



Equality, Community, Growth

The Oaks
Independent Primary School

The Oaks – Child Protection & Safeguarding Policy

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The Oaks



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Policy Document	Child Protection & Safeguarding Policy
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Executive Headteacher	Joanne Anderson

This policy is written so it complies with Keeping Children Safe in Education 2025, the Independent School Standard and the OFSTED framework.

Key Contacts



Equality, Community, Growth

The Oaks
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The Oaks – Child Protection & Safeguarding Policy

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Local Support	Stoke-on-Trent Children and Family Services	01782 235100 https://childrensportallcs.stoke.gov.uk/web/portal/pages/marfprof
	Stoke-on-Trent LADO	Lado.sp@stoke.gov.uk
	Staffordshire Children's Advice and Support Service	0300 111 8007 0345 604 2886 (Out of hours Emergency Duty Team)
	Staffordshire Education Safeguarding Advice Service (ESAS)	01785 895836
	Staffordshire LADO	Any LADO referrals should be made through Staffordshire Advice and Support Service (SCAS) 0300 111 8007
	Cheshire East Consultation Service (CHECS)	0300 123 5012 0300 123 5022 (Out of hours Emergency Duty Team)
	Cheshire East LADO	To contact the Cheshire East LADO (Local Authority Designated Officer), call the Cheshire East Information Line on 0300 123 5500 and ask to be directed to the LADO, or email the Cheshire East Safeguarding Children's Partnership (CESCP) at CESCP@cheshireeast.gov.uk.



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This is a core policy that forms part of the induction for all staff. It is a requirement that all members of

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staff have access to the policy and can demonstrate they have read and understand their safeguarding responsibilities. This policy will be reviewed at least annually and/or following any updates to national and local guidance and procedures.

1. Introduction and Ethos

The Oaks recognises our statutory responsibility to safeguard and promote the welfare of all children.

Safeguarding is everybody's responsibility and all those directly connected (staff, managers, leaders, parents, families, and pupils) are an important part of the wider safeguarding system for children and have an essential role to play in making this community safe and secure.

The Oaks believes that the best interests of children always come first. All children (defined as those up to the age of 18) have a right to be heard and to have their wishes and feelings considered and all children regardless of age, gender, ability, culture, race, language, religion, or sexual identity, have equal rights to protection.

Staff working with children at The Oaks will maintain an attitude of 'it could happen here' where safeguarding is concerned. When concerned about the welfare of a child, staff will always act in the best interests of the child and if any member of our community has a safeguarding concern about any child, they should act immediately.

The Oaks recognises the importance of providing an ethos and environment that will help children to be safe and feel safe. Children are respected and encouraged to talk openly. We will ensure children's wishes and feelings are considered when determining what safeguarding action to take and what services to provide.

The Oaks will endeavour to support the welfare and safety of all pupils through:

- Ensuring that the child's welfare is of paramount importance.
- All staff are trained and can recognise the signs and symptoms of abuse and are aware of the school's procedures and lines of communication.
- Ensuring that children's mental and physical health or development does not impair their ability to be safe.
- Providing children with a balanced curriculum including PSHE (Personal, Social and Health Education), RSE (relationships and sex education) to help pupils stay safe, recognise when they don't feel safe and identify who they might / can talk to.
- Work with parents to ensure that parents understand the school's responsibility to ensure the welfare of all children, including the need for referral to other agencies in some situations.
- Keep confidential records that are stored securely and shared appropriately with other professionals.
- The voice of the child is evident in case files and informs the school's policy developments.
- Ensuring that the school practices safer recruitment processes to check the suitability of staff, supply staff, volunteers, visitors/contractors, and parents regarding expected behaviour and our legal responsibility to safeguard and promote the welfare of all our children at our school.

This policy is implemented in accordance with our compliance with the statutory guidance from the Department for Education, 'Keeping Children Safe in Education' 2025 (KCSIE), which requires



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individual schools and colleges to have an effective child protection policy.

The procedures outlined in this policy apply to all staff, including proprietors, senior leaders, and temporary or third-party agency staff, and are consistent with those outlined in KCSIE 2025.

2. Policy Context, Legislation and Statutory Guidance

This policy is implemented in accordance with our compliance with the statutory guidance from the Department for Education, 'Keeping Children Safe in Education' (KCSIE 2025) and Working Together to Safeguard Children (2018), which requires individual schools and colleges to have an effective child protection policy. We comply with this guidance and the arrangements agreed and published by our local safeguarding partners.

This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004 and related guidance. This includes but is not limited to:

- DfE Keeping Children Safe in Education – September 2025 (KCSIE).
- Working Together to Safeguard Children 2023 (WTSC).
- Section 5B (11) of the Female Genital Mutilation Act 2003, as inserted by section 74 of the Serious Crime Act 2015, which places a statutory duty on teachers to report to the Police where they discover that female genital mutilation (FGM) appears to have been carried out on a girl under 18.
- Statutory Guidance on FGM, which sets out responsibilities with regard to safeguarding and supporting girls affected by FGM.
- The Rehabilitation of Offenders Act 1974, which outlines when people with criminal offences can work with children.
- Section 4 of the Safeguarding Vulnerable Groups Act 2006, which defines what 'regulated activity' is in relation to children.
- Statutory Guidance on The Prevent Duty, which explains schools' duties under the Counter-Terrorism and Security Act 2015 with respect to protecting people from the risk of radicalisation and extremism.
- The Human Rights Act 1998, which explains that being subject to harassment, violence, and/or abuse, including that of a sexual nature, may breach any or all of the rights which apply to individuals under the European Convention on Human Rights (ECHR)
- The Equality Act 2010, which makes it unlawful to discriminate against people regarding particular protected characteristics (including disability, sex, sexual orientation, gender reassignment and race). This means our SLT and Designated Teacher should carefully consider how they are supporting our pupils with regard to these characteristics. The Act allows our school to take positive action to deal with particular disadvantages affecting pupils (where we can show it is proportionate). This includes making reasonable adjustments for disabled pupils. For example, it could include taking action to support girls where there is evidence that they are being disproportionately subjected to sexual violence or harassment.
- The Public Sector Equality Duty (PSED) explains that we must have due regard to eliminating unlawful discrimination, harassment, and victimisation. The PSED helps us to focus on key issues of concern and how to improve pupil outcomes. Some pupils may be more at risk of harm from issues such as sexual violence, homophobic, bi-phobic or transphobic bullying, or racial discrimination.
- Ofsted: Education Inspection Framework 2021 - Framework for the assessment of children in need and their families (2000).



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- [Stoke-on-Trent Safeguarding Children Procedures \(Online\)](#).
- [The Education Act 2002](#).
- [The Education \(Independent School Standards\) Regulations 2014](#).
- [The Non-Maintained Special Schools \(England\) Regulations 2015](#).

Section 175 of the Education Act 2002 requires schools, local education authorities, and further education institutions to make arrangements to safeguard and promote the welfare of all children who are pupils at a school, or who are pupils under 18 years of age. Such arrangements will have to have regard to any guidance issued by the Secretary of State.

3. Definition of Safeguarding

In line with KCSIE 2025 and the Working Together to Safeguard Children 2023 guidance, safeguarding and promoting the welfare of children is defined for the purposes of this policy as:

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

Child Protection is part of this definition and refers to activities undertaken to prevent children suffering, or being likely to suffer, significant harm.

Abuse is a form of maltreatment of a child and may involve inflicting harm or failing to act to prevent harm. Appendix 1 explains the different types of abuse.

Neglect is a form of abuse and 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. Appendix 1 explains neglect in more detail.

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

Children include everyone under the age of 18.

The following 3 safeguarding partners are identified in Keeping Children Safe in Education (and defined in the Children Act 2004, as amended by Chapter 2 of the Children and Social Work Act 2017). They will make arrangements to work together to safeguard and promote the welfare of local children, including identifying and responding to their needs:

- The Local Authority.
- An integrated care board for an area within the LA.
- The chief officer of police for a police area in the LA area.

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

Alleged perpetrator(s) and perpetrator(s) are widely used and recognised terms. However, we will think carefully about what terminology we use (especially in front of children) as, in some cases, abusive behaviour can be harmful to the perpetrator too. We will decide what's appropriate and which terms to use on a case-by-case basis.

All staff should have an awareness of safeguarding issues that can put children at risk of harm. Behaviours linked to issues such as drug taking and/or alcohol misuse, unexplained and/or persistent absences from education, serious violence (including that linked to county lines), radicalisation and



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consensual and non-consensual sharing of nude and semi-nude images and/or videos can be signs that children are at risk. Below are some safeguarding issues all staff should be aware of.

The Oaks acknowledges that safeguarding includes a wide range of specific issues, including (but not limited to):

- Abuse and neglect
- Bullying, including cyberbullying
- Children with family members in prison
- Children absent from education
- Children missing education (CME)
- Child missing from home or care
- Child sexual exploitation (CSE)
- Child criminal exploitation (CCE)
- Contextual safeguarding (risks outside the family home)
- Online
- County lines and gangs
- Domestic abuse
- Drugs and alcohol misuse
- Fabricated or induced illness
- Faith abuse
- Gender based abuse and violence against women and girls
- Hate
- Homelessness
- Human trafficking and modern slavery
- Mental health
- Nude or semi-nude image sharing, aka youth-produced/involved sexual imagery or “sexting”
- Online safety
- Child-on-child abuse
- Radicalisation and extremism
- Private fostering
- Relationship abuse
- Serious violence
- Sexual violence and sexual harassment
- So-called honour-based abuse, including female genital mutilation (FGM) and forced marriage
- Upskirting – The Oaks acknowledge this is now a criminal offence. This offence comes under the Voyeurism (Offences) Act 2019. Anyone of any gender can be a victim.

(Also see Part 1 and Annex B within ‘Keeping Children Safe in Education’ September 2025)

4. Relating Safeguarding Policies

This policy be read and actioned in conjunction with the policies as listed below:

- Behaviour Policy
- Suspension and Exclusion Policy
- Online safety
- Anti-bullying
- Data protection and GDPR
- Relationship and sex education (RSE)
- Health and safety
- Attendance
- Risk assessments (e.g., school trips, use of technology)
- First aid and accidents
- Managing allegations against staff
- Safer recruitment
- Whistleblowing

5. Policy Compliance, Monitoring and Review

The Oaks will review this policy at least annually (as a minimum) and will update it as needed, so that it is kept up to date with safeguarding issues as they emerge and evolve, including lessons learnt.



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The policy will also be revised following any national or local updates, significant local or national safeguarding events and/or learning, and/or any changes to our own procedures.

All staff (including temporary/agency staff) will be provided with a copy of this policy and Part 1 and/or Annex A of KCSIE September 2025 as appropriate.

Parents/carers can obtain a copy of The Oaks child protection and safeguarding policy and other related policies on request. Additionally, this policy can be viewed via the The Oaks website.

The policy forms part of our The Oaks development plan and will be reviewed annually by the senior leadership team (SLT), which has responsibility for oversight of safeguarding and child protection systems.

The Designated Safeguarding Lead and Headteacher will ensure regular reporting on safeguarding activity and systems to the senior management team. The SLT will not receive details of individual learner situations or identifying features of families as part of their oversight responsibility.

6. Key Responsibilities

Safeguarding and Child Protection is everyone's responsibility. This policy applies to all SLT, staff, volunteers, and those with governance responsibilities in the school and is consistent with the procedures of the 3 safeguarding partners. Our policy and procedures also apply to extended school and off-site activities.

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

The proprietor and leadership team have a strategic responsibility for our safeguarding arrangements and will comply with their duties under legislation. This also includes:

- Making sure that the school has appropriate filtering and monitoring systems in place and reviewing their effectiveness.
- Reviewing the DfE's filtering and monitoring standards, and discussing with IT staff and service providers about what needs to be done to support the school to meet these standards, making sure the DSL takes lead responsibility for understanding the filtering and monitoring systems in place as part of their role.
- Making sure that all staff undergo safeguarding and child protection training, including online safety and that such training is regularly updated and is in line with advice from the safeguarding partners.

