults working in or on behalf of the school (including supply teachers, volunteers and contractors) are dealt with promptly and appropriately.

Creating a culture in which **all** concerns about adults (including allegations that do not meet the harms threshold) are shared responsibly and with the right person, recorded and dealt with appropriately, is critical. By doing so, it will encourage an open and transparent culture; enabling the school to identify concerning, problematic or inappropriate behaviour early; minimise the risk of abuse; and ensure that adults working in or on behalf of the school are clear about professional boundaries and act within these boundaries, and in accordance with the ethos and values of our institution.

The term 'low-level' concern does not mean that it is insignificant, it means that the behaviour towards a child does not meet the threshold of harm. A low-level concern is any concern – no matter how small, and even if no more than causing a sense of unease or a 'nagging doubt' - that an adult working in or on behalf of Windmill Hill Primary may have acted in a way that is inconsistent with the staff code of conduct, including inappropriate conduct outside of work, but does not meet the allegations threshold or is otherwise not considered serious enough to justify a referral to the LADO.

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

- being over friendly with children;
- having favourites;
- taking photographs of children on their mobile phone;
- engaging with a child on a one-to-one basis in a secluded area or behind a closed door; or,
- using inappropriate sexualised, intimidating or offensive language.

Such behaviour can exist on a wide spectrum, from the inadvertent or thoughtless, or behaviour that may look to be inappropriate, but might not be in specific circumstances, through to that which is ultimately intended to enable abuse.

It is crucial that any such concerns are shared responsibly and with the right person, and recorded and dealt with appropriately. Ensuring they are dealt with effectively should also protect those working in or on behalf of our school from potential false allegations or misunderstandings. It also ensures that the values and expected behaviour which are set out in our staff code of conduct are constantly lived, monitored and reinforced by all staff.

Through training, thorough induction, exit interviews and other opportunities we can:

- ensure our staff, volunteers and other adults in school are clear about what appropriate behaviour is, and are confident in distinguishing expected and appropriate behaviour from concerning, problematic or inappropriate behaviour, in themselves and others;
- empower staff to share any low-level safeguarding concerns with the Headteacher;

- address unprofessional behaviour and support the individual to correct it at an early stage;
- provide a responsive, sensitive and proportionate handling of such concerns when they are raised; and,
- help identify any weakness in our safeguarding systems.

The Headteacher will respond to any low level concerns in line with the guidance set out within Keeping Children Safe in Education Part 4 Section 2, the school's Staff Code of Conduct, and our Low Level Concerns Policy.

Whistleblowing

All staff at Windmill Hill Primary are aware of their duty to raise concerns, where they exist, which may include the attitude or actions of colleagues. The school's Whistleblowing Policy is there to support and aid them in these circumstances. The whistleblowing policy is shared with all staff, volunteers and governors at induction, and available to all on the school website and staffroom notice board.

Whistleblowing regarding the Headteacher should be made to the Chair of the Governing Body, whose contact details should be readily available to staff.

Should the situation arise where a member of staff feels unable to raise an issue with their employer, or feels that their genuine concerns are not being addressed, advice can be sought via the NSPCC helpline or through OFSTED's Whistleblowing helpline. The contact details are:-

NSPCC Telephone number - 0800 028 0285. Email – help@nspcc.org.uk
OFSTED Whistleblowing helpline Telephone number - 0300 1233155
Email – whistleblowing@ofsted.gov.uk

Confidentiality

Windmill Hill Primary recognises that all matters relating to child protection are confidential.

The Head teacher, Designated Safeguarding Lead and/or Deputy will disclose any information about a child to other members of staff on a need to know basis only. Guidance about sharing information can be found in the 2018 document "*Information Sharing: Advice for Practitioners providing safeguarding services to children, young people, parents and carers 2018"*

All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.

All staff must be aware that they cannot promise confidentiality to a child which might result in the child's safety or wellbeing being compromised.

Windmill Hill Primary will always share our intention to refer a child to Children's Social Care with their parents /carers unless to do so could put the child at greater risk of harm, or impede a criminal investigation.

Windmill Hill Primary recognises that children's welfare is our paramount concern and therefore will use the principles set out in section 1 of the Children Act 1989 in order to inform some decisions regarding information sharing.

Windmill Hill Primary pays due regard to the relevant data protection principles which allow us to share personal information, as provided for in the Data Protection Act 2018 and the General Data Protection Regulation (GDPR). Windmill Hill Primary is aware of the processing conditions under the Data Protection Act 2018 and the GDPR which allow us to store and share information for safeguarding purposes, including information which is sensitive and personal, and this is treated as "special category personal data". Where we would need to share special category personal data, we are aware that the Data Protection Act 2018 contains "safeguarding of children and individuals at risk" as a processing condition that allows us to share information. This includes allowing school to share information without consent, if it is not possible to gain consent, it cannot be reasonably expected that we can gain consent, or if to gain consent would place a child at risk.

Staff training, practice and conduct

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

- ALL staff and volunteers will receive Safeguarding Training on induction using Halton's Safeguarding Induction Pack, *Guidance for Safer Working Practice*, School Code of Conduct, Low Level Concerns Policy, Online Safety Policy and Whistleblowing Policy.
- Staff induction will also include Child Protection Policy, Pupil Behaviour Policy and safeguarding response to children who go missing from education
- ALL staff, governors and volunteers will receive relevant safeguarding training (at least) annually
- The DSL/s will provide ALL staff, volunteers and governors with regular safeguarding updates throughout the year
- ALL staff, volunteers and governors will read and show an understanding of any updates that are provided, including those related to Keeping Children Safe in Education 2022.
- DSLs will attend DSL training every 2 years
- DSLs will update their knowledge, skills and understanding of relevant safeguarding issues on a regular basis, such as via Halton's Safeguarding Bulletins and DSL Workshops
- DSLs and Staff will access relevant levels of Prevent Awareness Training
- The Headteacher and at least two members of any recruitment panel will complete Halton's Safer Recruitment Training. This will be renewed at least every 5 years
- ALL staff, volunteers and governors will undertake any additional specialised training on matters such as Child on Child Abuse (including Sexual Violence and Sexual Harassment in schools) Child Sexual Exploitation, Prevent, Domestic Abuse, Online Safety, FGM etc., as is deemed necessary by the SLT/DSL and that is particularly relevant to the context and needs of our school
- Any staff member will discuss any specific training requirements or gaps in knowledge or understanding with the DSL/s and/or through the appraisal process

- Detailed records will be held of staff safeguarding training within the headteacher's documents.

