

LANGTOFT PRIMARY SCHOOL

Safeguarding and Child Protection Policy and Procedures (v14)

Article 19 (Protection from all forms of violence): Children have the right to be protected from being hurt and mistreated, physically or mentally. Governments should ensure that children are properly cared for and protect them from violence, abuse and neglect by their parents, or anyone else who looks after them.

Article 36 (Other forms of exploitation): Children should be protected from any activity that takes advantage of them or could harm their welfare and development.

Named personnel with designated responsibility for safeguarding:

| Academic Year | Designated Safeguarding Lead #1 | Designated Safeguarding Lead #2 | Safeguarding Governor | Chair of Governors |
|---------------|---------------------------------|---------------------------------|-----------------------|--------------------|
| 2019/2020 | Mr J McCullough | Mr S Dolby | Mrs J Goodson | Mr R Seaton |
| 2020/2021 | Mr J McCullough | Mr S Dolby | Mrs J Goodson | Mr R Seaton |

This policy was reviewed in July 2020 and adopted by the full governing body on 1 September 2020. Changes made are highlighted.

I. Introduction

The aims of these procedures are:

- To clarify roles and responsibilities of everyone within our school in relation to safeguarding
- To have clear procedures that are followed when a child is identified as needing more than universal services can provide.

II. Definitions:

Safeguarding is defined as:

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

(Working Together to Safeguard Children, 2018)

The term 'Child' or 'Children' refers to as anyone under the age of 18 years.

Section 1 SCHOOL COMMITMENT

1.1 This policy applies to all adults, including volunteers, working in or on behalf of Langtoft Primary School (referred to as 'the school' or 'we' hereafter).

1.2 We aim to work in partnership and have an important role in inter-agency safeguarding arrangements as set out by *Working Together to Safeguard Children* (2018) and *Keeping Children Safe in Education* (September 2019). Everyone working in or for the school shares an objective to help keep children and young people safe by contributing to:

- providing a safe environment for children and young people to learn and develop in the school setting, and
- identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in the school setting

1.3 Langtoft Primary School is committed to safeguarding and promoting the well-being of all of its pupils. Each pupil's welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse. We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world in a positive way. Whilst at school, behaviour may be challenging. We recognise that they may exhibit concerning behaviours and at times this may impact on other children either directly or indirectly. We will always take a considered and sensitive approach in order that we can support all of our pupils.

1.4



Section 2 PUPIL INFORMATION

2.1i In order to keep children safe and provide appropriate care for them, the school requires accurate and up to date information regarding:

- Names, contact details and relationship to the child of any persons with whom the child normally lives
- names and contact details of all persons with parental responsibility (if different from above)
- emergency contact details (if different from above), ensuring that if the person(s) with parental responsibility is unable to collect this person, of person(s) who could collect the child and keep them safe until either the person(s) with parental responsibility is available or a more suitable arrangement is made. The school encourages all parents/carers to provide more than one emergency contact, providing the school with additional options to make contact with a responsible adult when a child missing education is identified as a welfare and/or safeguarding concern
- details of any persons authorised to collect the child from school (if different from above)
- any relevant court orders in place including those which affect any person's access to the child (e.g. Residence Order, Contact Order, Care Order, Injunctions etc.)
- if the child is or has been subject to a Child Protection Plan
- if the child is or has been subject to an Early Help Assessment (EHA) or Child In Need (CIN) processes.
- If the child is a Looked After Child (LAC) or previously looked after
- name and contact detail of General Practitioner
- any other factors which may impact on the safety and welfare of the child

2.1ii The school will collate, store and agree access to this information, ensuring all information held electronically is stored securely with due regard to meeting data protection and safeguarding requirements.

2.2 Transfer of files

2.2i When a child leaves the school, the pupil's record, including the child protection file which is separated from the main pupil record in a sealed envelope clearly marked as such, is transferred to the new school as soon as possible. This is usually done with a face-to-face meeting unless the child moves out of area. (If this is the case, the file is transferred with an accompanying list of the other files included (for example, pupil file, child protection file, last academic report) by recorded delivery and signed for.) The child protection file is clearly marked: PRIVATE AND CONFIDENTIAL: Child Protection; FOR THE ATTENTION OF: Designated Safeguarding Lead. A receipt of this transfer will be retained. This will be achieved by the receiving school i) signing a copy of the list to verify that they have received the files listed and ii) returning signed list to our school for tracking and auditing purposes.

2.2ii This information should be added to a record of transfer which the sending school keeps until the child reaches their twenty-fifth birthday and must contain:

- Name and date of birth of child
- Name and address of receiving school
- Date file(s) transferred with name and role of person who received it
- Date sending school received confirmation of receipt of files from receiving school

- Brief description of case at the time of transfer e.g. Child Protection Plan: Neglect.
- 2.2iii In addition to the child protection file, the Designated Safeguarding Lead should also consider if it would be appropriate to share any information with the new school in advance of a child leaving. For example, information that would allow the new school to continue supporting victims of abuse and have that support in place for when the child arrives.
- 2.2iv The pupil record should not be weeded before transfer to the next school unless any records with a short retention period have been placed in the file. It is important to remember that the information which may seem unnecessary to the person weeding the file may be a vital piece of information required at a later stage.
- 2.2v Electronic documents that relate to the pupil file also need to be transferred, or, if duplicated in a master paper file, destroyed.
- 2.2vi Sending schools do not need to keep copies of any records in the pupil record except if there is an ongoing legal action when the pupil leaves the school. Custody of and responsibility for the records passes to the school the pupil transfers to.
- 2.2vii The school which the pupil attended until statutory school leaving age is responsible for retaining the pupil's record until the pupil reaches the age of 25 years. This school retains a copy of the child's chronology and any documents that the school created, for example, risk assessment, in an archive until the child reaches the age of 25 years. The receipt of the transferred file is kept alongside this archive. Any archived files are stored securely in the same way as an active file.
- 2.2viii If any records relating to child protection issues are placed on the pupil file, it should be in a sealed envelope and then retained for the same period of time as the pupil's file: that is, until the child's twenty-fifth birthday
- 2.2ix Sources of further support:
- [IRMS Information Management Toolkit for Schools June 2019](#)
 - Data Protection Toolkit for Schools August 2018
 - [DfE Data protection: a toolkit for Schools August 2018](#)
 - Lincolnshire County Council Data Protection Advice Service
 - [LCC Data Protection Advice Service for Schools](#)
 - Perspective Light/Safeguarding/Safeguarding Documents/IRMS Toolkit for schools 2019 + Data Protection Toolkit for Schools

Section 3 **ROLES AND RESPONSIBILITIES**

3.1 Our Governing Body is so important in robust safeguarding practice. Our Governors will ensure that:

- i. there is a named Safeguarding Governor
- ii. the school has an effective Safeguarding and Child Protection Policy and procedures in place that are in accordance with local authority guidance and locally agreed inter-

- agency procedures, and the policy is available publically via the school website or other means. The policy will be reviewed and updated on an annual basis
- iii. the school has a staff Code Of Conduct and that this is provided to all staff and volunteers on induction. The policy includes acceptable use of technology, staff/pupil relationships and communications including the use of social media
 - iv. the school operates safer recruitment procedures and makes sure that all appropriate checks are carried out on staff and volunteers who work with children; and that any panel involved in the recruitment of staff has at least one member who has undertaken safer recruitment training
 - v. the school has procedures for dealing with allegations against staff and volunteers that comply with guidance from the local authority and locally agreed inter-agency procedures
 - vi. online safety policy and procedures are in place and training and support is provided for staff and pupils to ensure that there is a good understanding of child protection issues related to electronic media
 - vii. the school has appropriate electronic filtering and monitoring systems in place to ensure that children are safeguarded from potentially harmful and inappropriate online material; whilst recognising that “over blocking” should not lead to unreasonable restrictions as to what children can be taught
 - viii. a senior member of the school’s leadership team is appointed to the role of Designated Safeguarding Lead who will take lead responsibility for safeguarding and child protection
 - ix. the school has one or more deputy Designated Safeguarding Leads who are trained to the same standard as the lead Designated Safeguarding Lead
 - x. children are taught about safeguarding, including online safety as part of providing a broad and balanced curriculum. This may include covering relevant issues through Relationships and Sex Education, and/or where delivered, through Personal, Social, Health and Economic (PSHE) education. The Government has made regulations which will make Relationships Education (for all primary pupils) and Relationships and Sex Education (for all secondary pupils) and Health Education (for all pupils in state-funded schools) mandatory from September 2020.
 - xi. staff including the headteacher undertake appropriate safeguarding training which is updated annually
 - xii. they remedy, without delay, any deficiencies or weaknesses regarding child protection arrangements
 - xiii. a governor is nominated to be responsible for liaising with the Local Authority and/or partner agencies in the event of allegations of abuse being made against the headteacher
 - xiv. where services or activities are provided on the school premises by another body, the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection and liaises with the school on these matters where appropriate
 - xv. they review their policies and procedures annually
 - xvi. the school appoints an appropriately trained designated teacher with responsibility for “promoting the educational achievement of children who have left care through adoption, special guardianship or child arrangement orders or who were adopted from state care outside England and Wales” in addition to Looked After Children (LAC).

