

Manchester Communication Academy

Child Protection and Safeguarding Policy



with you, for you, about you.

Contents

Important contacts	3
Summary of safeguarding procedures	5
Concern about child welfare or safeguarding	5
Allegation that an adult has harmed a child, or that a child is at risk from a named adult	7
Procedure for whistleblowing if there is an urgent concern about child welfare or safeguarding	7
Different types of abuse	9
Leadership and Management	12
School Safeguarding Team	15
School staff.....	16
Safeguarding / Child Protection policies and procedures.....	18
Pupil voice	18
We support the LA in its progress towards UNICEF Child Friendly City status and participate in the UNICEF Rights Respecting School programme and currently have bronze accreditation	18
Poor attendance.....	18
We will alert the relevant team or authority if a new child who has been expected to attend, does not arrive on the due date. (This is in response to learning from local serious case reviews.)	18
Alternative provision (AP)	18
Children who require access to AP will have a personalised learning plan designed to meet their needs. Our DSL will work together with the DSL at the AP to ensure effective sharing of information and that any safeguarding concerns are followed up appropriately.	18
Exclusions.....	18
Vulnerable groups.....	19
Where children have or have had a social worker, we will work alongside the social worker to ensure there is a clear education focus in the Plan for the child.....	20
Child on Child abuse (KCSiE Part 5)	20
Elective home education.....	21
Community safety.....	21
Serious violence	21
We update our awareness training for staff based on new information regarding trends, modes of operation and language/slang when provided by partner agencies.	21
Case management, record keeping and multi-agency working	21
Keeping records	21
Recording and reporting concerns	22
Working with parents / carers	22
Multi-agency working	22

Confidentiality and information sharing	23
Child protection (CP) / Child in need (CiN) / Team around the child / family meetings and conferences	23
Concerns / disclosures by pupils, staff and volunteers	24
Learning from serious cases	24
The curriculum	24
We have a clear set of values and standards, upheld and demonstrated throughout all aspects of school life.	25
We have a culture of zero tolerance for sexism, misogyny/misandry, homophobia, bi-phobic and sexual violence or harassment	25
Online safety	25
We will complete online safety audits as appropriate to our needs and know where to access recommended models. We will use SWGfl, alongside audits conducted by the trust IT team.....	26
Safer recruitment and selection of staff.....	26
Managing allegations and concerns against staff, supply staff, volunteers and contractors	28
Safety on and off site.....	29
All visitors, including visiting speakers, are subject to our safeguarding protocols while on site. We will undertake an assessment of the education value, age appropriateness and content of the visitors itinerary	29
We have read and considered the MCC/One Education Critical Incident guidance, the DfE Emergency planning and response for education, childcare and children’s social care settings and School and College Security GOV.UK and we have a Critical Incident policy in place.	30
Complex safeguarding	30
Serious violence	30
We will support referrals to Engage panels by providing information about concerns and worries for children involved in ASB and on the edge of criminality, including whether interventions have already been put in place and their success or not.....	30
Child Criminal Exploitation and Child Sexual Exploitation.....	30
Appendices	31
(A) Legislation, statutory guidance and Ofsted framework.....	31
‘Keeping Children Safe in Education’, September 2025.....	32
(B) Non-statutory Guidance.....	32
(C) MCC, MSP & GM Policies, Procedures and Guidance	33
(D) Links to Other Relevant School Policies/Procedures.....	33
(E) Links to Other Relevant Policies/GuidanceMCC guidance	33

The Headteacher who has the ultimate responsibility for safeguarding is Susan Watmough. In their absence, the authorised members of staff are the Vice Principals, working with the DSL, deputy and trust DSL as appropriate.

Important contacts

ROLE/ORGANISATION	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Jacq Maynard	j.maynard@gmatrust.co.uk MCA office – 0161 202 0161
Deputy DSLs	Paula Corrigan Emma Dodd Vicki MacGregor	MCA office – 0161 202 0161 safeguarding@mca.manchester.sch.uk
Safeguarding support officer	Kerry Malone	Kerry.malone@mca.manchester.sch.uk
Chair of Governors	Jenny Muter	Held in MCA office
Local authority designated officer (LADO)		quality.assurance@manchester.gov.uk 01612341214
MASH TEAM/AGS	Manchester CS	0161 234 5001
Modern Slavery hub	GMP	Traffickingandslavery@gmp.police.uk 08000 121 700
GMP Safeguarding unit	GMP	Publicprotection.division@gmp.pnn.police.uk 0161 8566411
PREVENT contact	Samiya Butt Dobir Mohammed Miah	s.butt@manchester.gov.uk 01618566345 Direct Line: 0161 245 7214 Mobile: 07970378988 E-mail: dobir-mohammed.miah@manchester.gov.uk
Channel helpline		020 7340 7264 Counter.extremism@education.gov.uk

MCA safeguarding email: safeguarding@mca.manchester.sch.uk

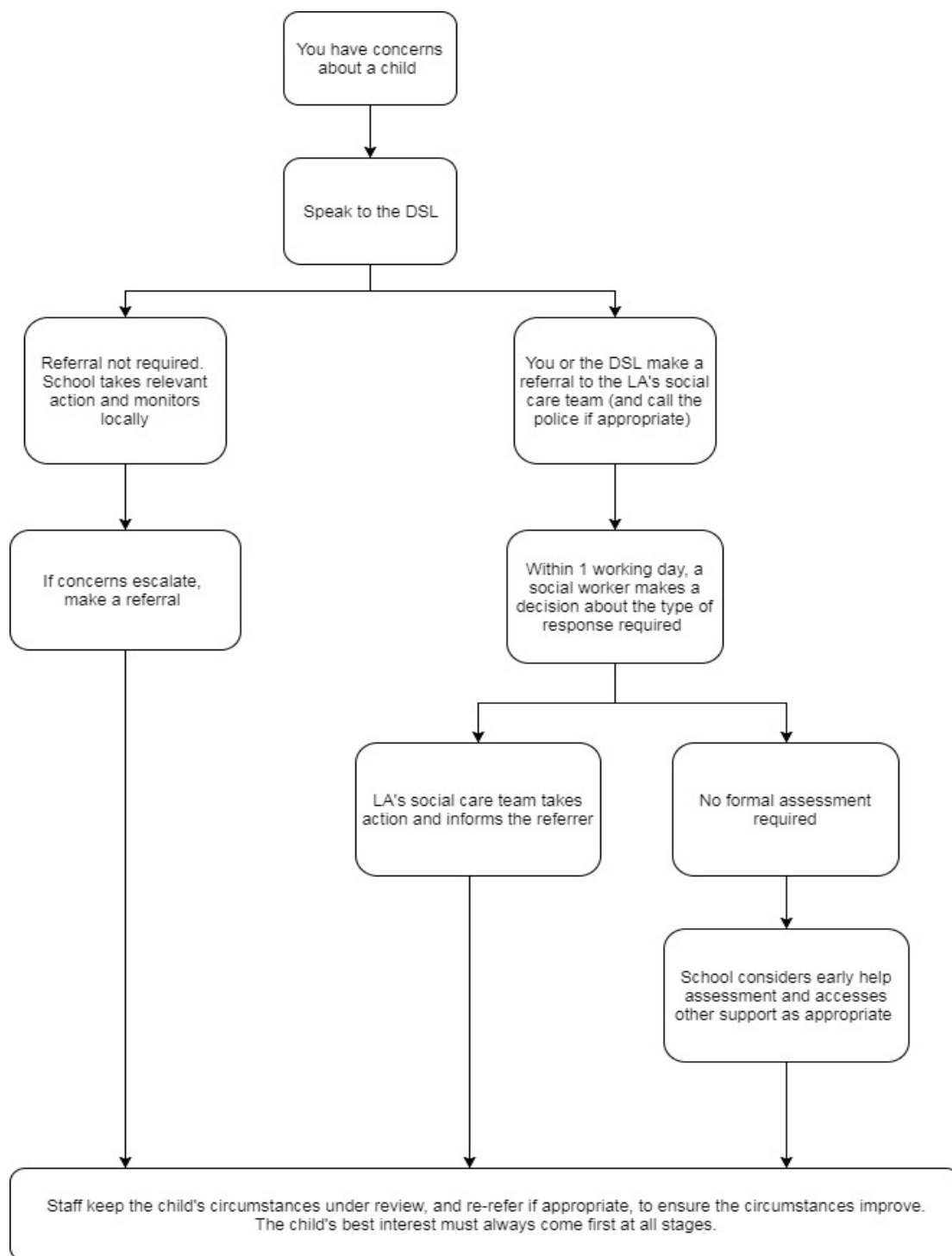
This policy will be reviewed annually unless an incident, or new legislation or guidance, suggests the need for an interim review. The effectiveness of our safeguarding arrangements are monitored by SLT and the Governing Body through reports at each LGB meeting, which are challenged by governors; scrutiny by governors and trustees; trust-level scrutiny and engagement with MCC self-evaluation and supportive visits (KCSiE Part 2)