Health and safety, risk assessments and visitors

Day-to-day responsibility for health and safety issues in Windmill Hill Primary will be delegated to a member of staff who is competent to carry out these duties and who has received the appropriate training. The named person is Ian Lomas.

See the school's Health and Safety Policy for further details.
Windmill Hill Primary is committed to keeping pupils safe by ensuring that visitors to school do not pose a risk to children at our school. We therefore ensure that:

- Visitors to school sign into the InVentry system and wear an identification sticker to indicate they have done so
- ALL staff and children, where appropriate, will challenge visitors to school who are not wearing correct identification
- Visitors sign out and remove/hand in their identification when they leave the school
- Visitors are made aware of who to speak to if they are worried about a child during their visit by a sign at the reception area
- Visitors are accompanied during their visit, when children are present, unless they have undergone relevant checks and these are accepted and verified by DSL or Headteacher. If unsupervised they will also be provided with a summary of key safeguarding, behaviour and code of conduct expectations
- Visitors will behave in a way that is compliant with the school's code of conduct
- Visitors will not use mobile phones or other similar electronic devices during their visit unless agreed by the Headteacher or DSL.
- Visitors will not initiate contact or conversations with pupils unless this is relevant and appropriate to the reason for their visit
- When there are several visitors to the school at the same time (such as for an assembly etc.) there will be adequate staff supervision of children and visitors. A risk assessment will be undertaken if deemed necessary or appropriate
- When visitors are undertaking activities with children, content of the activity will be agreed with the Headteacher or DSL, prior to the visit.
- Contractors will be managed in line with the school's Health and Safety Policy.

Record Keeping

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

- DSLs will create and maintain accurate safeguarding records
- There is an agreed format for reporting all matters relating to child wellbeing, from an early help requirement to a disclosure of abuse. Records will be maintained by the Designated Safeguarding Lead and Deputy/ies through CPOMs. This includes actions and decisions made / outcomes reached and the rationale behind these decisions.
- ALL staff use the agreed format for passing on concerns
- Concerns should be factual and evidence based

- Concerns should be recorded on CPOMs
- Concerns should be passed directly to the DSL
- The Designated Safeguarding lead and their Deputy will ensure that relevant members of staff have access to the information on the CPOMS online system and will ensure that only the Designated Safeguarding members of staff are provided with full Key holder permissions. Historic paper files and records should be destroyed once uploaded onto CPOMS to avoid duplication of information
- For volunteers, visitors, supply staff and governors (who do not have access to CPOMs), concerns will be recorded through the use of a 'record of concern' form, which will then be uploaded on to CPOMs along with a summary of the information recorded.
- Files will be archived and securely stored until the child's 25th birthday at the school where the pupil attends at statutory school leaving age, in line with statutory guidance. DSLs will record all discussions, decisions and rationale behind decisions and sharing of information in the child's records.
- DSLs will record evidence of child's wishes, professional challenge, offers of early help and multi-agency working

  When individual pupils are discussed during staff meetings, such as supervision, staff updates or risk assessments etc. pupil information should be anonymised and stored in a secure manner.

Transfer of Records

- A pupil's safeguarding file will be transferred, in its entirety, to the educational establishment where the child moves to, unless there is ongoing legal action, within 5 working days of admission, in line with KCSIE 2022 and the Halton STAR Protocol (see Appendix D).
- The safeguarding file will be sent securely to the DSL at the receiving school
- A receipt will be obtained at time of transfer and the responsibility for the safeguarding records will pass to the receiving school (See Appendix E)
- The educational establishment where the pupil attends at statutory school leaving age (18) will securely retain the safeguarding records until the child's 25th birthday. Safeguarding records will then be destroyed securely
- School will seek advice from Halton's Safeguarding Children in Education Officer if any staff are unclear about any aspects of safeguarding record keeping.

PART B – Specific Areas of Safeguarding

ALL staff and volunteers understand that there are specific and emerging ways in which children can be abused and are aware of these specific issues; reporting any concerns in the appropriate manner to the DSL. Part B of this policy explores some of these specific areas of safeguarding in more details. Further information on specific areas of safeguarding can be found within Part 1 of Keeping Children Safe in Education 2022 and Annex B.

Missing from education and home educated

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

Effective information sharing between parents, schools and local authorities is critical to ensuring that all children of compulsory school age are safe and receiving suitable education. Maintained schools have a safeguarding duty in respect of their pupils, and as part of this should investigate any unexplained absences

When a child is deemed to be missing from education, schools must make reasonable enquiries to establish the whereabouts of the child jointly with the local authority, before deleting the pupil's name from the register.

Once these enquiries have been undertaken, the local protocol for Children Missing Education must be followed.

Pupils at particular risk of CME:

- Pupils at risk of harm/neglect
  Children may be missing from education because they are suffering from abuse or neglect. Where this is suspected school should follow the local child protection procedures
- Children of Gypsy, Roma and Traveller (GRT) families
  Research has shown that many children from these families can become disengaged from education, particularly during the secondary school phase. It is therefore important that schools inform the local authority when a GRT pupil leaves the school without identifying a new destination school, particularly in the transition from primary to secondary so that they can attempt to facilitate continuity of the child's education
- Children of Service Personnel
  Families of members of the Armed Forces are likely to move frequently – both in the UK and overseas and often at short notice
- Missing children and runaways
  Children who go missing or run away from home or care may be in serious danger and are vulnerable to crime, sexual exploitation or abduction as well as missing education
- Children and young people supervised by the Youth Justice System
  Children who have offended or are at risk of doing so are also at risk of disengaging from education
- Children who cease to attend a school
  There are many reasons why a child stops attending a school. It could be because the parent chooses to home educate their child. However, where the reason for a child who has stopped attending a school is not known, the local authority should investigate the case and satisfy itself that the child is receiving suitable education.
- Children of new migrant families
  Children of new migrant families may not have yet settled into a fixed address or may have arrived into the local area without the Local Authority becoming aware, therefore increasing the risk of the child missing education

Child on Child Abuse

At Windmill Hill Primary all staff receive training on child on child abuse, such as through an INSET or during induction.