Make sure staff understand their expectations, roles and responsibilities around filtering and monitoring as part of safeguarding training.

The senior leadership team will ensure that the DSL is supported in their role and is provided with sufficient time so they can provide appropriate support to staff and children regarding any safeguarding and welfare concerns.

The Headteacher will ensure that our child protection and safeguarding policies and procedures are understood and followed by all staff.

Staff and proprietors should use the DfE's data protection guidance for schools to help them:

- Comply with data protection law
- Develop data policies and processes
- Know what staff and pupil data to keep
- Follow good practices for preventing personal data breaches

Designated Safeguarding Lead (DSL)

The Oaks has appointed a designated safeguarding lead (DSL) from the leadership team in accordance with KCSIE September 2025 guidance. The DSL is responsible for matters relating to



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child protection and welfare.

DSL – Jo Anderson exehead@theoaks.school

In their absence, these matters will be dealt with by DDSL:

Rebecca Daddy – rdaddy@theoaks.school

Anne-Louise Warren - awarren@theoaks.school

Tania Beales – tbeales@theoaks.school

Designated teacher – Anne-Louise Warren - awarren@theoaks.school

The DSL is key to ensuring that proper child protection and safeguarding procedures and policies are in place and adhered to. They will also act as a dedicated resource available for other staff, parents/ carers, and proprietors to draw upon.

Parents are welcome to approach the DSL when they have any concerns about the welfare of any child in the school, whether these concerns relate to their child or any other. The DSL will liaise with the local authority and work with other agencies in line with statutory guidance Working Together to Safeguard Children, 2013 and Keeping Children Safe in Education, September 2025.

There will always be cover for this role and arrangements for this are as follows: in the event of the Designated Safeguarding Lead being unavailable, cover for this role will be taken on by the Deputy Designated Safeguarding Lead/s.

Deputy Designated Safeguarding Leads are:

Rebecca Daddy – rdaddy@theoaks.school

Anne-Louise Warren - awarren@theoaks.school

Tania Beales – tbeales@theoaks.school

Should the deputy designated safeguarding lead be unavailable, then the matter will be passed on to another available member of senior leadership, who will take the details and pass the information on to the designated safeguarding lead or deputy designated safeguarding lead as soon as they are available. The Headteacher will be kept informed of any significant issues.

The DSL (and deputies) will be provided with sufficient time so they can provide appropriate support to staff and children regarding any new safeguarding and welfare concerns. This may include handling of referrals to integrated social care and working with other agencies where appropriate.

It is the role of the DSL to carry out their functions as identified in Annex C of KCSIE 2025. This includes but is not limited to:

- Act as the central contact point for all staff to discuss any safeguarding concerns.
- Maintain a confidential recording system for safeguarding and child protection concerns.
- Coordinate safeguarding action for individual children.
 - When supporting children with a social worker or looked-after children, the DSL should have the details of the child's social worker and the name of the virtual school head in the authority that looks after the child (with the DSL liaising closely with the designated teacher)
- Liaise with other agencies and professionals in line with KCSIE 2025 and WTSC 2018.
- Ensuring that locally established procedures, as part of the Stoke-on-Trent and Staffordshire Safeguarding Children Multi-Agency Partnership, including referrals, are followed as necessary.
- Be aware that children must have an 'appropriate adult' to support and help them in the case of a police investigation or search. Further information can be found in the Statutory guidance - PACE Code C 2019
- Represent, or ensure The Oaks is appropriately represented at multi-agency safeguarding meetings (including child protection conferences).
- Manage and monitor the school's role in any multiagency plan for a child.
- Be available during term time (during The Oaks hours) for staff in the school to discuss any safeguarding concerns.
- Help promote educational outcomes by sharing the information about the welfare, safeguarding and child protection issues that children, including children with a social worker, are experiencing,



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or have experienced, with teachers and The Oaks's leadership staff.

- Ensure adequate and appropriate DSL cover arrangements in response to any closures and out-of-hours and/or out-of-term activities.
- Ensure all staff access appropriate safeguarding training and relevant updates in line with the recommendations within KCSiE.
- Being responsible for online safety, including filtering and monitoring processes.
- Informing the Headteacher of any significant safeguarding issues.

The DSL will undergo appropriate and specific training to provide them with the knowledge and skills required to carry out their role. Deputy DSLs are trained to the same standard as the DSL. The DSL and any Deputy DSLs training will be updated formally at least every two years, but their knowledge and skills will be updated through a variety of methods at regular intervals, and at least annually.

The Headteacher/DSL

The Headteacher/DSL is responsible for the implementation of this policy, including:

- Ensuring that staff (including temporary staff) and volunteers:
 - Are informed of our systems, which support safeguarding, including this policy, as part of their induction.
 - Understand and follow the procedures included in this policy, particularly those concerning referrals of cases of suspected abuse and neglect
- Communicating this policy to parents/carers when their child joins the school and via the school website.
- Ensuring that the DSL and DDSLs has appropriate time, funding, training, and resources, and that there is always adequate cover if the DSL is absent.
- Ensuring that all staff undertake appropriate safeguarding and child protection training, including online safety, and updating the content of the training regularly.
- Acting as the case manager in the event of an allegation of abuse made against another member of staff or volunteer, where appropriate.

Members of staff

All staff will:

- Read and understand Part 1 and Annex B of the Department for Education's statutory safeguarding guidance, Keeping Children Safe in Education and review this guidance at least annually.
- Sign a declaration at the beginning of each academic year to say that they have reviewed this guidance.
- Be aware of online safety, which includes the expectations, applicable roles and responsibilities in relation to filtering and monitoring.
- Reinforce the importance of online safety when communicating with parents. This includes making parents aware of what we ask children to do online (e.g., sites they need to visit or who they will be interacting with online).
- Provide a safe space for pupils who are LGBT to speak out and share their concerns.

All members of staff have a responsibility to:

- Provide a safe environment in which children can learn.
- Be aware of the indicators of abuse and neglect so that they can identify cases of children who may need help or protection.
- Know what to do if a child tells them that he or she is being abused or neglected, and understand the impact abuse and neglect can have upon a child.
- Be able to identify and act upon indicators that children are, or are at risk of developing mental health issues.
- Be prepared to identify children who may benefit from early help.
- Understand the early help process and their role in it.
- Understand the school safeguarding policies and systems.
- Undertake regular and appropriate training that is regularly updated. Training includes all areas listed in appendices 1 – 8. Be aware of the local process of making referrals to children's social care and statutory assessment under the Children Act 1989.
- Know how to maintain an appropriate level of confidentiality.



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- Reassure children who report concerns that they are being taken seriously and that they will be supported and kept safe.

All staff will be aware of:

- Our systems, which support safeguarding, including the Child Protection and Safeguarding Policy, the staff Code of Conduct, the role and identity of the Designated Safeguarding Lead and Deputies, the Behaviour Policy, the Online Safety Policy, and the safeguarding response to children who are absent from / go missing from education.
- The Early Help assessment process (sometimes known as the common assessment framework) and its role in it, including identifying emerging problems, liaising with the DSL, and sharing information with other professionals to support early identification and assessment.
- The process for making referrals to local authority children's social care and for statutory assessments that may follow a referral, including the role they might be expected to play.
- What to do when they identify a safeguarding issue or a child tells them they are being abused or neglected, including specific issues such as FGM, and how to maintain an appropriate level of confidentiality while liaising with relevant professionals.
- The signs of different types of abuse and neglect, as well as specific safeguarding issues, such as child-on-child abuse, child sexual exploitation (CSE), child criminal exploitation (CCE), indicators of being at risk from or involved with serious violent crime, FGM, radicalisation and serious violence (including that linked to county lines).
- The importance of reassuring victims that they are being taken seriously and that they will be supported and kept safe.
- The fact that children can be at risk of harm inside and outside of their home, at school and online.
- The fact that children who are (or who are perceived to be) lesbian, gay, bisexual or trans (LGBT) can be targeted by other children.
- What to look for to identify children who need help or protection.

Early Help

Early help is defined as support for children of all ages that improves a family's resilience and outcomes or reduces the chance of a problem getting worse.

Any child may benefit from early help, but all school and college staff should be particularly alert to the potential need for early help for a child who:

- Is disabled or has certain health conditions and has specific additional needs.
- Has special educational needs (whether or not they have a statutory Education, Health and Care plan).
- Has a mental health need.
- Is a young carer.
- Is showing signs of being drawn into anti-social or criminal behaviour, including gang involvement and association with organised crime groups or county lines.
- Is frequently missing/goes missing from education, home or care.
- Has experienced multiple suspensions, is at risk of being permanently excluded from schools, colleges and in Alternative Provision or a Pupil Referral Unit.
- is at risk of modern slavery, trafficking, sexual and/or criminal exploitation
- is at risk of being radicalised or exploited.
- has a parent or carer in custody, or is affected by parental offending
- is in a family circumstance presenting challenges for the child, such as drug and alcohol misuse, adult mental health issues and domestic abuse
- is misusing alcohol and other drugs themselves
- is at risk of so-called 'honour'-based abuse such as Female Genital Mutilation or Forced Marriage
- is a privately fostered child

Children and Young People

Children and young people (pupils) have a right to:

- Feel safe, be listened to, and have their wishes and feelings considered.
- Confidently report abuse, knowing their concerns will be treated seriously, and knowing they can safely express their views and give feedback.



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- Contribute to the development of school safeguarding policies.
- Receive help from a trusted adult.
- Learn how to keep themselves safe, including online.

Parents and Carers

Parents/carers have a responsibility to:

- Understand and adhere to the relevant The Oaks policies and procedures.
- Talk to their children about safeguarding issues and support The Oaks in their safeguarding approaches.
- Identify behaviours which could indicate that their child is at risk of harm, including online.
- Seek help and support from The Oaks or other agencies.

7. Child Protection Procedures

Recognising Indicators of Abuse and Neglect

All staff at The Oaks are made aware of the definitions and indicators of abuse and neglect as identified by Working Together to Safeguard Children (2018) and Keeping Children Safe in Education (September 2025). This is outlined locally within the Stoke-on-Trent and Staffordshire support levels guidance.

The Oaks recognise that when assessing whether a child may be suffering actual or potential harm there are four categories of abuse:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect

For further information, see Appendix 1.

Contextual Safeguarding

Contextual safeguarding is an approach to understanding and responding to young people's experiences of significant harm beyond their families. It recognises that different relationships that young people form in their neighbourhoods, schools and online can feature violence and abuse. Parents and carers have little influence over these contexts, and young people's experiences of extra-familial abuse can undermine parent-child relationships.

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

The Oaks recognises that concerns may arise in many different contexts and can vary greatly in terms of their nature and seriousness. The indicators of child abuse and neglect can vary from child to child. Children develop and mature at different rates, so what appears to be worrying behaviour for a younger child might be normal for an older child. It is important to recognise that indicators of abuse and neglect do not automatically mean a child is being abused; however, all concerns should be taken seriously and will be explored by the DSL on a case-by-case basis.

In recognising and reporting concerns, staff have been made aware through training that some children may not feel ready or know how to tell someone they are being abused, exploited, or neglected. In some cases, this is due to not feeling they have established a trusting relationship due to time or in some cases children they may not have the 'words' to tell an adult. However, this should not stop all staff from having professional curiosity and speaking to the designated safeguarding lead (DSL) about their concerns.

The Oaks recognises that abuse, neglect, exploitation and safeguarding issues are rarely standalone



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events and cannot always be covered by one definition or one label alone. In many cases, multiple issues will overlap with one another; therefore, staff will always be vigilant and always raise concerns with a DSL.

Parental behaviours can indicate child abuse or neglect, so staff will be alert to parent-child interactions or concerning parental behaviours; this could include parents who are under the influence of drugs or alcohol or if there is a sudden change in their mental health.

Children may report abuse happening to themselves, their peers, or their family members. All reports made by children to staff will be taken seriously and will be responded to in line with this policy.