Summary of safeguarding procedures

Concern about child welfare or safeguarding

Our procedure if there is a **concern about child** welfare or safeguarding is:

- Notify the DSL, or in their absence the DDSL's without delay. If the concern is in relation to an adult's conduct, notify the headteacher/ DSL immediately, by phone if off-site. Notify the deputy head teachers if the headteacher/ DSL cannot be reached
- Ensure that all relevant information is recorded on CPOMs. Where access to CPOMS is not given (for volunteers etc), this should be written down and transcribed onto CPOMS as soon as possible by a member of the safeguarding team. NOTE: Recording on CPOMS does not constitute notifying the DSL; they must be verbally notified in addition to a CPOMS log
- The safeguarding team will always aim to follow-up concerns on the day of reporting, so it is important that any concerns are reported as early in the day as possible. The team will likely speak to the adult who has made the report, and the child, if appropriate, to ascertain further details. (If a child is in immediate danger and the DSL/Deputies or a member of SLT is not available make a referral to the Local Authority social care team 0161 2345001, out of hours 0161 2345001 or call the Police if appropriate 101 or 999)
- The safeguarding team will take advice – from each other, from the HT, from the trust DSL and the MASH team as appropriate. They will then update the CPOMS log with any follow-up and take the advised action. Helplines are detailed on the next page.



It is essential that all concerns are reported, all adults in school must maintain a view that 'it could happen here' with regards to any safeguarding concerns. It is the responsibility of all and any adult to keep children safe by taking the appropriate action.

- Early Help Hubs: North 0161 234 1973, Central 0161 234 1975, South 0161 234 1977
- Social Care Advice & Guidance Service: 0161 234 5001
- Complex Safeguarding Hub Advice Line: 0161 226 4196
- MCC Safeguarding in Education Team: 0161 245 7171 safeguardingedu@manchester.gov.uk

Allegation that an adult has harmed a child, or that a child is at risk from a named adult

Our procedure if there is an **allegation that an adult** has harmed a child, or that a child is at risk from a named adult is:

- Any concern about an adult in school must be reported verbally without delay to the headteacher. This must be immediately followed with an email to the headteacher, detailing the same information: s.watmough@mca.manchester.sch.uk In the absence of the headteacher, they should be telephoned in the first instance. If they cannot be telephoned, the trust headteacher or vice principal must be informed and cc'd into the follow-up email.
- The headteacher will lead any preliminary investigations in liaison with the trust head teacher and other senior leaders if relevant. The child involved will be spoken to and an account taken. LADO advice will be taken via telephone at this point on: 0161 234 1214
- The headteacher will make a decision regarding the deployment of the member of staff, this may include immediate suspension
- The child's parents will be informed by the HT/DSL as soon as practically possible
- A formal referral will be sent to the LADO on the same day of the incident, and trust HR notified for a formal investigation to be prepared (once the LADO approves)
- All notes are recorded confidentially on CPOMS Staff Safe.

At any point in this process, the headteacher and DSL may take advice from the Trust's Executive Principal and/or the LADO.

If the concern relates to the headteacher, the Executive Principal – John Rowlands, should be informed without delay – contact at MCA: 0161 202 0161.

Manchester LADO (sometimes known as DOLA or LA Designated Officer): 0161 2341214.

Procedure for whistleblowing if there is an urgent concern about child welfare or safeguarding

Our procedure for **whistleblowing** if there is an urgent concern about child welfare or safeguarding that cannot be dealt with through our usual systems is:

- Inform the headteacher of the school.
- If it is not appropriate to inform the headteacher, inform the trust's CEO, John Rowlands on 0161 2020161 or j.rowlands@gmatrust.co.uk
- If it is not appropriate to contact the CEO, the chair of the trust board, Janice Allen, can be contacted via the governance officer (Holly Ferrier h.ferrier@gmatrust.co.uk)
- The Trust's whistle blowing policy can be seen here: <https://www.gmacademiustrust.com/policies>
- Other contacts, if required:
 - o NSPCC Whistleblowing Helpline: 0800 028 0285 or email help@nspcc.org.uk (1.75-77)
 - o MCC Safeguarding in Education Team: 0161 245 7171
 - o To complain about a school to Ofsted, visit: <https://contact.ofsted.gov.uk/online-complaints-schools>

Our procedure for investigating and dealing with any complaints or concerns about our safeguarding practice that are brought to our attention is detailed in our Complaints Policy.

Additionally, we will co-operate with officers from the Education Department if they are aware of concerns which have been raised with Ofsted, the Regional Commissioner or the DfE.

1 Introduction

Through this policy we aim to create and maintain a safe learning environment where all children and adults feel safe, secure and valued and know they will be listened to and taken seriously.

This policy has been developed to ensure that all adults in our school, including regular staff, supply staff, volunteers, visitors and contractors are working together to safeguard and promote the welfare of children and young people and to identify and address any safeguarding concerns and to ensure consistent good practice.

This policy is based on the Department for Education's statutory guidance [Keeping Children Safe in Education \(2025\)](#) and [Working Together to Safeguard Children \(2023\)](#), and the Handbook. We comply with this guidance and the arrangements agreed and published by our 3 local safeguarding partners. This policy is based on a model produced by Manchester City Council Safeguarding in Schools Team.

This policy is also based on the following legislation:

- Section 175 of the [Education Act 2002](#), which places a duty on schools and local authorities to safeguard and promote the welfare of pupils
- [The School Staffing \(England\) Regulations 2009](#), which set out what must be recorded on the single central record and the requirement for at least 1 person conducting an interview to be trained in safer recruitment techniques
- Part 3 of the schedule to the [Education \(Independent School Standards\) Regulations 2014](#), which places a duty on academies and independent schools to safeguard and promote the welfare of pupils at the school
- [The Children Act 1989](#) (and [2004 amendment](#)), which provides a framework for the care and protection of children
- Child protection & safeguarding Policy Section 5B(11) of the Female Genital Mutilation Act 2003, as inserted by section 74 of the [Serious Crime Act 2015](#), which places a statutory duty on teachers to report to the police where they discover that female genital mutilation (FGM) appears to have been carried out on a girl under 18
- [Statutory guidance on FGM](#), which sets out responsibilities with regards to safeguarding and supporting girls affected by FGM
- [The Rehabilitation of Offenders Act 1974](#), which outlines when people with criminal convictions can work with children
- Schedule 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 subjected to harassment, violence and/or abuse, including that of a sexual nature, may breach any or all of the rights which apply to individuals under the [European Convention on Human Rights](#) (ECHR)
- [The Equality Act 2010](#), which makes it unlawful to discriminate against people regarding particular protected characteristics (including disability, sex, sexual orientation, gender reassignment and race). This means our governors and headteacher should carefully consider how they are supporting their 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's proportionate). This includes making reasonable adjustments for disabled pupils. For example, it could include taking positive action to support girls where there's evidence that they're being disproportionately subjected to sexual violence or harassment

- [The Public Sector Equality Duty \(PSED\)](#), which explains that we must have due regard to eliminating unlawful discrimination, harassment and victimisation. The PSED helps us to focus on key issues of concern and how

to improve pupil outcomes. Some pupils may be more at risk of harm from issues such as sexual violence; homophobic, biphobic or transphobic bullying; or racial discrimination

- The [Childcare \(Disqualification\) and Childcare \(Early Years Provision Free of Charge\) \(Extended Entitlement\) \(Amendment\) Regulations 2018](#) (referred to in this policy as the “2018 Childcare Disqualification Regulations”) and [Childcare Act 2006](#), which set out who is disqualified from working with children.