We have adopted a 'whole school approach' to tackling sexism and child on child abuse (including sexual violence and sexual harassment).

We fully understand that even if there are no reports of child on child abuse in school it may be happening. As such, all our staff and children are supported to:

- be alert to child on child abuse (including sexual harassment);
- understand how the school views, records and responds to child on child abuse
- stay safe and be confident that reports of such abuse will be believed, taken seriously and acted upon.

We will not tolerate instances of child on child abuse and will not pass it off as "banter", or "part of growing up".

We will recognise that "child on child abuse" can occur between and across different age ranges.

We will follow both national and local guidance and policies to support any **child** subject to child on child abuse.

We will follow the guidance on managing reports of child on child sexual violence and sexual harassment in schools in line with Part 5 of Keeping Children Safe in Education 2022 and Sexual Violence and Sexual Harassment between children in schools and colleges 2021.

Children can abuse other children. Child on child abuse is behaviour by an individual or group, intending to physically, sexually or emotionally hurt others. This includes:

- Bullying (physical, name calling, homophobic, etc., including cyber bullying)
- Gender based violence
- Sexually harmful behaviour, including 'upskirting' and sexting

This abuse can be motivated by perceived differences e.g. on grounds of race, religion, gender, culture, sexual identity, disability, special educational needs or other differences and can result in significant, long lasting and traumatic isolation, intimidation or violence to the victim.

Recognising and responding to child on child abuse

Stopping violence and ensuring immediate physical safety is the first priority of any education setting, but emotional bullying can sometimes be more damaging than physical. An assessment of an incident between two (or more) children should be completed and consider the following:

- Chronological and developmental ages of everyone involved
- Difference in their power or authority in relation to age, race, gender, physical, emotional or intellectual vulnerability
- All alleged physical and verbal aspects of the behaviour and incident
- Whether the behaviour involved inappropriate sexual knowledge or motivation

- What was the degree of physical aggression, intimidation, threatening behaviour, coercion or bribery?
- The effect on the victim
- Any attempts to ensure the behaviour and incident is kept a secret
- The child or young person's motivation or reason for the behaviour, if they admit that it occurred
- Whether this was a one-off incident, or longer in duration

Children or young people who harm others may have additional or complex needs e.g.:

- Significant disruption in their own lives
- Exposure to domestic abuse or witnessing or suffering abuse
- Educational under-achievement
- Involved in crime

It is important to develop appropriate strategies in order to prevent the issue of child on child abuse rather than manage the issues in a reactive way. Even with the most stringent of policies and support mechanisms, child on child abuse can and may still occur. In order to try to prevent this Windmill Hill Primary will:

- Have an ethos where students and staff treat each other with respect and understand how their actions affect others
- Ensure that the school environment is one that allows students to share information about anything that is upsetting or worrying them
- Use a strong and positive PSHCE curriculum to tackle issues such as prejudiced behaviour, and gives an open forum for young people to talk
- Openly discuss any issues that could motivate bullying with staff and students
- Address issues early between pupils which might later provoke conflict
- Develop strategies to help to prevent bullying
- Involve students and parents to ensure they know what to do to prevent and report concerns
- Create an inclusive, safe environment where pupils can openly discuss issues without fear
- Invest in skills to help staff understand the needs of SEND, disabled and lesbian, gay, bisexual and transgender pupils through staff training and CPD to ensure that staff do not dismiss issues
- Work with the wider community and agencies to tackle issues that occur outside the setting

Remote Learning

There may be occasions where the school will need to implement a 'remote learning' approach to education. This might be due to health reasons, such as periods of 'self-isolation', or when extreme weather prevents the school from fully opening.

During times of partial closure, priority will be given to those pupils identified as being vulnerable.

Vulnerable children and young people include those who:

- are assessed as being in need under section 17 of the Children Act 1989, including children and young people who have a child in need plan, a child protection plan or who are a looked-after child;
- have an education, health and care (EHC) plan;
- have been identified as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who could therefore benefit from continued full-time attendance, this might include:
- children and young people on the edge of receiving support from children's social care services or in the process of being referred to children's services
- adopted children or children on a special guardianship order
- those at risk of becoming NEET ('not in employment, education or training')
- those living in temporary accommodation
- those who are young carers
- those who may have difficulty engaging with remote education at home (for example due to a lack of devices or quiet space to study)
- care leavers
- others at the provider and local authority's discretion including pupils and students who need to attend to receive support or manage risks to their mental health.

Windmill Hill Primary will continue to work with and support children's social workers to help protect vulnerable children during any time of partial or full closure. This includes working with and supporting children's social workers and the local authorities virtual school head (Benjamin Holmes) for looked-after and previously looked-after children. The lead person for this will be: Paula Newman

In circumstances where a parent is hesitant about or does not want to bring their child to an education setting, and their child is considered vulnerable, the social worker and Windmill Hill Primary will explore the reasons for this directly with the parent.

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the Child Protection Policy and where appropriate referrals should still be made to children's social care (via iCART) and as required, the police.

Online teaching should follow the same principles as set out in Windmill Hill Primary's code of conduct and in line with Guidance for Safer Working Practice.

Below are some things to consider if there are virtual lessons, especially where webcams are involved:

- No 1:1s, groups only
- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred.
- The live class should be recorded so that if any issues were to arise, the video can be reviewed.

- Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms specified by senior managers and approved by our IT network manager / provider to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held.

Child Criminal and Sexual Exploitation

Child Sexual Exploitation

Child Sexual exploitation (CSE) is sexual abuse of a child. The definition of Child Sexual Exploitation is:

> "Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology."

