

William Booth Primary and Nursery School

TRANSFORM TRUST

Child Protection and Safeguarding Policy

September 2025

WRITTEN IN CONJUNCTION WITH:

- Keeping Children Safe in Education (September 2025)
- Working Together to Safeguard Children (March 2024)

KEY PEOPLE

Headteacher:

Claire Paparozzi

Designated Senior Leads:

Lead DSL	Seth James	DSL 2	Claire Paparozzi
DSL 3	Claire Roberts	DSL 4	Karen Cole
DSL 5	Katie James		

Safeguarding Link Governor:

Sophie Naphine

Chair of Governors:

Sarah Shardlow

sarah.shardlow@williambooth.nottingham.sch.uk

Digital Lead:

Rachael Marshall

Transform Trust Board of Trustees Safeguarding Lead

Rebecca Meredith 0115 9825090 (option 1)

Transform Trust Senior Designated Safeguarding Lead

Claire McKendrick 0115 9825090 (option 1) 07929 521578
Claire.mckendrick@transformtrust.co.uk

Safeguarding in Education Team:

Claire Maclean 0115 8764749
Claire.maclean@nottinghamcity.gov.uk

PREVENT:

101 (Extension 801 5060/5156)

Designated Officer (LADO):

Claire Patel (LADO)
Debbie Mawson (admin)
0115 8765714 or Lado@nottinghamcity.gov.uk

MASH & Child(ren) Duty Team:

Nottingham MASH – 0115 876 4800
Emergency Duty Team – 0115 876 1000

Transform Trust and William Booth Primary and Nursery School: Safeguarding Statement

William Booth and Transform Trust are committed to safeguarding children. All staff are expected to share this commitment. Staff take all welfare concerns seriously and encourage children to speak out about anything that worries them, always acting in the best interests of the child.

Safeguarding within Transform Trust

Guardians of the Trust

In 2015, our CEO developed the concept of having a Guardians Group who would be responsible for a strategic overview as well as development and supporting schools with all aspects of a child's life. Our working groups include Safeguarding, SEND, Provision (all and any vulnerable group identified by the Trust), our bespoke Enhanced Provision Panel and our Strategic Group who maintain an overview of all its groups. Our Guardians work continues to evolve but remains focussed on providing support for the whole child.

Transform Trust Trustees						
Dame Susan Jowett, named Safeguarding Trustee						
Transform Trust Accountable Officer						
Rebecca Meredith, CBE Chair of Guardians Group – Kelly Lee (Chief School Improvement Officer – CSIO)						
Trust Centre Safeguarding Team						
Claire McKendrick, Mary Farmer						
Attendance Group	Behaviour Group	Enhanced Provision Panel	HR (Safer Recruitment including LADO)	NEW for 2025-26 EAL Group	Safeguarding Group	SENDCo Group
Chair: Lee Noble, Exec Head Highbank Primary/ Whitegate Primary	Chair – Claire Paporozzi, Head Teacher at William Booth	Chair – Emma Hampton, Director of Inclusion	Rachel Hannon – Chief People Officer	Chair: Arvinder Badwal, Head of School, Ravensdale Juniors	Chair: Matt Barnham, Head of School Rosslyn Park	Chair: Jo Jeffs Trust SEND Headteacher Associate
Trust Lead: Emma Hampton	Trust Lead: Trish Wilson			Trust Lead: Emma Hampton	Trust Lead: Claire McKendrick	
Guardians Professional						
Mary Farmer						

Transform Trust Board

Our named Safeguarding Trustee is Dame Susan Jowett. Termly meetings are held with our Safeguarding Trustee, CEO, COO and the Trust's Operational Safeguarding Lead. Our Safeguarding Trustee fulfils the same role as that of a Safeguarding Governor in school, except this is for the whole Trust. In addition, the COO reports each half-term to the Trust Board on key safeguarding matters including data.

All Trustees receive appropriate safeguarding training in line with KCSIE S81.

In the event of any allegations made against the CEO or another Trustee, our named Safeguarding Trustee will liaise with our Chief People Officer and the appropriate agency as advised by the Chief People Officer. Our Chair of Trustees is also responsible for the overview of all matters relating to safeguarding across the Trust. Our Chair of Transform Trust Board is Mike Butler. Mike can be contacted through the Trust Governance Professional, Ruth Palmer: ruth.palmer@transformtrust.co.uk.

Trust Centre Team

Transform Trust have a dedicated team at Trust Centre who have responsibility for all things safeguarding. They are held to account by the Safeguarding Trustee

Executive Team	
Rebecca Meredith, CEO, CBE	Pa.ceo@transformtrust.co.uk
Operational Team	
Claire McKendrick, Operational Safeguarding Lead	Claire.mckendrick@transformtrust.co.uk 07929 521578
Mary Farmer, Trust DSL and Governance Professional to the Guardians	Mary.farmer@transformtrust.co.uk 07854 094078
Extended Team	
Emma Hampton, Director for Inclusion	Emma.hampton@transformtrust.co.uk
Jo Jeffs, Trust SEND Associate	Jo.jeffs@transformtrust.co.uk
Rachel Hannon, Chief People Officer (for all Lado enquiries or concerns)	Rachel.hannon@transformtrust.co.uk 0115 9825090 Option 2

Transform Trust Out of Hours Arrangements

At Transform we are committed to safeguarding of our children, including out of hours. The Trust office number (0115 9825090) is available during and outside school hours, weekends and school holidays. For urgent safeguarding concerns please call the office number and it will be diverted to one of the safeguarding team.

Safeguarding at William Booth Primary & Nursery School

School Safeguarding Team

The school has a Senior Designated Safeguarding Lead who is appointed by the Leadership Team and the safeguarding element of their role forms an explicit part of that person's job description. For William Booth Primary & Nursery School this is Seth James, Senior Safeguarding Lead. The Safeguarding Tea, for the school is:

Name	Role	Contact Details
Claire Paparozzi	Headteacher and Deputy DSL	Claire.paparozzi@williambooth.nottingham.sch.uk
Seth James	Lead DSL and Attendance Lead	Seth.james@williambooth.nottingham.sch.uk 07719710073
Claire.Roberts	SENDCO and Deputy DSL	Claire.roberts@williambooth.nottingham.sch.uk
Karen Cole	Deputy DSL	Karen.cole@williambooth.nottingham.sch.uk
Katie James	Deputy DSL	Katie.james@williambooth.nottingham.sch.uk
Tom Buckmaster	Attendance Officer	Tom.buckmaster@williambooth.nottingham.sch.uk

Out of hours the school has an email box that is monitored during weekends and school holidays:
safeguarding@williambooth.nottingham.sch.uk

Safeguarding Link Governor

It is a statutory requirement to have a named Safeguarding Governor.

The safeguarding Governor for William Booth Primary & Nursery School is Sophie Naphthine:

sophie.naphthine@williambooth.nottingham.sch.uk

Chair of Governors

The Chair of Governors is also responsible for having an overview of all matters relating to the school including Safeguarding. They will also be the person who should be contacted if there is an allegation made against the Headteacher. The Chair of Governors for William Booth School is Sarah Shardlow:

sarah.shardlow@williambooth.nottingham.sch.uk

Local Authority

Although William Booth School is part of Transform Trust we also follow the safeguarding arrangements for Nottingham City.

Other policies and procedures that may need to be considered, are:

- Anti-bullying
- Attendance
- Behaviour
- CCTV
- Community Incident Protocol 2023

- Complaints
- Confidentiality Reporting (Whistleblowing)
- Data Protection
- Employee Code of Conduct
- Equality
- E-Safety/Online (includes Acceptable Use Agreements for children, staff, parents and volunteers and details on filtering and monitoring on school / Trust devices)
- Health & Safety Trust Policy and school's own Health and Safety procedures
- Off-Site Trips and Visits (Evolve Guidance)
- Management of allegations (Contained within the Disciplinary Policy)
- Personal, Social, Health and Economic (PSHE)
- Positive Handling statement
- Relationships and Health Education
- Safer Recruitment (including appropriate checks)
- Staff Induction (school's own local procedures)

Introduction

At William Booth School, the Governors, staff and our visitors are all expected to fully recognise the contribution the school and Trust makes to safeguarding children. We recognise that the safety and protection of all children is of paramount importance and that all staff, including volunteers, have a full and active part to play in providing early help protecting children from harm. We believe that the school should provide a caring, positive, safe and stimulating environment, which promotes all children's social, physical, emotional and moral development. In delivering this ambition, we will adhere to the principles set out in Transform Trust's Safeguarding Guidance document as well as the Local Authorities guidance and procedures for supporting families in our communities.

Ultimately, effective safeguarding of children can only be achieved by putting children at the centre of everything we do, and by every individual and agency playing their full part, working together to meet the needs of our most vulnerable children, in line with Working Together to Safeguard Children 2023 and Keeping Children Safe in Education 2025.

The aims of our policy are to:

- Confirm that children's development is supported in ways that will foster security, confidence and independence.
- Raise the awareness of teachers, non-teaching staff and volunteers of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse, including Female Genital Mutilation (FGM), Child Sexual Exploitation (CSE) and Honour Based Violence (HBV).
- Sexual Violence and Sexual Harassment (SVSH). Guidance on SVSH is also a part of Keeping Children Safe in Education, 2025. [Previously there was separate guidance for professionals to follow, however this has been incorporated into the KCSIE 2025 guidance. Guidance refers to "Perpetrators" and "victims", it is important that we remember that all children involved are likely to be a victim in some way and therefore these terms should not be used with the child.]
- Confirm the structured procedures to be followed by all members of each school community in cases of suspected harm or abuse.
- Emphasise the need for good levels of communication between all members of staff and those with designated responsibility for child safeguarding, health and safety and other safeguarding responsibilities.
- Emphasise the importance of maintaining and implementing appropriate safeguarding policies, procedures and arrangements of those service providers who use the school's premises through extended schools or provide any other before and after school activities.
- Confirm the working relationship with the Local Authority agencies such as Children and Families Direct, the LA Safeguarding Board, and other agencies with similar services in neighbouring authorities. Working Together to Safeguard Children (Dec 2023) outlines how the agencies should work together.
- Following the publication of Meeting Digital and Technology Standards in Schools and Colleges (updated March 2023) and KCSIE 2025, we ensure that all staff are aware of our

- filtering and monitoring duty. Senior leaders work closely with governors, the Lead DSL and IT providers in all aspects of filtering and monitoring.
- Highlight the working relationship between the school and the Trust's Safeguarding Team.