3.2 Our headteacher will ensure that:

- i. the policies and procedures adopted by the Governing Body are fully implemented, and followed by all staff
- ii. sufficient resources and time are allocated to enable the Designated Safeguarding Lead and other staff to discharge their responsibilities including taking part in strategy discussions and other inter-agency meetings and contributing to the assessments of children.
- iii. there are arrangements in place for safeguarding supervision for the Designated Safeguarding Lead and the deputy Designated Safeguarding Lead(s).
- iv. all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing policies and use of the [LSCP Professional Resolution & Escalation Protocol](#). [The NSPCC's 'What you can do to report abuse dedicated helpline](#) is available as an alternative route for staff who do not feel able to raise concerns regarding child protection failures internally or have concerns about the way a concern is being handled by their school or college. Staff can call 0800 028 0285. The line is available from 8am until 8pm, Monday to Friday. Staff can also email: help@nspcc.org.uk .
- v. the Designated Safeguarding Lead is supported in providing a contact for the school to provide a report and attend Initial Child Protection Case Conferences, Reviews and Looked After Children Reviews out of school term time when needed.
- vi. allegations regarding staff or any other adults in the school are referred to the Local Authority Designated Officer (LADO), as set out in the Managing Allegations procedure.
- vii. individuals are referred to the Disclosure and Barring Service (cases where a person is dismissed or left due to risk/harm to a child). This is a legal duty placed upon the school.

3.3 Our Designated Safeguarding Lead (DSL) as stated in *Keeping Children Safe In Education* (September 2019) will ensure that they:

3.3i Manage referrals

- a. refer cases of suspected abuse to the local authority children's social care (Customer Service Centre).
- b. support staff who make referrals to Customer Service Centre.
- c. seek advice from Prevent Team regarding radicalisation concerns and refer cases to the Channel programme when necessary.
- d. support staff who make referrals to the Channel programme when advised by Prevent team.
- e. support the headteacher to refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required.
- f. refer cases to the police where a crime may have been committed

3.3ii Work with others

- a. liaise with the headteacher to inform them of issues especially on-going enquiries under section 47 of the Children Act 1989 and police investigations
- b. as required, liaise with the 'case manager' (as per Part Four of *Keeping Children Safe in Education*) and the Local Authority's Designated Officer (LADO) for child protection concerns (all cases which concern a staff member or volunteer).
- c. liaise with staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies. Act as a source of support, advice and expertise for staff.
- d. take into account the learning from the following review: *Help, Protection, Education: Concluding the Children In Need Review (June 2019) (page 38)*
- e. 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, or have experienced, with teachers and school and college leadership staff. Their role could include ensuring that the school or college, and their staff, know who these children are, understand their academic progress and attainment and maintain a culture of high aspirations for this cohort; supporting teaching staff to identify the challenges that children in this group might face and the additional academic support and adjustments that they could make to best support these children.

3.3iii Supporting the child and partnership with parents

- a. recognise that the child's welfare is paramount; however, good child protection and safeguarding practice and outcomes rely on a positive, open and honest working partnership with parents.
- b. Whilst the school may, on occasion, need to make referrals without consultation with parents, every effort will be made to maintain a positive working relationship with them whilst fulfilling duties to protect any child.
- c. provide a secure, caring, supportive and protective relationship for the child
- d. give the child a proper explanation (appropriate to age and understanding) of what action is being taken on their behalf and why.
- e. endeavour always to preserve the privacy, dignity and right to confidentiality of the child and parents. The DSL will determine which members of staff "need to know" personal information and what they "need to know" for the purpose of supporting and protecting the child.

3.3iv Undertake training

- a. The DSL (and any deputies) undergo training to provide them with the knowledge and skills required to carry out the role. The training will be updated at least every two years. They will also undertake Prevent awareness training.
- b. In addition to the formal training, their knowledge and skills will be refreshed at regular intervals, as required, but at least annually, to allow them to understand and keep up

with any developments relevant to their role. This will be done by attending the termly Designated Safeguarding Lead Safeguarding Briefings and by attending appropriate Lincolnshire Safeguarding Children Board inter-agency training and other relevant training and/or conference opportunities so they:

- understand the assessment process for providing early help and intervention, for example, through locally agreed common and shared assessment processes such as early help assessments
- have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so
- ensure each member of staff, especially new and part time staff has access to and understands the school's *Safeguarding and Child Protection Policy and Procedures*
- are alert to the specific needs of children in need, those with special educational needs and young carers
- are able to keep detailed, accurate, secure written records of concerns and referrals
- understand and support the school or college with regards to the requirements of the Prevent duty and are able to provide advice and support to staff on protecting children from the risk of radicalisation
- obtain access to resources and attend any relevant or refresher training courses
- encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school may put in place to protect them

3.3v Raise Awareness

- a. ensure the school's child protection policies are known, understood and used appropriately
- b. ensure the school's child protection policy is reviewed annually, the procedures and implementation are updated and reviewed regularly and work with governing bodies regarding this
- c. ensure the child protection policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school in this
- d. link with the Lincolnshire Safeguarding Children Board to make sure staff are aware of training opportunities and the latest local policies on safeguarding

3.3vi Availability

- a. during term time the DSL (or a deputy) should always be available during school hours for staff in the school to discuss any safeguarding concerns
- b. there will also be a DSL or deputy available to be contacted out of hours/out of term for urgent enquiries such as an Initial Child Protection Case Conference. At Langtoft Primary School, the Designated Safeguarding Lead available will be Mr J McCullough in the first instance and Mr S Dolby in the second. All staff (including governors) have been given the mobile telephone number of both Leads. Volunteers should ring the school and/or email using enquiries@langtoft.lincs.sch.uk.

3.3vii All staff and volunteers will:

- i. read and sign to say that they understand and will fully comply with the school's policies and procedures
- ii. read and sign to say that they understand Parts 1 and 5 of *Keeping Children Safe in Education* (September 2019)
- iii. identify concerns as early as possible and provide help to prevent concerns from escalating and identify children who may be in need of extra help or who are suffering or are likely to suffer significant harm
- iv. attend annual whole school safeguarding training and other appropriate training identified
- v. provide a safe environment in which children can learn
- vi. be aware that they may be asked to support a Social Worker to take decisions about individual children
- vii. inform the DSL of any concerns about a child immediately
- viii. inform the headteacher of any concerns regarding an adult within school at the earliest opportunity
- ix. inform the Chair of Governors of any concerns regarding the headteacher at the earliest opportunity
- x. act on the concern and make the referral themselves if they feel the concern is not being taken seriously.

Section 4 CHILD PROTECTION PROCEDURES

4.1 Definitions (from *Working Together to Safeguard Children* (2018) and *Keeping Children Safe in Education* (September 2019))

A child: any person under the age of 18 years.

Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:

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

Harm means ill-treatment or impairment of health and development, including, for example, impairment suffered from seeing or hearing the ill-treatment of another;

Development means physical, intellectual, emotional, social or behavioural development;

Health includes physical and mental health; maltreatment includes sexual abuse and other forms of ill-treatment which are not physical.

4.2 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. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults or 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 (Fabricated Induced Illness).