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

Through this policy we aim to create and maintain a safe learning environment where all children and adults feel safe, secure and valued and know they will be listened to and taken seriously.

This policy has been developed to ensure that all adults in our school, including regular staff, supply staff, volunteers, visitors and contractors are working together to safeguard and promote the welfare of children and young people and to identify and address any safeguarding concerns and to ensure consistent good practice.

Our approach is child-centred.

*‘Safeguarding and promoting the welfare of children is **everyone’s** responsibility. **Everyone** who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.’ (KCSiE, Part 1.2).*

Different types of abuse

At MCA, we work to ensure that all adults are aware different types of abuse, and how they present in children:

Abuse, including neglect, and safeguarding issues are rarely standalone events that can be covered by 1 definition or label. In most cases, multiple issues will overlap.

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

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

Emotional abuse may involve:

- Conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person
- Not giving the child opportunities to express their views, deliberately silencing them or ‘making fun’ of what they say or how they communicate
- Age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child’s developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction
- Seeing or hearing the ill-treatment of another
- Serious bullying (including cyber-bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of 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 non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing
- Non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet)
- Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

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

Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate care-givers)
- Ensure access to appropriate medical care or treatment
- It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Abuse can be perpetrated by people in many different roles – from family members; people in positions of trust; a child's peers; people online and people who are not known to a child in any of these capacities. At MCA we adopt a clear stance that any form of abuse could be experienced by a child at our school, and be perpetrated by anyone, so we are vigilant to the signs.

See KCSiE Part 1, Part 5 and Annexes A & B for definitions and further information about:

- Abuse & Neglect - including physical, emotional & sexual abuse and neglect
- Channel
- Child Abduction and Community Safety Incidents
- Child on Child Abuse – including sexual harassment, upskirting & sharing of nude and semi-nude images
- Child Criminal Exploitation
- Child Sexual Exploitation
- Children and the Court System
- Children Missing from Education
- Children who are lesbian, gay, bi or trans (LGBT)
- Children with Family Members in Prison
- County Lines
- Cybercrime

- Domestic Abuse
- Early Help
- Elective Home Education
- Homelessness
- Human Rights Act, Equality Act 2010 & Public Sector Equality Duty

- Looked After Children and children open to or who have been open to a Social Worker
- Mental Health
- Modern Slavery & the National Referral Mechanism
- Online Safety, including Education at Home
- Prevent Duty
- Preventing Radicalisation
- Serious Violence
- Sexual Violence and Sexual Harassment between children in schools and colleges
- So-called 'Honour-Based Abuse' including Female Genital Mutilation & Forced Marriage & Breast Ironing

The academy trust's critical incident management plan can be seen on the GMAT website: <https://www.gmacademiustrust.com/policies>

Safeguarding and promoting the welfare of children and young people goes beyond implementing basic child protection procedures. The aims of this policy are in accordance with both our Mission Statement and our Equal Opportunities Policy and it is an integral part of all of our activities and functions.

MCA's leaders and governors, along with the Greater Manchester Academies Trust leadership, facilitate a whole school approach to safeguarding. This means involving everyone in the school, and ensuring that safeguarding, and child protection are at the forefront and underpin all relevant aspects of process and policy development. Ultimately, all systems, processes and policies operate with the **best interests** of the child at heart.'

'Safeguarding and promoting the welfare of children is defined ... 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*
- *ensuring that children grow up in circumstance consistent with the provision of safe and effective care*
- *Taking action to enable all children to have the best*

outcomes. (KCSiE 1.3)

MCA and GMAT are committed to mitigating the impact of social disadvantage and adverse childhood experiences, through deep social investment and prioritising the wellbeing of children and their families.

- Under the Education Act 2002, schools/settings/colleges have a duty to safeguard and promote the welfare of their pupils and are committed to the guidance set out in 'Working Together to Safeguard Children 2023' and 'KCSiE 2025'. Our policy ensures that we comply with our Statutory Duties (Appendices A & B)
- Our policy takes account of non-statutory guidance issued by the DfE and other relevant organisations (Appendix C) in addition to guidance issued by the Greater Manchester Combined Authority), the Manchester Safeguarding Partnership (MSP) and Manchester Local Authority, especially Education, Children's Services and Community Safety (MCC)
- Our policy ensures that we work in partnership with other organisations, where appropriate, to identify any concerns about child welfare and take action to address them and that we comply with local policies,

procedures and arrangements (Appendix E)

- Our policy complements and supports other relevant school policies (Appendix D)

- Our policy is regularly reviewed and we are responsive to new guidance and legislation and to promoting the safety of our staff and pupils in crisis situations.

2 Role and Responsibilities

Leadership and Management

The Governing Body

- Our Governing Body have a strategic leadership responsibility for our school's safeguarding arrangements and will ensure that they comply with their duties under legislation. They will have regard to KCSiE 2025, ensuring policies, procedures and training in their schools/colleges are effective and comply with the law at all times
- Our Governing Body are fully aware of our role in multi-agency safeguarding arrangements, of Manchester Safeguarding Partnership (MSP) arrangements and of the Child Death Review partnership arrangements and will ensure that we work together with appropriate relevant agencies to safeguard and promote the welfare of local children, including identifying and responding to their needs.

The Governing Body will ensure that:

- All members of the Governing Body have read the most recent publication of Keeping Children Safe in Education in its entirety
- All members of the Governing Body have received appropriate training to enable them to provide strategic challenge and assure themselves that there is a robust whole school approach to safeguarding (KCSiE Part 2.79, 2.94-96)
- A named member is identified as the designated governor for Safeguarding : Saheed Lawal
- Governors facilitate a whole school approach to safeguarding and that all systems, processes and policies operate with the best interests of the child at heart
- Where there is a safeguarding concern, they and school leaders will ensure the child's wishes and feelings are taken into account when determining what action to take and what services to provide
- The systems in place are well promoted, easily understood and easily accessible for children to confidently report abuse, knowing their concerns will be treated seriously, and knowing they can safely express their views and give feedback
- Policies and procedures allow for appropriate action to be taken in a timely manner to safeguard and promote children's welfare
- The school has an effective Child Protection Policy
- The school has a Behaviour Policy and Anti-bullying Policy which includes measures to prevent bullying, cyberbullying, prejudice- based and discriminatory bullying
- Child protection files are maintained as required
- More than one emergency number is held on file for each pupil/student
- The identified governor will provide the governing body with appropriate information about safeguarding and will liaise with the designated member of staff – through regular reports to the LGB and meetings between LGB meetings
- Our safeguarding policy and our staff Code of Conduct are reviewed at least annually, and staff are given opportunities to contribute to and shape our safeguarding arrangements and policies. Addenda or appendices may be added during periods of crisis to reflect changes of circumstance. Where this does not align with a governors' meeting, these will be circulated for approval via email.

- We operate safer recruitment and selection practices in accordance with Part Three of KCSiE. The trust HR team monitor recruitment and the implementation of the safer recruitment policy.

- We have procedures in place for dealing with allegations of abuse against members of staff, including supply teachers, volunteers and contractors and these are in line with KCSiE and Local Authority procedures. We will work with the LADO and other relevant agencies to support any investigations
- All staff and volunteers who have regular contact with children and young people and contractors who are in contact with children and young people receive appropriate training and information about the safeguarding processes. The DSL team provide induction to all new staff and volunteers, in addition to online training being allocated.
- There is appropriate challenge and quality assurance of the safeguarding policies and procedures. This includes annual completion of the MCC safeguarding SEF and engagement with MCC safeguarding in education team's visits to schools.
- Our governors regularly review the effectiveness of online safety arrangements, including filters and monitoring, preparation for any online challenges or hoaxes and information shared with parents.

The Headteacher

Our Headteacher will ensure that the policies and procedures, adopted by the governing body or proprietor particularly those concerning referrals of cases of suspected abuse and neglect, are understood and followed by all staff.

Our headteacher is fully aware of our role in multi-agency safeguarding arrangements, of Manchester Safeguarding Partnership (MSP) arrangements and of the Child Death Review partnership arrangements. We will ensure that we work together with appropriate relevant agencies to safeguard and promote the welfare of local children, identifying and responding to their needs.