Definition of Safeguarding/Child Protection

At William Booth we understand that Safeguarding and Child Protection are two different things:

Safeguarding is what we do for all our children and staff;

Child protection being the procedures we use for children and young people who have been significantly harmed or are at risk of such harm.

"We promote a culture of Safeguarding through policy application and curriculum opportunities. We must remember that it could happen here"

Guardians Group 2023

KCSIE 2025 states that schools should have a child centred and coordinated approach to safeguarding and this is mirrored by the work that is done by William Booth and Transform Trust. Paragraph 4 (KSCIE 2025, p7) states that for the purpose of the Guidance, Safeguarding and promoting the welfare of children is defined as:

- protecting children from maltreatment;
- preventing impairment of children's mental 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.

Our Safeguarding Policy must apply to **all** staff, Governors, volunteers and visitors.

Responsibilities

Responsibilities for Transform Trust:

Transform Trustees and the Trust's Safeguarding team are responsible for ensuring the safety and well-being of all children and staff across the Trust. The Trust will provide support in the form of: -

- Regular briefing sessions via the Trust's Safeguarding Working Group for school DSLs and other members of the safeguarding team the school feel appropriate.
- Annual Trust Safeguarding review for each school.
- Termly safeguarding briefings for Safeguarding Governors.
- Access to a range of safeguarding training.
- Support for safeguarding colleagues who may need to present and/or attend court on safeguarding matters.
- Provide advice, support, and challenge for school DSLs to talk through concerns and next steps.

- Any Trust Centre staff who are based, or work in schools, will be required to follow the school's own Safeguarding Policies.

The Trust mandates that all schools use the online safeguarding recording system MyConcern. The Trust's Safeguarding team will also conduct regular audits of the MyConcern system for each school to look for learning points and best practice.

The Trust will also run our own 'Internal Case Reviews' and conduct 'No Notice' visits when there has been a serious child (or staff) injury to ensure that our processes are robust.

As part of the Trust's commitment to safeguarding, we highly recommend that all safeguarding colleagues in schools access our 'reflective practice' service (previously referred to as supervision). The Trust's Operational Safeguarding Lead leads this support. Working Together to Safeguard Children (2023) states "Practitioners should be given sufficient time, funding, supervision and support to fulfil their child welfare and safeguarding responsibilities effectively" (Pg 58), and whilst KCSIE 2025 does not mandate supervision, we as a Trust feel that this is a key factor in effective case management as well as supporting our colleagues in schools.

The Trust have a clear process for managing reviews of safeguarding practice in our schools. This includes annual Safeguarding Partnership Reviews, case conferences and support for escalation. We will support schools and the Local Authorities with any Rapid Reviews, Local Child Safeguarding Practice Reviews (LCSPR) as well as ensuring our own Trust processes mirror these external review processes. Refer to Appendix 1: Trust Level of Review (August 2025).

Responsibilities for the Governing Body:

William Booth's named and trained link governor for Safeguarding/Looked After Children is Sophie Naphine. The governing body:

- Will ensure a member of the governing body is nominated to liaise with the Local Authority, the Trust and/or partner agencies on issues of child protection in relation to safeguarding and in the event of allegations of abuse made against the Headteacher or member of the governing body.
- Will ensure that all staff and volunteers are aware of the indicators of abuse and neglect as outlined in KCSIE, 2025 (S24-S28). This includes abuse, physical abuse, emotional abuse, sexual abuse and neglect.
- Will ensure there is no period where there is no appointed safeguarding governor. E.g. after a member resigns and before another is appointed. If necessary, a governing body will provide a transition period where there will be two appointed governors.
- Will ensure that the school has a child safeguarding policy, Single Central Record, Staff Conduct policy and procedures in place, operates Safer Recruitment procedures, makes appropriate checks on staff and volunteers and has procedures for dealing with allegations against staff and volunteers that all comply with the local Safeguarding Partnership - Local Authority Designated Officer (LADO).

- Will ensure that the school creates a culture of Safer Recruitment and, as part of that, adopts recruitment procedures that help deter, reject or identify people who might pose a risk to children (Part three: Safer Recruitment, Keeping Children Safe in Education 2025).
- Has appointed a member of staff of the school's leadership team to the role of Senior Designated Safeguarding Lead.
- Will ensure the school keeps an up to date Single Central Record of pre-employment checks, specifying when the check was made and when it will be renewed.
- Monitors the adequacy of resources committed to child safeguarding, and the staff and governor training profile.
- Recognises that neither it, nor individual Governors, have a role in dealing with individual cases or a right to know details of cases (except when exercising their disciplinary functions in respect of allegations against staff).
- Will make sure that the child safeguarding policy is available to parents and children on request.
- Will ensure this policy and practice complements other policies e.g. anti-bullying including cyber bullying, health and safety, to ensure an integrated model of safeguarding operates across the school.
- Will ensure that relevant staff have "due regard to the relevant data protection principles", which allow them to share (and withhold) personal information (KCSIE 2025, paragraphs 114-122).
- All Governors will receive appropriate safeguarding training, including information about online safety (KCSIE S79). Governors are also expected to read Parts 1 & 2 of KCSIE and Annex A.

Responsibilities for the CEO for the Trust Centre and Headteacher

The Headteacher will ensure that:

- The policies and procedures adopted by the Trustees and Local Governing Body are followed by all staff.
- The policy is reviewed and updated whenever it is required, at a minimum this will happen annually.
- The policy is available publicly via the school website.
- Designated staff review the policy in consultation with the Trust and any guidance from the Local Authority.
- Sufficient resources and time are allocated to enable the designated persons and other staff to discharge their responsibilities including taking part in strategy discussions and other multi-agency meetings, to contribute to the assessment and support of children and young people, and be appropriately trained.
- A Single Central Record with all staff and volunteers - and their safeguarding training dates - is maintained and that this list confirms that all staff and those volunteers who meet the specified criteria have had a DBS check, when this check was made and when it will be renewed.

- All staff and volunteers feel able to raise their concerns about poor and unsafe practice in regard of children, and such concerns are addressed in a timely manner in accordance with agreed policies.
- School staff are sensitive to signs that may indicate possible safeguarding concerns. This could include, for example, poor or irregular attendance, persistent lateness, children missing from education, forced marriage or female genital mutilation.
- All staff, governors and volunteers should undertake child safeguarding training (appropriate to their role), which is updated regularly, in line with Transform Trust guidance.
- All staff undergo safeguarding and child protection training (including online safety which – amongst other things – includes an understanding of the expectations, applicable roles and responsibilities in relation to filtering and monitoring at inductions. The training should be regularly updated. Induction and training should be in line with any advice from the safeguarding partners.
- All staff and visitors to the school site are wearing the appropriate ID badge at all times.
- He/she undergoes child safeguarding training which is updated regularly, in line with Transform Trust guidance.
- Staff wear ID at all times when in school and when out on school business.
- All staff undergo safeguarding and child protection training (including online safety which, amongst other things, includes an understanding of the expectations, applicable roles and responsibilities in relation to filtering and monitoring at induction. The training should be regularly updated. Induction and training should be in line with any advice from the safeguarding partners.

Responsibilities for Designated Safeguarding Leads

Designated Safeguarding Leads will:

- have their roles explicitly defined in their job descriptions;
- be given sufficient time, funding, supervision and support to fulfil their child welfare and safeguarding responsibilities effectively;
- undergo updated child safeguarding training throughout the year through either the DSL network conferences, SSS training resources or other training where appropriate;
- liaise with relevant agencies in accordance with the Local Authority procedures when referring a child where there are concerns about possible abuse or harm;
- handle any concerns about a staff member's suitability to work with children, by contacting the Designated Officer (LADO and Transform Trust's Chief People Officer). Concerns should be referred straight to the Headteacher and not discussed with other colleagues, if the concern is about the Headteacher then the staff member should contact the Rachel Hannon (Chief People Officer) immediately. Rachel can be contacted by emailing Rachel.hannon@transformtrust.co.uk or calling 0115 9825090 option 2..
- be able to access the contents of the Local Authority procedures and Personnel procedures (as identified by Transform Trust) and make these accessible to all staff;
- ensure all staff, including supply staff, visiting professionals working with children in the school and volunteers are informed of the names and contact details of the designated leads and the school's procedures for safeguarding children;

- support staff who attend strategy meetings, looked after reviews and/or case conferences;
- support staff and volunteers who may find safeguarding issues upsetting or stressful by enabling them to talk through their anxieties and to seek further support from the school leadership group or others as appropriate;
- ensure involvement of other designated leads e.g. where there are concerns about a child who is 'looked after';
- support staff to reflect on the information they hold about children and provide an alternative perspective on issues in order to promote a better understanding of what may or may not be concerning;
- ensure all staff **must** be trained on how to make a referral;
- ensure that MyConcern is used effectively for all safeguarding matters. Where staff or volunteers do not have access to MyConcern, ensure that they can record concerns effectively with a concern form, with the support of a colleague where necessary/appropriate.
- take lead responsibility for safeguarding and child protection (including online safety and understanding the filtering and monitoring systems and processes in place).

Designated Safeguarding Leads will ensure that:

- Records of concerns are kept on MyConcern, even if there is no immediate need for referral; and monitored and assessed appropriately. All concerns will be reviewed in a timely manner. DSLs should add a file note to each concern outlining any decisions, including rational, next steps and follow up work.
- All historic child protection records are marked as such and kept securely locked away. Access to electronic records is differently password protected from the children's other files, and accessible only by appropriate members of staff.
- Child records are kept separately, and marked as appropriate to indicate other confidential records are being held elsewhere.
- All absence letters are dated and clearly signed by a teacher, and that if there are concerns about attendance and a child's wellbeing and safety, the Education Welfare Officer is contacted.
- Phone calls about absences are similarly logged on the relevant MyConcern record the children missing education- statutory guidance for local authorities is adhered to.
- Where a child is subject to a Child Protection Plan, and is absent without explanation, their key worker in Children's Social Care is contacted immediately, and this should be recorded on MyConcern.
- Records are monitored for patterns of what, when taking in isolation would appear to be low level concerns, but when viewed together indicate a pattern which requires further action.
- Where there are existing concerns about a child, and they transfer to another school in this authority, a copy of information held is transferred securely and confidentially. Where there are safeguarding records, there should also be a discussion with the receiving schools safeguarding team and this should be recorded on MyConcern as an audit trail.
- Concerns are categorised in line with Transform Trust's Myconcern categories.