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 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 a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (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: 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); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

- 4.3** All staff follow the school's child protection procedures which are consistent with *Working Together to Safeguard Children 2018, Keeping Children Safe in Education* and the Lincolnshire Safeguarding Children Partnership guidance.
- 4.4** Teachers and other adults in school are well placed to observe any physical, emotional or behavioural signs which indicate that a child may be suffering significant harm. The relationships between staff, pupils, parents and the public which foster respect, confidence and trust can lead to disclosures of abuse, and/or school staff being alerted to concerns.
- 4.5** All staff will also have an awareness of specific safeguarding issues as referred to in Section 3, in particular domestic abuse, child exploitation (CE), radicalisation and the Prevent Duty, female genital mutilation (FGM), Attendance and Children Missing from Education (CME) and contextual safeguarding. Staff will also be aware that behaviours linked to drug taking, alcohol abuse, truancy and sexting put children in danger.
- 4.6** All staff will also be aware that safeguarding issues can manifest themselves via peer on peer abuse. This is most likely to include, but not limited to: bullying (including cyber bullying), gender based violence/sexual assaults and sexting. Staff are clear as to the school or college's policy and procedures with regards to peer on peer abuse.
- 4.7** It is **not** the responsibility of the school staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All members of staff, however, have a duty to recognise concerns and maintain an open mind. Accordingly all concerns regarding the welfare of pupils will be recorded and discussed with the DSL (or the deputy DSL in the absence of the DSL) prior to any discussion with parents.
- 4.8** If children are placed in any form of Alternative Provision for any part of their school day, this school will seek reassurance that the same child protection procedures will be followed and that any concerns will likewise be reported to our Designated Safeguarding Lead and their counterpart within the Alternative Provision.
- 4.9 Concerns that staff must act on immediately and report:**
- i. any suspicion that a child is injured, marked, or bruised in a way which is not readily attributable to the normal knocks or scrapes received in play
 - ii. any explanation given which appears inconsistent or suspicious
 - iii. any behaviours which give rise to suspicions that a child may have suffered harm (for example, worrying drawings or play)

- iv. any concerns that a child may be suffering from inadequate care, ill treatment, or emotional maltreatment
- v. any concerns that a child is presenting signs or symptoms of abuse or neglect
- vi. any significant changes in a child's presentation, including non-attendance
- vii. any hint or disclosure of abuse from any person
- viii. any concerns regarding person(s) who may pose a risk to children (for example living in a household with children present)
- ix. any potential indicators of Child Sexual Exploitation
- x. any potential indicators of Female Genital Mutilation
- xi. any potential indicators of Radicalisation
- xii. any potential indicators of living in a household with Domestic Abuse

4.10 Responding to disclosure

4.10.i Staff will not investigate but will, wherever possible, elicit enough information to pass on to the DSL in order that they can make an informed decision of what to do next.

4.10.ii The DSL will ensure that the child's wishes and feelings are taken into account when determining what action to take and what services to provide. Child Protection processes will operate with the best interests of the child at their core.

4.10.iii Staff will:

- a. listen to and take seriously any disclosure or information that a child may be at risk of harm
- b. try to ensure that the person disclosing does not have to speak to another member of school staff
- c. clarify the information
- d. try to keep questions to a minimum and of an 'open' nature using TED technique of 'Tell me, Explain to me, Describe to me'
- e. try not to show signs of shock, horror or surprise
- f. not express feelings or judgements regarding any person alleged to have harmed the child
- g. explain sensitively to the person that they have a responsibility to refer the information to the Designated Safeguarding Lead, children need to know that staff may not be able to uphold confidentiality where they are concerns about their safety or someone else's
- h. reassure and support the person as far as possible
- i. explain that only those who 'need to know' will be told
- j. explain what will happen next and who will be involved as appropriate
- k. record details including date, what the child has said, in the child's words on a 'Cause for Concern' form and handed to Designated Safeguarding Lead
- l. record the context and content of their involvement, and will distinguish between fact, opinion and hearsay

4.11 Action by the Designated Safeguarding Lead (DSL) (or deputy in their absence)

4.11.i Following any information raising concern, the DSL will consider:

- any urgent medical needs of the child

- whether the child is subject to a Child Protection Plan
- discussing the matter with other agencies involved with the family
- consulting with appropriate persons, for example, Duty and Advice Team
- the child's wishes

4.11.ii Then decide:

- to talk to parents, unless to do so may place a child at risk of significant harm, impede any police investigation and/or place the member of staff or others at risk
- whether to make a child protection referral to Children's Social Care: Duty and Advice Team because a child is suffering or is likely to suffer significant harm and if this needs to be undertaken immediately

OR

- not to make a referral at this stage
- if further monitoring is necessary
- if it would be appropriate to undertake an assessment (for example, an Early Help Assessment) and/or make a referral to Children's Social Care: Customer Service Centre.

4.11.iii All information and actions taken, including the reasons for any decisions made, will be fully documented and the process depicted in the flowchart in Appendix 3 will be followed. All referrals to Customer Service Centre will be followed up in writing and these referrals will always be kept on file irrespective of the outcome.

4.12 Action following a child protection referral

4.12.i The DSL or other appropriate member of staff will:

- make regular contact with the social worker involved to stay informed
- wherever possible, contribute to the strategy discussion
- provide a report for, attend and contribute to any subsequent Child Protection Conference
- if the child or children are made the subject of a Child Protection Plan, contribute to the Child Protection Plan and attend core group meetings and review conferences
- where possible, share all reports with parents prior to meetings
- where in disagreement with a decision and concerns still remain with the child :
 - i. talk in the first instance to the designated safeguarding lead
 - ii. check the referral included all the relevant information and clearly documented the concerns about the child
 - iii. finally follow the professional resolution and escalation protocol shown on the Lincolnshire Children's Safeguarding Board website.
- where a child subject to a Child Protection Plan moves from the school or goes missing, immediately inform Children's Social Care: Customer Service Centre

4.13 Recording and monitoring

4.13.i Accurate records will be made as soon as practicable and will clearly distinguish between observation, fact, opinion and hypothesis. All records will state who is providing the information, the date and time, information will be recorded in the child's words where possible and a note made of the location and description of any injuries seen, if this is a paper

record than this should be signed. An example of how this is done can be found in Appendix 1. Photographs of injuries must not be taken.

- 4.13.ii The DSL ensures that the method for other members of staff or volunteers passing on concerns or information is always adhered to as consistency is paramount in ensuring that nothing is missed. All record of concerns are followed up and clearly show what action is being taken as a result of the concern and the outcomes of this action.
- 4.13.iii All documents will be retained in a 'Child Protection file', separate from the child's school file. This will be locked away and only accessible to the headteacher and the DSL if a paper file. If an electronic file, it will be stored securely with appropriate levels of limited access. See section 2.2 for details about record transfer and retention.

Section 5 SAFEGUARDING ISSUES

All staff should have an awareness of safeguarding issues that can put children at risk of harm. Behaviours linked to behaviours such as drug taking, alcohol abuse, deliberately missing education and sexting (also known as youth produced sexual imagery) put children in danger.

5.1 Children and the court system

Children are sometimes required to give evidence in criminal courts. There are two age appropriate guides to support children [5-11 year olds](#) and [12-17 year olds](#).

5.2 Children Missing from Education

All staff should be aware that children going missing, particularly repeatedly, can act as a vital warning sign of a range of safeguarding possibilities. This may include abuse and neglect, which may include sexual abuse or exploitation and child criminal exploitation. It may indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of female genital mutilation or risk of forced marriage. Early intervention is necessary to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child going missing in the future. Staff should be aware of their school's or college's unauthorised absence and children missing from education procedures.

5.3 Children with family members in prison

School understands that children with a parent(s) in prison are at risk of poor outcomes including poverty, stigma, isolation and poor mental health. They may require specific services and support. Families and children of people in prison will be seen as families first and school will work to ensure their needs are appropriately met. This will include providing support to ensure the voice of the child is considered when seeking contact with a family member in prison. [NICCO](#) provides information designed to support professionals working with offenders and their children, to help mitigate negative consequences for those children.