Like all forms of child sexual abuse, child sexual exploitation:

- can affect any child or young person (male or female) under the age of 18 years, including 16 and 17 year olds who can legally consent to have sex;
- can still be abuse even if the sexual activity appears consensual;
- can include both contact (penetrative and non-penetrative acts) and non-contact sexual activity;
- can take place in person or via technology, or a combination of both;
- can involve force and/or enticement-based methods of compliance and may, or may not, be accompanied by violence or threats of violence;
- may occur without the child or young person's immediate knowledge (through others copying videos or images they have created and posting on social media, for example);
- can be perpetrated by individuals or groups, males or females, and children or adults. The abuse can be a one-off occurrence or a series of incidents over time, and range from opportunistic to complex organised abuse; and
- is typified by some form of power imbalance in favour of those perpetrating the abuse. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, sexual identity, cognitive ability, physical strength, status, and access to economic or other resources.

The following list of indicators is not exhaustive or definitive but it does highlight common signs which can assist professionals in identifying children or young people who may be victims of sexual exploitation. Signs include:

- underage sexual activity
- inappropriate sexual or sexualised behaviour
- sexually risky behaviour, 'swapping' sex
- repeat sexually transmitted infections
- in girls, repeat pregnancy, abortions, miscarriage
- receiving unexplained gifts, or gifts from unknown sources

- having multiple mobile phones and worrying about losing contact via mobile
- having unaffordable new things (clothes, mobile) or expensive habits (alcohol, drugs)
- changes in the way they dress
- going to hotels or other unusual locations to meet friends
- seen at known places of concern
- moving around the country, appearing in new towns or cities, not knowing where they are
- getting in/out of different cars driven by unknown adults
- unknown adults collecting the children from school
- having older boyfriends or girlfriends
- involved in abusive relationships, intimidated and fearful of certain people or situations
- hanging out with groups of older people, or anti-social groups, or with other vulnerable peers
- associating with other young people involved in sexual exploitation
- recruiting other young people to exploitative situations
- truancy, exclusion, disengagement with school, opting out of education altogether
- repeat absences / truancy from school (e.g. same time of day, same day each week, etc.)
- unexplained changes in behaviour or personality (chaotic, aggressive, sexual)
- mood swings, volatile behaviour, emotional distress
- self-harming, suicidal thoughts, suicide attempts, overdosing, eating disorders
- drug or alcohol misuse
- frequent missing from home episodes
- getting involved in crime, police involvement, police records
- involved in gangs, gang fights, gang membership
- injuries from physical assault, physical restraint, sexual assault

Windmill Hill Primary follows the HCYPSP's Sexual Exploitation guidance. Where there are concerns about possible CSE, Windmill Hill Primary will complete the Criminal Exploitation Screening Tool and submit the completed tool to Halton iCART.

Child Criminal Exploitation

Child Criminal Exploitation (CCE) is where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child into any criminal activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial or other advantage of the perpetrator or facilitator and/or (c) through violence or the threat of violence.

The victim may have been criminally exploited even if the activity appears consensual. CCE does not always involve physical contact; it can also occur through the use of technology.

Child Criminal Exploitation;

- can affect any child or young person (male or female) under the age of 18 years;
- can affect any vulnerable adult over the age of 18 years;
- can still be exploitation even if the activity appears consensual;
- can involve force and/or enticement-based methods of compliance and is often accompanied by violence or threats of violence;
- can be perpetrated by individuals or groups, males or females, and young people or adults; and
- is typified by some form of power imbalance in favour of those perpetrating the exploitation. Whilst age may be the most obvious, this power imbalance can also be due to a range of

other factors including gender, cognitive ability, physical strength, status, and access to economic or other resources.

A typical feature of this form of exploitation is "County Lines" criminal activity: drug networks or gangs groom and exploit children and young people to carry drugs and money from one area to another, typically from urban areas to suburban and rural areas, market and seaside towns.

Key to identifying potential involvement in county lines are missing episodes, when the victim may have been trafficked for the purpose of transporting drugs and a referral to the National Referral Mechanism (NRM) should be considered. Like other forms of abuse and exploitation, county lines exploitation:

The following list of indicators is not exhaustive or definitive but it does highlight common signs which can assist professionals in identifying children or young people who may be victims of exploitation. Signs include:

- Persistently going missing from school or home and / or being found out-of-area
- Unexplained acquisition of money, clothes, or mobile phones
- Excessive receipt of texts / phone calls
- Relationships with controlling / older individuals or groups
- Leaving home / care without explanation
- Suspicion of physical assault / unexplained injuries
- Parental concerns
- Carrying weapons
- Significant decline in school results / performance
- Gang association or isolation from peers or social networks
- Self-harm or significant changes in emotional well-being

Where there are concerns about possible CCE, Windmill Hill Primary will complete the Criminal Exploitation Screening Tool and submit the completed tool to Halton iCART.

Prevention of radicalisation

Extremism is defined in the Counter Extremism Strategy 2015 as "the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. We also regard calls for the death of members of our armed forces as extremist." Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.

Since 2010, when the Government published the Prevent Strategy, there has been an awareness of the specific need to safeguard children, young people and families from violent extremism. There have been several occasions both locally and nationally in which extremist groups have attempted to radicalise vulnerable children and young people to hold extreme views including views justifying political, religious, sexist or racist violence, or to steer them into a rigid and narrow ideology that is intolerant of diversity and leaves them vulnerable to future radicalization.

Windmill Hill Primary values freedom of speech and the expression of beliefs / ideology as fundamental rights underpinning our society's values. Both pupils and teachers have the right to

speak freely and voice their opinions. However, freedom comes with responsibility and free speech that is designed to manipulate the vulnerable or that leads to violence and harm of others goes against the moral principles in which freedom of speech is valued. Free speech is not an unqualified privilege; it is subject to laws and policies governing equality, human rights, community safety and community cohesion.

Under duties imposed within the Prevent Duty Guidance 2015 as part of the Counter-Terrorism and Security Act 2015, Windmill Hill Primary will ensure that situations are suitably risk assessed, that they will work in partnership with other agencies, that all staff are suitably trained and have completed the Home Office's Prevent Training and that IT policies will ensure that children and young people are safe from terrorist and extremist material when accessing the internet in school.

The School Lead (Single Point for Contact) for Prevent is: Paula Newman.
Email: head.windmillhill@halton.gov.uk
Telephone: 01928712337

The current threat from terrorism in the United Kingdom may include the exploitation of vulnerable people, to involve them in terrorism or in activity in support of terrorism. The normalisation of extreme views may also make children and young people vulnerable to future manipulation and exploitation. Windmill Hill Primary is clear that this exploitation and radicalisation should be viewed as a safeguarding concern. Windmill Hill Primary seeks to protect children and young people against the messages of all violent extremism.