'Schools and colleges should work with local authority children's social care, the police, health services and other services to promote the welfare of children and protect them from harm. This includes providing a co-ordinated offer of early help when additional needs of children are identified and contributing to inter-agency plans to provide additional support to children subject to child protection plans'. (KCSiE 2.112)

'All schools and colleges should allow access for children's social care from the host local authority and, where appropriate, from a placing local authority, for that authority to conduct, or to consider whether to conduct, a section 17 or a section 47 assessment.' (KCSiE, 2.113)

Our Headteacher is fully aware of statutory guidance in KCSiE and will ensure that:

- The policies and procedures adopted by the Governing Body to safeguard and promote the welfare of pupils are fully implemented and followed by all staff, including supply teachers and volunteers and that they are regularly updated in response to local practice or national changes in legislation
- All staff including supply teachers, volunteers, visitors and contractors understand and comply with our Code of Conduct.
- We evaluate our safeguarding policies & procedures at least on an annual basis and return our completed Safeguarding Self Evaluation (SEF) using the S175 online tool to the LA as requested (bi-annually).
- We share the Safeguarding Self Evaluation and Action Plan with governors at least annually
- We work with the LA to ensure that our policies and procedures are in line with DFE and LA guidance
- A senior member of staff, known as the DSL, is appointed with a clear job description. He/she has lead responsibility for Child Protection and Safeguarding and receives appropriate on-going training, supervision and support as well as sufficient time and resources to enable them to discharge their responsibilities

- Parents/carers are aware of and have an understanding of our responsibilities to promote the safety and welfare of our pupils by making our statutory obligations clear in our prospectus

- The Safeguarding and Child Protection policy is available on our website and is included in the staff handbook and volunteers' handbook
- Child friendly information of how to raise a concern/make a disclosure has been developed through the curriculum, notice boards and MCA 4U and is accessible to all children. The DSL and DDSL are familiar faces to the children
- We co-operate fully with MCC and MSP multi-agency safeguarding procedures and arrangements are in place to monitor the quality of referrals and interventions and the processes for escalation of concerns. This includes working with the trust to have an all year round presence in safeguarding, and contactable senior leaders in evenings/weekends as needed
- We create a culture whereby all staff, volunteers and visitors feel confident and have knowledge of how to raise a concern about poor or unsafe practice in regard to the safeguarding and welfare of the children and young people and such concerns are addressed sensitively and effectively.
- We have systems in place to ensure that any staff who are carrying out both regulated activities and other roles commissioned from external agencies/ organisations have been DBS checked and their employing organisations have safeguarding policies in place, including safer recruitment and annual safeguarding training appropriate to roles and we are compliant with legislation relevant to our setting. DBS details are tracked in the school's SCR
- We ensure a risk assessment takes place to establish that the appropriate checks take place on volunteers
- We have appropriate procedures to ensure that there is no risk to children from visitors and we exercise diligence and prevent any organisation or speaker from using our facilities to disseminate extremist views or radicalise pupils and staff – all external speakers are approved by the headteacher, in some cases with a parent focus group in advance of this
- There are suitable arrangements for visitors coming onto the premises which may include an assessment of the educational value, the age appropriateness of what is going to be delivered and whether relevant checks will be required.

The Designated Safeguarding Lead (DSL)

The DSL is a senior member of staff and has a specific responsibility for championing the importance of safeguarding and promoting the welfare of children and young people. They take lead responsibility for safeguarding and child protection, including online safety and understanding the filtering and monitoring systems and processes in place. Some activities may be delegated as appropriate to a DDSL but they take the ultimate lead for child protection. (DDSL/s are trained to the same standard as the DSL).

The DSL, together with the team as applicable will:

- Act as the first point of contact with regards to all safeguarding matters
- Encourage a culture of listening to children and taking account of their wishes and feeling, and also understand the difficulties some children may have in approaching staff about their circumstances
- Work closely with the school's lead for mental health
- Help promote educational outcomes by working closely with their teachers and sharing information about their welfare, safeguarding and child protection concerns
- Attend specialist DSL training every two years
- Keep up to date with changes in local policy and procedures and be aware of any guidance issued by the DfE, MSP and LA concerning Safeguarding, e.g. through DSL Networks, Safeguarding Newsletters and Circular

Letters

- Provide/commission support and training for staff and volunteers, ensuring that all adults in school have undertaken appropriate online and face to face (context specific) training.

- Liaise with the safeguarding partners and work with other agencies in line with 'Working Together to Safeguard Children'
- Ensure that all referrals made to Children's Services are effective and in line with MSP procedures, and follow escalation process if necessary. Ensuring that all referrals and notes are recorded on CPOMs in a timely manner, consulted with colleagues if needed. These are also discussed at regular pastoral meetings
- Understand the assessment process for providing early help
- Have a working knowledge of how local authorities conduct a child protection case conference and review conference, and be able to attend and contribute to these effectively; this includes the signs of safety approach to report writing.
- Ensure that all staff with specific responsibility for safeguarding children, including the named DSL, receive the appropriate funding, training, resources and support needed to undertake this role. Access to professional supervision is provided through the school
- Know when to call the police if a crime may have been committed following the National Police Chiefs' Guidance (Annex C.p 165)
- Be aware of the requirement for children investigated by the police to be supported by an appropriate adult and have arrangements in place for ensuring this if a police officer requests to meet with a child when in school. (PACE Code C 2019). (Annex C, p165)
- Refer cases to the Disclosure and Barring Service where a person is dismissed or has left due to risk/harm to a child
- Ensure that all staff and volunteers understand and are aware of our reporting and recording procedures and are clear about what to do if they have a concern about a child
- Create and maintain child protection files and keep them up to date
- Keep information confidential and store securely with a separate file for each child – CPOMS. Paper files in locked cabinet in the safeguarding office
- Help promote educational outcomes for vulnerable children, including those with, or who have had, a social worker, in conjunction with other appropriate colleagues.
- Share and transfer safeguarding and child protection information as appropriate via CPOMS
- Always be available during school hours during term time, and at other times as designated by the Headteacher. Ensure that people know who to contact outside of term time
- Understand and support the school with regards to the requirements of the Prevent Duty and be able to provide advice and support to staff on protecting children from risk of radicalisation
- Promote supportive engagement with parents/carers in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances
- Understand the lasting impact that adversity and trauma can have on children and young people
- Ensure the child protection policy is available publicly and parents/carers are made aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school in this. This can be accessed on the website, in printed form in the office and via our visitor leaflet.
- Activate the escalation process where plans, partners or processes are not improving the situation or outcome for a child

- Susan Watmough –Head teacher & Designated Safeguarding Lead
- Jacq Maynard – Trust Head teacher and Designated Safeguarding Lead
- Paula Corrigan – DDSL and Children Looked After (CLA) coordinator
- Kirsty Carvell – Designated Teacher for Children Looked After (CLA)
- Emma Dodd – DDSL
- Vicki MacGregor - DDSL

School staff

All staff

All staff in the school, including supply staff and volunteers have responsibility for safeguarding, according to their roles and under the guidance of the DSL.

All staff will:

- Follow our agreed Code of Conduct and 'Safer Working Practices' guidance
- Read Part One/Annex A/Annex B of KCSiE 2025 as directed by senior leaders and appropriate to individual roles
- Attend training sessions/briefings as required to ensure that they are aware of the signs of Abuse, Neglect, Complex Safeguarding concerns and key LA approaches including Early Help, Signs of Safety, Safe & Together and ensuring that the voices of children are listened to and taken account of.
- Attend training sessions/briefings as required to ensure that they follow relevant policies e.g. Behaviour Management Policy/Exclusions Policy
- Provide a safe environment where children can learn
- Be aware of specific vulnerabilities of some children, including those with poor attendance and those with a Social Worker
- Understand the concept of 'it could happen here' in respect of child sexual violence or sexual harassment and be proactive in response to a whole school approach to the issue
- Be approachable to children and respond appropriately to any disclosures
- Be aware that there are a range of reasons why some children may not feel ready or know how to tell someone that they are being abused, exploited or neglected, be professionally curious and actively build trusted relationships which facilitate communication
- Never promise a child that they will not tell anyone about an allegation, as this may not ultimately be in the best interest of the child
- Know what to do if they have a concern and follow our agreed procedures for recording concerns, sharing information and making referrals
- Attend multi-agency meetings as required, if appropriate to their role
- Be aware of the local early help processes and understand their role in it
- Contribute to the teaching of safeguarding in the curriculum as required, if appropriate to their role
- Provide targeted support for individual and groups of children as required, if appropriate to their role

Teaching staff have additional statutory duties, including to report any cases of known or suspected Female Genital Mutilation.