Responsibilities for Staff

All staff, teaching and non-teaching, Governors, volunteers and others working in school need to:

- Read, and sign to say that they have read Part 1 and Annex A of Keeping Children Safe in Education (2025) (staff and volunteers). Transform Trust require all staff to read Part 1 and Annex A.
- Be aware that to safeguard children, they have a duty to share information with the designated leads, and through the designated lead, with other agencies.
- Be aware that despite the requirement to share information with designated leads they can make their own referral to children's Social Care, e.g. in urgent situations. All staff must be trained to make a referral.
- Have a clear understanding that disclosures may cover abuse, neglect and exploitation. KCSIE 2025, explains that *"a victim should never be given the impression that they are creating a problem by reporting abuse, sexual violence, or harassment. Nor should a victim ever be made to feel ashamed for making a reports"* (Paragraph 476).
- Be alert to signs and symptoms of harm and abuse. Further information regarding potential indicators of abuse, including specific information about risks such as Female Genital Mutilation and Forced Marriage is available on the SSS Training system and KCSIE 2025.
- Know how to respond to their duty when they have concerns or when a child discloses to them and to **act**.
- Know how to record concerns and what additional information may be required.
- Undergo child safeguarding training which is updated regularly in line with advice from the Trust, Local Authority and other advisors. Guidance is available in both Keeping Children Safe in Education, September 2025 and Working Together to Safeguarding Children, December 2023.
- Recognise that abuse and neglect can happen in any setting and maintain an attitude 'it could happen here'.
- Familiarise themselves with "What to do if you're worried that a child is being abused: advice for practitioner's guidance" (2015).

Where there are concerns about the way that safeguarding is carried out in the school, staff should refer to the Trusts Confidential Reporting policy (Whistleblowing). A whistleblowing disclosure must be about something that affects the general public such as:

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

The NSPCC runs a whistleblowing helpline on behalf of the Home Office, the number is 0800 0280285, or you can email them (help@nspcc.org.uk). If you believe a child is in immediate danger call 999.

Visitors

- Procedures for managing visitors are in place that put the safeguarding of children at the centre and is applied to **all** visitors irrespective of their status and frequency of visits. Staff should not shy away from questioning visitors, regardless of status if they feel that the correct processes have not been followed.
- All visitors to the school will be asked to bring formal identification with them at the time of their visit (unless they are named on the approved visitors/contractors list as set out below).
- Once on site, all visitors must report to reception first. No visitor is permitted to enter the school via any other entrance under any circumstances.
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification upon request.
- All visitors will be asked to sign into school either via the electronic sign in system, recording their name, organisation and who they are visiting.
- All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit.
- Visitors will then be escorted to their point of contact OR their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site. The visitor must not be allowed to move about the site unaccompanied unless they are registered on the Approved Visitor List (to be on this list, the person must have a current clear DBS check and children's barred check with a copy of this registered on the school's central record. They must then follow the procedures above e.g., sign into the visitor's book and enter the premises via reception).

Managing allegations of abuse made against teachers (including supply teachers), other staff, volunteers and contractors

All members of staff as well as volunteers in any of our schools should report any concerns that they have about the conduct of another adult in school. If they have concerns, they should **not** speak to the adult concerned, but go straight to the Headteacher immediately. The concerns should not be discussed with anyone other than the Headteacher (including DSLs or other members of SLT). Headteachers must contact Rachel Hannon, Chief People Officer to outline the allegation and seek advice before taking action or responding further.

Where an allegation is made against the Headteacher or equivalent, the Chief of People, Rachel Hannon, **must** be contacted immediately by the staff member who is raising the concern (contact details on page 3). The Chief of People will liaise with the Local Authority Designated Lead (LADO) and Chair of Governors. The concern must not be discussed with anyone other than Rachel Hannon in the first instance.

Managing Concerns

Reporting concerns to the Designated Leads

Any concerns should be discussed in the first instance with *one of the designated leads and/or in their absence the Headteacher*, as soon as possible. **If at any point, there is a risk of**

immediate serious harm to a child, a referral should be made to Children's Social Care or the police immediately. Anybody can make such a referral.

The National Police Chief Council (NPCC) have produced guidance of when to call the police, it also gives guidance of what you can expect to happen when you do make a report.

All concerns must be reported and recorded. Staff should alert the DSL if information regarding a child is recorded on another system in school so that it can be logged on MyConcern (e.g. persistent absence information held on Scholarpack). This helps the safeguarding team build a chronology of the lived life of the child/siblings/wider family and can be used to help inform referrals to professional services.

Immediate response to the child

It is vital that our actions do not harm the child further or prejudice further enquiries, for example:

- Listen to the child, if you are shocked by what is being said, try not to show it.
- It is OK to observe bruises but not to ask a child to remove their clothing to observe them. Do NOT take photos of any injuries or marks – this is the role of the Police or Social Care if it is deemed necessary.
- If a disclosure is made:
 - accept what the child says
 - stay calm, the pace should be dictated by the child without them being pressed for detail by asking leading questions such as “what did s/he do next?” It is your role to listen - not to investigate;
 - use open questions such as “is there anything else you want to tell me?” or “yes?” or “and?”;
 - be careful not to burden the child with guilt by asking questions like “why didn't you tell me before?”;
 - acknowledge how hard it was for the child to tell you;
 - do not criticise the perpetrator, the child might have a relationship with them;
 - **do not promise confidentiality, reassure the child that they have done the right thing, explain whom you will have to tell (the designated lead) and why; and, depending on the child's age, what the next stage will be. It is important that you avoid making promises that you cannot keep such as “I'll stay with you all the time” or “it will be all right now”.**
 - all staff should be 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. This should not prevent staff from having professional curiosity and speaking to the DSL if they have concerns about a child.

Recording information

- All concerns should be reported using MyConcern.

- All staff members have a secure password to access to MyConcerns from any web enabled device that is linked using a school email address. Personal email addresses are not to be used, and the Trust DSL will audit this.
- If the concern is urgent then this must be reported clearly and verbally to a DSL.
- Wherever necessary, concerns should be followed up with a conversation with a DSL.
- All concerns should be logged before you leave the premises on that day.
- All concerns should be categorized consistently.
- For those staff members who do not have access to MyConcern a paper version of the form will be available at all times and must be completed and returned to the DSL as per the school policy, (as above).

All concerns should

- Note the date, time, place and context of disclosure or concern, facts and not assumption, opinion or interpretation.
- If it is observation of bruising or an injury try to record detail, (e.g. "right arm above elbow") and use the body maps provided on the system. **Do not take photographs under any circumstances.**
- Note the non-verbal behaviour and the key words in the language used by the child (try not to translate into 'proper terms').

Supporting children

- The staff, Transform Trust and Governors recognise that a child or young person who is abused or witnesses violence may find it difficult to develop and maintain a sense of self worth. We recognise that in these circumstances children might feel helpless and humiliated, and that they might feel self blame.
- We recognise that this school might provide the only stability in the lives of children who have been abused or who are at risk of harm.
- We accept that research shows that the behaviour of a child in these circumstances might range from that which is perceived to be normal to aggressive or withdrawn. We regularly update training and briefings to ensure all staff are as equipped to spot potential signs of abuse or neglect as possible.
- The school will support all children by: discussing child protection cases with due regard to safeguarding the child and his or her family; supporting individuals who are, or are thought to be, in need or at risk in line with NCSCB procedures; encouraging self-esteem and self-assertiveness; challenging and not condoning aggression, bullying or discriminatory behaviour; promoting a caring, safe and positive environment.
- We recognise that the provision of the right help at the right time is a key element of our wider safeguarding responsibilities.

Confidentiality

- The personal information about all children's families is regarded by those who work in this school as confidential. All staff and volunteers need to be aware of the confidential nature of personal information and will adhere to the GDPR policy and guidance.
- KCSIE 2025, makes it clear that the Data Protection Act 2018 and GDPR do not prevent the sharing of information for the purposes of keeping children safe (KCSIE paragraph 119).
- Staff understand that they need know only enough to prepare them to act with sensitivity to a child and to refer concerns appropriately. The Designated Leads and Headteacher will disclose information about a child to other members of staff on a need to know basis only. It is inappropriate to provide all staff with detailed information about the child, incidents, the family and the consequent actions.

Staff must be aware that:

- They cannot promise a child complete confidentiality – instead they must explain that they may need to pass information to other professionals to help keep the child or other children safe.
- Where there are concerns about a child's welfare relevant agencies need to be involved at an early stage. If a member of staff or a volunteer has concerns about a child's welfare, or if a child discloses that s/he is suffering abuse or reveals information that gives grounds for concern, the member of staff must speak to their Designated Lead with a view to passing on the information. All staff should ensure that they are familiar with the list in paragraph 18 (KCSIE 2025) which outlines who may need early help.

Working with Parents/Carers

- Parents and Carers play an important role in protecting their children from harm.
- In most cases, the school will discuss concerns about a child with the family and, where appropriate, seek their agreement to making referrals to Children and Families Service within their Local Authority setting.
- Where there are any doubts, the Designated Lead should clarify with Children and Families whether - and if so when and by whom - the parents should be told about the referral. Alternatively they could ring the Consultation Line in Children's Duty to discuss this case.
- The child's views will be considered in deciding whether to inform the family, particularly where the child is sufficiently mature to make informed judgments about the issues, and about consenting to that.
- The school aims to help parents understand that the school, like all others, has a duty to safeguard and promote the welfare of all children. The school may need to share information and work in partnership with other agencies when there are concerns about a child's welfare.