5.4 Child Sexual Exploitation

Langtoft Primary School is aware that; Child Sexual Exploitation (CSE) is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have

been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology. (Child sexual exploitation: Definition and a guide for practitioners, local leaders and decision makers working to protect children from child sexual exploitation (2017)

Staff have been made aware of some of the key indicators of CSE by carrying out online training, receiving refresher training annually from the DSL. Healthy relationships are discussed in the school's PSHE curriculum.

If staff identify children for whom CSE may be a concern they will apply the usual referral process and child protection procedures and pass this information to the DSL. The DSL can then refer cases where relevant to Lincolnshire Customer Services Team. The school also appreciates that they have a role to play in sharing soft intelligence relevant to perpetrators of CSE, and therefore if such information should come to light within school the DSL will share this appropriately with the police on Tel: 101.

5.5 Child Criminal Exploitation: County Lines and Cyber Crime

Langtoft Primary School recognise that criminal exploitation of children is a geographically widespread form of harm that can affect children both in a physical and virtual environment. **County Lines Criminal Activity:** Drug Networks or gangs groom and exploit children and young people to carry drugs and money from urban areas to suburban and rural areas, market and seaside towns. Key to identifying potential involvement in county lines are missing episodes, when the victim may have been trafficked for the purpose of transporting drugs. The school will consider whether a referral to the [National Referral Mechanism \(NRM\)](#) should be undertaken in order to safeguard that child and/or other children.

Cybercrime Involvement: Organised criminal groups or individuals exploit children and young people due to their computer skills and ability, in order to access networks/data for criminal and financial gain.

There are a number of signs that may indicate a pupil is a victim or is vulnerable to being exploited which include;

- Missing from education
- Show signs of other types of abuse/aggression towards others
- Have low self-esteem, and feelings of isolation, street or fear
- Lack trust in adults and appear fearful of authorities
- Have poor concentration or excessively tired
- Become anti-social
- Display symptoms of substance dependence
- Excessive time online computer/gaming forums
- Social Isolation in school with peers
- High-functioning with an interest in computing

This is not an exhaustive list and Langtoft Primary School is aware of other factors which may also impact on the child. Like with all other safeguarding concerns, if children are in this situation, support will be provided through the school or partner agency. Refer to useful contacts for further advice and support regarding concerns of this nature.

5.6 Domestic Abuse and Operation Encompass

Langtoft Primary School understands that the cross-government definition of domestic violence and abuse is:

- any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality.
- the abuse can encompass, but is not limited to: psychological, physical, sexual, financial and emotional.
- controlling behaviour is a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.
- coercive behaviour is an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.

If staff identify children for whom Domestic Abuse may be a concern they should apply the usual referral process and Child Protection procedures and pass this information to the Designated Safeguarding Lead (DSL). The DSL can then refer cases where relevant to Lincolnshire Customer Services. Where DV Notifications are received from the Multi-Agency Risk Assessment Conference (MARAC), this information will be added to a child's chronology and child protection record to ensure that appropriate support can be provided where necessary. A coding system will be in place. [Domestic Abuse Resource Pack for Schools and Educational Settings in Lincolnshire 2019](#) Ending Domestic Abuse in Lincolnshire site; <https://edanlincs.org.uk/> email: info@edanlincs.org.uk Tel: 01522 510041

Operation Encompass

Operation Encompass is a national police-led initiative to notify schools, prior to the start of the next school day, when a child or young person has experienced, any domestic abuse. An officer attending a domestic abuse incident will record at the scene the names and school of any children in the household. This will result in an email notification to the school in readiness for the start of the next school day. This information sharing will enable the school to take any appropriate action we see fit.

Further guidance on what to do and the resources required are located via <https://www.lincolnshire.gov.uk/domestic-abuse>. If unsure whether concerns need to be reported to Children's Services, the school will contact 01522 782111 and request a consultation with a social worker, which will be arranged for the following working day. If parents are notified that the school wishes to discuss the situation with Children's Services, the consultation can be recorded on the child's record and the social worker can review any relevant history beforehand. If parents are not notified, a hypothetical consultation can be held, though the social worker will only have the information available during the discussion.

If the child referred to in the email does not attend Langtoft Primary School and a notification has been sent in error, this will be reported to OperationEncompass@lincs.pnn.police.uk

5.7 Homelessness

Being homeless or at risk of homeless presents a real risk to a child's welfare. The DSL (and deputy) should be aware of contact details and referral routes in to the Lincolnshire Housing Authority so they can raise /progress concerns at the earliest opportunity. [Homeless Reduction Act Factsheets](#) summarise the new duties that focus on early intervention and encourage those at risk to seek support as soon as possible, before they are facing a homelessness crisis.

5.8 'Honour-based' violence (including Female Genital Mutilation and Forced Marriage)

So called 'honour-based violence' (HBV) 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 HBV are abuse and should be handled and escalated as such. Professionals in all agencies need to be alert to the possibility of a child being at risk from HBV, or already having suffered HBV.

5.9 Female Genital Mutilation/FGM

The school understands that Female Genital Mutilation (FGM) comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. Staff know that FGM is illegal in the UK and a form of child abuse with long-lasting harmful consequences.

FGM mandatory reporting duty for teachers

The school is aware that Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) places a statutory duty upon **teachers (and those employed or engaged to carry out teaching work)** to report to the police where they discover that FGM appears to have been carried out on a girl under 18 years of age. Those failing to report such cases will face disciplinary sanctions. It will be rare for teachers to see visual evidence, and they should **not** be examining pupils or students. Information on when and how to make a report can be found at: [Mandatory reporting of female genital mutilation procedural information](#)

Teachers **must** personally report to the police cases where they discover that an act of FGM appears to have been carried out. Unless the teacher has a good reason not to, they should still consider and discuss any such case with the DSL and involve children's social care as appropriate. The duty does not apply in relation to at risk or suspected cases. In these cases, teachers should follow usual safeguarding procedures reporting to DSL.

5.10 Forced Marriage

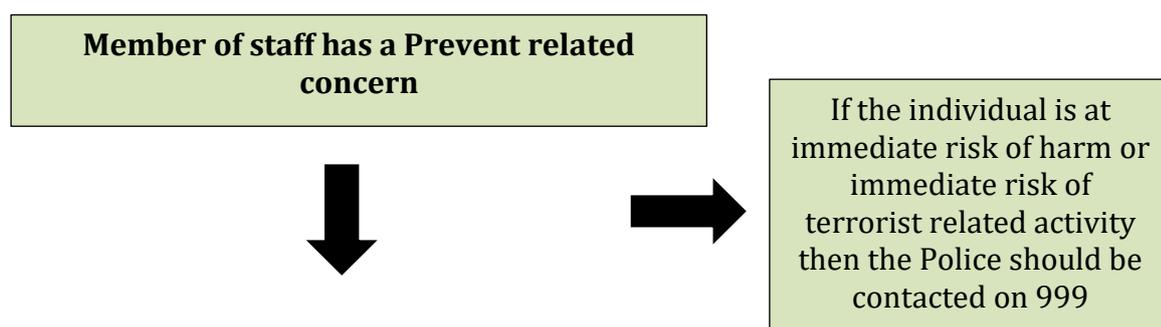
A forced marriage is where one or both people do not (or in cases of people with learning disabilities, cannot) consent to the marriage and pressure or abuse is used. It is an appalling and indefensible practice and is recognised in the UK as a form of violence against women and men, domestic/child abuse and a serious abuse of human rights.