3. Training and awareness raising

- 3.1 In accordance with KCSiE 2025, all new staff and regular volunteers will receive appropriate safeguarding information during induction (including online safety and their responsibilities in relation to filtering and monitoring) and be made aware of the systems within the school which support safeguarding e.g. the Behaviour Policy. This training is provided in a suite of videos prior to commencing the placement at school. This training will be regularly updated.
- 3.2 All staff must ensure that they have read and understood KCSiE: Part One. A declaration is signed to state that this has been completed and staff are subsequently tested and reminded of its content through the year.
- 3.3 All staff will receive regular child protection training at least every 2 years and at least an annual update which includes basic safeguarding information about our policies and procedures, signs and symptoms of abuse (emotional and physical), indicators of vulnerability to exploitation and radicalisation, how to manage a disclosure from a child as well as when and how to record a concern about the welfare of a child, with regular updates in relation to local and national changes. An online training provider is used to facilitate this, and training on specific aspects such as prevent, CCE, CSE, abuse and mental health.
- 3.4 All staff members will receive regular safeguarding and child protection training and updates, including online safety and their role and responsibility in relation to filtering and monitoring as required, providing them with relevant skills and knowledge to safeguard children effectively. The trust IT team manage the filtering and monitoring of IT equipment. Any breaches of filtering are sent to the DSL who addresses this with the child, supported by other members of SLT as needed
- 3.5 To recognise the expertise built within staff by training and managing concerns on a daily basis, staff will be provided with the opportunity to contribute to and shape safeguarding arrangements and the child protection policy. This includes through curriculum development, staff voice via surveys and regular face to face training which invite discussion.
- 3.6 All interview panels will include at least one member that has completed up to date Safer Recruitment training within the last 3 years.
- 3.7 All staff need to understand the impact mental health problems may have on all aspects of safeguarding including the relevance of Adverse Childhood Experiences (ACEs) and the impact of trauma on children and young people and this is included in our training programme and through ongoing work with Khulisa.

Safeguarding / Child Protection policies and procedures

Pupil voice

Children are encouraged to contribute to the development of policies and share their views, through the student council.

We support the LA in its progress towards UNICEF Child Friendly City status and participate in the UNICEF Rights Respecting School programme and currently have bronze accreditation.

Poor attendance/absent children

We adopt MCC Attendance Policy and Attendance Strategy and reflect these in our own policies. We attend targeted support meetings related to attendance when required.

We view poor attendance as a safeguarding issue and in accordance with our Attendance Policy, absences are rigorously pursued and recorded. Any concerning patterns are reviewed in partnership with the appropriate agencies, we take action to pursue and address all unauthorised absences in order to safeguard the welfare of children in our care.

Our Attendance Policy identifies how individual cases are managed and how we work proactively with parents/carers to ensure that they understand why attendance is important. In certain cases, this may form part of an Early Help Assessment (EHA).

We implement the statutory and LA requirements in terms of monitoring and reporting children missing education (CME), part-time timetables and off-rolling and understand how important this practice is in safeguarding children and young people. The academy's attendance policy can be viewed on the website.

We will follow the Emotional Barriers to School Attendance guidance (MCC, updated September 2025) to assist with strategies for supporting children and young people experiencing anxiety to return to school.

We will alert the relevant team or authority if a new child who has been expected to attend, does not arrive on the due date. (This is in response to learning from local serious case reviews.)

Alternative provision (AP)

We will only place children in AP which is a registered provider and has been quality assured. e.g. is on the MCC approved provider list or has been judged by Ofsted to be Good or better.

We will obtain written confirmation from the AP that appropriate safeguarding checks have been carried out on individuals working at their establishment.

Children who require access to AP will have a personalised learning plan designed to meet their needs.

AP placements will be regularly reviewed. Their attendance will be monitored by us in accordance with the School Register Regulations (secondary schools only).

Our DSL will work together with the DSL at the AP to ensure effective sharing of information and that any safeguarding concerns are followed up appropriately.

Our school will remain responsible for the safeguarding of any pupils placed in AP.

Exclusions

We comply with statutory regulations and with the LA Inclusion Policy (Appendix C).

The DSL will be involved when a fixed term or permanent exclusion is being discussed and any safeguarding issues will be considered. If there is an open EH, CIN or CP, the EH Practitioner or Social Worker will be informed.

We will work with the MCC Weapon Carrying in Schools and Colleges guidance (Appendix C) to assist in decision making around exclusion and other responses to carrying or using weapons in school. We will assess where there may be a risk of weapon carrying in school and put measures in place to prevent this, including risk assessments and screening practices.

Where it is felt that a child or young person is likely to be permanently excluded a multi-agency assessment will be instigated to ensure that there is improved understanding of the needs of the young person and their family and that the key agencies are involved.

Vulnerable groups

We ensure that all key staff work together to safeguard vulnerable Children; this includes regular pastoral meetings of the vice principal, assistant principal for inclusion, SENDCo, DSL, DDSL, family support worker and attendance lead to discuss and address any concerns. The focus of the group is to ensure that conversation must lead to action, meaning that the group is highly proactive in its approach. The group draw on knowledge of the child alongside data sources such as academic achievement, attendance, punctuality, behaviour incidents, presentation issues or wellbeing screening results.

Any child may benefit from early help at times, but all staff will be particularly alert to the potential need for early help for a child who:

- Is disabled or has certain health conditions and has specific 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 in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups or county lines
- Is frequently missing/goes missing from care or from home
- Is at risk of modern slavery, trafficking, sexual or criminal exploitation
- Is at risk of being radicalised or exploited
- Has a family member in prison, 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 drugs or alcohol themselves
- Has returned home to their family from care
- Is at risk of 'honour'- based abuse such as Female Genital Mutilation or Forced Marriage
- Is a privately fostered child
- Is persistently absent from education, including persistent absences for part of the school day Additionally, these children will also be considered

- International new arrival, refugee or asylum seeker
- Looked after, previously looked after or under a special guardianship order.
- Has or has had a social worker
- LGBT children (KCSiE, Part 2:203-205)
- Has the potential for adultification

Children with special educational needs and disabilities (SEND) can face additional safeguarding challenges. All staff are aware that additional barriers can exist when recognising abuse and neglect in this group of children. These can include:

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration
- Being more prone to peer group isolation or bullying (including prejudice-based bullying) than other children
- The potential for children with SEND or certain medical conditions being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs and
- Communication barriers and difficulties in managing or reporting these challenges. .

Mental health problems can, in some cases, be an indicator that a child has suffered, or is at risk of suffering abuse, neglect or exploitation. We have clear systems and processes in place for identifying possible mental health problems, including routes to escalate and clear referral and accountability systems.

We ensure that staff consider the context in which incidents occur and whether wider environmental factors (extra-familial harm) are present in a child's life that are a threat to their safety and/or welfare.

We ensure that appropriate staff have the information they need in relation to a child's looked after legal status and regarding a child who was previously looked after. We work with relevant social workers and the Virtual School

Where children have or have had a social worker, we will work alongside the social worker to ensure there is a clear education focus in the Plan for the child.

Staff should share any concerns they have about a child with the Designated Safeguarding Lead. However, it should be remembered 'that sometimes children will not feel ready or know how to tell someone that they are being abused, exploited, or neglected, and/or they may not recognise their experiences as harmful. This should not prevent staff from having a professional curiosity and speaking to the DSL

[Child on Child abuse \(KCSiE Part 5\)](#)

All our staff recognise that children are capable of abusing their peers, including online.