The Child's wishes

*"Where there is a safeguarding concern, governing bodies, proprietors and school or college leaders should ensure the child's wishes and feelings are taken into account when determining what action to take and what services to provide. Systems should be in place for children to express their views and give feedback. Ultimately, all systems and processes should operate with the **best** interests of the child at their heart"*

(KCSIE, 2025 S95.S96)

Looked After Children (also to be referred to as Children in Care)

Supporting children in care is a key priority for our school. We recognise that the needs of this group of children can only be effectively met when all agencies work together. To ensure we have a coordinated approach to meeting the needs of children in care who attend our school we have designated leads, who are Seth James and Claire Roberts.

Prevention in the Curriculum

- The school recognises the importance of developing children's awareness of behaviour that is unacceptable towards them and others, and how they can help keep themselves and others safe.
- School staff should be aware of the school's position statement on Sexting (also referred to as Youth Produced Imagery). This includes sharing of nudes or semi-nudes.
- The PSHE programme *in each key stage* provides personal development opportunities for children to learn about keeping safe and who to ask for help if their safety is threatened. As part of developing a healthy, safer lifestyle, children are taught to, for example:
 - safely explore their own and others' attitudes
 - recognise and manage risks in different situations and how to behave responsibly
 - judge what kind of physical contact is acceptable and unacceptable
 - recognise when pressure from others (including people they know) threatens their:
 - personal safety and well-being and develop effective ways of resisting pressure;
 - including knowing when and where to get help
 - use assertiveness techniques to resist unhelpful pressure.
 - stay safe online
 - understand the risks associated with sharing indecent images of, or information about, themselves. This is something that is often referred to as Sexting. Research indicates that this is increasingly associated with concerns such as sexual exploitation. Our work in this area is based on the guidance set out in Sexting in Schools and Colleges: Responding to Incidents and Safeguarding Young People.

School staff should be aware of the school's position statement on sexting (also referred to as Youth Produced Imagery). This includes sharing of nudes or semi-nudes.

Generative Artificial Intelligence (AI)

Generative AI tools are now widespread and easy to access. Staff, children and parents/carers may be familiar with generative chatbots such as ChatGPT and Google Bard.

Transform Trust and William Booth School recognise that AI has many uses, including enhancing teaching and learning, and in helping to protect and safeguard children. However, AI may also have the potential to facilitate abuse (e.g. bullying and grooming) and/or expose children to harmful content. For example, in the form of 'deepfakes' where AI is used to create images, audio or video hoaxes that look real.

William Booth School will treat any use of AI to access harmful content or bully children in line with this policy and our anti-bullying and behaviour policies.

Staff should be aware of the risks of using AI tools whilst they are still being developed and should carry out risk assessments for any new AI tool being used by the school.

Online safety

The recent introduction of the Online Safety Act 2023 provides for a new regulatory framework which has the general purpose of making the use of internet services regulated by this Act safer for individuals in the UK. The purpose of the Act is to:

- a. impose duties which, in board terms, require providers of services regulated by this Act to identify, mitigate and manage the risks of harm (including risks which particularly affect individuals with a certain characteristic) from:
 - i. illegal content and activity, and
 - ii content and activity that is harmful to children, and
- b. confers new functions and power on the regulator, OFCOM.

Duties imposed on providers by this Act seek to secure (among other things) that services regulated by this Act are:

- a. safe by design, and
- b. designed and operated in such a way that:
 - i. a higher standard of protection is provided for children than for adults,
 - ii. users' rights to freedom of expression and privacy are protected, and
 - iii. transparency and accountability are provided in relation to those services.

With due regard to this Act, William Booth School will alert any provider of any harmful content immediately and where appropriate alert the regulator.

Online/E-safety is covered across the curriculum at William Booth School. The Digital Lead, Rachael Marshall, is able to provide more information about how we educate our children to be safe online and when different themes are taught.

All Transform Trust schools have Smoothwall installed as part of their filtering system. This will block any inappropriate searches, such as those relating to self-harm, social media and adult content. In addition to Smoothwall all school child iPads have LightSpeed installed on them. This is a real time monitoring background application which is able to alert the DSLs in school as well as the Central team DSLs if a child has been trying to access inappropriate or harmful content (even though the content will be blocked). The high-level data is then reported to Governors and Trustees.

In response to a number of extremely worrying hoaxes and online challenges there has been additional guidance published which can be found here.

Every opportunity should be taken to promote online safety with our children. The online world means that we all have access to material and people that we may not come across in everyday life. KCSIE 2025 S135-137 includes details for online safety and outlines the 4 main risks: -

- Content: being exposed to illegal, inappropriate or harmful content, for example: pornography, fake news, racism, misogyny, self-harm, succedent-Semitism, radicalisation and extremism.
- Contact: being subjected to harmful online interaction with other users; for example: peer to peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes.
- Conduct: personal online behaviour that increases the likelihood of, or causes, harm; for example, making, sending and receiving explicit images (e.g., consensual and non-consensual sharing of nudes and semi-nudes and/or pornography, sharing other explicit images and online bullying; and
- Commerce - risks such as online gambling, inappropriate advertising, phishing and or financial scams. If you feel your child's, students or staff are at risk, please report it to the Anti-Phishing Working Group(<https://apwg.org/>).

Remote Learning

In exceptional circumstances it may be necessary to provide remote learning to a child. There are very clear guidelines set out in the DfE document, Providing remote education (January 2023). Although this is not a statutory guidance document, Transform Trust does expect schools to follow this guidance when considering remote education. When a need for remote education has been identified this should be discussed with the Partnership Director, Kelly Lee, to ensure that it complies with the school improvement expectations.

In addition to the guidance above, William Booth School will also carefully consider the safeguarding implications of a child not being in school. There is DfE guidance and in addition to this, school will consider a plan of how the child will be 'visible' during the period that they are not in school.

Mental Health

Schools have an important role to play in supporting the mental health and wellbeing of our children. In some cases, mental health concerns can be an indicator that the child has or is at risk of suffering some form of abuse, neglect or exploitation. Schools should be familiar with the guidance document Mental Health and Behaviour in schools (2018).

<https://www.gov.uk/government/publications/mental-health-and-behaviour-in-schools--2>.

Only appropriately trained professionals should attempt to make a diagnosis of a mental health problem. However, school staff 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. Staff need to be aware of how past experiences can impact on mental health, behaviour and education.

If staff have a mental health concern about a child that is also a safeguarding concern, immediate action should be taken by speaking to the DSLs and recording the concern.

Definitions, signs and symptoms of the four kinds of abuse and neglect

Abuse, including neglect, and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases, multiple issues will overlap. Abuse is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused by other children or adults, in a family or in an institutional or community setting by those known to them, or rarely, by others.

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

(See appendix 3 for signs and symptoms of physical abuse)

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Emotional abuse may involve:

- Conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person
- Not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate
- Age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction
- Seeing or hearing the ill-treatment of another

- Serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children
(See appendix 4 for signs and symptoms of emotional abuse)

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
- Non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet)

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

(See appendix 5 for signs and symptoms of sexual abuse)

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy 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. It can be difficult to know when to take action to protect a child from neglect, ensure that staff know who they can approach to voice their concerns and discuss next steps.

One off signs may not mean that a child is being neglected. Knowing when a child or family need help requires someone to recognise that there are ongoing or persistent patterns of neglect.

Concerns must be reported and recorded. This helps social workers and other professionals build up a picture of a child's life over time. Concerns can be logged on MyConcern and then a picture will build of any cases where action needs to be taken.

Child on child abuse is most likely to include, but may not be limited to:

- Bullying (including cyber-bullying, prejudice-based and discriminatory bullying)
- Physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (this may include an online element which facilitates, threatens and/or encourages physical abuse)

- Sexual harassment, such as sexual comments, remarks, jokes, and online sexual harassment which may be stand alone or part of a broader pattern of abuse. Causing someone to engage in sexual activity without consent, such as forcing someone to remove their clothes, touch themselves sexually or to engage in sexual activity with a third party.
- Consensual and non-consensual sexting (also known as youth produced sexual imagery).
- Upskirting, which typically involves taking a picture under a person's clothing without their permission, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm.

Where children abuse their peers online, this can take the form of, for example, abusive, harassing, and misogynistic messages; the non-consensual sharing of indecent images, especially around chat groups; and the sharing of abusive images and pornography, to those who don't want to receive such content.

If staff have any concerns about child-on-child abuse, or a child makes a report to them, they should follow the standard reporting procedures, speaking to a DSL and adding to MyConcern.

When considering instances of harmful sexual behaviour between children, we will consider their ages and stages of development. We recognise that children displaying harmful sexual behaviour have often experienced their own abuse and trauma and will offer them appropriate support.

Particularly Vulnerable Groups

Some children and young people may be particularly vulnerable to abuse and harm, which is document in Section 35 of the Safeguarding Vulnerable Groups Act 2006. This includes for example privately fostered children, children with a disability, children with communication needs. Certain forms of behavior can also increase the vulnerability of a young person such as drug or alcohol misuse. The designated safeguarding lead should be aware of the range of guidance that is available and vigilant to concerns being raised by staff and children which need to be reported in accordance with national (Government) and local (NCSCP) procedures without delay. The lead should also ensure staff working with children are alert to signs which may indicate possible abuse or harm.

Safeguarding Themes

The school has a local safeguarding context document which is routinely updated, which identifies for staff, governors or other relevant adults what the local risk factors are for our children and community.

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

Both CSE and CCE are forms of abuse and both occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child into sexual or

criminal activity. CSE and CCE can affect children, both male and female, and can include children who have been moved (commonly referred to as trafficking), for the purpose of exploitation.

Child Sexual Exploitation

The sexual exploitation of children and young people (CSE) under 18 is defined as that which:

"...involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities."

Child sexual exploitation can occur through the use of technology without the child's immediate recognition; for example being persuaded to post sexual images on the Internet/mobile phones without immediate payment or gain. In all cases, those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child or young person's limited availability of choice resulting from their social/economic and/or emotional vulnerability' (Department for Education, 2012).

Child sexual exploitation is a form of abuse which involves children (male and female, of different ethnic origins and of different ages) receiving something in exchange for sexual activity. Schools are well placed to prevent, identify and respond to children at risk of sexual exploitation.

Who is at risk?

Child sexual exploitation can happen to any young person from any background. Although the research suggests that the females are more vulnerable to CSE, boys and young men are also victims of this type of abuse.