26.8 The Channel and Prevent contacts within Cheshire Constabulary can be found here:

https://www.cheshire.police.uk/advice/advice-and-information/t/prevent/prevent/

Team email prevent@cheshire.pnn.police.uk

Alternatively there are the following national contacts available:

https://www.npcc.police.uk/CounterTerrorism/Prevent.aspx

Anti-Terrorist Hotline 0800 789 321

Mandatory reporting of FGM

Teachers *must* personally report to the police cases where they discover that an act of FGM appears to have been carried out, by calling 101. Unless the teacher has a good reason not to, they should also still consider and discuss any such case with the school or college's Designated Safeguarding Lead and involve Children's Social Care as appropriate. The duty does not apply in relation to at risk or suspected cases (i.e. where the teacher does not discover that an act of FGM appears to have been carried out, either through disclosure by the victim or visual evidence) or in cases where the woman is 18 or over. In these cases, teachers should follow local safeguarding procedures.
https://www.gov.uk/government/publications/mandatory-reporting-of-female-genital-mutilation-procedural-information

If there are suspicions regarding FGM, it is essential that schools take action **without delay**. If there are concerns that a child is at risk of, or is a victim of, FGM contact the police via 999 (for immediate

risk) or 101. Alternatively, the NSPCC FGM helpline anonymously 24/7 on 0800 028 3550 or fgmhelp@nspcc.org.uk

Online safety

Windmill Hill Primary is committed to keeping pupils safe online. We therefore ensure that:

- ALL staff and volunteers understand that children can be harmed online via hurtful and abusive messages, enticing children to engage in age inappropriate conversations, sharing and production of indecent images or encouraging risk taking behaviour
- The school's details how we keep pupils safe when using the internet and mobile technology
- Online bullying by pupils, via texts and emails, will be treated as seriously as any other type of bullying and will be managed through our Behaviour Policy https://windmillhill.school/behaviour-and-anti-bullying-policies/
- There is a clear and explicit procedure for dealing with mobile phones that are brought into school by children. A consent form must be completed by parents and phones must be handed into reception throughout the day.
- DfE advice; ***Searching, Screening and Confiscation*** is followed where there is a need to search a pupil for a mobile device
- When school become aware of an online safety issue that has occurred outside of school, it is managed in accordance with the school Online Safety Policy
- The school has appropriate filters and monitoring systems in place regarding use of internet as be detailed in the Online Safety Policy.

As schools and colleges increasingly work online, it is essential that children are safeguarded from potentially harmful and inappropriate online material. As such our governing body ensures that appropriate filters and monitoring systems are in place.

All staff recognise the additional risks that children with SEN and disabilities (SEND) face online, for example, from online bullying, grooming and radicalisation and are confident they have the capability to support SEND children to stay safe online.

Governors will ensure that, online safety training is a key part of the safeguarding training schedule for staff, governors and volunteers, and the requirement to ensure children are taught about safeguarding, including ensuring that online safety is integrated, aligned and considered as part of the overarching safeguarding approach within school.

Additional information can be found within Keeping Children Safe in Education 2022 and Sharing Nudes and Semi Nudes.

Use of electronic devices in school

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

- parental consent is obtained to take and use photographs and/or videos of children
- parental consent is obtained for photographs to be taken by the media for use in relation to promoting or publishing the school
- separate parental consent is obtained if any other agency requests to take photographs of any child

- parental consent will be valid for 5 years but may be sought more regularly at the discretion of the Headteacher
- images will be uploaded to, and stored in a secure place for a relevant amount of time, this may be for longer than the child is at school if appropriate
- photographs and videos of children are only taken to provide evidence of their achievements for developmental records or for other school related purposes
- staff, visitors, volunteers and students do not use their own mobile phones to take or record any images of children
- the school's digital camera/s or memory cards must not leave the school setting unless this is agreed by the Headteacher for official school business
- photos are printed/uploaded in the setting by staff and once done images are t immediately removed from the cameras memory
- parents are reminded frequently of the risks associated with posting images of children to social media
- parents are reminded frequently that they are not permitted to distribute or post images that contain children other than their own
- staff, volunteers and visitors will not use mobile phones in toilet or changing areas and only in line with the schools Code of Conduct/acceptable use policy
- The Code of Conduct/acceptable use policy outlines when and where staff, volunteers and visitors can use their mobile phones
- ALL staff, volunteers and visitors will adhere to the above policies and failure to do so will be addressed appropriately by the Headteacher and/or the Governing Body
- Pupils' use of mobile phones and other devices will be managed under the school's Mobile Phone Policy.

Looked after children, private fostering and care leavers

The Governing Body will ensure that there is a designated member of staff who will ensure the academic progress, emotional wellbeing and safety of children who are looked after or have previously been looked after by the local authority.

All staff understand that children who are in the care of the local authority have usually experienced abuse and/ or neglect.

The Governing Body will ensure that the named teacher understands and has knowledge of the child's legal status (whether they are looked after with the consent of the parent, under an interim care order or full care order) and the contact arrangements with the parents or people with parental responsibility.

The named teacher will have details of the child's care arrangements and the level of authority given to the carer by the local authority that looks after the child.

The named teacher will have the name and contact details of the social worker and the name of the virtual head from the authority that cares for the child.

All staff have the understanding and knowledge that previously looked after children remain vulnerable and will liaise with the designated teacher to ensure that information is shared to keep looked after and previously looked after children safe.

The designated teacher will work with the virtual school and the local authority to ensure that the educational outcomes of registered children who are looked after are met.

The designated teacher will have responsibility for promoting the educational achievement of children who have left care through adoption, special guardianship or child arrangement orders or who have been adopted from state care outside England and Wales.

The designated teacher must have the relevant experience and qualifications to fulfil this role and also be able to attend training to keep informed about developments in this area.

The designated teacher will liaise with the virtual head to discuss how funding can be best used to support the progress of looked after children and best meet the needs identified in the personal education plan (PEP).