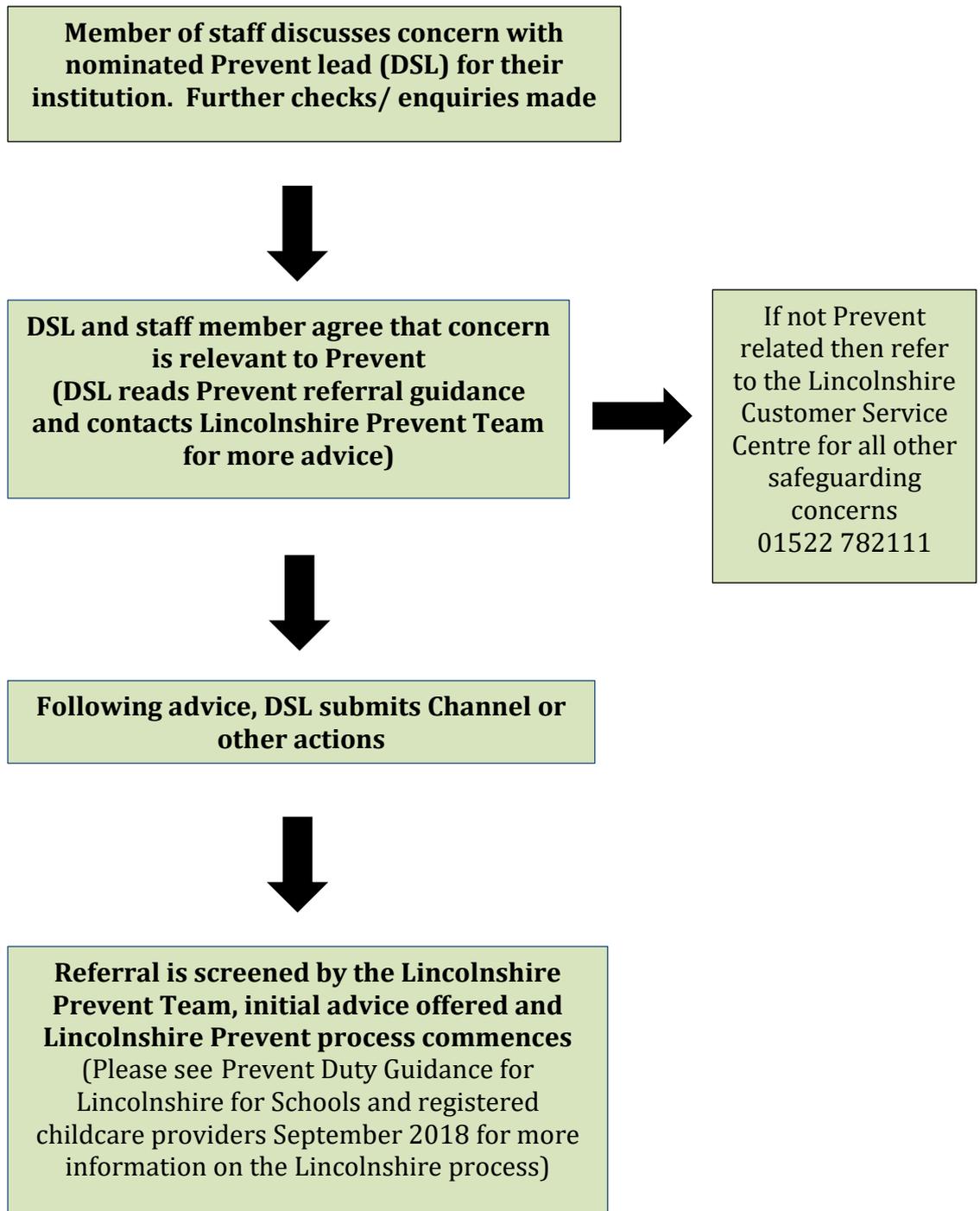
Staff at the school understand that likewise this is a potential safeguarding issue and thus they would pass on concerns by applying the usual referral process and Child Protection procedures and pass this information to the DSL. The Forced Marriage Unit may be contacted on Tel; 020 7008 0151 for advice or information and has published statutory guidance;

5.11 Preventing Radicalisation, The Prevent Duty and Channel

- Children are vulnerable to extremist ideology and radicalisation. As with other safeguarding risks, staff should be alert to changes in children's behaviour, which could indicate that they may be in need of help or protection and report concerns to the DSL.
- Under section 26 of the Counter-Terrorism and Security Act 2015, Langtoft Primary School is aware that we must have due regard to the need to prevent people from being drawn into terrorism, and that this is known as the Prevent Duty.
- In order to fulfil the Prevent Duty staff have received information/training to help them to identify children who may be vulnerable to radicalisation, and the school is committed to accessing further training to ensure that all staff are up to date and aware of this duty. If staff identify children for whom this may be a concern they should apply the usual referral process and Child Protection procedures and pass this information to the DSL.
- [Prevent duty guidance: for England and Wales](#) – see page 57-76 which contains specific information for schools.
- The DSL will contact the Prevent Coordinator should there be concerns about a child or family linked to potential radicalisation or extremism. The Prevent Coordinator will then assist the DSL regarding whether a referral is appropriate and whether this child or family will need to be referred to the Channel Panel. [Channel guidance](#)
- The school will also incorporate the promotion of fundamental British Values into the safeguarding curriculum and/or PSHE in order to help build pupils' resilience and enable them to challenge extremist views. School will provide a safe space in which children and staff can understand the risks associated with terrorism and develop the knowledge and skills to be able to challenge extremist arguments.
- Radicalisation will also be considered within current Online Safety policies, procedures and curriculum in terms of having suitable filtering and monitoring in place and also raising awareness with staff, parents and children about the increased risk of online radicalisation, through the use of the internet, Social Media and Gaming.
- For more information about Prevent in Lincolnshire, including referral forms and project examples please read the Prevent Duty Guidance for Lincolnshire for Schools and registered childcare providers September 2018, available within the Safeguarding folder on Perspective light and at Lincolnshire Safeguarding Children Partnership
Contact Lincolnshire Police, Prevent Officer 01522 558304 prevent@lincs.pnn.police.uk or LCC, Prevent Officer 01522 555367 prevent@lincolnshire.gov.uk

Lincolnshire Prevent Referral pathway





5.12 Peer on Peer Abuse

All staff should be aware that children can abuse other children (often referred to as peer on peer abuse). This is most likely to include, but not limited to:

- bullying (including cyber bullying);
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;
- sexual violence, such as rape, assault by penetration and sexual assault;
- sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be stand-alone or part of a broader pattern of abuse;

- 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, distress or alarm;
- sexting (also known as youth produced sexual imagery); and
- initiation/hazing type violence and rituals;

All staff should be clear as to the school's or college's policy and procedures to peer on peer abuse.

5.13 Serious Violence

All staff should be aware of indicators, which may signal that children are at risk from, or are involved with serious violent crime. These may include 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. Unexplained gifts or new possessions could also indicate that children have been approached by, or are involved with, individuals associated with criminal network or gangs.

All staff should be aware of the associated risks and understand the measures in place to manage these. Advice for schools and colleges is provided in the Home Office's guidance; <https://www.gov.uk/government/publications/advice-to-schools-and-colleges-on-gangs-and-youth-violence> and <https://www.gov.uk/government/publications/criminal-exploitation-of-children-and-vulnerable-adults-county-lines>

5.14 Sexual Violence and Sexual Harassment

Staff are aware of sexual violence and sexual harassment and that children can, and sometimes do, abuse their peers in this way. Sexual violence refers to rape, assault by penetration and sexual assault as described in the Sexual Offences Act 2003. Sexual harassment means 'unwanted conduct of a sexual nature' that can occur online and offline. Staff understand that when we reference sexual harassment we do so in a context of child on child sexual harassment. Sexual harassment is likely to: violate a child's dignity, and/or make them feel intimidated, degraded or humiliated and/or create a hostile, offensive or sexualised environment. Keeping Children Safe in Education 2019 section 5 has guidance.

Neither is acceptable and will not be tolerated by the school. School take all such reports seriously and they will receive the same high standard of care that any other safeguarding concern receives. A multi-agency approach will be undertaken when responding to all such complaints; however, the school will always take immediate action to protect children despite the actions of any other agency. These actions may include an immediate risk assessment in respect of the needs of the child victim and will address any risks identified to any child in respect of an alleged perpetrator of sexual violence or sexual harassment to ensure children are protected from harm. Any risk assessment will be fluid and may change to reflect any developments during the management of the case. All such reports will be managed by the DSL. There are a number of options the school may consider in respect of the management of a report of sexual violence or sexual harassment between children and each case will receive an appropriate bespoke response once all the facts are known. Irrespective of any potential criminal outcome, the school have a duty to safeguard all children and may deal with any such report on a balance of probability basis when considering the outcomes for

children involved. Should an outcome involve a move to an alternative school for any child then full information sharing of the case will be undertaken with the DSL at that school.