The characteristics common to all victims of CSE are not those of age, ethnicity or gender, rather their powerlessness and vulnerability. Victims often do not recognise that **they** are being exploited because they will have been groomed by their abuser(s). As a result, victims do not make informed choices to enter into, or remain involved in, sexually exploitative situations but do so from coercion, enticement, manipulation or fear. Sexual exploitation can happen face to face and it can happen online. It can also occur between young people.

In all its forms, CSE is child abuse and should be treated as a child safeguarding issue. Full details can be found in KCSIE, 34-40 (2025).

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 for:

- in exchange for something the victim needs or wants, and/ or
- for the financial or other advantage of the perpetrator or facilitator and/or
- through violence or the threat of violence.

Data shows children as young as 8 can become victims of CCE, however staff should be vigilant for all children and families regardless of age.

Children can become trapped by this type of exploitation as perpetrators can threaten victims (and their families) with violence, or entrap and coerce them into debt. As children involved in criminal exploitation often commit crimes themselves, their vulnerability as victims is not always recognised by adults and professionals. They may still have been criminally exploited even if the activity appears to be something they have agreed to or consented to.

It is important to note that the experience of girls who are criminally exploited can be very different to that of boys. The indicators may not be the same, however, professionals should be aware that girls are at risk of criminal exploitation too. It is also important to note that boys and girls being criminally exploited may be at higher risk of sexual exploitation (KCSIE 2025, p149-150).

County Lines

KCSIE, 2025 (p150-151), documents how children can be at risk of exploitation in a geographically widespread form of abuse relating to drug and gang cultures. Children are moved around the area and in some cases across the country to carry drugs, money and other illegal activities. Further information is available in the document produced by the Home Office - [Criminal Exploitation of children and vulnerable adults: County Lines guidance.](#)

Preventing Radicalisation

Preventing violent extremism by countering the ideology of extremism and by identifying those who are being drawn into radicalism has for some time formed part of our approach to safeguarding. The Counter-terrorism and Security Act 2015 now imposes a duty on a wide range of bodies including all schools to respond when they become concerned that a child is being, or is at risk of, becoming radicalised. Compliance will be monitored through various inspection regimes such as Ofsted that will be looking to see that organisations have assessed the level of risk and that staff are appropriately trained to look out for signs of radicalisation. Also schools will be monitored to ensure they are aware of the process for making referrals to Channel, the panel that reviews and refers individuals to programmes to challenge extremist ideology.

Statutory guidance has been published and is available here:
<https://www.gov.uk/government/publications/prevent-duty-guidance>

If you have any concerns about individuals who may be being drawn into support for extremist ideology, please speak to a DSL or contact your regional police Prevent Team who will then contact you to discuss whether a referral should be made. Although a police team, their role is to support early intervention so that vulnerable children or adults do not end up facing criminal sanctions.

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism. Extremism is vocal or active opposition to fundamental British values, such as democracy, the rule of law, individual liberty, and mutual respect and tolerance of different faiths and beliefs.

Schools have a duty to prevent children from being drawn into terrorism. The DSL team at William Booth have undertaken Prevent awareness training and make sure that staff have access to appropriate training to equip them to identify children at risk.

Staff will assess the risk of children in our school being drawn into terrorism. This assessment will be based on an understanding of the potential risk in our local area, in collaboration with our local safeguarding children board and local police force.

Staff will ensure that suitable internet filtering is in place, and equip our children to stay safe online at school and at home.

There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. Radicalisation can occur quickly or over a long period.

Staff will be alert to changes in children's behaviour.

The government website [Educate Against Hate](#) and charity [NSPCC](#) say that signs that a child is being radicalised can include:

- Refusal to engage with, or becoming abusive to, peers who are different from themselves.
- Becoming susceptible to conspiracy theories and feelings of persecution.
- Changes in friendship groups and appearance.
- Rejecting activities they used to enjoy.
- Converting to a new religion.
- Isolating themselves from family and friends.
- Talking as if from a scripted speech.
- An unwillingness or inability to discuss their views.
- A sudden disrespectful attitude towards others.
- Increased levels of anger.
- Increased secretiveness, especially around internet use.
- Expressions of sympathy for extremist ideologies and groups, or justification of their actions.
- Accessing extremist material online, including on Facebook or Twitter.
- Possessing extremist literature.
- Being in contact with extremist recruiters and joining, or seeking to join, extremist organisations.

Children who are at risk of radicalisation may have low self-esteem, or be victims of bullying or discrimination. It is important to note that these signs can also be part of normal teenage behaviour – staff should have confidence in their instincts and seek advice if something feels wrong. Staff should **always** take action if they are worried. All staff are responsible as individuals to report any concerns.

Honour-Based Violence (HBV)

So-called 'honour-based' violence (HBV) encompasses crimes which have been committed to protect or defend the honour of the family and/or the community, including Female Genital Mutilation (FGM), forced marriage, and practices such as breast ironing. All forms of so called HBV are abuse and illegal in the UK (regardless of the motivation) and should be handled and escalated as such.

Where staff are concerned that a child might be at risk of HBV, they must contact the Designated Safeguarding Lead as a matter of urgency. The school should also notify the Trust Operational Safeguarding Lead.

Female Genital Mutilation

Female genital mutilation (FGM) refers to procedures that intentionally alter or cause injury to the female genital organs for non-medical reasons. The practice is illegal in the UK.

FGM typically takes place between birth and around 15 years old; however, it is believed that the majority of cases happen between the ages of 5 and 8.

Risk factors for FGM include:

- Low level of integration into UK society.
- Mother or a sister who has undergone FGM.
- Girls who are withdrawn from PSHE.
- Visiting female elder from the country of origin.
- Being taken on a long holiday to the country of origin.
- Talk about a 'special' procedure to become a woman.

Symptoms of FGM

FGM may be likely if there is a visiting female elder, there is talk of a special procedure or celebration to become a woman, or parents wish to take their daughter out-of-school to visit an 'at-risk' country (especially before the summer holidays), or parents who wish to withdraw their children from learning about FGM.

Potential indications that FGM may have already taken place may include:

- Difficulty walking, sitting or standing and may even look uncomfortable.
- Spending longer than normal in the bathroom or toilet due to difficulties urinating.
- Spending long periods of time away from a classroom during the day with bladder or menstrual problems.

- Frequent urinary, menstrual or stomach problems.
- Prolonged or repeated absences from school or college, especially with noticeable behaviour changes (e.g. withdrawal or depression) on the girl's return.
- Reluctance to undergo normal medical examinations.
- Confiding in a professional without being explicit about the problem due to embarrassment or fear.
- Talking about pain or discomfort between her legs.

The Serious Crime Act 2015 sets out a duty on professionals (including teachers) to notify police when they discover that FGM appears to have been carried out on a girl under 18. In schools, this will usually come from a disclosure.

Whilst all staff should speak to the designated safeguarding lead (or deputy) with regard to any concerns about female genital mutilation (FGM), there is a specific **legal** duty on **teachers**. If a **teacher**, in the course of their work in the profession, discovers that an act of FGM appears to have been carried out on a girl under the age of 18, the teacher **must** report this to the police. (KCSIE 2025 pg161-162). The school should also notify the Trust Operational Safeguarding Lead.

FGM mandatory reporting duty for teachers

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

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

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

(See appendix 7 which identifies countries that practice FGM).

Forced Marriage

Forcing a person into a marriage is a crime in England and Wales. A forced marriage is one entered into without the full and free consent of one or both parties and where violence, threats or any other form of coercion is used to cause a person to enter into a marriage. Threats can be physical or emotional and psychological. A lack of full and free consent can be where a person does not consent or where they cannot consent (if they have learning disabilities, for example). Nevertheless, some perpetrators use perceived cultural practices as a way to coerce a person into marriage. Schools and colleges can play an important role in safeguarding children from forced marriage.

In February 2023, new laws were introduced around marriage, changing the legal age limit to a minimum of 18, regardless of parental permission. There have also been some updates to the Forced Marriage Unit multi-agency practice guidelines.

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

Domestic Abuse

KCSIE 2025 (p153-155) has been updated with information around domestic abuse and the impact that can have on how children form relationships: -

- Domestic abuse can encompass a wide range of behaviours and may be a single incident or a pattern of incidents.
- That abuse can be, but is not limited to, psychological, physical, sexual, financial or emotional.
- Children can be victims of domestic abuse. They may see, hear, or experience the effects of abuse at home and/or suffer domestic abuse in their own intimate relationships (teenage relationship abuse).
- All of which can have a detrimental and long-term impact on their health, well-being, development, and ability to learn.

Operation Encompass

Operation Encompass operates in all Police forces across England. Nottinghamshire Police are required to inform the school (via an email) if they have been called to a domestic abuse incident where there are children in the household. This is in addition to the Police and schools' statutory duty to report to Social Care, but the alert should allow a DSL to check that a child is in school and ensure immediate support is put in place according to the child's needs.

Children who are absent from education

All staff should be aware that children being absent from school or college, particularly repeatedly and/or for prolonged periods, and children absent from education can act as a vital warning sign of a range of safeguarding possibilities. This may include abuse and neglect such as sexual abuse or exploitation and can also be a sign of child criminal exploitation including involvement in county lines. It may indicate mental health problems, risk of substance abuse,

risk of travelling to conflict zones, risk of female genital mutilation, so-called 'honour'-based abuse or risk of forced marriage. Early intervention is essential to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child going missing in future. It is important that staff are aware of their school's or college's unauthorised absence procedures and children absent from education procedures.

There are many circumstances where a child may become absent from education, but some children are particularly at risk. These include children who:

- Are at risk of harm or neglect.
- Come from Gypsy, Roma, or Traveller families.
- Come from the families of service personnel.
- Go missing or run away from home or care.
- Are supervised by the youth justice system.
- Cease to attend a school.

We will follow our procedures for unauthorised absence and for dealing with children who are absent from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of going missing in future. This includes informing the local authority if a child leaves the school without a new school being named and adhering to requirements with respect to sharing information with the local authority, when applicable, when removing a child's name from the admission register at non-standard transition points.

Staff will be trained in signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns which may be related to being missing, such as travelling to conflict zones, FGM and forced marriage.