Our approach to managing child on child abuse clearly outlines our procedures and approach to this issue which are summarised below:

- The procedures to minimise the risk of child-on-child abuse
- The systems in place to ensure that children understand that the law is there to protect them not to criminalise them and for children to confidently report abuse, knowing their concerns will be taken seriously

- How allegations of child-on-child abuse will be recorded, investigated and dealt with
- Recognition of the importance of understanding inter-familial harms and our processes as to how victims, perpetrators and any other children affected by child-on-child abuse will be supported
- Recognition that even if there are no reported cases of child-on-child abuse, such abuse may still be taking place and simply not be reported
- Our clear zero-tolerance approach to abuse, never passing it off as 'banter', 'just having a laugh', 'part of growing up' or 'boys being boys'
- Recognition that it is more likely girls will be victims and boys' perpetrators, but that all child-on-child abuse is unacceptable and will be taken seriously
- Recognition of the different forms child on child abuse can take
- Our response to reports of sexual violence and sexual harassment as guided by Part Five of KCSiE 2025.

Elective home education

We understand the variety of reasons why some parents/carers would wish to home educate their child/ren and support this where the child's best education is at the heart of the decision.

We also understand that by being educated at home, some children are less visible to the services that are there to keep them safe and supported in line with their needs

If a parent/carer informs us of their **intention** to remove their child/ren from school, we will aim to co-ordinate a meeting between ourselves, parents/carers (and other key professionals if relevant) to ensure that the best interests of the child have been considered, especially if the child has SEND, is vulnerable or has a social worker, **before** the final **decision** is made.

We will inform Manchester LA of all deletions from the admission register when a child is taken off- role and we understand that a child may be removed from roll as soon as the parent has informed us of their decision.

We are familiar with the guidance from DfE outlining the roles and responsibilities of the LA in relation to Elective Home Education.

Community safety

Serious violence

We are aware of the indicators and risk factors which may signal that children are at risk from, or are involved with serious violent crime.

We update our awareness training for staff based on new information regarding trends, modes of operation and language/slang when provided by partner agencies.

Child abduction and community safety incidents

We will support children by building on their confidence and ability to deal with challenging situations to enable them to keep themselves safe.

Our response to children carrying knives or other weapons in school and in situations out of school is aligned to the Manchester Knife and Weapon Carrying in Schools and Colleges Guidance (Knife Crime Protocol) in which we take a holistic and measured approach on a case-by-case basis to such incidents in and out of school.

Case management, record keeping and multi-agency working

Keeping records

MCA uses CPOMS to keep safeguarding records. Access is granted only to staff who are relevant to the incident/child, with DSL, DDSL, DHT, HT and SENDCo the only people to have full access.

CPOMS records are checked and quality assured, with the DSL regularly checking cases and adding comments/follow-ups.

We keep and maintain up to date information on children on the school roll including where and with whom the child is living, attainment, attendance, referrals to and support from other agencies. The record will also include

a chronology of any other significant event in a child's life and up to date contact details for adults who have day to day care of the child.

We keep copies of all referrals to Children and Families Services, the Early Help Hub and any other agencies related to safeguarding children.

We keep our safeguarding records secure.

We send a pupil's child protection or safeguarding file separately from the main file to a new establishment if they leave as soon as possible. We keep a copy of the file in accordance with our Records Policy (See Appendix E) and statutory and LA Guidance (See Appendices A, B & D).

Recording and reporting concerns

All staff, volunteers and visitors have a responsibility to report any concerns about the welfare and safety of a child and all such concerns must be taken seriously (Appendix A). If a concern arises all staff, volunteers and visitors must:

- Speak to the DSL or the person who acts in their absence
- Agree with this person what action should be taken, by whom and when it will be reviewed
- Record the concern using our safeguarding recording system – CPOMS.

Working with parents / carers

Our responsibility is to safeguard and promote the welfare of all the children in our care. We aim to do this in partnership with our parents/carers and would expect them to provide up-to-date contact details, including at least 2 emergency contacts.

In most cases parents/carers will be informed when concerns are raised about the safety and welfare of their child and given the opportunity to address any concerns raised.

We aim to engage with parents/carers through the LA Early Help processes, including holding strength-based conversations.

We will inform, and gain consent from parents/carers if possible, if a referral is to be made to Children's Social Care or any other agency **unless it is believed that by doing so would put the child at risk** e.g. in cases of suspected sexual abuse. We will record the reasons if consent is not gained.

In such cases the DSL or Headteacher will seek advice from Children's Social Care AGS.

Multi-agency working

We will develop effective links with other relevant agencies and co-operate as required with any enquiries regarding child protection issues.

We will develop effective links with the Early Help Hubs and carry out an Early Help Assessments (EHA), as appropriate.

We will notify the named Social Worker if:

- A child subject to a child protection plan is at risk of permanent exclusion

- There is an unexplained absence of a child who is subject to a child protection plan
- It has been agreed as part of any child protection plan or core group plan
- We receive an Operation Encompass notification and believe the social worker may not be aware of the circumstances.

We will regularly review concerns if necessary, as detailed in KCSiE and will follow LA and MSP procedures if there is a need to re-refer or to escalate.

Confidentiality and information sharing

Staff will ensure that confidentiality protocols are followed and under no circumstances will they disclose any information about children outside of their professional role.

Information about children will only be shared with other members of staff on a need-to-know basis.

All staff and volunteers understand that they have a professional responsibility to share information with other agencies, in the best interests of the child's safety, welfare and educational outcomes. This is a matter of routine.

We have arrangements in place that set out clearly the process and principles for sharing information within school and with the three safeguarding partners, other organisations, agencies and practitioners as required. This includes an agreed rationale for gaining consent, when and what to share, when and what not to share and systems for recording these decisions.

We understand that the Data Protection Act 2018 and UK GDPR do not prevent the sharing of information for the purposes of keeping children safe. 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. (KCSiE Part 2:115 – 123)

Child protection (CP) / Child in need (CiN) / Team around the child / family meetings and conferences

A child protection conference will be held by Social Care if it is considered that the child is suffering or at risk of significant harm.

We will attend and contribute to initial and review CP conferences, CiN conferences and relevant multi-agency meetings, including core groups. In the holidays, attendance at such meetings will be agreed by the team. There is an all year round safeguarding presence provided by the trust.

Members of staff who are asked to attend a child protection conference or other core group meetings (either in person or virtually) about an individual pupil/family will need to have as much relevant updated information about the child as possible and will send a report, using the most up-to-date proforma to the Chair within the required timescales, at least 48 hours before the meeting.

Our reports will always include the voice of the child, which is especially important where there may be barriers to communication.

We will aim to discuss and share reports with the parents/carers before the conference.

All relevant staff will be confident in using the tools which are part of Social Care's refreshed approach.

Concerns / disclosures by pupils, staff and volunteers

Any concern, disclosure or expression of disquiet made by a child will be listened to seriously and acted upon as quickly as possible to safeguard his or her welfare.

All staff and volunteers must be clear with children that they cannot promise to keep secrets.

We will make sure that the child or adult who has expressed the concern or made the complaint will be informed not only about the action to be taken but also where possible about the length of time required to resolve the complaint.

We will endeavour to keep the child or adult informed about the progress of the complaint/expression of concern.

Learning from serious cases

MSP will always undertake a child practice review (CPR) previously called a serious case review (SCR) when a child dies (including death by suicide) and abuse or neglect is known or suspected to be a factor in their death. The purpose of the CPR/SCR is to:

- Find out if there are any lessons to be learnt from the case about how local professionals and agencies work together to safeguard and promote the welfare of children and young people
- Identify what those lessons are, how they will be acted on and what is expected to change as a result of the serious case review.
- Improve inter-agency working to better safeguard and promote the welfare of children and young people.

If required, we will provide an individual management report for a CPR/SCR and will cooperate fully with implementing outcomes of the review including reviewing policy, practice and procedures as required.

Our DSL will keep up to date with the findings from CPR/SCR and other learning reviews nationally and in Manchester, share the learning and review our safeguarding procedures if relevant.

The curriculum

We are committed to promoting emotional health and wellbeing and to supporting the development of the skills needed to help keep children safe and healthy. This includes face to face teaching, blended learning and online learning as needed in response to any crisis situation that may arise.

All children have access to an appropriate curriculum, differentiated to meet their needs. They are encouraged to express and discuss their ideas, thoughts and feelings through a variety of activities and have access to a range of cultural opportunities which promote the fundamental British values of tolerance, respect and empathy for others.