Safeguarding incidents and/or behaviours can be associated with factors and risks outside the school. Children can be at risk of abuse or exploitation in situations outside their families; extra-familial harms take a variety of different forms and children can be vulnerable to multiple harms including (but not limited to) sexual exploitation, criminal exploitation, sexual abuse, serious youth violence and county lines, this is seen in context of our social setting which may include pupils who are in-care, at risk of local crime and or involved in gangs.

Technology can be a significant component in many safeguarding and well-being issues. Children are at risk of abuse online as well as face-to-face and in many cases, abuse will take place concurrently via online channels and in daily life. Children can also abuse their peers online.

By understanding the indicators of abuse and neglect, we can respond to problems as early as possible and provide the right support and services for the child and their family.

All members of staff are expected to be aware of and follow this approach when they are concerned about a child:

- Be alert
- Question behaviours
- Ask for help
- Refer

The Oaks recognises that some children have additional or complex needs and may require access to intensive or specialist services to support them.

Responding to Child Protection Concerns

If staff are made aware of a child protection concern, they are expected to:

- Listen carefully to the concern and be nonjudgmental.
- Only use open questions to clarify information where necessary, e.g., who, what, where, when or tell, explain, describe (TED).
- Not promise confidentiality as concerns will have to be shared further, for example, with the DSL and potentially integrated children's services.
- Be clear about boundaries and how the report will be progressed.
- Record the concern in line with The Oaks's record keeping requirements.
- Inform the DSL (or Deputy) as soon as practically possible.

If, after a request for support or any other planned external intervention, a child's situation does not appear to be improving or there is a concern regarding decisions made, the DSL will consider following Stoke-on-Trent or Staffordshire escalation procedures to ensure their concerns have been addressed and, most importantly, that the child's situation improves. DSLs may request support with this via the education safeguarding service.

Recording Concerns

All safeguarding concerns, discussions and decisions, and reasons for those decisions, will be brought to the attention of and discussed with the DSL/DDSL and recorded on 'My Concern' without delay.

Records will be completed as soon as possible after the incident/event, using the child's words on 'My Concern', which records the date, time and staff member recording. Child protection records will

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record facts and not personal opinions. A body map will be completed if injuries have been observed.

If there is an immediate safeguarding concern, the member of staff will consult with a DSL before completing the form as reporting urgent concerns takes priority.

If members of staff are in any doubt about recording requirements, they will discuss their concerns with the DSL.

Child protection records will include a clear and comprehensive summary of the concern, details of how the concern was followed up and resolved and details regarding any action taken, decisions reached and the outcome.

Child protection records will be kept confidential and stored securely using 'My Concern'. Child protection records will be kept for individual children and will be maintained separately from all other records relating to the child in the school. Child protection records are kept in accordance with data protection legislation and are retained centrally and securely by the DSL.

All child protection records will be transferred in accordance with data protection legislation to the child's subsequent school, under confidential and separate cover as soon as possible. Child protection files will be transferred securely to the new DSL, separately from the child's main file, and a confirmation of receipt will be obtained.

In addition to the child protection file, the DSL will also consider if it would be appropriate to share any information with the DSL at the new school or college in advance of a child leaving, for example, information that would allow the new school or college to continue to provide support.

Where the school receives child protection files, the DSL will ensure key staff or the named person with oversight for SEN will be made aware of relevant information as required.

Multi-Agency Working

The Oaks recognises and is committed to its responsibility to work within the Stoke-on-Trent and Staffordshire multi-agency safeguarding arrangements. The leadership team and DSL will work to establish strong and co-operative local relationships with professionals in other agencies in line with statutory guidance.

We recognise the importance of multiagency working and are committed to working alongside partner agencies to provide a coordinated response to promote children's welfare and protect them from harm. This includes contributing to Stoke-on-Trent and Staffordshire processes as required. Such as participation in relevant safeguarding multi-agency plans and meetings, including child protection conferences, core groups, strategy meetings, child in need meetings or other early help multi-agency meetings.

Confidentiality and Information Sharing

The Data Protection Act 2018 and UK GDPR do not prevent the sharing of information for the purposes of keeping children safe except in circumstances where damage may be done to a person or group of people. Fears about sharing information must not be allowed to stand in the way of the need to safeguard and promote the welfare and protect the safety of children, and where appropriate the academy will seek advice from senior management.

The Oaks recognises our duty and powers to hold, use and share relevant information with appropriate agencies in matters relating to child protection at the earliest opportunity as per statutory guidance outlined within KCSIE 2025. The DSL should keep written records of all concerns, discussions and decisions, including the rationale for those decisions. This should include instances where referrals were or were not made to another agency such as LA children's social care or the Prevent program.

The Oaks has staff appropriately trained in data protection as required by the General Data Protection Regulations (GDPR) to ensure that our school is compliant with all matters relating to confidentiality and information sharing requirements.



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The Headteacher or DSL will disclose relevant safeguarding information about a learner on a 'need to know' basis.

All members of staff must be aware that whilst they have duties to keep any information confidential, in line with our confidentiality policy, they also have a professional responsibility to be proactive in sharing information as early as possible to help identify, assess, and respond to risks or concerns about the safety and welfare of children; this may include sharing information with the DSL and with other agencies as appropriate. All staff are aware that they cannot promise confidentiality in situations which might compromise a child's safety or wellbeing.

Complaints

All members of the The Oaks community should feel able to raise or report any concerns about children's safety or potential failures in the school safeguarding regime.

The school has a Complaints Procedure available to parents, learners and members of staff and visitors who wish to report concerns or complaints. Whilst we encourage members of our community to report concerns and complaints directly to us, we recognise this may not always be possible. Children, young people, and adults who have experienced abuse at school can contact the NSPCC 'Report Abuse in Education' helpline on 0800 136 663 or via email: help@nspcc.org.uk

Staff can also access the NSPCC whistleblowing helpline if they do not feel able to raise concerns regarding child protection failures internally.

Staff can call 0800 028 0285 (8:00 am to 8:00 pm Monday to Friday) or email help@nspcc.org.uk.

The leadership team at The Oaks will take all concerns reported to the school seriously and all complaints will be considered and responded to in line with the relevant and appropriate process.

Anything that constitutes an allegation against a member of staff or volunteer will be dealt with Local Authority Safeguarding Guidelines reporting to the LADO for advice and/or instruction.

8. Specific Safeguarding Issues

The Oaks is aware of a range of specific safeguarding issues and situations that can put children at greater risk of harm. In addition to Part 1, DSLs, school leaders and staff who work directly with children will read Annex B of KCSIE 2025 which contains important additional information about specific forms of abuse and safeguarding issues.

Where staff are unsure how to respond to specific safeguarding issues, they should follow the processes as identified in this policy and speak with the DSL or a Deputy.

Child-on-Child Abuse

All members of staff at The Oaks recognise that children are capable of abusing their peers. All victims will be taken seriously and offered appropriate support, regardless of where the abuse takes place.

The Oaks recognises that child-on-child abuse can take many forms, including but not limited to:

- Bullying (including cyberbullying)
- Physical abuse, which can include hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm
- Sexual violence and sexual harassment
- 'Upskirting', which 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. This is a criminal offense.
- Nude or semi-nude image sharing (also known as 'sexting' or youth-produced/involved sexual imagery)
- Initiation/hazing-type violence and rituals.



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All staff have a role to play in challenging inappropriate behaviours between peers. Staff and leadership recognise that some child-on-child abuse issues may be affected by gender, age, ability, and culture of those involved (i.e., for gender-based abuse, girls are more likely to be victims and boys more likely to be perpetrators); however, all child-on-child abuse is unacceptable, and all reports will be taken seriously.

The Oaks believes that abuse is abuse and it will never be tolerated or dismissed as “banter”, “just having a laugh”, “part of growing up” or “boys being boys” as this can lead to a culture of unacceptable behaviours and an unsafe environment for children. The Oaks recognises that even if there are no reported cases of child-on-child abuse, such abuse is still likely to be taking place.

Concerns about pupils’ behaviour and child-on-child abuse taking place off-site will be responded to as part of a partnership approach with pupils and parents/carers. Offsite behaviour concerns will be recorded and responded to in line with existing appropriate policies, for example, antibullying, acceptable use, behaviour, and child protection policies.

To minimise the risk of child-on-child abuse, The Oaks will:

- Use the anti-bullying policy, including cyber-bullying
- Provide pastoral support for involved pupils
- Inform pupils through effective RSE. RSE at The Oaks will be taught taking into account the pupils’ additional needs and developmental stage
- Provide pupils with space and tools to report incidents to staff

The Oaks wants children to feel able to confidently report abuse and know their concerns will be treated seriously. It is important that when staff have any concerns about child-on-child abuse, they should speak to their DSL. All allegations of child-on-child abuse will be reported to the DSL and will be recorded, investigated, and dealt with in line with associated The Oaks policies, including child protection, anti-bullying, and behaviour. Pupils who experience abuse will be offered appropriate support, regardless of where the abuse takes place.

Alleged victims, perpetrators and any other child affected by child-on-child abuse may be supported by:

- Pastoral support, working with parents/carers, and in cases of sexual assault, informing the police and/or front door.

Child-on-Child Sexual Violence and Sexual Harassment

When responding to concerns relating to child-on-child sexual violence or sexual harassment, The Oaks will follow the guidance outlined in part five of KCSIE 2025, which has incorporated the DfE guidance ‘Sexual Violence and Sexual Harassment Between Children in Schools and Colleges’. The Oaks will consider the risks with regard to all pupils and especially vulnerable groups under the Equality Act 2010.

The Oaks recognises that sexual violence and sexual harassment can occur between two children of any age and sex. It can occur through a group of children sexually assaulting or sexually harassing a single child or group of children and can occur online and face-to-face (both physically and verbally). Sexual violence and sexual harassment are never acceptable.

All victims of sexual violence or sexual harassment will be reassured that they are being taken seriously and that they will be supported and kept safe. A victim will never be given the impression that they are creating a problem by reporting sexual violence or sexual harassment or be made to feel ashamed for making a report.

When there has been a report of sexual violence or harassment, the DSL will make an immediate risk and needs assessment which will be considered on a case-by-case basis which explores how best to support and protect the victim and the alleged perpetrator (and any other children involved/impacted). The risk and needs assessment will be recorded and kept under review and will consider the victim (especially their protection and support), the alleged perpetrator, and all other children, and staff and any actions that are required to protect them.



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Reports will initially be managed internally by the school and where necessary, will be referred to integrated children's services and/or the police. The decision making and required action taken will vary on a case-by-case basis, but will be informed by the wishes of the victim, the nature of the alleged incident (including whether a crime may have been committed), the ages and developmental stages of the children involved, any power imbalance, if the alleged incident is a one-off or a sustained pattern of abuse, if there are any ongoing risks to the victim, other children or school staff, and any other related issues or wider context.

If at any stage the DSL is unsure how to proceed, advice will be sought from the education safeguarding service.

The school supports the inclusion of the DfE guidance Sexual Violence and Sexual Harassment between Children in Schools and Colleges by emphasising:

- The importance of explaining to children that the law is in place to protect rather than criminalise them
- The importance of understanding intra-familial harms, and any necessary support for siblings following incidents
- The need for schools and colleges to be part of discussions with statutory safeguarding partners.

Nude and/or Semi-nude Image Sharing by Children

The Oaks recognises that consensual and nonconsensual sharing of nude and semi-nude images and/or videos (also known as youth produced/involved sexual imagery or “sexting”) can be a safeguarding issue; all concerns will be reported to and dealt with by the DSL (or Deputy).