If a staff member suspects that a child is suffering from harm or neglect, we will follow local child protection procedures, including with respect to making reasonable enquiries. We will make an immediate referral to the local authority children's social care team, and the police, if the child is in immediate danger or at risk of harm.

Private Fostering

A private fostering arrangement is one that is made privately (without the involvement of a local authority) for the care of a child under the age of 16 years (under 18, if disabled) by someone other than a parent or close relative, in their own home, with the intention that it should last for 28 days or more. A close family relative is defined as a 'grandparent, brother, sister, uncle or aunt' and includes half-siblings and step-parents; it does not include great-aunts or uncles, great grandparents or cousins.

Parents and private foster carers both have a legal duty to inform the relevant local authority at least six weeks before the arrangement is due to start; not to do so is a criminal offence.

Whilst most privately fostered children are appropriately supported and looked after, they are a potentially vulnerable group who should be monitored by the local authority, particularly when

the child has come from another country. In some cases privately fostered children are affected by abuse and neglect, or be involved in trafficking, child sexual exploitation or modern-day slavery.

Schools have a mandatory duty to report to the local authority where they are aware or suspect that a child is subject to a private fostering arrangement. Although schools have a duty to inform the local authority, there is no duty for anyone, including the private foster carer or social workers to inform the school. However, it should be clear to the school who has parental responsibility.

School staff should notify the Designated Safeguarding Lead when they become aware of private fostering arrangements. The Designated Safeguarding Lead will speak to the family of the child involved to check that they are aware of their duty to inform the local authority.

On admission to the school, we will take steps to verify the relationship of the adults to the child who is being registered.

Kinship Care

The Government announced the Championing Kinship Care – The National Kinship Care Strategy in December 2023. It outlines the plan to formalise support and funding for Kinship carers. Where we have Kinship Carers, we will support schools to ensure that the appropriate support is provided.

Young Carers

Young carers are defined as anyone under the age of 18, who help to look after a relative with a disability, illness, mental health condition or someone who has a drug or alcohol problem. This also includes supporting siblings. If you identify children as Young Carers this needs to be recorded on MyConcern. The Trust will support schools to ensure the children and families are supported. The Local Authority also offer support and guidance.

Sexual Violence/Sexual Harassment (SVSH)

Part 5 of KCSIE 2025 (p111-p142), documents how schools should manage reports of sexual violence and sexual harassment.

All staff must be trained to deal with such allegations and how to make a referral to relevant authorities such as the police. There is additional guidance available for allegations about online abuse at the UKCCIS sexting advice document.

KCSIE is very clear that any allegation regarding sexual violence and / or sexual harassment is not acceptable and will not be tolerated. Allegations should not be passed off by any party as "Banter" "Part of growing up" or "having a laugh".

At William Booth we our response to this issue is always underpinned by the following principles:

- That staff should never make assumptions that sexual violence or harassment would not take place in a primary school, but instead adopt a 'it could happen here' approach.
- That careful consideration must always be given – regardless of the nature of any incident – as to whether a child or children have suffered – or been at risk of - physical or emotional harm. This consideration should be mindful that:
 - children cannot legally or ethically 'consent' to sexual activity
 - whilst we may be reluctant to view young children as perpetrators, this does not mean that there are not 'victims'
 - harm may be suffered during an incident, immediately after it, or in the long-term future
 - children cannot be relied upon to identify whether they have experienced harm, but any time that they suggest they have this must be addressed
- That all incidents of confirmed – or potential – sexual violence or harassment, must be viewed as a safeguarding concern and discussed with a designated safeguarding lead.
- That any concerning incidents must be dealt with, both on their own merits and as a preventative measure against further incidents.
- That school should always retain an underlying focus on ensuring that all children have a safe and secure school environment, entirely free from sexual violence or sexual harassment of any kind. This is promoted through preventative measures such as the whole-school curriculum, as well as our handling of any specific incidents or concerns.
- That adults must throughout listen to the wishes and feelings of the children they are working with.

Keeping these principles at the forefront at all times, the response to specific incidents should involve some, or all, of the following:

During the **disclosure or observation stage**, reassurance should be offered and relevant details established in an unobtrusive manner (ideally with two staff, ideally including a DSL),

During the **reporting stage** all relevant information should be recorded on the school's MyConcern recording system at the first available opportunity. This should be complimented by a thorough dialogue with a DSL. The DSL will also ensure the incident is recorded in the central record for such incidents, to be considered alongside other incidents from a whole school perspective.

The need for further **risk assessment** (using the school's usual format) **and safety measures** should then be considered. Risk assessments and plans should involve all relevant people and consider the full range of settings and scenarios across school.

The need for further **internal interventions or direct work** with children should be considered. Where necessary these should be delivered in a tailored and timely manner.

The need for further **discussion with families of the children involved** should be considered. Records of any work with families should be kept.

The need for any **external referrals** should be considered, must notably to Children & Families Direct for possible early help or social care involvement.

A **monitoring and review period** should be agreed, which clearly identifies who should be monitoring what, and sets an appropriate timescale to re-consider the situation.

Sexual harassment

Staff should be aware that safeguarding issues can manifest themselves via abuse. It can happen both inside and outside of school and online. It is important that all staff recognise the indicators and signs of sexual harassment. Even if there are no reports it does not mean it is not happening, it may be the case that it is just not being reported. Any concerns regarding abuse should be reported to the DSLs as a matter of urgency.

Sexual harassment might include, but not limited to: -

- Sexual comments, such as telling sexual stories, making inappropriate comments, making sexual remarks about clothes and appearance and calling someone sexualised names.
- Sexual jokes or taunting.
- Physical behaviour, such as, deliberately brushing against someone, interfering with someone's clothes. Sexual violence to another child.
- Displaying pictures, photos or drawings of a sexual nature
- Upskirting (this is a criminal offence)
- Online harassment. This may be standalone or part of a wider pattern of sexualised harassment and/or sexualised violence.
- Sharing of consensual and non consensual nude and semi nude images, including photos of the child taken by themselves.
- Coercing children to share images of themselves or others.

Different gender issues can be prevalent when dealing with sexual harassment and abuse. All staff should be clear in their role and the important part they have in preventing it by responding where they believe a child may be at risk from abuse.

At Transform Trust we believe that all children have a right to attend school and learn in a safe environment. Children should be free from harm by adults in the school and other children.

We recognise that some children will sometimes negatively affect the learning and wellbeing of others and their behaviour will be dealt with under the school's Behaviour Policy (which includes cyberbullying, prejudice-based and discriminatory bullying).

At Transform Trust schools we work with agencies such as the police and social care to support anyone affected by child on child abuse.

Sexting

In cases of 'sexting' we follow guidance given to schools and colleges by the UK Council for Child Internet Safety (UKCCIS) published in August 2016: 'Sexting in schools and colleges, responding to incidents, and safeguarding young people'.

Upskirting

The Voyeurism (Offences) Act, often referred to as Upskirting Act was introduced on 19th April 2019. Upskirting is defined by KCSIE, 2025 as "typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification or cause the victim humiliation, distress or alarm." Upskirting is illegal, and the perpetrator can face up to 2 years in prison. The victim can be any gender.

Mobile Devices

Appropriate use of mobile devices is essential. The use of mobile devices must not detract from the quality of supervision and care of children. All parents have the mobile phone number that is used by the school and are encouraged to text or phone on that number. Practitioners are able to use their personal mobile phones during their break times. During working hours they must be kept out of the reach of children and parents, in a secure area accessible only to staff. All staff are made aware of their duty to follow this procedure which is set out in the Code of Conduct.

Visitors to schools are requested not to use their mobile phones (or other personal devices) on the premises.

We believe that photographs validate children's experiences and achievements and are a valuable way of recording milestones in a child's life. Parental permission for the different ways in which we use photographs is gained as part of the initial registration. We take a mixture of photos that reflect the pre-school environment; sometimes this will be when children are engrossed in an activity either on their own or with their peers. Children are encouraged to use the camera to take photos of their peers. In order to safeguard children and adults, and to maintain privacy, cameras are not to be taken into the toilets by adults or children. All adults whether teachers/practitioners or volunteers at William Booth Primary & Nursery School understand the difference between appropriate and inappropriate sharing of images. All images are kept securely in compliance with the Data Protection Act.

Children who Self-harm

Staff should always be mindful of the underlying factors which may lead a child or young person of any age to self-harm. This is particularly the case for children of primary school age as self-harm in this age group is uncommon. Where information comes to the attention of practitioners which suggests that a primary age child has self-harmed, serious consideration must be given

to whether there are other underlying factors, including abuse. All such cases should be discussed with children's social care.

Even in those unusual cases where a primary age child is thought to have self-harmed it is important to recognise that this behaviour is an indicator of emotional distress and the child will need support to address this.

The Children's Code

The Children's Code came into effect on 2 September 2021. This is a data protection code of practice for online services such as apps, online games, web and social media sites likely to be accessed by children. Schools and DSLs need to ensure that any online services commissioned are compliant with the 15 standards in which to protect children's data online. More information and teaching resources are available: <https://ico.org.uk/for-organisations/childrens-code-hub/>

Children with Special Educational Needs and Disabilities (SEND)

Children and young people with special educational needs and disabilities can face additional safeguarding challenges because:

- there may be assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration;
- children with SEND and disabilities can be disproportionately impacted by things like bullying without outwardly showing any signs; and
- difficulties may arise in overcoming communication barriers.

Professional Development

The Governors recognise that all staff and volunteers who work with children aged up to 18 years need to have appropriate child safeguarding training that equips them to recognise and respond to child welfare concerns.

We will ensure staff are given mandatory induction, which includes familiarisation with child safeguarding policy, Part 1 of Keeping Children Safe in Education, staff conduct policy, the designated leads in the school, their responsibilities and procedures to be followed.

All training, including multi-agency training, is recorded in the school Safeguarding Record file. All existing staff read Part One of KCSIE and Annex A annually and receive ongoing training throughout the year through a mixture of online learning, written and verbal briefings, external face-to-face training and any other appropriate means. On induction all staff read Part One of KCSIE and Annex A, receive further guidance on school safeguarding policies and procedures (including information around which types of concern require immediate referral), the school's

Local Safeguarding Context information sheet and information of specific children relevant to their role.