This enables them to develop the necessary skills to build self-esteem, respect others, support those in need, resolve conflict without resorting to violence, questions and challenge and to make informed choices in later life.

Relationships Education, Relationships and Sex Education (RSE) and Personal Social and Health Education (PSHE) are taught through Aspire lessons and provide opportunities for children and young people to discuss and debate a range of subjects including lifestyles, family patterns, religious beliefs and practices and human rights issues.

We take account of the latest advice and guidance provided to help address specific vulnerabilities and forms of grooming and exploitation e.g. Domestic Abuse, Child Sexual Exploitation, Child on Child Abuse, Radicalisation, 'Honour-based' Abuse, including Forced Marriage, Female Genital Mutilation & breast ironing, Modern Slavery and County Lines.

All children know that there are adults in our school whom they can approach in confidence if they are in difficulty or feeling worried and that their concerns will be taken seriously and treated with respect..

Children are encouraged to contribute to the development of policies through the School council.

Children are taught about safeguarding including online safety and for some children, this will take a more personalised or contextualised approach, such as more vulnerable children, victims of abuse and some SEND children.

We have a clear set of values and standards, upheld and demonstrated throughout all aspects of school life.

We have a culture of zero tolerance for sexism, misogyny/misandry, homophobia, bi-phobic and sexual violence or harassment

DIGITAL SAFEGUARDING

Digital safety is a safeguarding issue, and we understand that children must be safeguarded from potentially harmful and inappropriate online material. Our whole school/college approach empowers us to protect and educate pupils/students and staff in their use of technology and establishes mechanisms to identify, intervene in and escalate any concerns where appropriate. The purpose of Internet use in our school/setting/college is to help raise educational standards, promote pupil achievement, and support the professional work of staff as well as enhance our management information and business administration.

The checklist to ensure compliance with Filtering and Monitoring standards is included as Appendix B

We consider the 4C areas of risk (content, contact, conduct and contract risk) to inform our online safety policy and ensure this is a running and interrelated theme when developing other relevant policies and procedures.

The Internet is an essential element in 21st century life for education, business and social interaction and we have a duty to provide children with quality access to it as part of their learning experience.

Our policy on the use of children's personal mobile phones and smart technology is clearly outlined in our acceptable usage policy but in summary, students are not permitted to use their phones in school, although we know that they may have them on their person for use on the way to and from school.

We will ensure that appropriate filtering methods (without 'over-blocking') are in place to ensure that pupils are safe from all types of inappropriate and unacceptable materials, including terrorist and extremist material. This is managed by the trust central team using a system called LAN school, which provides reports to the HT and DSL. We ensure our monitoring system responds quickly to incidents and they are escalated to those with a safeguarding responsibility

We use an appropriate level of security protection in order to safeguard our systems, staff and learners from evolving cyber-crime technologies and periodically review its effectiveness.

We will encourage children to use Social Media safely, including opportunities for them to think and discuss the issues and to check their sources of information. We will keep abreast of new developments that may potentially harm our children.

We have separate acceptable use policies (AUPs) for both staff and children. This covers the use of all technologies and platforms used, both on and offsite – laptops and this is linked to the staff Code of Conduct.

We will complete online safety audits as appropriate to our needs and know where to access recommended models. We will use SWGfl, alongside audits conducted by the trust IT team.

We work with parents to promote good practice in keeping children safe online, including to support their children learning at home. This includes sharing information, signposting on our website and having it as a focus of our parent forums.

We ensure that all staff adhere to safe and responsible online behaviours when providing home learning and communicating with families.

As technology, and the risks and harms associated with it, evolve and change rapidly, we will carry out an annual review of our approach to online safety supported by an annual risk assessment that considers and reflects the risks our children face. (KCSiE Part 2, 135-148)

Safer recruitment and selection of staff

Our recruitment and selection policies and processes adhere to the DfE guidance, KCSiE and the LA model policy for Safer Recruitment (Appendices A & D)

Our safeguarding culture and vigilance, in conjunction with our policies and processes, will deter and prevent people unsuitable to work with children from applying or securing employment or volunteering opportunities at our school. These measures are outlined below and expanded in our Safer Recruitment Policy.

- All those involved with the recruitment and employment of staff to work with children have received appropriate safer recruitment training and at least one of the persons who conducts an interview has completed safer recruitment training
- Our job adverts will include safeguarding requirements and the schools /colleges commitment to safeguarding and promoting the welfare of children
- Our job adverts will make clear that safeguarding checks will be undertaken, including online checks for shortlisted candidates.
- We understand the process around filtering offences

- Our application form will include the statement that it is an offence to apply for the role if an applicant is barred from engaging in regulated activity
- We do not accept CVs in place of an application form
- Shortlisted applicants will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children
- Applicants must sign a declaration confirming information given is true
- References are obtained by the school before interview and open references are not acceptable
- Our selection techniques are pre-arranged and questions structured to understand suitability, skills and motivation for the role
- We will investigate at interview if any concerns have come to light about the candidate through DBS or online checks
- We involve pupils in the process in a meaningful way
- All information in the decision-making process is recorded along with the decisions made
- Correct pre-employment checks are carried out and appropriately stored on the single central record
- We understand and complete appropriate processes to determine if there are any prohibitions, directions, sanctions disqualifications or restrictions related to the candidate
- We understand the check which need to be made for individuals who have lived or worked outside the UK
- We adhere to duties which must be performed in relation to agency and third party staff, contractors, trainees or student teachers, visitors and volunteers
- We remain vigilant about safeguarding beyond the recruitment process and ensure commitment is evident to the safety and welfare of our children as enshrined in our ethos.

The Headteacher and Governing body will ensure that all external staff and volunteers, including out of hours organisations using our school site have been recruited safely, including DBS checks as appropriate. All documentation reviewed at point of booking and monitored in spot checks. Any concerns would be raised through the community team who would then alert the safeguarding team.

When our school is used for non-school activities, we ensure that arrangements are made to keep the children safe through our letting contracts. We specify that we expect providers to meet the guidance in [Keeping Children Safe in Out of School Settings](#) (KCSIE, Part 2, 169).

If we receive an allegation related to an incident that happened when an individual or organisation was using our premises for the purposes of running activities for children, we will follow our own safeguarding policies and procedures, including informing the LADO if relevant (KCSIE Part 4)

The school maintains a single central record of all recruitment checks updated and monitored at least termly by trust DSL and CEO. In addition, an annual external check is conducted.

Trainee teachers will be checked either by the school or by the training provider, from whom written confirmation will be obtained.

Written notification will be requested from any agency or third party organisation used by us to confirm that the organisation has carried out the statutory recruitment checks.

We will not keep copies of DBS certificates, either electronically or in paper files

Risk assessments are carried out on all volunteer activities as required.

Managing allegations and concerns against staff, supply staff, volunteers and contractors

We follow the DfE guidance KCSiE, Section 4, when dealing with allegations made against staff, supply staff, volunteers and contractors applying the appropriate level of concern criteria and managing accordingly.

We work closely with the police, children's social care and MCC LADO when a risk of harm is indicated.

The welfare of the child/ren is paramount when considering an allegation and before contacting the LADO we make careful enquiries to help determine facts and foundation to the allegation, aware of not jeopardising any future police investigation.

We consider allegations that may meet the harms threshold and those allegations/concerns that do not, referred to as 'low level concerns'. These are outlined in our Allegations against staff (including low-level concerns) policy

The harms threshold indicates that a person would pose a risk of harm if they have:

- 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 he or she 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 (including behaviour that may have happened outside school, known as transferable risk).

Our Managing Allegations Policy details the processes and responses to reporting harm threshold cases and also managing their conclusions.

Concerns that do not meet the harm threshold may include:

- Suspicions or nagging doubts about a member of staff
- Complaints
- Disclosures made by child, parent/carer or another adult within or outside of school
- Inappropriate conduct outside of work
- Those raised during recruitment and vetting processes.

Our open and transparent culture enables us to identify concerning, problematic or inappropriate behaviour early thus minimizing the risk of abuse

Although low level concerns may not meet the harm threshold, they are not insignificant.

All low level concerns are reported to the headteacher and may also be self-referred (KCSiE provides further clarity on processes- 430-436)

Our low level concerns policy, details the processes and conclusion of low level concerns and guidance about including information in references.