When made aware of concerns involving nude or semi-nude image taking/sharing involving children, staff are advised to:

- Report any concerns involving nude or semi-nude image sharing involving children to the DSL immediately
- Never view, copy, print, share, store or save the imagery, or ask a child to share or download it – this may be illegal. If staff have already viewed the imagery by accident (e.g., if a child has shown it to them), this will be immediately reported to the DSL
- Do not delete the imagery or ask the young person to delete it
- Do not say or do anything to blame or shame any children involved
- Explain to the child(ren) involved that they will report the issue to the DSL and reassure them that they will receive appropriate support and help
- Do not ask the child or children involved in the incident to disclose information regarding the imagery and not share information about the incident with other members of staff, the child(ren) involved or their, or other, parents and/or carers. This is the responsibility of the DSL

DSLs will respond to concerns as set out in the non-statutory UKCIS guidance: sharing nudes and semi-nudes: advice for education settings working with children and young people, and the local Stoke-on-Trent and Staffordshire guidance. When made aware of a concern involving consensual and non-consensual sharing of nudes and semi-nude images and/or videos:

- The DSL will hold an initial review meeting to explore the context and ensure appropriate and proportionate safeguarding action is taken in the best interests of any child involved. This may mean speaking with relevant staff and the children involved as appropriate
 - Parents and carers will be informed at an early stage and be involved in the process to best support children, unless there is a good reason to believe that involving them would put a child at risk of harm
 - All decisions and actions taken will be recorded in line with our child protection procedures
 - A referral will be made to ICS (Integrated Children's System) and/or the police immediately if:
 - The incident involves an adult (over 18).
 - There is reason to believe that a child has been coerced, blackmailed, or groomed, or there are concerns about their capacity to consent, for example, age of the child or they have special educational needs.
 - The image/videos involve sexual acts and a child under the age of 13, depict sexual acts which are unusual for the child's developmental stage, or are violent.
 - A child is at immediate risk of harm owing to the sharing of nudes and semi-nudes.
- 2491596 c&yp schools guides.indd (npcc.police.uk)



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The DSL may choose to involve other agencies at any time if further information/concerns are disclosed at a later date. If DSLs are unsure how to proceed, advice will be sought from the education safeguarding service.

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

The Oaks recognises that both CCE and CSE are forms of abuse that occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child into taking part in criminal or sexual activity. It may involve an exchange for something the victim needs or wants, and/or for the financial advantage or increased status of the perpetrator or facilitator and/or through violence or the threat of violence. CCE and CSE 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.

If staff are concerned that a child may be at risk of CSE or CCE, immediate action should be taken by speaking to the DSL or a Deputy.

Serious Violence

All staff are made aware of the indicators which may signal children are at risk from or are involved with serious violent crime. These may include unexplained gifts or new possessions, increased absence from school, a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or a significant change in wellbeing, or signs of assault or unexplained injuries.

Any concerns regarding serious violence will be reported and responded to in line with other child protection concerns. The initial response to child victims is important and staff will take any allegations seriously and work in ways that support children and keep them safe.

Gangs, County Lines, Serious Violence, Crime and Exploitation

The Oaks recognises the impact of gangs, county lines, serious violence, crime, and exploitation. Any concerns regarding gangs, county lines, serious violence, crime, and exploitation will be reported and responded to in line with other child protection concerns.

The initial response to child victims is important and staff will take any allegations seriously and work in ways that support children and keep them safe.

All staff have been trained and recognise the need to be vigilant for the signs that may include, but not exclusively:

- Unexplained gifts/new possessions – these can indicate children have been approached by/involved with individuals associated with criminal networks/gangs
- Children who have unexplained and/or persistent absences from education repeatedly and/or for periods of time, or regularly come home late
- Children who regularly miss school or education or do not take part in education
- Change in friendships/relationships with others/groups
- Children who associate with other young people involved in exploitation
- Children who suffer from changes in emotional wellbeing
- Significant decline in performance
- Signs of self-harm/significant change in wellbeing
- Signs of assault/unexplained injuries
- Go missing from school or home and are subsequently found in areas away from their own
- Have been the perpetrator or alleged perpetrator of serious violence (e.g., knife crime), as well as the victim

So-Called Honour-Based Abuse

So-called 'honour'-based abuse (HBA) encompasses incidents or crimes which have been committed to protect or defend the honour of the family and/or the community, including female genital mutilation (FGM), forced marriage, and practices such as breast ironing.

All forms of HBA are abuse (regardless of the motivation) and concerns should be responded to in line with this policy. Staff will report any concerns about HBA to the DSL (or a Deputy).



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Whilst all staff will speak to the DSL (or Deputy) regarding 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.

Preventing Radicalisation

The Oaks is aware of our duty under Section 26 of the Counterterrorism and Security Act 2015 (the CTSA 2015), to have “due regard to the need to prevent people from becoming terrorists or supporting terrorism”, also known as the Prevent Duty and the specific obligations placed upon us as an education provider regarding risk assessments, working in partnership, staff training, and IT policies.

The Oaks recognises that children are susceptible to radicalisation into terrorism and staff will be alerted to changes in children’s behaviour which could indicate that they may be in need of help or protection.

Staff will report any concerns to the DSL (or a Deputy), who is aware of the local procedures to follow.

Domestic abuse

Children can be traumatised by seeing, hearing or experiencing the effects of violence and abuse. They may also be directly targeted by the abuser or take on a protective role and get caught in the middle. In the long term, this can lead to serious long lasting emotional and psychological impact on children. In some cases, children may blame themselves for the abuse or may have had to leave the family home as a result.

- Children who witness domestic abuse are also victims
- Witnessing domestic abuse can have a lasting impact on children
- Children can be victims in their own relationships too

Cybercrime

The Oaks recognises that children with skill and interest in computing and technology may inadvertently or deliberately stray into ‘cyber-enabled’ (crimes that can happen offline but are enabled at scale and at speed online) or ‘cyber-dependent’ (crimes that can be committed only by using a computer/internet-enabled device) cybercrime.

If staff are concerned that a child may be at risk of becoming involved in cyber-dependent cybercrime, the DSL will be informed, and consideration will be given to accessing local support and/or referring into the cyber choices programme, which aims to intervene when young people are at risk of committing, or being drawn into, low level cyber-dependent offences and divert them to a more positive use of their skills and interests.

Where there are concerns about ‘cyber-enabled’ crime, such as fraud, purchasing of illegal drugs online, child sexual abuse and exploitation, or other areas of concern, such as online bullying or general online safety, they will be responded to in line with this and other appropriate policies.

9. Supporting Children Potentially at Greater Risk of Harm

Whilst all children should be protected, some groups of children are potentially at greater risk of harm.

Safeguarding Children with Special Educational Needs and Disabilities (SEND)

The Oaks acknowledges that children with special educational needs and disabilities (SEND) and disabilities can face additional safeguarding challenges as they may have an impaired capacity to resist or avoid abuse. The DSL will work closely with the school leadership team to plan support as required. The Oaks recognises that children with SEND may face additional communication barriers and experience difficulties in managing or reporting abuse or challenges. Children with SEND will be appropriately supported to communicate and ensure that their voice is heard and acted upon.



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All members of staff will be encouraged to appropriately explore possible indicators of abuse, such as behaviour, mood changes or injuries and not to assume that they are related to the child's disability. Staff will be mindful that children with SEND, or certain medical conditions may be disproportionately impacted by behaviours such as bullying, without outwardly showing any signs.

Members of staff are encouraged to be aware that children with SEND can be disproportionately impacted by safeguarding concerns, such as exploitation, peer group isolation or bullying including prejudice-based bullying.

To address these additional challenges, our school will always consider implementing extra pastoral support and attention for children with SEND. The DSL will work closely with all staff to plan support as required.

Children Requiring Mental Health Support

All staff will be made aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect and exploitation. Staff are aware of how children's experiences can impact on their mental health, behaviour, and education.

Staff are aware that children's experiences, for example, where children have suffered abuse and neglect, or other potentially traumatic adverse childhood experiences, can impact on their mental health, behaviour, and education.

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.

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 DSL or a Deputy.

Children Absent from or Missing from Education

Children absent, or missing from education, particularly repeatedly and/or for prolonged periods, can act as a vital warning sign to a range of safeguarding issues, including neglect, sexual abuse, and child sexual and criminal exploitation – particularly county lines.

We will rigorously monitor pupil attendance, identify patterns of absence at the earliest stage and respond promptly through direct communication with parents/carers and, where appropriate, engagement with the Designated Safeguarding Lead.

Where concerns arise, the school will follow local authority protocols, making timely referrals to children's social care or other relevant agencies. This includes children already known to social care, such as those with a child protection plan, child in need status, or looked after children, where absence may increase safeguarding risks within the home or community. Our response aims not only to address absence but also to prevent pupils from becoming missing from education in the future. This approach is fully aligned with statutory guidance in *Keeping Children Safe in Education (DfE, 2025)* and local authority procedures. Staff are required to remain vigilant to the safeguarding implications of absence and ensure accurate, timely recording of attendance to support early identification and intervention.

Children Who Need a Social Worker

The DSL will hold details of social workers working with children in the school so that decisions can be made in the best interests of the child's safety, welfare, and educational outcomes.

Where children have a social worker, this will inform school decisions about their safety and promoting their welfare, for example, responding to unauthorised absence and provision of pastoral and/or academic support.

Looked After Children, Previously Looked After Children and Care Leavers

The Oaks recognises that the common reason for children becoming looked after is as a result of abuse and/or neglect and a previously looked after child also potentially remains vulnerable.

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The school has appointed a 'designated member of staff', Ann Louise Warren, who works with local authorities to promote the educational achievement of registered pupils who are looked after or who have been previously looked after.

The designated member of staff will work with the DSL to ensure appropriate staff have the information they need in relation to a child's looked-after legal status, contact arrangements with birth parents or those with parental responsibility, care arrangements and the levels of authority delegated to the carer by the authority looking after them.

Where a child is looked after, the DSL will hold details of the social worker and the name of the virtual school head in the authority that looks after the child.

Where the school believe a child is being cared for as part of a private fostering arrangement (occurs when a child under 16, or 18 if the child is disabled, is cared for and lives with an adult who is not a relative for 28 days or more) there is a duty to recognise these arrangements and inform the local authority via the front door.

Where a child is leaving care, the DSL will hold details of the local authority personal advisor appointed to guide and support them and will liaise with them as necessary regarding any issues of concern.

Child Identifying as LGBT

The Oaks recognises its obligation towards children identifying within the LGBT community. The school offers respect and a safe space for children to speak out and share their concerns with members of staff.

10. Online Safety

It is recognized by The Oaks that the use of technology presents challenges and risks to children and adults both inside and outside of school. The Oaks will empower, protect, and educate the community in their use of technology and establish mechanisms to identify, intervene in, and escalate any incident where appropriate. The DSL has overall responsibility for online safeguarding within The Oaks, but will liaise as necessary with other members of staff.

The Oaks identifies that the breadth of issues classified within online safety is considerable, but can be categorised into four areas of risk:

- **Content** - being exposed to illegal, inappropriate, or harmful content, such as pornography, fake news, racism, misogyny, self-harm, suicide, antisemitism, radicalisation, extremism, misinformation, disinformation (including fake news), and conspiracy theories
- **Contact** - being subjected to harmful online interaction with other users, such as 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, such as 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
- **Commerce** – risks such as online gambling, inappropriate advertising, phishing and/or financial scams

The Oaks will ensure a comprehensive whole-school curriculum response is in place to enable all learners to learn about and manage online risks effectively as part of providing a broad and balanced curriculum. Teaching staff are provided with a copy of 'Education for a Connected World Framework' and DfE 'Teaching Online Safety in School' guidance. The 'Education for a Connected World Framework' is used alongside the computing curriculum to further pupils' knowledge, understanding and skills around online safety.

The Oaks will build a partnership approach to online safety and will support parents/carers to become aware and alert.

The Oaks will ensure that online safety training for all staff is integrated, aligned, and considered as



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part of our overarching safeguarding approach.

Policies and Procedures

The Oaks will ensure that online safety training for all staff is integrated, aligned, and considered as part of our overarching safeguarding approach.

Where necessary, concerns will be escalated and reported to relevant partner agencies in line with local policies and procedures.