- A report of the school's safeguarding training record is presented to the Governors annually so that they can ensure that training is appropriately provided for all staff. This report is also shared with staff to enable them to contribute to the development of safeguarding practice in the school.
- A training register is kept to indicate when staff and Governors have been trained and this in turn informs the annual report to Governors.

Regular training and discussion within the school environment is important and should be led by the Designated Leads for safeguarding. School DSL's attend relevant and regular network events and other school improvement measures through the local authority and Transform Trust. Staff training will include reference to filtering and monitoring so that staff understand and have an awareness of this.

Timelines for training:

All safeguarding training should be refreshed within the required timeline issued by the Trust.

All staff, schools and Governing bodies should be open to new learning and keep up to date with changes made to national and local safeguarding policy, procedure and guidance including that provided by our safeguarding partners.

Schools need to evaluate and demonstrate how well they fulfil their statutory responsibilities and exercise professional judgment in Keeping Children Safe as outlined in KCSIE 2025.

Safeguarding training records should be made available for viewing by the Trust Safeguarding Team and the Safeguarding Governor upon request.

Schools and Partnerships

Schools invest time and other resources in partnership activity and this investment should be aimed at improving outcomes for children. The Local Authority actively promotes the benefits to schools of partnerships and in this case to safeguard and improve the outcomes for potentially vulnerable children. Examples of this are:

- Parental E-learning (free): Child Sexual Exploitation
 - NSPCC Child line Project
 - DARE (Drugs Aware)
 - GREAT project (Good Relationships are Equal and Trusting)
 - Street Aware

Further Guidance

To support the work around child protection and safeguarding, links to statutory, national and local guidance are below:

- **Child Sexual Exploitation 'What to do if you suspect a child is being sexually exploited'**
<https://www.gov.uk/government/publications/what-to-do-if-you-suspect-a-child-is-being-sexually-exploited>
- **Female Genital Mutilation (FGM)**
<http://media.education.gov.uk/assets/files/pdf/f/fgm%20guidance.pdf>
- **Children who may have been trafficked**
<https://www.gov.uk/government/publications/safeguarding-children-who-may-have-been-trafficked-practice-guidance>
- **Gang and Knife Crime DCSF – 00064-2010**
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/288804/Safeguardingchildren_Gang_activity.pdf
- **Homophobic, Transphobic Bullying**
<https://www.gov.uk/government/news/homophobic-bullying-in-schools-project-gets-underway>
- **Guidance is also available on the NCSCB Website for Children with Looked After Status and Children Missing from Home and Care**
- **Private fostering arrangements**
www.privatefostering.org.uk
- **Sexting in Schools and Colleges**
www.gov.uk/government/uploads/system/uploads/attachment_data/file/551575/6.2439_KG_NCA_Sexting_in_Schools_WEB_1_.PDF
- **Further information and guidance around Disqualification by Association produced by Nottingham City Council's HR Advisory Service can be found here in the Downloads section:** <http://www.nottinghamcity.gov.uk/esn/index.aspx?articleid=19323>
- **Guidelines on supporting children with continence issues**
<https://www.nice.org.uk/guidance/CG111/chapter/introduction>

Policy reviewed by:

Headteacher	September 2025
Safeguarding Governor	September 2025
Chair of Governors	September 2025
Next review due	September 2025

Appendix 1: Transform's Trusts Levels of Safeguarding Reviews

Levels of Trust Safeguarding Reviews

Reflective Practice Partnership Group- Claire McKendrick

Who: All schools, in Partnership Groups, meet as a group of safeguarding peers to discuss a family or theme. Each school will take it in turn to present. All schools actively encouraged to take part as both presenters and panel members.
When: Offered Half-termly
Purpose: Share best practice and ideas, develop skills in presenting potential complex cases, experience of asking challenging questions.

Partnership Review – Claire McKendrick & Mary Farmer

Who: All schools have a Partnership Review which includes an in-depth look into safeguarding.
When: Annual.
Purpose: Review the safeguarding practice including speaking with stakeholders, reviewing policy & procedures, safer recruitment processes, training, escalation and links with external agencies. Areas of strengths and actions identified.

Trust Child Watch Meetings – Chair Claire McKendrick

Who: Chaired by Claire McKendrick, members Mary Farmer, Emma Hampton, Jo Jeffs and Kelly Lee
When: Half-termly
Purpose: Children on the register are considered to be our most vulnerable children with multiple concerns, i.e. low attendance, complexity of safeguarding concerns, number of suspensions, referral from Enhanced Provision Panel.

Trust Case Conference – Kelly Lee, Rebecca Meredith & Claire McKendrick

Who: A Trust Case Conference is called following serious concerns about how a case has been managed by the school. This could include, but not limited to, a referral from the CEO or any member of the Exec Team, a referral from the Trust's Director of Safeguarding & Data Protection, from the Enhanced Provision Panel or a concern raised by an external agency.
When: As needed.
Purpose: To ensure there is rigour in the management and practice of safeguarding within the school and to ensure that children are safe.

'No Notice' Visit – Claire McKendrick

Who: The Trust will conduct a 'No Notice' visit where there has been a serious safeguarding incident and where the Trust feels it is appropriate to check safeguarding practice and procedures are robust. In addition, the CEO or Trust Board can request a 'No Notice' visit where they feel it is appropriate. The visit may also include an independent safeguarding colleague identified by the Trust.
When: As deemed appropriate by the Exec Team or the Director of Safeguarding & Data Protection.
Purpose: All visits are to ensure that the school has taken the appropriate actions following a serious incident. Prior to the visit, the Trust will have reviewed submitted documentation and identified a number of key line enquiries. During the visit, the Director of Safeguarding & Data Protection will request to meet directly with the Headteacher, ask to see any further documentation and speak to staff who were involved in the incident. A report will be produced outlining any actions and where appropriate a follow-up visit conducted.

Trust Serious Case Panel – Dame Susan Jowett (Trustee), Rebecca Meredith, Kelly Lee & Claire McKendrick

Who: A Trust Serious Case Panel runs parallel with the Local Authorities Rapid Review/Serious Case Review when a child is seriously injured or there has been a child's death.
When: As needed.
Purpose: A full file audit is completed looking at best practice, what has gone well and areas for improvement. These learnings are shared with other Trust schools. The school will be supported through any external process by the Trust Safeguarding Team.

2025-26 – Reviewed August 2025

Appendix 2: Immediate Referral Indicators

Things you must tell a DSL about IMMEDIATELY

- ◆ **INJURIES** Unexplained injuries or injuries where there is an inconsistent explanation of the injury
- ◆ **RISK ADULTS** Lives with - or has had contact with - adults who are known to pose a risk to children
- ◆ **DOMESTIC VIOLENCE AND OTHER PARENTAL ISSUES** There is evidence of domestic violence witnessed and/or experienced by child, adult mental health issues or substance use issues
- ◆ **HOME ALONE** Children left “home alone” or—outside the home unsupervised—where their age and vulnerability places them at risk (certainly all children “home alone” aged 5 and under)
- ◆ **ALLEGATIONS AGAINST STAFF** Any concerns raised around staff (no matter how true or false they may seem)
- ◆ **CME** Any information that suggests a child may be leaving school and not returning, or going for a long time
- ◆ **OTHER SERIOUS ISSUES** Any information relating to possible FGM, forced marriage or honour based violence
- ◆ **ADULT COLLECTING UNDER THE INFLUENCE** Assuming it is safe to do so, do not let them collect their child and ask a member of SMT to support
- ◆ **CHILDREN WITH A SOCIAL WORKER** Any significant information about a child with a social worker
- ◆ **CHILD TRAFFICKING** Child victims of trafficking
- ◆ **SEXUAL ABUSE** Allegations or disclosures of abuse including sexual abuse or evidence of grooming
- ◆ **UNBORN OR YOUNG BABIES** Any serious concerns regarding the risk to an unborn baby or where the parents/carers of any child under 1 year old have significant substance use issues

Appendix 3: Signs and Symptoms of Physical Abuse

Physical symptoms:

Bruises

- commonly on the head but also on the ear or neck or soft areas - the abdomen, back and buttocks
- defensive wounds commonly on the forearm, upper arm, back of the leg, hands or feet
- clusters of bruises on the upper arm, outside of the thigh or on the body
- bruises with dots of blood under the skin
- a bruised scalp and swollen eyes from hair being pulled violently
- bruises in the shape of a hand or object.

Burns or scalds

- can be from hot liquids, hot objects, flames, chemicals or electricity
- on the hands, back, shoulders or buttocks; scalds may be on lower limbs, both arms and/or both legs
- a clear edge to the burn or scald
- sometimes in the shape of an implement for example, a circular cigarette burn
- multiple burns or scalds.

Bite marks

- usually oval or circular in shape
- visible wounds, indentations or bruising from individual teeth.

Fractures or broken bones

- fractures to the ribs or the leg bones in babies
- multiple fractures or breaks at different stages of healing

Other injuries and health problems

- scarring
- effects of poisoning such as vomiting, drowsiness or seizures
- respiratory problems from drowning, suffocation or poisoning

Things you may notice

Withdrawn, suddenly behaves differently, anxious, clingy, depressed, aggressive, problems sleeping, eating disorders, wets the bed, soils clothes, takes risks, misses school, changes in eating habits, obsessive behaviour, nightmares, drugs, alcohol, self-harm, thoughts about suicide.

Appendix 4: Signs and Symptoms of Emotional Abuse

There often aren't any obvious physical symptoms of emotional abuse or neglect but you may spot signs in a child's actions or emotions.

Changes in emotions are a normal part of growing up, so it can be really difficult to tell if a child is being emotionally abused.

Babies and pre-school children who are being emotionally abused or neglected may:

- be overly-affectionate towards strangers or people they haven't known for very long
- lack confidence or become wary or anxious
- not appear to have a close relationship with their parent, e.g. when being taken to or collected from nursery etc.
- be aggressive or nasty towards other children and animals.

Older children may:

- use language, act in a way or know about things that you wouldn't expect them to know for their age
- struggle to control strong emotions or have extreme outbursts
- seem isolated from their parents
- lack social skills or have few, if any, friends.