5.15 Upskirting

'Upskirting' 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. It is now a criminal offence. Staff should always act in the best interests of a child and follow usual safeguarding procedures.

5.16 Youth Produced Sexual Imagery

Where there is a disclosure or the school becomes aware that a child may have been involved in sending 'youth produced sexual imagery' which is sometimes referred to as 'sexting' it will refer to the guidance in the document 'Sexting in Schools and Colleges, Responding to incidents and Safeguarding young people' published by the UK Council for Child Internet Safety (2016). Staff understand that when an incident involving youth produced sexual imagery comes to their attention:

- the incident should be referred to the DSL as soon as possible
- the DSL should hold an initial review meeting with appropriate school staff
- there should be subsequent interviews with the young people involved (if appropriate)
- parents should be informed at an early stage and involved in the process unless there is good reason to believe that involving parents would put the young person at risk of harm
- at any point in the process if there is a concern a young person has been harmed or is at risk of harm a referral should be made to children's social care and/or the police immediately

We will also refer to:

[The DfE guidance 2018 on Searching Screening and Confiscation Advice for Schools](#)

5.17 Contextual Safeguarding

School recognises that safeguarding incidents and/or behaviours can be associated with factors outside the school and/or can occur between children outside the school. All staff, but especially the designated safeguarding lead will consider the context within which such incidents and/or behaviours occur. This is known as contextual safeguarding, which simply means assessments of children should consider whether wider environmental factors are present in a child's life that are a threat to their safety and/or welfare. The school will provide as much information as possible to children's social care as part of any referral undertaken.

<https://www.contextualsafeguarding.org.uk/>

5.18 Carrying Knives/offensive weapons and gang culture

Bringing and carrying a knife/offensive weapon onto school premises is a criminal offence and immediate action will be taken by calling the police and informing all relevant personnel. The guidance on *Searching, Screening and Confiscation for Head teachers, schools and Governors*, January 2018 will be consulted and the school will consider and may apply the disciplinary procedure. If a member of staff suspects a pupil being involved in gang culture, this is a safeguarding concern and will require a discussion with the DSL who will seek advice

from agencies and professionals including reference to the safeguarding procedures as outlined by the local authority. The pupil may be an exploited child and victim to which the school will offer support.

5.19 Children who may require Early Help

[Meeting the needs of children and families in Lincolnshire 2018](#) is Lincolnshire's safeguarding model based on Signs of Safety.

All Staff (Governors and Volunteers) working within the School are aware safeguarding is not just about protecting children from deliberate harm, neglect and failure to act. It relates to broader aspects of care and education, including:

- children's health and safety and well-being, including their mental health
- meeting the needs of children who have special educational needs and/or disabilities.
- the use of reasonable force
- meeting the needs of children with medical conditions
- providing first aid
- educational visits
- intimate care and emotional well-being
- online safety and associated issues
- appropriate arrangements to ensure children's security taking into account the local context.
- young carers;
- privately fostered children;
- children who have returned home to their family from care:
- children showing signs of engaging in anti-social or criminal behaviour;
- family circumstances presenting challenges for the child, such as substance abuse, adult mental health, domestic violence; and/or
- early signs of abuse and/or neglect;
- signs of displaying behaviour or views that are considered to be extreme;
- children misusing drugs or alcohol themselves:
- not attending school or are at risk of exclusion from school;
- frequently going missing/goes missing from care or from home;
- is at risk of modern slavery, trafficking, exploitation, radicalised;
- Not in education, training or employment after the age of 16 (NEET);
- **Unborn babies – LSCP pre-birth protocol.**

www.lincolnshire.gov.uk/tac TACadmin@lincolnshire.gov.uk

These children are therefore more vulnerable; this School/College will identify who their vulnerable children are, ensuring all Staff and Volunteers know the processes to secure advice, help and support where needed.

When using reasonable force this is in line with national guidelines and takes into account individual pupil needs and risk management /care plans and in particular with regard to SEND; [Lincolnshire SEND offer](#)

5.20 Children with Special Educational Needs and/or Disabilities

[Lincolnshire SEND offer](#) is available for every child and family in Lincolnshire. Special consideration should be given to safeguarding and protecting children who may have additional vulnerabilities;

- additional barriers can exist to the recognition of abuse and neglect which can include assumptions that indicators of abuse such as behaviour, mood and injury relate to the child's disability without further exploration.
- vulnerable children can disproportionately be impacted by things like bullying and abuse, without outwardly showing any signs.
- communication barriers and difficulties in overcoming these barriers
- seeing a disability first and abuse second.
- these additional challenges are addressed through a high level of pastoral care and our communication and interaction with our young people. these communication tools may include makaton, communication in print and colourful semantics to ensure the child's voice is heard despite their additional needs.

5.21 Looked After Children

All staff recognise that Looked After Children and care leavers are more vulnerable than other children, often having poorer educational outcomes; therefore, ensuring their wellbeing, safety and welfare, helping them to reach their potential which includes the looked after child who is moving on. The school will also ensure that care leavers are supported with pathways including liaison with the local authority where a personal advisor will be appointed and a full working relationship is maintained with the Lincolnshire Virtual School head teacher Kieran Barnes, Head of Virtual School LAC Lincolnshire, email Kieran.barnes@lincolnshire.gov.uk in respect of all pupils at the school who are subject of 'looked after' status.

Andrew Morris is Lincolnshire County Council's Corporate Parenting Manager, M: 07770 648 087, T: 01522 553916 Andrew.Morris@lincolnshire.gov.uk. Care Leavers queries should be addressed with the social worker until 17 years 6 months and to Andrew for broader queries and once they are 18. In Lincolnshire all 16 year old Looked After Children (LAC) have a social worker until they are 17 years 6 months. At that point they will be allocated a leaving care worker, transferring to Lincolnshire Leaving Care Service at 18 years old. We would expect schools to be working closely with the young person and their social worker.

5.22 Online safety

Staff are aware of and follow the DfE guidance [Teaching online safety in school 2019](#) to ensure our pupils understand how to stay safe and behave online as part of existing curriculum requirements. We also make use of UKCIS [Education for a connected world framework](#)

Staff are aware that safeguarding also relates to broader aspects of care and education including children's health and safety and well-being, including their mental health

5.23 Pre-Birth Protocol

Section 11 of the Children Act 2004 requires agencies to have in place mechanisms to ensure that they are able to safeguard and promote the welfare of children.

All practitioners whether adult or children services, have a responsibility to protect and safeguard children and work collaboratively with Children's Services and other childcare professionals in contributing to assessments and interventions. Therefore, the professional

who is first made aware of the pregnancy should initiate the pre-birth protocol and complete an Early Help Assessment, or make a referral for unborn to Social Care.

A young person of statutory education age is entitled to 18 weeks of maternity leave. Either side of this period there is an expectation that the young person continues to attend school or alternative provision. The educational establishment is required to make all reasonable adjustments to allow the young person to have appropriate access to the curriculum whilst they attend the establishment including timetable and learning environment adjustments. It is important that the provision participate in the Team Around the Child (see Team Around the Child Supporting Documentation,) in order for them to fully support the continued education of the young parent. Education establishments should have a clear strategy for engaging with the young person while they are away from the provision so as to limit the disruption to their education and make appropriate arrangements that work for the young person and educational establishment. Where there is robust medical evidence that indicates that the young person is unfit to attend, the educational establishment can make a referral to the pupil reintegration team on 01522 554525 who will assess and consider alternative arrangements if appropriate.