The Oaks uses a wide range of technology. This includes laptops, tablets and other digital devices, the internet, and email systems. All school-owned devices and systems will be used in accordance with our acceptable use policies and with appropriate safety and security measures in place.

We recognise the specific risks that can be posed by mobile technology, including mobile phones and cameras. In accordance with KCSIE 2025, the school has appropriate policies in place that are shared and understood by all members of the community.

Appropriate Filtering and Monitoring

The Oaks will do all we reasonably can to limit children's exposure to online risks through our school IT systems and will ensure that appropriate filtering and monitoring systems are in place.

- If learners or staff discover unsuitable sites or material, they are required to: turn off the monitor/ screen, report the concern immediately to a member of staff, report the URL of the site to technical staff and the DSL
- All users will be informed that use of our systems can be monitored, and that monitoring will be in line with data protection, human rights, and privacy legislation
- Filtering breaches or concerns identified through our monitoring approaches will be recorded and reported to the DSL and technical staff, as appropriate
- Any access to material believed to be illegal will be reported immediately to the appropriate agencies
- When implementing appropriate filtering and monitoring, The Oaks will ensure that "over-blocking" does not lead to unreasonable restrictions as to what children can be taught with regard to online teaching and safeguarding

The DSL and DDSL have access to the filtering and monitoring portal to see any flagged or blocked sites that have tried to be accessed. A weekly report is sent to the DSL, including any flagged searches or blocked sites.

The DSL will use the department's 'plan technology for your school service' to self-assess against the filtering and monitoring standards and receive recommendations on how to meet them. Recommendations will then be actioned.

The Oaks acknowledges that whilst filtering and monitoring is an important part of school online safety responsibilities, it is only one part of our approach to online safety.

- Pupils will use appropriate search tools, apps and online resources as identified following an informed risk assessment
- Pupils' internet use will be supervised by staff according to their age and ability
- Pupils will be directed to use age-appropriate online resources and tools by staff

Information Security and Access Management

The Oaks is responsible for ensuring an appropriate level of security protection procedures are in place to safeguard our systems as well as staff and pupils.

The Oaks will review the effectiveness of these procedures periodically to keep up with evolving cybercrime technologies.

Staff Training

The Oaks will ensure that all staff receive face-to-face online safeguarding training as part of induction and that ongoing online safety training and updates for all staff will be integrated, aligned, and considered as part of our overarching safeguarding approach. Training for all staff will include online



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safety, including an understanding of the expectations, roles and responsibilities in relation to filtering and monitoring.

The Oaks are members of the National College, which includes National Online Safety. Staff access training via this portal and are provided with regular online safety updates and information.

Educating Pupils

The Oaks will ensure a comprehensive whole school curriculum response is in place to enable all pupils to learn about and manage online risks effectively as part of providing a broad and balanced curriculum.

Working with Parents/Carers

The Oaks will build a partnership approach to online safety and will support parents/carers to become aware and alert of the potential online benefits and risks for children.

Weekly information guides are shared with parents/carers regarding a wide array of online safety topics. These are provided by National Online Safety and support parents/carers by giving them the knowledge and understanding to help keep children safe online.

Remote Learning

Pupils at The Oaks are only accessing online learning during lockdown, long-term illness (or for a specific reason), the following safety rules apply:

- The Oaks will ensure any remote sharing of information, communication and use of online learning tools and systems will be in line with privacy and data protection requirements.
- All communication with pupils and parents/carers will take place using school-provided or approved communication channels; for example, school-provided email accounts, phone numbers and agreed systems. Any pre-existing relationships or situations that mean this cannot be complied with will be discussed with the DSL.
- Staff and pupils will engage with remote teaching and learning in line with existing behaviour principles as set out in our school code of conduct, online safety policy and acceptable use policies
- Staff and pupils will be encouraged to report issues experienced at home and concerns will be responded to in line with our child protection and other relevant policies
- Parents/carers will be made aware of what their children are being asked to do online, including the sites they will be asked to access. School will continue to be clear who from the school their child is going to be interacting with online
- Parents/carers will be encouraged to ensure children are appropriately supervised online and that appropriate parental controls are implemented at home

11. Staff Engagement and Expectations

Staff Induction, Awareness and Training

The Oaks acknowledges that the Proprietor and Senior Leadership Team have enhanced responsibilities in respect of all safeguarding matters within the school, and wider organization, and they receive mandatory training to ensure they are kept up to date with changes and or legal responsibilities.

All members of staff have been provided with a copy of Part 1 or Annex B of 'Keeping Children Safe in Education' (2025), which covers safeguarding information for all staff.

- School leaders, including the DSL, will read the entire document.
- School leaders and all members of staff who work directly with children will access Annex B within Keeping Children Safe in Education 2025.
- All members of staff have signed to confirm that they have read and understood the national guidance shared with them. This is then kept by the DSL.

The DSL will ensure that all new staff and volunteers (including agency and third-party staff) receive child protection training and information to ensure they are aware of the school's internal safeguarding processes as part of their induction. This will include a copy of relevant policies and guidance.

All staff members (including agency and third-party staff) will receive appropriate child protection



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training (including online safety) to ensure they are aware of a range of safeguarding issues; this training will be updated at least annually.

Safeguarding training for staff, including online safety training, will be integrated, aligned, and considered as part of the whole school safeguarding approach and wider staff training and curriculum planning.

In addition to specific child protection training, all staff will receive regular safeguarding and child protection updates, at least annually and throughout the school year, to provide them with relevant skills and knowledge to safeguard children effectively, e.g., via input from knowledgeable and experienced staff, inviting input at staff meetings and training.

Staff will be encouraged to contribute to and shape the school's safeguarding arrangements and child protection policies, e.g., via input from knowledgeable and experienced staff, inviting input at staff meetings and training.

The DSL/Headteacher will provide data, contributing to an annual report to the SLT detailing safeguarding training undertaken by all staff and will maintain up to date register of who has been trained.

Although the school has a nominated School Improvement Partner, Terry McKenzie, the Proprietor will access appropriate safeguarding training which covers their responsibilities on a regular basis.

Safer Working Practice

All members of staff are required to work within our clear guidelines on safer working practice as outlined in the school's code of conduct.

The DSL will ensure that all staff and volunteers have read the child protection policy and staff code of conduct and understand that their behaviour and practice must be in line with it.

Staff will be made aware of the school behaviour policy. Staff will manage behaviour effectively to ensure a good and safe educational environment and will have a clear understanding of the needs of all children. Physical interventions and/or use of reasonable force will be in line with our agreed policy and procedures and national guidance.

All staff will be made aware of the professional risks associated with the use of social media and electronic communication (such as email, mobile phones, texting, social networking). Staff will adhere to relevant school policies, including the staff code of conduct, acceptable use policies, and social media.

Supervision and Support

The induction process will include familiarisation with child protection responsibilities and procedures to be followed if members of staff have any concerns about a child's safety or welfare.

The Oaks will provide appropriate supervision and support for all members of staff to ensure that:

- All staff are competent to carry out their responsibilities for safeguarding and promoting the welfare of children.
- All staff are supported by the DSL in their safeguarding role.
- All members of staff have regular reviews of their own practice to ensure they improve over time.

Any member of staff affected by issues arising from concerns for children's welfare or safety can seek support from the DSL.

The DSL will also put staff in touch with outside agencies for professional support if they so wish. Staff can also approach organisations such as their union, the Education Support Partnership, or other similar organisations directly.

12. Safer Recruitment and Allegations

Safer Recruitment and Safeguarding Checks

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The Oaks is committed to ensuring the development of a safe culture and that all steps are taken to recruit staff and volunteers who are safe to work with our learners and staff.

The Oaks will follow relevant guidance in Keeping Children Safe in Education 2025 (Section 3 'Safer Recruitment') and from the Disclosure and Barring Service (DBS)

- The SLT is responsible for ensuring that The Oaks follows safe recruitment processes outlined within guidance.
- The SLT will ensure that at least one of the persons who conducts an interview has completed safer recruitment training.
- The school maintains an accurate single central record (SCR) in line with statutory guidance.

The Oaks is committed to supporting the statutory guidance from the Department for Education on the application of the Childcare (Disqualification) Regulations 2009 and related obligations under the Childcare Act 2006 in schools.

We advise all staff to disclose any reason that may affect their suitability to work with children, including convictions, cautions, court orders, cautions, reprimands, and warnings.

Additionally, as part of our due diligence, the school carries out online searches to identify any incidents or issues that have happened and are publicly available, which may need to be explored further during the interview, prior to the appointment. Shortlisted candidates should be informed of this search being undertaken.

Where the school places a pupil with an alternative provision provider, the school will continue to be responsible for the safeguarding of that child. The school will undertake appropriate checks to ensure the provider meets the needs of the pupil, including written confirmation that appropriate safeguarding checks have been carried out on individuals working at the establishment. This includes written confirmation that the alternative provider will inform the commissioning school of any arrangements that may put the child at risk (i.e., staff changes), so that the commissioning school can ensure itself that appropriate safeguarding checks have been carried out on new staff. The school must be satisfied that the placement meets the pupil's needs.

The school will ensure they always know where a child is based during school hours. This includes having records of the address of the alternative provider and any subcontracted provision or satellite sites the child may attend. The Oaks will complete half-termly reviews of the alternative provision placements they make. These reviews will be used to provide assurance that the child is regularly attending and the placement continues to be safe and meets the child's needs. Where safeguarding concerns arise, the placement should be immediately reviewed and terminated, if necessary, unless or until those concerns have been satisfactorily addressed.

Allegations/Concerns Raised in Relation to Teachers, Including Supply Teachers, Other Staff, Volunteers, and Contractors

The school will respond to allegations in line with the local Stoke-on-Trent and Staffordshire Allegations Arrangements and Part Four of KCSIE 2025.

Any concerns or allegations about staff, including those which do not meet the allegation/harm threshold (8.2.1), will be recorded and dealt with appropriately in line with national and local guidance. Ensuring concerns are dealt with effectively will protect those working in or on behalf of the school from potential false allegations or misunderstandings.

Where school leaders are unsure how to respond, for example, if the school is unsure if a concern meets the harm 'thresholds', advice will be sought via the Local Authority Designated Officer (LADO) enquiry line and/or the Education Safeguarding Service.

Allegations/Concerns Raised in Relation to the Proprietor

The school will respond to allegations in line with the local Stoke-on-Trent and Staffordshire Allegations Arrangements and Part Four of KCSIE 2025.



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Any concerns or allegations about the Proprietor should be referred to Terry McKenzie – School Improvement Partner.

Concerns That Meet The ‘Harm Threshold’

The Oaks recognises that it is possible for any member of staff, including volunteers, SLT, contractors, agency and third-party staff (including supply teachers) and visitors to behave in a way that indicates a person would pose a risk of harm if they continue to work in their present position, or in any capacity with children in a school or college. This includes when someone has:

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

Allegations against staff that meet this threshold will be referred immediately to the Headteacher/DSL, who will contact the Local Authority Designated Officer (LADO) to agree further action to be taken in respect of the child and staff member. In the event of allegations of abuse being made against the Headteacher/DSL, staff are advised that allegations should be reported to the Proprietor, who will contact the LADO.

Concerns That Do Not Meet The ‘Harm Threshold’

The Oaks may also need to act in response to ‘low-level’ concerns about staff, which typically would be behaviours that are inconsistent with our staff code of conduct, including inappropriate conduct outside of work and concerns that do not meet the allegations threshold.

Where low-level concerns are reported to the school, the Headteacher/DSL will share or liaise with the LADO enquiries officer via the LADO enquiry line.

Low-level concerns will be recorded in writing and reviewed so potential patterns of concerning, problematic, or inappropriate behaviour can be identified. Where a pattern is identified, the school will implement appropriate action, for example, consulting with the LADO enquiry line and following our disciplinary procedures.

Additional information regarding low-level concerns is contained within our staff code of conduct – this includes what a low-level concern is and the importance of sharing them.