Things you may notice

Withdrawn, suddenly behaves differently, anxious, clingy, depressed, aggressive, problems sleeping, eating disorders, wets the bed, soils clothes, takes risks, misses school, changes in eating habits, obsessive behaviour, nightmares, drugs, alcohol, self-harm, thoughts about suicide

Appendix 5: Signs and Symptoms of Sexual Abuse

Children who are sexually abused may:

Stay away from certain people

- they might avoid being alone with people, such as family members or friends
- they could seem frightened of a person or reluctant to socialise with them.

Show sexual behaviour that's inappropriate for their age

- a child might become sexually active at a young age
- they might be promiscuous
- they could use sexual language or know information that you wouldn't expect them to.

Have physical symptoms

- anal or vaginal soreness
- an unusual discharge
- sexually transmitted infection (STI)
- pregnancy.

Things you may notice

Withdrawn, suddenly behaves differently, anxious, clingy, depressed, aggressive, problems sleeping, eating disorders, wets the bed, soils clothes, takes risks, misses school, changes in eating habits, obsessive behaviour, nightmares, drugs, alcohol, self-harm, thoughts about suicide.

Appendix 6: Resolving Professional Disagreements (Escalation Procedure)

Introduction

Problem resolution is an integral part of interagency working to safeguard children. It is often a sign of developing thinking within a dynamic process and can indicate a lack of clarity in current procedures or approach. Professional disagreement is only dysfunctional if not resolved in a constructive and timely fashion.

Effective working together depends on an open approach and honest relationships between agencies and a commitment to genuine partnership working. As part of this there needs to be a system in place to enable disagreements to be resolved to the satisfaction of practitioners and organisations involved. The aim should be to resolve difficulties at practitioner level between organisations, where this is possible, but where not the disagreement should be escalated until a resolution is achieved. Disagreements should not be left unresolved.

Disagreements could arise in a number of areas, but are most likely to arise around **thresholds, roles and responsibilities, the need for action and communication.**

It is important:

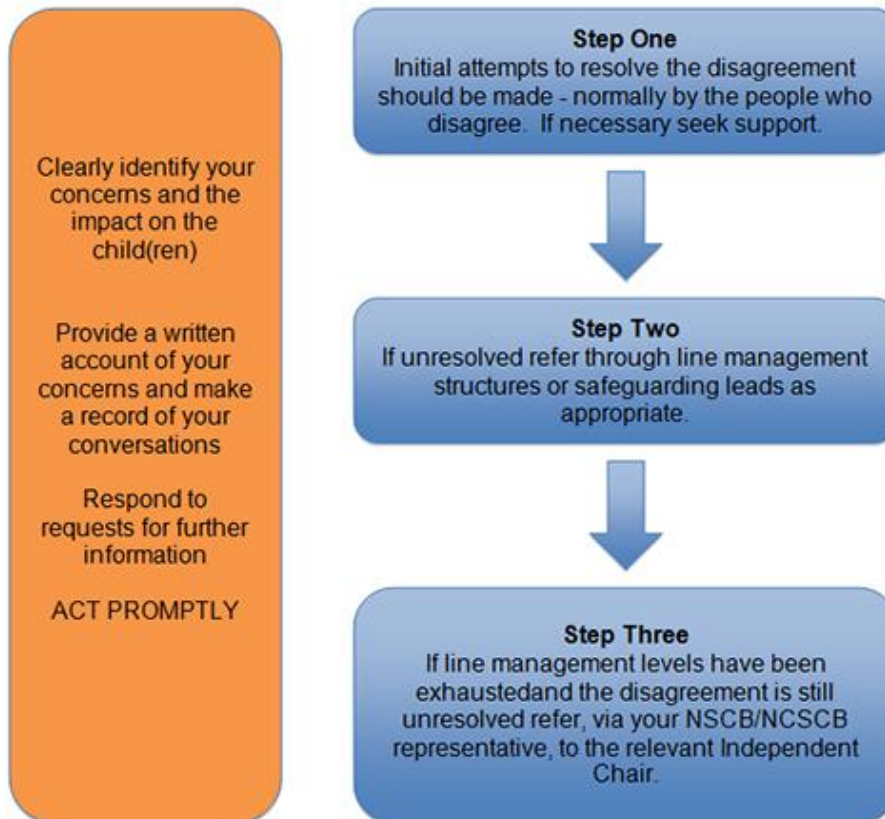
- To avoid professional disputes that put children at risk or obscure the focus on the child;
- To resolve difficulties (within and) between organisations quickly and openly;
- To identify problem areas in working together where there is a lack of clarity in existing procedures and to promote resolution via necessary amendments.

Throughout any dispute between individuals or organisations practitioners must remain child focused. The safety of individual child(ren) remain the paramount considerations.

With any dispute about thresholds, please refer to the appropriate pathway documents (Family Support Pathway in the City, Pathway to Provision in the County) to help articulate your concern.

Further support for escalation procedures to professional agencies can be received from the Trust's Safeguarding Team.

Procedure



Step One

Initial attempts should be taken to resolve the problem. This should normally be between the people who disagree. It should be recognised however that differences in status and/or experience may affect the confidence of some practitioners to pursue this unsupported. Practitioners should consult with their line manager or practitioner lead as appropriate.

Step Two

If unresolved the problem should be referred to the practitioner's own line manager or their organisations safeguarding children lead, who will discuss with their opposite number in the other agency. At this stage it may be useful for the line managers/safeguarding children leads to agree a meeting between themselves and the concerned practitioners to assist with the exploration of the problem.

If the problem remains unresolved the line managers will refer to their line managers for consideration. This process will continue until a resolution can be found. At stage you must notify the Trust's Safeguarding Team.

Note: some organisations may not have a defined line management structure and in these circumstances the practitioner with concerns about an unresolved disagreement should take responsibility for raising their concerns through the line management structure in the other agency.

Step Three

In the rare circumstances where the problem cannot be resolved through line management arrangements, the matter will be referred to the Chair of the Safeguarding Children Board (SCB) who will offer mediation. Ideally, there agency representative on the relevant SCB will contact the Independent Chair and inform the Board Manager of this action. Where felt appropriate, a mediation meeting will be set up involving as a minimum the SCB Chair, the respective organisations Board representatives and the SCB manager.

A clear record should be kept at all stages, by all parties. In particular this must include written confirmation between the parties about an agreed outcome of the disagreement and how any outstanding issues will be pursued.

When the issue is resolved, any general issues should be identified and referred to the agency's representative on the SCB for consideration by the appropriate Local Safeguarding Children Board (LSCB) panel or group to inform future learning.

It may also be helpful for individuals to debrief following some disputes in order to promote continuing good working relationships.

3. Timescales

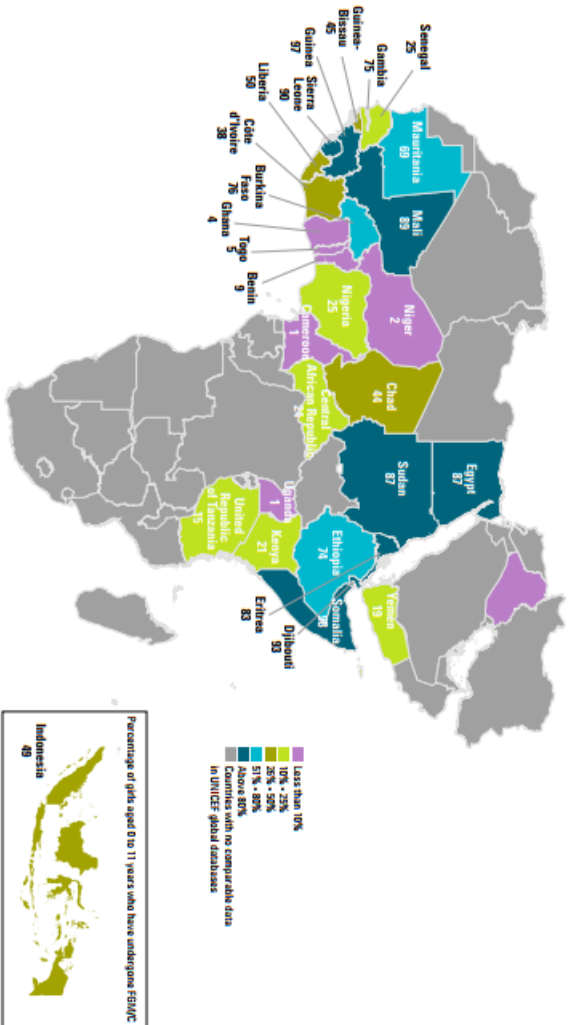
The timescale within which the processes set out above should take place will be dependent on the nature of the disagreement and what this may mean for the safety of the child. In some circumstances immediate action will be merited and progress through agency line management routes will need to take place **within 1 working day** and, in circumstances where there continues to be disagreement, the issue will be brought to the attention of the Independent Chair the following working day. In less urgent cases the whole process should be completed within no more than **4 weeks**.

When trying to resolve professional disagreements remember to:

- Clearly identify your concerns;
- Describe the impact on the child(ren);
- Set out what work has already been undertaken;
- Put all of the above in writing and provide it to the other agency and record details of conversations;
- Be responsive to obtaining/providing any additional information requested.

Appendix 7: Countries that practice FGM

Part 6: Countries that practice FGM



FGM has also been documented in communities including:

- Iraq
- Israel
- Oman
- the United Arab Emirates
- the Occupied Palestinian Territories
- India
- Indonesia
- Malaysia
- Pakistan

Percentage of girls and women aged 15 to 49 years who have undergone FGM/C

Note: In Liberia, girls and women who have heard of the Sande society were asked whether they were members: this provides indirect information on FGM/C since it is performed during initiation into the society. Data for Indonesia refer to girls aged 0 to 11 years since prevalence data on FGM/C among girls and women aged 15 to 49 years is not available.

Source: UNICEF global databases, 2016, based on DHS, MICS and other nationally representative surveys, 2004-2015.
<http://data.unicef.org/child-protection/fgm.c.html#sthash:1hhVv5Mrdouf>

NB: In February 2016 UNICEF published a report updating their information on the global prevalence of FGM including new data on Indonesia revealing that 49% of girls there have undergone FGM (and half of those procedures were carried out by a medical professional).