The Lincolnshire Pre-Birth Protocol link to the full document is below;

https://lincolnshirescb.proceduresonline.com/chapters/p_pre_birth_protocol.html?zoom_highlight=pre+birth+protocol

https://lincolnshirescb.proceduresonline.com/pdfs/pre_birth_flow_chart.pdf

Section 6 PROVIDING A SAFE AND SUPPORTIVE ENVIRONMENT

6.1 Safer Recruitment and Selection

- 6.1i The school pays full regard to Department for Education guidance *Keeping Children Safe in Education* (September 2019)
- 6.1ii We ensure that all appropriate measures are applied in relation to everyone who works in the school and who is therefore likely to be perceived by the children as a safe and trustworthy adult including, for example, volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applications, verifying identity academic and vocational qualifications, obtaining professional references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and all relevant safer recruitment checks, for example, Disclosure and Barring Service and right to work in the UK..
- 6.1iii In line with statutory changes, underpinned by regulations, the school will maintain a Single Central Record (SCR). This document will cover all staff (including supply staff, and teacher trainees on salaried routes) who work at the school.
- 6.1iv The information that must be recorded in respect of all staff members mentioned above is whether the following checks have been carried out or certificates obtained, **and** the date on which each check was completed/certificate obtained apply:

- an identity check;
 - a barred list check;
 - an enhanced Disclosure and Barring Service (DBS) check
 - a prohibition from teaching check;
 - a section 128 check (for management positions as set out in paragraph 99 for independent schools, including free schools and academies);
 - further checks on people who have lived or worked outside the UK: this would include recording checks for those European Economic Area (EEA) teacher sanctions and restrictions;
 - a check of professional qualifications; and
 - a check to establish the person's right to work in the United Kingdom.
 -
- 6.1v For supply staff, the school will include whether written confirmation that the employment business supplying the member of supply staff has carried out the relevant checks and obtained the appropriate certificates, whether any enhanced DBS check certificate has been provided in respect of the member of supply staff and the date that confirmation was received. Where checks are carried out on volunteers, the school will record this on the single central record. **Under no circumstances will a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity with a child.**
- 6.1vi One of the personnel named at the head of the policy (in addition to the School Bursar) have undertaken Safer Recruitment in Education Training. One of the above will be involved in all staff and volunteer appointments and arrangements (including, where appropriate, contracted services).
- 6.1vii Home-stays (Exchange Visits)**
- 6.1viii Where children from overseas are staying with UK parents as part of an exchange organised by the school, those parents will be deemed to be in 'Regulated Activity' for the duration of the stay and as such will require to submit to an enhanced DBS check including barring check. As a volunteer, all checks will be processed free of charge by the DBS. Where additional people in the host family are aged over 16 (i.e. elder siblings) the school will consider on a case by case risk assessment basis whether such checks are necessary

6.2 Safe Working Practice

- 6.2i Langtoft Primary School will comply with the current [Guidance for Safer Working Practice for Adults working with Children & Young People in education Settings](#)
- 6.2ii Safe working practice ensures that pupils are safe and that all staff:
- are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions;
 - work in an open and transparent way;
 - work with other colleagues where possible in situations open to question;

- discuss and/or take advice from school management over any incident which may give rise to concern;
 - record any incidents or decisions made;
 - apply the same professional standards regardless of gender, sexuality or disability;
 - comply and are aware of the confidentiality policy;
 - are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.
- 6.2iii Staff having concerns about another member of staff:
- Staff members having concerns about another member of staff will report these to the headteacher.
 - Where staff members have concerns about the headteacher, these will be reported to the Chair or Governors. When this is not appropriate, then the concern should be reported to the Local Authority Designated Officer (LADO).
- 2.2iv Staff having concerns about safeguarding practices:
- should feel able to challenge and raise concerns about poor or unsafe practice and potential failures in the school's safeguarding regime or concerns about other agencies by using the [LSCB Professional Resolution and Escalation Protocol](#). Any such concerns will be taken seriously by the senior leadership team and others involved.

6.3 Risk Assessments

- 6.3i Risk assessments are taken seriously and used to good effect to promote safety. Risk assessments are available for all aspects of the school's work. They can be found on the school's G: drive, accessible by staff only and available to parents on request. Where relevant, risk assessments are carried out for individual pupils, and supported by action plans identifying how potential risks would be managed.
- 6.3ii Individual risk assessments are also used when deciding a response to a child demonstrating potentially harmful behaviour such as sexually harmful behaviour or when identifying whether a child who may be particularly vulnerable, such as a child at risk of Child Sexual Exploitation.

6.4 Safeguarding Information for Pupils

- 6.4i All pupils in our school are regularly reminded that they can approach any member of staff. The school is committed to ensuring that pupils are aware of behaviours towards them that is not acceptable and how they can keep themselves safe. All pupils know that we have a senior member of staff, called a Designated Safeguarding Lead (DSL), with responsibility for child protection and safeguarding and know who this is. We inform pupils of whom they might talk to, both in and out of school, their right to be listened to and heard and what steps can be taken to protect them from harm. PSHCE and online safety awareness materials we use to help pupils learn how to keep safe are ChildLine and NSPCC Speak Out Stay Safe.
- 6.4ii Our school will ensure that pupils are made aware that information can be found at the following helplines: NSPCC and CEOP.

6.4iii School's arrangements for consulting with and listening to pupils are through the School Council and the school's mini police. The School Council reports to the headteacher at least fortnightly following Friday Free Speech. The mini police report at least weekly on a range of local and national themes including playtime behaviour and anti-bullying.

6.5 Partnership with Parents

6.5i The school shares a purpose with parents to educate and keep children safe from harm. Information on how to do this is shared through the monthly newsletter, through the school's website and through workshops. Advice, information and recognized organisations are signposted, such as www.lincolnshire.gov.uk/lscb www.nspcc.org.uk; www.ceop.gov.uk and Lincolnshire Customer Service Centre 01522 782111

6.5ii We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so in order to protect a child.

6.5iii Langtoft Primary School will share with parents any concerns we may have about their child unless to do so may place a child at risk of harm.

6.5iv We encourage parents to discuss any concerns they may have with their child's class teacher, with the school's SENCo and/or with the headteacher.

6.5v The school's Safeguarding and Child Protection policy is available by accessing the school website or a printed copy will be provided on request to the school office.

6.5vi Langtoft Primary School follows the Lincolnshire Safeguarding Children Partnership procedures. The school will, in most circumstances, endeavour to discuss all concerns with parents/carers about their children; however, there may be exceptional circumstances when the school will discuss concerns with the Customer Service Centre and/or the police without parental knowledge (in accordance with Lincolnshire Safeguarding Children Partnership Procedures). The school will, of course, always aim to maintain a positive relationship with all parents/carers.

6.6 Partnerships with others

6.6i Our school recognises that it is essential to establish positive and effective working relationships with other agencies who are partners in Lincolnshire Safeguarding Children Partnership. There is a joint responsibility on all these agencies to share information to ensure the safeguarding of all children.

6.7 School Training and Staff Induction

6.7i The school's DSLs with responsibility for child protection, undertake appropriate child safeguarding training and inter-agency working training (provided by the Lincolnshire Safeguarding Children Partnership).

- 6.7ii The DSLs will undergo training to provide them with the knowledge and skills required to carry out the role. The training should be updated every two years. In addition to their formal training, their knowledge and skills will be updated (for example, via the weekly safeguarding bulletin uploaded on Perspective Light, meeting other DSLs, or taking time to read and digest safeguarding developments), at regular intervals, **but at least annually**, to keep up with any developments relevant to their role. DSLs from maintained schools will attend at least two out of the three safeguarding briefings per academic year.
- 6.7iii The headteacher and all other school staff, including non-teaching staff, will receive appropriate safeguarding and child protection training which is regularly updated and follow the [LSCP 6 year training pathway](#). In addition, all staff members will receive safeguarding and child protection updates (for example, via e-mail, e-bulletins and staff meetings), as required, **but at least annually**, to provide them with relevant skills and knowledge to safeguard children effectively.
- 6.7iv Our school accesses training from Lincolnshire County Council's Safeguarding in School's Training Package and the [LSCP training directory](#).
- 6.7v All staff (including temporary staff and volunteers) are provided with the school's Safeguarding Policy and informed of the school's child protection arrangements on induction.

6.8 Support, Advice and Guidance for Staff

- 6.8i Staff will be supported by the school, the Local Authority and professional associations.
- 6.8ii The DSLs will be supported by the Safeguarding Governor, Chair of Governors, other DSLs and the LSCP.
- 6.8iii Langtoft Primary School seek advice about safeguarding concerns from Lincolnshire Customer Services on 01522 782111 and for non-urgent early help queries from our Early Help Consultant, Claire Bristow. The LCC Safeguarding and Education Welfare Supervisor for Education Settings Ruth Fox is available on 01522 554695 or safeguardingschool@lincolnshire.gov.uk for non-urgent safeguarding advice about training, policy, audit etc.