Safe Culture

As part of our approach to safeguarding, The Oaks has created and embedded a culture of openness, trust, and transparency in which our values and expected behaviour as set out in our code of conduct are constantly lived, monitored, and reinforced by all staff (including supply teachers, volunteers, and contractors) and where all concerns are dealt with promptly and appropriately.

All staff and volunteers should feel able to raise any concerns about poor or unsafe practice and potential failures in the school's safeguarding regime. The senior leadership team at The Oaks will take all concerns or allegations received seriously. All members of staff are made aware of the school's whistleblowing procedure. It is a disciplinary offence not to report concerns about the conduct of a colleague that could place a child at risk. This is part of our ongoing culture of vigilance with staff about in and out of school behaviours, including online.

Staff can access the NSPCC whistleblowing helpline if they do not feel able to raise concerns regarding child protection failures internally. Staff can call 0800 028 0285 (8:00 am to 8:00 pm Monday to Friday) or email help@nspcc.org.uk.

The Oaks has a legal duty to refer to the Disclosure and Barring Service (DBS) anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or



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unpaid) in regulated activity or would have been removed had they not left. The DBS will consider whether to bar the person. If these circumstances arise in relation to a member of staff at our school, a referral will be made as soon as possible after the resignation or removal of the individual in accordance with advice from the LADO.

13. Opportunities to Teach Safeguarding

The Oaks will ensure that pupils are taught about safeguarding, including online safety, as part of providing a broad and balanced curriculum. This will include covering relevant issues through relationships and sex education.

We recognise that school plays an essential role in helping pupils to understand and identify the parameters of what is appropriate child and adult behaviour, what is 'safe', to recognise when they and others close to them are not safe, and how to seek advice and support when they are concerned.

Our curriculum provides opportunities for increasing self-awareness, self-esteem, social and emotional understanding, assertiveness, and decision making so that learners have a range of age-appropriate contacts and strategies to ensure their own protection and that of others.

We recognise that a one-size-fits-all approach may not be appropriate for all pupils, and a more personalised or contextualised approach for more vulnerable pupils, victims of abuse and some SEND children might be needed.

Our school systems support pupils to talk to a range of staff. Pupils will be listened to and heard, and their concerns will be taken seriously and acted upon as appropriate.

14. Physical Safety

Use of Reasonable Force

There may be circumstances when it is appropriate for staff to use reasonable force to safeguard children from harm. Further information regarding our approach and expectations can be found in our Physical Intervention Policy.

The Use of Premises by Other Organisations

Where services or activities are provided separately by another body using the school facilities/premises, the Headteacher and SLT will seek written assurance that the organisation concerned has appropriate policies and procedures in place regarding safeguarding children and child protection, and those relevant safeguarding checks have been made in respect of staff and volunteers. If this assurance is not achieved, an application to use the premises will be refused.

Safeguarding requirements will be included in any transfer of control agreement (i.e., lease or hire agreement), as a condition of use and occupation of the premises. Failure to comply with this will lead to termination of the agreement.

If the school receives an allegation relating to an incident where an individual or organisation was using the school premises for running an activity for pupils, we will follow our safeguarding policies and procedures and inform the local authority designated officer (LADO)

Site Security

All members of staff have a responsibility for maintaining awareness of buildings and grounds security and for reporting concerns that may come to light.

Appropriate checks will be undertaken in respect of visitors and volunteers coming into school as outlined within national guidance. Visitors will be expected to sign in and out via the school visitors' log and to display a visitor's badge whilst on site.



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Any individual who is not known or identifiable on site should be challenged for clarification and reassurance.

The school will not accept the behaviour of any individual (parent or other) that threatens school security or leads others (child or adult) to feel unsafe. Such behaviour will be treated as a serious concern and may result in a decision to refuse access for that individual to the school site.

15. Local Support

All members of staff at The Oaks are made aware of the local support available.

The school has a statutory duty to promote and safeguard the welfare of children and have due regard to guidance issued by the Department for Education. The school recognises its legal and moral duty to promote the well-being of children, protect them from maltreatment, and respond to child abuse, as well as its responsibility to follow the local inter-agency procedures of Stoke-on-Trent and Staffordshire Safeguarding Children Multi-Agency Partnership.

Education Safeguarding Service

Area safeguarding advisor

- 01782 235100 (Monday to Friday 8.30 am to 6 pm) or 01782 234234 (Out of Hours)
- https://www.stoke.gov.uk/info/20009/children_and_families/391/concerned_about_a_child_in_stoke-on-trent

LADO

- LADO should be contacted via the Children's Advice and Duty Service (ChAD) on: 01782 235100 or CHAD.Referrals@stoke.gov.uk
- The LADO procedures for Stoke-on-Trent SCP (see Resources section) provide guidance relevant to a wide range of situations in which an allegation or concern arises about the conduct of a person who works with children.
- This includes: those in paid employment, including temporary, casual, and agency staff; volunteers; individuals who are self-employed; prospective adopters, or adult members of their household (Standard 22 Adoption: National Minimum Standards). A useful test for deciding upon the applicability of the LADO procedures is to consider whether the individual subject to the allegation or concern occupies a position of trust.
- Where the following threshold criteria apply, a referral to LADO should be made within 24 hours. An allegation relating to a person who works with children who has:
 - behaved in a way that has harmed a child, or may have harmed a child
 - possibly committed a criminal offence against or related to a child
 - behaved towards a child or children in a way that indicates they may pose a risk of harm to children
 - behaved or may have behaved in a way that indicates they may not be suitable to work with children
- The allegation could be about physical, sexual, emotional, or online abuse and neglect. The allegation can be recent and/or historical. It may relate to a single incident or be a cumulation of concerns. The suitability criteria may also cover other forms of behaviours and attitudes either at or outside of the workplace, particularly where this calls into question the values that govern the person's personal behaviour and/or area of work, or questions their ability to safeguard children.
- LADO referrals should be made via the Children's Advice and Duty service (ChAD) on 01782 235100 or email CHAD.Referrals@stoke.gov.uk
- If immediate LADO advice is needed, please call ChAD and ask to speak with one of the Social Workers or Team Managers. Referrals should be triaged by CHaD to determine if there are any safeguarding issues relating to a child.
- The LADO will hold an initial discussion with the school senior leader to consider the nature, content, and context of the allegation, and to agree on an appropriate course of action.
- The LADO may hold LADO meetings (also known as Position of Trust) to consider the allegation more fully. Detailed guidance on the Stoke-on-Trent LADO procedures can be found in the Resources section of this website.
- Information about LADO training can be obtained by contacting: safeguarding.training.administrator@stoke.gov.uk



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Stoke-On-Trent Police

- 101 or 999 if there is an immediate risk of harm

16. Additional Safeguarding Information

- **Appendix 1:** Categories of Abuse
- **Appendix 2:** Sexual Abuse and Sexual Harassment
- **Appendix 3:** Child Sexual Exploitation, Child Criminal Exploitation and County Lines
- **Appendix 4:** Female Genital Mutilation (FGM)
- **Appendix 5:** Domestic Violence
- **Appendix 6:** Indicators of Vulnerability to Radicalisation
- **Appendix 7:** Children Absent from or Missing from Education
- **Appendix 8:** Child-on-Child Abuse
- **Appendix 9:** Homelessness
- **Appendix 10:** So-called 'honour-based' Abuse (including FGM and Forced Marriage)
- **Appendix 11:** Serious Violence
- **Appendix 12:** Checking the Identity and Suitability of Visitors
- **Appendix 13:** Further advice

Links with other policies

This policy links to the following policies and procedures:

- Anti-bullying Policy (which includes racist issues)
- Attendance Policy
- Complaints Policy
- Curriculum Policy
- Suspensions and Permanent Exclusions Policy
- First Aid Policy
- Health and Safety Policy
- Medicines Policy
- Online Safety Policy
- Physical Intervention Policy
- Behaviour Policy
- Risk Assessment Policy
- Safer Recruitment Policy
- Relationship and Sex Education Policy
- Staff code of conduct
- Whistleblowing

Additional Contact Information

- Main contact: 0808 800 5000 (help@nspcc.org.uk)
- Childline: 0800 1111
- FGM direct line: 0800 028 3550
- Gangs direct line: 0808 800 5000
- Whistleblowing advice line: 0800 028 0285
- Forced marriage unit 020 70080151 (fmu@fco.gov.uk)
- Tackling extremism and radicalisation (Prevent) counter.extremism@education.gsi.gov.uk 020 7340 7264



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Appendix 1

Categories of Abuse

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

Abuse

A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. They may be abused by an adult or adults, or another child or children. It should be noted that abuse can be carried out both on and offline and be perpetrated by men, women, and children.

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 nonpenetrative acts such as masturbation, kissing, rubbing, and touching outside of clothing. They may also include noncontact 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.

Signs that may indicate sexual abuse

- Sudden changes in behaviour and performance
- Displays of affection that are sexual and age-inappropriate
- Self-harm, self-mutilation, or attempts at suicide
- Alluding to secrets that they cannot reveal
- Tendency to cling or need constant reassurance
- Regression to younger behaviour, for example, thumb sucking, playing with discarded toys, acting like a baby
- Distrust of familiar adults, e.g., anxiety of being left with relatives, a childminder, or lodger
- Unexplained gifts or money
- Depression and withdrawal
- Fear of undressing for PE
- Sexually transmitted disease
- Fire setting

Physical Abuse

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning, 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.

Signs that may indicate physical abuse

- Bruises and abrasions around the face
- Damage or injury around the mouth
- Bilateral injuries, such as two bruised eyes
- Bruising to the soft area of the face, such as the cheeks
- Fingertip bruising to the front or back of the torso
- Bite marks
- Burns or scalds (unusual patterns and spread of injuries)



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- Deep contact burns, such as cigarette burns
- Injuries suggesting beatings (strap marks, welts)
- Covering arms and legs even when hot
- Aggressive behaviour or severe temper outbursts
- Injuries need to be accounted for. Inadequate, inconsistent, or excessively plausible explanations or a delay in seeking treatment should signal concern.

Emotional Abuse

The persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.

It may include not giving the child opportunities to express their views, deliberately silencing them, or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning or preventing the child from participating in normal social interaction.

It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children to frequently feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Signs that may indicate Emotional Abuse

- Overreaction to mistakes
- Lack of self-confidence/esteem
- Sudden speech disorders
- Self-harming
- Eating disorders
- Extremes of passivity and/or aggression
- Compulsive stealing
- Drug, alcohol, and solvent abuse
- Fear of parents being contacted
- Unwillingness or inability to play
- Excessive need for approval, attention, and affection

Neglect

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

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

A sign that may indicate neglect

- Constant hunger
- Poor personal hygiene
- Constant tiredness
- Inadequate clothing
- Frequent lateness or non-attendance
- Untreated medical problems
- Poor relationship with peers
- Compulsive stealing and scavenging
- Rocking, hair twisting, and thumb sucking
- Running away
- Loss of weight or being constantly underweight



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- Low self-esteem

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Sexual Violence and Sexual Harassment

Sexual violence and sexual harassment can occur between two or more children of any age and sex, from primary through to secondary stage and into college. It can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children. Sexual violence and sexual harassment exist on a continuum and may overlap; they can occur online and face-to-face (both physically and verbally) and are never acceptable.

The boundary between what is abusive and what is part of normal childhood or youthful experimentation can be blurred. The determination of whether behaviour is developmental, inappropriate, or abusive will hinge around the related concepts of true consent, power imbalance and exploitation. This may include children and young people who exhibit a range of sexually problematic behaviour such as indecent exposure, obscene telephone calls, fetishism, bestiality and sexual abuse against adults, peers, or children. Staff should be vigilant to:

- Bullying (including cyberbullying)
- Physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm • Sexual violence and sexual harassment
- Nude/or semi-nude image sharing by children - sexting (also known as youth-produced sexual imagery)
- Initiation/hazing-type violence and rituals
- Upskirting

Developmental Sexual Activity

Encompasses those actions that are to be expected from children and young people as they move from infancy through to an adult understanding of their physical, emotional, and behavioural relationships with each other. Such sexual activity is essentially information gathering and experience testing. It is characterised by mutuality and the seeking of consent.