Information relating to Halton's Virtual School can be found at https://www.myvirtualschool.org/

Private Fostering

Private fostering occurs when a child under the age of 16 (or under 18, if disabled) is provided with care and accommodation by a person who is not a parent, person with parental responsibility for them or a relative in their own home. A child is not privately fostered if the person caring for and accommodating them has done so for less than 28 days and does not intend to do so for longer. Such arrangements may come to the attention of school staff through the normal course of their interaction, and promotion of learning activities, with children.

The school will request updated pupil information forms be completed annually to help to identify those children who have had a change in living arrangements.

Should the school become aware of a child who is privately fostered, the Designated Safeguarding Lead will notify the Local Authority who will check that the arrangement is suitable and safe for the child.

Police and Criminal Evidence Act (1984) – Code C

The Headteacher, Designated Safeguarding Lead (and deputies) are aware of the requirement for children to have an appropriate adult when in contact with Police officers who suspect them of an offence.
PACE states that anyone who appears to be under 18, shall, in the absence of clear evidence that they are older, be treated as a child for the purposes of this Code and any other Code.

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

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

If having been informed of the vulnerabilities, the designated safeguarding lead (or deputy) does not feel that the officer is acting in accordance with PACE, such as seeking guidance from specially trained officers, they should ask to speak with a supervisor or contact 101 to escalate their concerns.

A person about whom there are grounds to suspect of an offence, must be cautioned[1] before being questioned about an offence[2], or asked further questions if the answers they provide give 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.

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

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

1. the parent, guardian or, if the juvenile is in the care of a local authority or voluntary organisation, a person representing that authority or organisation.
2. a social worker of a local authority
3. failing these, some other responsible adult aged 18 or over who is not:
    a. a police officer;
    b. employed by the police;
    c. under the direction or control of the chief officer of a police force; or
    d. a person who provides services under contractual arrangements (but without being employed by the chief officer of a police force), to assist that force in relation to the discharge of its chief officer's functions,

Further information can be found in the Statutory guidance - PACE Code C 2019.

https://www.gov.uk/government/publications/pace-code-c-2019/pace-code-c-2019-accessible

Safeguarding vulnerable groups, including Domestic Abuse

Windmill Hill Primary receives all police notifications of children who have been involved in domestic abuse incidents via Operation Encompass. https://www.operationencompass.org/

The designated safeguarding lead will inform relevant staff of any notification and agree what support (if any) the pupil should receive.

The definition of domestic violence and abuse is:

> "any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to: psychological; physical; sexual; financial; and emotional."

All children can be direct or indirect victims of domestic abuse. Witnesses can be adversely affected by domestic abuse in the context of their home life, where domestic abuse occurs between family

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

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

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

All staff understand the significant impact that Domestic Abuse can have on a child both at the time of the incident and longer term. The school follows the guidance set out within this policy to ensure the safety and wellbeing of children. Children who have experienced or witnessed Domestic Violence will be monitored and supported through the school pastoral care system.

Honour Based Abuse (HBA)

HBA is a collection of practices used to control behaviour within families in order to protect perceived cultural and religious beliefs and/or honour. Violence or abuse can occur when perpetrators perceive that a relative has shamed the family and/or community by breaking their honour code.

Forced Marriage

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

Modern Slavery

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

Staff must be aware of the above and contact the DSL should they suspect or receive information that either parents or their children may be victims of modern slavery. The DSL should then contact the NCA and follow their normal safeguarding procedures.
ALL staff will have read Annex B of Keeping Children Safe in Education 2022 and be aware of specific forms of abuse and safeguarding issues and vulnerable groups of children including;

- Children in the Court system;
- Children with family members in prison
- Homelessness

Children experiencing mental health difficulties

At Windmill Hill Primary we understand that mental health issues can be an indicator that a child has suffered, or is at risk of suffering from abuse, neglect or exploitation. Staff in school are not qualified to diagnose mental health problems. However, we are well placed to observe children day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one.

If staff have a concern about the mental health of a child, which is also a safeguarding concern or appears to be developing into a safeguarding concern, then we will respond immediately by sharing this information with the school Designated Safeguarding Lead, who will act in line with the safeguarding guidance set out in this policy.

As a school we aim to provide a nurturing environment for children and staff and we teach resilience through our school curriculum. Whenever a concern arises which is related to mental health, we will always act in the best interest of the person involved and access appropriate support. This may mean accessing support from external agencies, or referring to Halton's graduated response to 'Emotional Based School Avoidance', where attendance at school is affected.

The Designated Safeguarding Lead has working knowledge of the guidance in Chapter 4 of Mental Health and Behaviour in Schools.

Other relevant policies

- Staff Code of Conduct
- Managing Allegations and Low Level Concerns Policies (This may form part of the schools Staff Code of Conduct)
- Safer Recruitment and Retention Policy
- Behaviour / Rewards Policy
- Anti-Bullying Policy
- Use of Physical Intervention / Restraint Policy
- First Aid / Medications Policy / Intimate Care Policy
- Drugs and Substance Misuse Policy
- Attendance / Children Missing in Education Policy
- Sex and Relationships Education Policy and Curriculum
- Online Safety and Acceptable Use Policies
- Educational Visits Policy
- Health and Safety Policy

APPENDICES

Appendix A - Definitions of Abuse

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 persistent 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 meets 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 participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), 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, though it may occur alone