All allegations made against a member of staff, including supply staff, volunteers, contractors or security staff working on site, will be dealt with quickly and fairly and in a way that provides effective protection for the child while at the same time providing support for the person against whom the allegation is made.

We ensure that all staff are aware of how to raise a concern, including anonymously as a whistleblower. This policy is available on the website.

Historic allegations will be referred to the police.

Safety on and off site

Our site is secure with safeguards in place to prevent any unauthorised access and also to prevent children leaving the site unsupervised.

We have good up to date knowledge of our local area and any safeguarding risks to the wider community.

All visitors, including visiting speakers, are subject to our safeguarding protocols while on site. We will undertake an assessment of the education value, age appropriateness and content of the visitors itinerary.

Visitors who are in school in a professional capacity will have their ID checked and assurance sought that they have an appropriate DBS check.

We will ensure that any contractor, or any employee of a contractor, who is to work in our school, has been subject to the appropriate level of DBS check. We are responsible for determining the appropriate level of supervision depending on the circumstances and set out our safeguarding requirements in any contracts between school and the contractor's organisation. We will always check the identities of contractors and their staff on arrival.

We operate a responsible booking protocol and will carry out appropriate checks on all organisations which request to hire our facilities.

When the school is let, if services or activities are provided by the governing body or proprietor, under the direct supervision or management of school/college staff, the school/college arrangements for child protection will apply.

When the school is let and services or activities are provided by another body, we seek assurance that the body concerned has appropriate safeguarding and child protection policies and procedures in place (including inspecting these as needed) and ensure there are arrangements in place to liaise with school/college on these matters where appropriate. These documents are required at the point of booking and at regular spot checks.

Should we receive an allegation relating to an incident that happened when an individual or organisation were using our premises for the purpose of running activities for children, we will follow our safeguarding policies and procedures including informing the LADO.

Safeguarding arrangements should be included in any lease or hire agreement as a condition of use and occupation of the school/college premises – failure to comply with this will lead to termination of the agreement.

We exercise due diligence to prevent any organisation or speaker from using our facilities to disseminate extremist views or radicalise pupils or staff. Any concerns will be raised to our DSL.

All school visits are fully risk-assessed and no child will be taken off-site without parental permission.

We have a Health & Safety policy e.g. for contacting parents and for reporting to the emergency services, including police and hospitals.

We have read and considered the MCC/One Education Critical Incident guidance, the DfE Emergency planning and response for education, childcare and children's social care settings and School and College Security GOV.UK and we have a Critical Incident policy in place.

Complex safeguarding

Serious violence

We are aware of the indicators and risk factors which may signal that children are at risk from, or are involved with serious violent crime.

We will support referrals to Engage panels by providing information about concerns and worries for children involved in ASB and on the edge of criminality, including whether interventions have already been put in place and their success or not.

Child Criminal Exploitation and Child Sexual Exploitation

Children's Social Care will refer cases of child exploitation, criminal or sexual, to the Complex Safeguarding Hub and we will contact the professionals' advice line for further support to hasten this process or seek guidance, as appropriate.

We understand that schools are one of many locations where children can be targeted and recruited into county lines and recognise additional specific indicators that may be present when a child is criminally exploited through involvement in county lines. (KCSiE, Annex B)

We are aware of the significantly low numbers of reported CCE/CSE cases for girls locally and remain vigilant in recognising the signs of involvement for both boys and girls

We are mindful of the language and descriptors used when discussing or referring CCE and CSE instances and avoid all victim blaming language.

We consider the use of the term 'gang' and only apply it to Organised Crime Gangs, not urban or street groups, although our children may perceive that they belong to, or associate with, a named 'gang'.

We will seek help, support or recommendations from statutory partners with finding suitable outside presenters to deliver awareness and resilience programmes to help our children make good choices in the near and long term.

We are familiar with My Safety Planning approach for Child protection in extra-familial harm circumstances

Appendices

Our policy is based on the following legislation, national and local guidance/procedures and links to other relevant school policies.

(A) Legislation, statutory guidance and Ofsted framework

Definitions of Abuse and Neglect from KCSIE September 2025

Abuse: a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse, including where they see, hear or experience its effects. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children.

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

Emotional abuse: the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning or preventing the child from participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Sexual abuse: involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing, and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse.

Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. The sexual abuse of children by other children is a specific safeguarding issue in education and all staff should be aware of it and of their school or college's policy and procedures for dealing with it.

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

'Keeping Children Safe in Education', September 2025

Specific guidance for educational settings - relevant sections to be read and understood by all staff and volunteers as deemed appropriate. It signposts to key legislation as well as signposting to useful organisations and resources.

- Ofsted Section 5 Inspection Framework for Schools
- Inspecting Safeguarding in Early Years, Schools & Skills Settings'
- 'Working Together to Safeguard Children'
- Prevent Duty, Section 26 Counter Terrorism & Security Act, December 2023
- FGM Duty, Multi-agency Statutory Guidance on FGM April 2016, Section 74 Serious Crime Act 2015
- Domestic Abuse Act 2021
- Serious Case Reviews & Domestic Homicide Reviews (SCRs & DHRs)
- DFE Statutory Policies for Schools
- DFE Children Missing Education, Stat Guidance
- DFE Designated Teacher for LAC Guidance
- DFE Supervision of Regulated Activity
- Alternative Provision, Stat guidance
- Teachers' Standards
- Governors' Handbook
- 'Listening to & involving children & young people', stat guidance
- Health & Safety Legislation
- Equality Act.
- Filtering and Monitoring standards <https://www.gov.uk/guidance/meeting-digital-and-technology-standards-in-schools-and-colleges>

(B) Non-statutory Guidance

- DFE 'What to do if you are worried a child is being abused - Advice for practitioners'

- 'Safer Working Practices'
- DFE National Standards of Excellence for Headteachers,
- DFE 'Use of Reasonable Force in Schools',
- United Nations Convention on the Rights of the Child, Article 2,3 6 & 12
- NSPCC Whistleblowing Adviceline
- DfE Sexual Violence and Sexual Harassment in Schools and Colleges advice

- DfE Promoting the education of children with a social worker -Virtual School Head role extension June 2021
- NSPCC 'When to call the police'.

(C) MCC, MSP & GM Policies, Procedures and Guidance

Links to:

MSP Website:

- MSP & GM Policies
- MSP Multi-agency Levels of Need & Response Framework,
- Safeguarding Concerns, Guidance & Proformas, including escalation process
- MSP LADO Referral Process
- MSP Learning From Serious Case Reviews
- MSP on Sexual Harassment
- GM Weapons Carrying Guidance.
- Serious Youth Violence Protocol

Help and Support Manchester Website:

- Early Help Strategy, Guidance, Assessments & Referrals
- Our Practice in Manchester website:-
- Signs of Safety Strategy, Guidance & Resources MThrive
- National Police Chiefs' Guidance.

(D) Links to Other Relevant School Polices/Procedures

- Health and Safety
- Relationships and Sex Education
- Equal Opportunities statement
- E-Safety
- Behaviour Management including suspensions and exclusions
- Special Educational Needs
- Looked After Children
- Anti-bullying
- First Aid
- Code of Conduct (for staff).
- Allegations against staff (including low-level concerns) policy
- Critical Incidents
- Attendance Policy

(E) Links to Other Relevant Policies/Guidance MCC guidance

- 'Safeguarding' model policy & guidance
- 'Safer Recruitment' model policy
- Safeguarding Children with SEND
- Manchester Governors' Handbook MCC
- Attendance Guidance
- CME Guidance
- Inclusion Strategy

- Anxiety Based School Avoidance Guidance
- Weapon Carrying in Schools and Colleges Guidance
- MCC Elective Home Education Policy
- MCC Alternative Provision guidance and approved provider list
- UKIS Governors' Guidance for Online Safety.

(F) Abbreviations

- CiN Child in Need
- CP Child Protection
- CSC Children's Social Care
- DSL Designated Safeguarding Lead
- EH Early Help
- EHA Early Help Assessment
- GM Greater Manchester
- LADO Local Authority Designated Officer
- MASH Multi Agency Safeguarding Hub
- MCC Manchester City Council
- MSCB Manchester Safeguarding Children's Board