Harmful Sexual Behaviour

Can be inappropriate socially, inappropriate to development, or both. In considering whether behaviour fits into this category, it is important to consider what negative effects it has on any of the parties involved and what concerns it raises about a child or young person. It should be recognised that some actions may be motivated by information seeking, but still cause significant upset, confusion, worry, physical damage, etc. It may also be that the behaviour is “acting out” which may derive from other sexual situations to which the child or young person has been exposed. If an act appears to have been inappropriate, there may still be a need for some form of behaviour management or intervention. For some children, educative inputs may be enough to address the behaviour.

Abusive sexual activity includes any behaviour involving coercion, threats, aggression together with secrecy, or where one participant relies on an unequal power base. To determine the nature of the incident, the following factors should be given consideration.

The presence of exploitation in terms of:

Equality – consider differentials of physical, cognitive, and emotional development, power and control, and authority, passive, and assertive tendencies

Consent – agreement including all the following:

- Understanding what is proposed based on age, maturity, development level, functioning, and experience
- Knowledge of society’s standards for what is being proposed
- Awareness of potential consequences and alternatives
- Assumption that agreements or disagreements will be respected equally
- Voluntary decision
- Mental competence

Coercion – the young perpetrator who abuses may use techniques like bribing, manipulation and emotional threats of secondary gains and losses that is loss of love, friendship, etc. Some may use physical force, brutality, or the threat of these, regardless of the victim's resistance.

In evaluating sexual behaviour of children and young people, the above information should be used



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only as a guide.

Responding to reports of Sexual Violence and Sexual Harassment

Reports of sexual violence and sexual harassment are likely to be complex and require difficult professional decisions to be made, often quickly and under pressure. Pre-planning, effective training and effective policies will provide schools and colleges with the foundation for a calm, considered and appropriate response to any reports.

The initial response by a school or college to a report from a child is incredibly important. How the school or college responds to a report can encourage or undermine the confidence of future victims of sexual violence and sexual harassment to report or come forward. It is essential that all victims are reassured that they are taken seriously, regardless of how long it has taken them to come forward, and that they will be supported and kept safe.

Staff taking a report should never promise confidentiality, as it is likely that it will be in the best interest of the victim to seek advice and guidance from others in order to provide support and engage appropriate agencies.

Where an allegation of sexual violence or sexual harassment is progressing through the criminal justice system, schools and colleges should be aware of anonymity, witness support and the criminal process in general so they can offer support and act appropriately.

As a matter of effective safeguarding practice, schools and colleges should do all they reasonably can to protect the anonymity of any children involved in any report of sexual violence or sexual harassment.

Risk Assessment

When there has been a report of sexual violence, the designated safeguarding lead (or Deputy) should make an immediate risk and needs assessment. Where there has been a report of sexual harassment, the need for a risk assessment should be considered on a case-by-case basis. The risk and needs assessment for a report of sexual violence should consider:

- The victim, especially their protection and support
- Whether there may have been other victims
- The alleged perpetrator(s)
- All the other children (and if appropriate, adult pupils and staff) at the school or college, especially any actions that are appropriate to protect them from the alleged perpetrator(s), or from future harms, and
- The time and location of the incident, and any action required to make the location safer.

Risk assessments should be recorded and kept under review.

Appendix 3

Child Sexual Exploitation, Child Criminal Exploitation and County Lines

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

Signs include:

- Going missing from home or school
- Regular school absence (repeatedly or for prolonged periods of time)/truanting



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- Underage sexual activity
- Inappropriate sexual or sexualised behaviour
- Sexually risky behaviour, 'swapping' sex
- Repeat sexually transmitted infections
- In girls, repeat pregnancy, abortions, and miscarriage
- Receiving unexplained gifts or gifts from unknown sources
- Having multiple mobile phones and worrying about losing contact via mobile
- Online safety concerns such as youth-produced sexual imagery or being coerced into sharing explicit images.
- Having unaffordable new things (clothes, mobile) or expensive habits (alcohol, drugs)
- Changes in the way they dress
- Going to hotels or other unusual locations to meet friends
- Seen at known places of concern
- Moving around the country, appearing in new towns or cities, not knowing where they are
- Getting in/out of different cars driven by unknown adults
- Having older boyfriends or girlfriends
- Contact with known perpetrators
- Involved in abusive relationships, intimidated and fearful of certain people or situations
- Hanging out with groups of older people, antisocial groups, or with other vulnerable peers
- Associating with other young people involved in sexual exploitation
- Recruiting other young people to exploitative situations
- Truancy, exclusion, disengagement with school, opting out of education altogether
- Unexplained changes in behaviour or personality (chaotic, aggressive, sexual)
- Mood swings, volatile behaviour, emotional distress
- Self-harming, suicidal thoughts, suicide attempts, overdosing, eating disorders
- Drug or alcohol misuse
- Getting involved in crime
- Police involvement, police records
- Involved in gangs, gang fights, and gang membership
- Injuries from physical assault, physical restraint, and sexual assault.

County lines is a term used to describe gangs and organised criminal networks involved in the exporting of illegal drugs (primarily crack cocaine and heroin) into one or more importing areas (within the UK), using dedicated mobile phone lines or other forms of 'deal line.'

Exploitation is an integral part of the county lines offending model, with children and vulnerable adults being exploited to move (and store) drugs and money. The same grooming models used to coerce, intimidate, and abuse individuals for sexual and criminal exploitation are also used for grooming vulnerable individuals for county lines.

Appendix 4

Female Genital Mutilation (FGM)

It is essential that staff are aware of FGM practices and the need to look for signs, symptoms, and other indicators of FGM. If a member of staff, in the course of their work, discovers that an act of FGM appears to have been carried out, the member of staff must report this to the police.

Female Genital Mutilation (FGM) is illegal in England and Wales under the FGM Act 2003 ("the 2003 Act"). It is a form of child abuse and violence against women. FGM comprises all procedures involving partial or total removal of the external female genitalia for non-medical reasons.

Section 5b of the 2003 Act 1 introduces a mandatory reporting duty which requires regulated health and social care professionals and teachers in England and Wales to report 'known' cases of FGM in under-18s which they identify in the course of their professional work to the police. The duty came into



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force on 31 October 2015. Whilst all staff should speak to the DSL regarding 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.

What is FGM?

It involves procedures that intentionally alter/injure the female genital organs for non-medical reasons.

4 types of procedure:

- Type 1 clitoridectomy – partial/total removal of the clitoris
- Type 2 excision –partial/total removal of clitoris and labia minora
- Type 3 infibulation entrance to the vagina is narrowed by repositioning the inner/outer labia
- Type 4 all other procedures that may include: pricking, piercing, incising, cauterising, and scraping the genital area.

Why is it carried out?

Belief that:

- FGM brings status/respect to the girl, social acceptance for marriage
- Preserves a girl's virginity
- Part of being a woman/rite of passage
- Upholds family honour
- Cleanses and purifies the girl
- Gives a sense of belonging to the community
- Fulfils a religious requirement
- Perpetuates a custom/tradition
- Helps girls be clean/hygienic
- Is cosmetically desirable
- Mistakenly believed to make childbirth easier

Is FGM legal?

FGM is internationally recognised as a violation of the human rights of girls and women. It is illegal in most countries, including the UK.

Circumstances and occurrences that may point to FGM happening are:

- Child talking about getting ready for a special ceremony
- Family taking a long trip abroad
- Child's family being from one of the at-risk communities for FGM (Kenya, Somalia, Sudan, Sierra Leon, Egypt, Nigeria, Eritrea, as well as non-African communities including Yemeni, Afghani, Kurdistan, Indonesia, and Pakistan)
- Knowledge that the child's sibling has undergone FGM
- Child talks about going abroad to be 'cut' or to prepare for marriage

Signs that may indicate a child has undergone FGM:

- Prolonged absence from school and other activities
- Behaviour changes on return from a holiday abroad, such as being withdrawn and appearing subdued
- Bladder or menstrual problems
- Finding it difficult to sit still and looking uncomfortable
- Complaining about pain between the legs
- Mentioning something somebody did to them that they are not allowed to talk about
- Secretive behaviour, including isolating themselves from the group
- Reluctance to take part in physical activity
- Repeated urinal tract infection
- Disclosure

The 'One Chance' rule

As with forced marriage, there is the 'one chance' rule. Settings/schools/colleges must act **without delay** and make a referral to children's services.



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Appendix 5

Domestic Violence

How does it affect children?

Children can be traumatised by seeing and hearing violence and abuse. They may also be directly targeted by the abuser or take on a protective role and get caught in the middle. In the long term, this can lead to serious long lasting emotional and psychological impact on children. In some cases, children may blame themselves for the abuse or may have had to leave the family home as a result.

What are the signs to look out for?

Children affected by domestic abuse reflect their distress in a variety of ways. They may change their usual behaviour and become withdrawn, tired, start to wet the bed, and have behavioural difficulties. They may not want to leave their house or may become reluctant to return. Others will excel, using their time in your care as a way to escape from their home life. None of these signs are exclusive to domestic abuse so when you are considering changes in behaviours and concerns about a child, think about whether domestic abuse may be a factor.

What should I do if I suspect a family is affected by domestic abuse?



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National domestic abuse helpline refuge runs the national domestic abuse helpline, available 24 hours a day 0808 2000 247 and its website offers guidance and support for potential victims. Refuge <https://www.refuge.org.uk/>

Operation Encompass helps police and schools work together to provide emotional and practical help for children. Police will inform the 'key adult' within the school if they have been called to an incident of domestic abuse, where there are children in the household, before registration the next day.

Appendix 6

Indicators Of Susceptibility to Radicalisation

1. Radicalisation is defined as the process of a person legitimising support for, or use of, terrorist violence.

2. Extremism is defined by the government in the Prevent strategy as:
Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas.

3. Extremism is defined by the Crown Prosecution Service as: The demonstration of unacceptable behaviour by using any means or medium to express views which:

- Encourage, justify, or glorify terrorist violence in furtherance of particular beliefs.
- Seek to provoke others to terrorist acts.
- Encourage other serious criminal activity or seek to provoke others to serious criminal acts; or
- Foster hatred which might lead to intercommunity violence in the UK.

There is no such thing as a "typical extremist": those who become involved in extremist actions come



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from a range of backgrounds and experiences, and most individuals, even those who hold radical views, do not become involved in violent extremist activity.

Pupils may become susceptible to radicalisation through a range of social, personal, and environmental factors - it is known that violent extremists exploit vulnerabilities in individuals to drive a wedge between them and their families and communities. It is vital that school staff are able to recognise those vulnerabilities.

Indicators of vulnerability include:

- Identity crisis – the pupil is distanced from their cultural/religious heritage and experiences discomfort about their place in society;
- Personal crisis – the pupil may be experiencing family tensions; a sense of isolation; and low self-esteem; they may have dissociated from their existing friendship group and become involved with a new and different group of friends; they may be searching for answers to questions about identity, faith and belonging;
- Personal circumstances – migration, local community tensions, and events affecting the pupil's country or region of origin may contribute to a sense of grievance that is triggered by personal experience of racism or discrimination or aspects of government policy;
- Unmet aspirations – the pupil may have perceptions of injustice, a feeling of failure, rejection of civic life;
- Experiences of criminality – which may include involvement with criminal groups, imprisonment, and poor resettlement/reintegration;
- Special educational need – pupils may experience difficulties with social interaction, empathy with others, understanding the consequences of their actions and awareness of the motivations of others.