Neglect

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

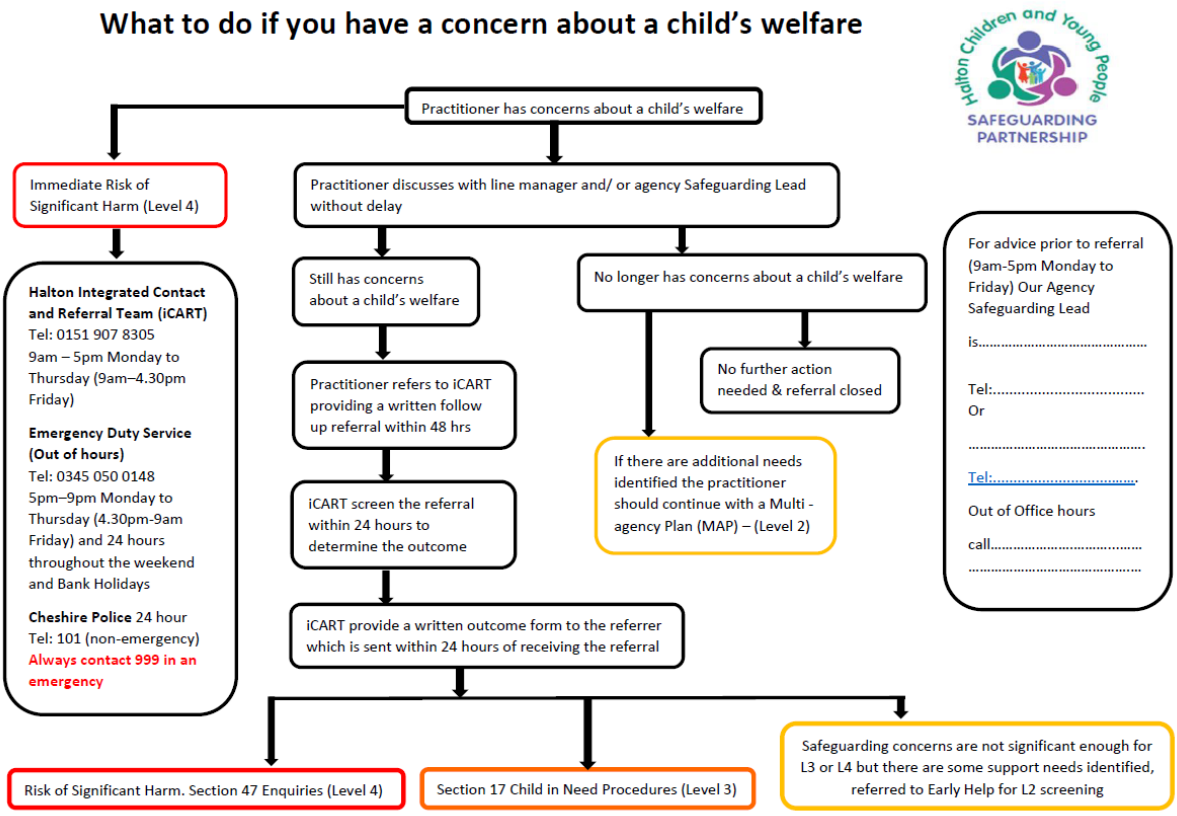
- provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate care-givers)
- ensure access to appropriate medical care or treatment

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

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 or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Appendix B – Halton's Continuum of Need Framework



[Halton's Continuum of Need Framework can be found here.]

Appendix C – Supply Agency Declaration

Supply Agency Declaration
2022

This checklist should be completed and signed by a representative of any Supply Agency used by the School, so that you can be confident that the Agency's systems and procedures for the recruitment and selection of supply staff are in line with the established safer recruitment and selection best practice that is employed within your School.

Name of Agency: …….

Name of person completing the form: …….

Role of person completing the form: …….

If the answer to any of the questions below is 'No', please provide further details in the box at the end of this checklist.

1.	Have representatives of the Agency that are involved in the recruitment and selection of agency workers undertaken appropriate Safer Recruitment & Selection training that covers all sections of Keeping Children Safe in Education (KCSIE), within the last 5 years?	Yes	No
2.	Is the content of the training referred to in 1. above cascaded to all staff within the Agency that are involved in the recruitment and selection of agency workers?	Yes	No
3.	Is every recruitment and selection process conducted in accordance with KCSIE?	Yes	No
4.	Does recruitment documentation, including (where used) the advert, person specification and job description, make reference to the individual's responsibility for safeguarding and protecting the welfare of children and young people?	Yes	No
5.	Are candidates made aware of the duties of all roles (either through a job description or similar document)?	Yes	No
6.	Where used, does the person specification include 'Commitment to safeguarding' as an Essential Criteria?	Yes	No
7.	Do all publicity materials used to attract candidates (e.g. adverts, internet content etc.) include reference to the fact that the individual will be required to undergo a DBS check?	Yes	No
8.	Are application forms used, which require all candidates to submit standard information about their personal details, employment history, referee details and disclosure of current/previous convictions?	Yes	No
9.	If accepted, are CVs only used to supplement the information contained within the application form (and not accepted instead of an application form)?	Yes	No
10.	Does the application form contain a signed declaration to confirm that the information presented is true and warns the candidate about the consequences of providing false information?	Yes	No
11.	When the completed application form is received, are concerns or issues	Yes	No

	noted that need to be raised with the candidate/ previous employer prior to/during interview such as gaps in employment, frequent changes in employment, anomalies/ inconsistencies, moves from permanent to temporary employment etc?		
12.	Are professional references sought from the Head of the establishment (even where an alternative name has been provided) and checked prior to the interview process?	Yes	No
13.	Are checks made to ensure that the candidate has named the most recent employer as a referee and the Employer with whom the applicant most recently worked with children and/or young people?	Yes	No
14.	As part of the shortlisting process prior to interview, do you carry out an online search as part of your due diligence on the shortlisted candidates?	Yes	No
15.	Are queries/concerns on references raised with the referee and/or applicant prior to/during interview?	Yes	No
16.	On references, are past employers asked to provide detail of any past substantiated allegations?	Yes	No
17.	On references, are past employers asked to confirm that in their view the candidate is suitable to work with children and there are no safeguarding concerns.	Yes	No
18.	Is there a policy in place that prevents the acceptance of standard references that are marked 'to whom it may concern' (i.e. those references provided directly by the candidate that are not specifically addressed to the Agency)?	Yes	No
19.	Are all electronic references verified in line with KCSIE?	Yes	No
20.	Is only a conditional offer of employment made prior to the relevant checks being undertaken (including DBS checks, references, identity, teacher prohibition, eligibility to work in the UK etc.)?	Yes	No
21.	When the candidate's identity documentation is checked, does this always include the appropriate photographic identification and the full birth certificate?	Yes	No
22.	Are DBS checks always carried out prior to placement, unless there is a specific written request from the School that there will be no unsupervised access to children and young people until the DBS clearance is received?	Yes	No
23.	In the circumstances outlined at 22 above, is the School notified in writing of the fact that the DBS check has not been carried out prior to placement?	Yes	No
24.	In the circumstances outlined at 22 and 23 above, is a barred list check undertaken prior to placement?	Yes	No
25.	If any information is received as a result of a DBS check or reference, is that information shared immediately with the school so that they can make a decision regarding that person's suitability to be employed in their school?	Yes	No
26.	Are safeguarding concerns for employees/past employees shared with future employers in references that are provided by the Agency?	Yes	No
27.	At interview, are questions posed that assess a candidate's suitability to work with children and young people?	Yes	No
28.	At interview, are gaps in employment/vagueness on the application form/frequent changes in employment explored?	Yes	No
29.	At interview, are hypothetical “what would you do if…” questions avoided?	Yes	No
30.	In relation to DBS, do Agency staff involved in the recruitment of Agency workers have a clear understanding of the definitions of Regulated Activity and how these are applied when determining the type of DBS check to be undertaken?	Yes	No

31.	Are the appropriate checks undertaken in relation to the Childcare (Disqualification) Regulations 2009 for any member of staff that is assigned to work as a member of staff in a relevant setting?	Yes	No
32.	Are clear records kept and retained throughout/following the recruitment process?	Yes	No
33.	Is a confirmation of booking and of the candidate's identity passed to the School for each assignment?	Yes	No
34.	Does the Agency provide child protection and/or safeguarding training, including Online Safety to all newly appointed supply staff before **any** placements are completed?	Yes	No
35.	Does the agency ensure that all supply staff have read and understood Part 1 of the latest version of Keeping Children Safe in Education, prior to placement?	Yes	No
36.	Does the Agency contact the School after the first day of assignment to follow up the appointment and ascertain whether there are any concerns about the individual?	Yes	No
37.	If the Agency worker has a break of more than 3 months, are they required to undergo a new DBS check and re-register with the Agency?	Yes	No

Please provide further details in relation to any question to which you answered 'No', including the question number that your comment refers to.

I confirm that the answers provided above are correct to the best of my knowledge.

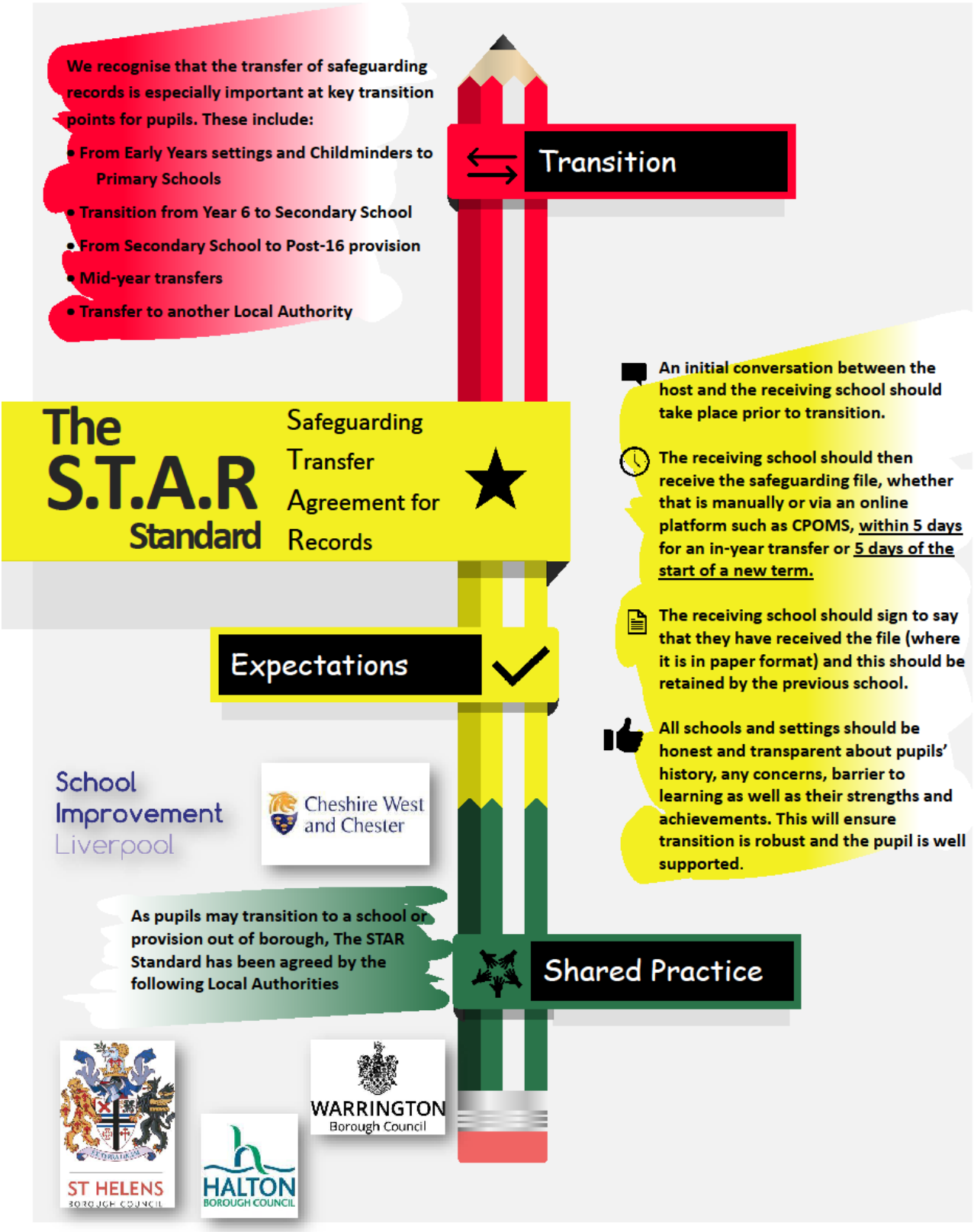
Signed: ……

Date: ……

Once completed, the checklist can be retained with the 'umbrella' letter that the Agency has provided to confirm that their staff are appropriately DBS checked. Both documents can then be stored with the School's Single Central Record.

HALTON BOROUGH COUNCIL

Appendix D – Halton Transfer of Records STAR Protocol



Appendix E – Transfer of Records Form

Transfer Of Records
Between Schools 2021