However, this list is not exhaustive, nor does it mean that all young people experiencing the above are at risk of radicalisation for violent extremism. More critical risk factors could include:

Low risk behaviours include:

- holding strong opinions or values (non-violent or non-extremist)
- criticising government policies
- adopting visible signs, for example, wearing clothing (non-violent or non-extremist), to express identity or sense of belonging
- being active on social media
- taking a keen interest in national and international affairs
- demonstrating support and supporting causes, for example, animal rights (non-violent)
- showing new interest in a political ideology or religion
- holding or expressing conservative values or practices, whether traditional, cultural or religious (unless they cause harm to a child or others, for example, female genital mutilation)

At risk behaviour includes:

- being drawn to conspiracy theories
- beginning to isolate themselves from family and friends
- viewing or engaging with inappropriate online content and having uncontrolled or unsupervised access to the internet
- expressing concerns about being victimised, for example, feeling under attack
- discriminating against other individuals or groups of people
- a sudden change in behaviour
- showing interest in extremists or extreme groups
- expressing views that divide us, for example, talking about 'us' and 'them'

Medium risk behaviour includes:

- legitimising the use of violence to defend ideology or cause
- accessing extremist or terrorist websites, forums and publications
- expressing dehumanising views
- expressing an interest to travel to a conflict zone
- being in contact with a group or individuals known to support a violent extremist ideology, either online or in real life
- expressing persistent intolerance towards groups of people perceived as 'other' - this may be based on protected characteristics such as gender, religion or ethnicity, but not exclusively
- demonstrating a fixation with weaponry or explosives (this may include posing in concerning



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- photographs or videos with weaponry), without an otherwise reasonable explanation
- being obsessed with massacre, or extreme or mass violence, without targeting a particular group (for example, high school shootings)

High risk, criminal behaviour includes:

- verbally or physically attacking someone due to their race, religion, sexuality and so on
- committing violent acts guided by a violent extremist ideology or group
- taking part in any proscribed violent extremist group (financing, sharing material online, recruiting others and so on)
- having a 'kill list' or detailed plan to carry out mass violence
- producing or sharing terrorist material offline or online
- recruiting others to a proscribed terrorist group or organization

Behaviours taken from 'Managing risk of radicalisation in your education setting, 2023'

The Prevent Duty ensures schools and colleges have 'due regard' to the need to prevent people from being drawn into terrorism.

Channel is the voluntary, confidential support programme which focuses on providing support at an early stage to individuals who have been identified as being susceptible to radicalisation. Prevent referrals may be passed to the multi-agency channel panel to determine whether individuals require support.

- Guidance on channel
- <https://www.gov.uk/government/publications/channel-guidance>

Further information can be obtained from the Home Office website.

Appendix 7

Children Absent or Missing from Education

A child being absent from education, particularly repeatedly and/or for prolonged periods of time, or going missing from education, can be a warning sign of a range of safeguarding issues. This might include abuse or neglect, such as sexual abuse or exploitation, or child criminal exploitation, or issues such as mental health problems, substance abuse, radicalisation, FGM, or forced marriage.

There are many circumstances where a child may become absent from or missing from education, but some children are particularly at risk.

These include children who:

- Are at risk of harm or neglect
- Are at risk of forced marriage or FGM
- Come from Gypsy, Roma, or Traveler 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
- Come from new migrant families

We will follow our procedures for unauthorised absence and for dealing with children who are absent from or who go missing 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 the 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



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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 suffering or likely to suffer from harm or is in immediate danger.

Elective Home Education

Many home-educated children have a positive learning experience. We would expect the parents/carers' decision to home educate to be made with their child's best education at the heart of the decision. However, this is not the case for all. Elective home education can mean that some children are not in receipt of suitable education and are less visible to the services that are there to keep them safe and supported in line with their needs.

The Oaks recognises that they must, in line with Education (Pupil Registration) (England) Regulations 2006, inform the local authority of all deletions from their admission register when a child is taken off roll.

Where a parent/carer has expressed their intention to remove a child from school with a view to educating at home, it is recommended that local authorities, schools, and other key professionals work together to coordinate a meeting with parents/carers where possible. This would be before a final decision has been made, to ensure the parents/carers have considered what is in the best interests of each child. This is particularly important where a child has special educational needs or a disability, and/or has a social worker, and/or is otherwise vulnerable. Where a child has an Education, Health and Care plan, local authorities will need to review the plan, working closely with parents and carers. 182.

DfE guidance for local authorities on Elective home education sets out the role and responsibilities of local authorities and their powers to engage with parent/carers. Although this is primarily aimed at local authorities, schools should also be familiar with this guidance.



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Appendix 8

Child-on-Child Abuse

Child-on-child abuse is when children abuse other children.

This type of abuse can take place inside and outside of school. It can also take place both face-to-face and online and can occur simultaneously between the 2.

Our school has a zero-tolerance approach to sexual violence and sexual harassment. We recognise that even if there are no reports, that doesn't mean that this kind of abuse isn't happening.

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

- Bullying (including cyber-bullying, prejudice-based and discriminatory bullying)
- Abuse in intimate personal relationships between children (this is sometimes known as 'teenage relationship abuse')
- Physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (this may include an online element which facilitates, threatens, and/or encourages physical abuse)
- Sexual violence, such as rape, assault by penetration and sexual assault (this may include an online element which facilitates, threatens, and/or encourages sexual violence)
- Sexual harassment, such as sexual comments, remarks, jokes, and online sexual harassment, which may be standalone or part of a broader pattern of abuse
- Causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or engage in sexual activity with a third party
- Consensual and non-consensual sharing of nude and semi-nude images and/or videos (also known as sexting or youth produced sexual imagery)
- 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
- Initiation/hazing type violence and rituals (this could include activities involving harassment, abuse, or humiliation used as a way of initiating a person into a group and may also include an online element)

Where children abuse their peers online, this can take the form of, for example, abusive, harassing,

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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 will follow the procedures set out in this policy, as appropriate.

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.

Appendix 9

Homelessness

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

The DSL and deputies will be aware of contact details and referral routes into the local housing authority so they can raise/progress concerns at the earliest opportunity (where appropriate and in accordance with local procedures).

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



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Appendix 10

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

So-called ‘honour-based’ abuse (HBA) encompasses incidents or crimes committed to protect or defend the honour of the family and/or community, including FGM, forced marriage, and practices such as breast ironing.

Abuse committed in this context often involves a wider network of family or community pressure and can include multiple perpetrators.

All forms of HBA are abuse and will be handled and escalated as such. All staff will be alert to the possibility of a child being at risk of HBA or already having suffered it. If staff have a concern, they will speak to the DSL, who will activate local safeguarding procedures.

FGM

The DSL will make sure that staff have access to appropriate training to equip them to be alert to children affected by FGM or at risk of FGM.

This policy sets out the procedures to be followed if a staff member discovers that an act of FGM appears to have been carried out or suspects that a pupil is at risk of FGM.

Indicators that FGM has already occurred include:

- A pupil confiding in a professional that FGM has taken place
- A mother/family member disclosing that FGM has been carried out
- A family/pupil already known to social services in relation to other safeguarding issues

A girl:

- Having difficulty walking, sitting, or standing, or looking uncomfortable
- Finding it hard to sit still for long periods of time (where this was not a problem previously)
- Spending longer than normal in the bathroom or toilet due to difficulties urinating
- Having frequent urinary, menstrual, or stomach problems
- Avoiding physical exercise or missing PE
- Being repeatedly absent from school, or absent for a prolonged period
- Demonstrating increased emotional and psychological needs – for example, withdrawal or depression, or a significant change in behaviour
- Being reluctant to undergo any medical examinations
- Asking for help, but not being explicit about the problem
- Talking about pain or discomfort between her legs



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Potential signs that a pupil may be at risk of FGM include:

- The girl's family having a history of practising FGM (this is the biggest risk factor to consider)
- FGM being known to be practiced in the girl's community or country of origin
- A parent/carer or family member expressing concern that FGM may be carried out
- A family not engaging with professionals (health, education, or other) or already being known to social care in relation to other safeguarding issues.

A girl:

- Having a mother, older sibling, or cousin who has undergone FGM
- Having a limited level of integration within UK society
- Confiding in a professional that she is to have a "special procedure" or to attend a special occasion to "become a woman"
- Talking about a long holiday to her country of origin or another country where the practice is prevalent, or parents/carers stating that they or a relative will take the girl out of the country for a prolonged period
- Requesting help from a teacher or another adult because she is aware or suspects that she is at immediate risk of FGM
- Talking about FGM in conversation – for example, a girl may tell other children about it (although it is important to take into account the context of the discussion)
- Being unexpectedly absent from school
- Having sections missing from her 'red book' (child health record) and/or attending a travel clinic or equivalent for vaccinations/anti-malarial medication

The above indicators and risk factors are not intended to be exhaustive.

Forced marriage

Forcing a person into marriage is a crime.

A forced marriage is one entered into without the full and free consent of 1 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.

It is illegal to cause a child under the age of 18 to marry, even if violence, threats, or coercion are not used.

Staff will receive training around forced marriage and the presenting symptoms. We are aware of the '1 chance' rule, i.e., we may only have 1 chance to speak to the potential victim and only 1 chance to save them.

If a member of staff suspects that a pupil is being forced into marriage, they will speak to the pupil about their concerns in a secure and private place. They will then report this to the DSL. The DSL will:

- Speak to the pupil about the concerns in a secure and private place
- Activate the local safeguarding procedures and refer the case to the local authority's designated officer
- Seek advice from the Forced Marriage Unit on 020 7008 0151 or fm@fco.gov.uk
- Refer the pupil to an education welfare officer, pastoral tutor, learning mentor, or school counsellor, as appropriate



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Appendix 11

Serious Violence

Indicators which may signal that a child is at risk from, or involved with, serious violent crime may include:

- Increased absence from school
- Change in friendships or relationships with older individuals or groups
- Significant decline in performance
- Signs of self-harm or a significant change in wellbeing
- Signs of assault or unexplained injuries
- Unexplained gifts or new possessions (this could indicate that the child has been approached by, or is involved with, individuals associated with criminal networks or gangs and may be at risk of criminal exploitation (see above))

Risk factors which increase the likelihood of involvement in serious violence include:

- Being male
- Having been frequently absent or permanently excluded from school
- Having experienced child maltreatment
- Having been involved in offending, such as theft or robbery

Staff will be aware of these indicators and risk factors. If a member of staff has a concern about a pupil being involved in, or at risk of, serious violence, they will report this to the DSL.



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Appendix 12

Checking the Identity and Suitability of Visitors

All visitors will be required to verify their identity to the satisfaction of staff and to leave their belongings, including their mobile phone(s), in a safe place during their visit.

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

Visitors are expected to sign the visitors' book and wear a visitor's badge.

Visitors to the school who are visiting for a professional purpose, such as educational psychologists and school improvement officers, will be asked to show photo ID and:

- Will be asked to show their DBS certificate, which will be checked alongside their photo ID; or
- The organisation sending the professional, such as the LA or educational psychology service, will provide prior written confirmation that an appropriate level of DBS check has been carried out (if this is provided, we will not ask to see the DBS certificate)

All other visitors, including visiting speakers, will be accompanied by a member of staff at all times. We will not invite into the school any speaker who is known to disseminate extremist views and will carry out appropriate checks to ensure that any individual or organisation using school facilities is not seeking to disseminate extremist views or radicalise pupils or staff.



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Appendix 13

Further advice on Child Protection is Available from

- NSPCC: <http://www.nspcc.org.uk/>
- Childline: <http://www.childline.org.uk/pages/home.aspx>
- Anti-Bullying Alliance: <http://anti-bullyingalliance.org.uk/>
- Beat Bullying: <http://www.beatbullying.org/>
- Childnet International - making the internet a great and safe place for children. Includes resources for professionals and parents <http://www.childnet.com/>
- Thinkuknow (includes resources for professionals and parents) <https://www.thinkuknow.co.uk/>
- Safer Internet Centre <http://www.saferinternet.org.uk/>
- Transgender <http://www.mermaidsuk.org.uk/> Schools transgender toolkit
- Intercom trusts transgender guidance



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17. Policy Review

This policy will be reviewed annually and more frequently if required due to significant changes to legislation to ensure it is up-to-date with current guidance and legislation.