6.9 Alternative Provision

- 6.9i The school is committed to safeguarding our children even if they are placed in alternative provision for a period of time within the school day/week. We therefore seek written reassurance that any Alternative Provision provider has acceptable safeguarding practices in place including; their response to concerns about a child; safer recruitment processes; attendance and child missing education procedures; and appropriate information sharing procedures. The school will also obtain a written statement from the provider that they have completed all the vetting and barring checks that are necessary on their staff.
- 6.9ii When organising work placements the school will ensure that the placement provider has policies and procedures in place to safeguard pupils.

Section 7 ALLEGATIONS REGARDING PERSON(S) WORKING IN OR ON BEHALF OF SCHOOL (INCLUDING VOLUNTEERS)

7.1 Where an allegation is made against any person working in or on behalf of the school that he or she 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 he or she would 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. This is to take account of situations where a person's behaviour outside school may suggest 'transferable risk'. For example, where a member of staff or volunteer is involved in an incident outside of school which did not involve children but could have an impact on their suitability to work with children'...

•
...we will apply the same principles as in the rest of this document and we will always follow the Lincolnshire Safeguarding Children Partnership Procedures that can be accessed at [Lincolnshire Safeguarding Children Partnership](#). Detailed records will be made to include decisions, actions taken, and reasons for these. All records will be retained securely in the safe room in school.

7.2 Whilst we acknowledge such allegations, (as all others), may be false, malicious or misplaced, we also acknowledge they may be founded. It is, therefore, essential that all allegations are investigated properly and in line with agreed procedures.

7.3 Initial action to be taken:

- The person who has received an allegation or witnessed an event will immediately inform the headteacher and make a record
- In the event that an allegation is made against the headteacher the matter will be reported to the Chair of Governors who will proceed as the 'headteacher'
- The headteacher will take steps, where necessary, to secure the immediate safety of children and any urgent medical needs
- The member of staff will not be approached at this stage unless it is necessary to address the immediate safety of children
- The headteacher may need to clarify any information regarding the allegation; however no person will be interviewed at this stage.
- The head teacher (or Chair of Governors if the allegation is about the headteacher) will consult with the Local Authority Designated Officer via the LADO referral form immediately, in order to determine if it is appropriate for the allegation to be dealt with by school or whether there needs to be a multi-agency response to the matter.
- The needs of the child or children will remain at the centre of all action taken. With this in mind, any referral to the Local Authority Designated Officer should also be accompanied by consultation with Lincolnshire Customer Service Centre when appropriate. This is to establish from the outset whether the concerns identified meet the threshold for a Section 47 child protection investigation and/or the police in respect of any criminal investigation

- Consideration will be given throughout to the support and information needs of pupils, parents, staff and the employee the subject of the allegation. .
- The headteacher will inform the Chair of Governors of any allegation against a member of school staff.

7.4 If consideration needs to be given to the individual's employment and immediate management of risk, advice will be sought from either Lincolnshire County Council HR or the HR advisor employed by the school/college.

APPENDIX 1 Body Map Guidance

Body Maps should be used to document and illustrate visible signs of harm and physical injuries. Always use a black pen (never a pencil) and do not use correction fluid or any other eraser. Do not remove clothing for the purpose of the examination unless the injury site is freely available because of treatment.

At no time should an individual teacher/member of staff or school take photographic evidence of any injuries or marks to a child's person. The body map below should be used. Any concerns should be reported and recorded without delay to Customer Service Centre or the child's Social Worker if already an open case to social care.

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

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

Importantly the date and time of the recording must be stated as well as the name and designation of the person making the record. Add any further comments as required.

Ensure First Aid is provided where required and then recorded appropriately.

A copy of the body map as included in the school's Cause for Concern sheet should be stored securely in the child's confidential safeguarding file.

APPENDIX 2 Statutory Intervention

[Meeting the needs of children and families in Lincolnshire 2018](#) is Lincolnshire's safeguarding model based on Signs of Safety.

STATUTORY INTERVENTIONS

If you suspect or believe a child is suffering or is likely to

If there is no immediate danger to the child, or if you need some advice or information, you can contact the Children Services Customer Service Centre (CSC) on 01522 782111. If

Annex A USEFUL CONTACTS WITHIN THE LOCAL AUTHORITY

Introduction

The policy is in line with:

- [Lincolnshire Safeguarding Children Board Inter-Agency Procedures](#)

APPENDIX 3 Lincolnshire Safeguarding Children Partnership



- Promotes safeguarding awareness
- Produces multi-agency policies, procedures and protocols
- Monitors and evaluates the effectiveness of local safeguarding services
- Provides core inter-agency safeguarding training
- Reviews child deaths
- Undertakes serious case reviews and shares key messages
- The three safeguarding partners; Lincolnshire County Council, Clinical Commissioning Group and Lincolnshire Police have a shared and equal duty to work together with schools and colleges to safeguard and promote the welfare of children.

Safeguarding is everyone's responsibility
 Customer Service Centre for referrals and advice
 Tel: 01522 782111

[Lincolnshire Safeguarding Children Partnership website](#)

APPENDIX 4 Safeguarding Contacts

Named personnel with designated responsibility for safeguarding:

| Academic Year | Designated Safeguarding Lead #1 | Designated Safeguarding Lead #2 | Safeguarding Governor | Chair of Governors |
|---------------|---|--|---|--|
| 2019/2020 | Mr J McCullough 01778 343419 Enquiries @langtoft.lincs.sch.uk | Mr S Dolby 01778 343419 Enquiries @langtoft.lincs.sch.uk | Mrs J Goodson 01778 343419 Enquiries @langtoft.lincs.sch.uk | Mr R Seaton Chair of Governors @langtoft.lincs.sch.uk |

| | | | | |
|--|--|--|--|--|
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Local contact numbers:

| Lincolnshire's Children's Services Customer Service Centre | Emergency Duty Team | Local Authority Designated Officers (LADO): Rachel Powis, Kim Murray and Ildiko Kiss |
|--|--|--|
| 01522 78211 | 01522 782333 | 01522 554674 LADO@lincolnshire.gov.uk |
| For reporting concerns and Early Help Team for advice | 1800 to 0800, weekends and Bank Holidays | Allegations against/concerns about adults working with children |

APPENDIX 5 Useful Contacts within the local authority

- [Lincolnshire Safeguarding Children Partnership Multi-Agency Procedures](#)
- [Working Together to Safeguard Children & Young People 2018](#)
- [Keeping Children Safe in Education 2019](#)
- [Information Sharing Document 2018](#)
- [What to do if you're worried a child is being abused 2015](#)

- [Children Act 1989](#) and [Children Act 2004](#)
- [Education Act 2002](#)
- [Teaching Standards 2013](#)
- [Guidance for Safer Working Practice for Adults who work with Children and Young People 2019](#)
- [Sexting in Schools and Colleges 2016](#)
- [Sexual Violence and Sexual Harassment between children in Schools and Colleges May 2018](#)

Local Authority Designated Officers (LADO) Rachael Powis, **Kim Murray and Ildilko Kiss**

Tel: 01522 554674 Email address LSCP_LADO@lincolnshire.gov.uk [LADO referral form](#)

Out of Hours

Emergency Duty Service (6pm-8am, weekends and Bank Holidays) 01522 782333

Lincolnshire County Council Education Safeguarding Team

safeguardingschools@lincolnshire.gov.uk

Service Manager John O'Connor

Team Manager Jill Chandar-Nair

Team Leader Joanne Carr

Safeguarding and Education Welfare Supervisor Ruth Fox 01522 554695

Head of Virtual School LAC Lincolnshire Kieran Barnes Kieran.barnes@lincolnshire.gov.uk

Elective Home Education (EHE) ehe@lincolnshire.gov.uk

Children Missing Education (CME) cme@lincolnshire.gov.uk

Child in Entertainment or Employment cee@lincolnshire.gov.uk

Prevent

- Paul Drury, Prevent Support Officer, Lincolnshire County Council, 01522 555367, prevent@lincolnshire.gov.uk
- PREVENT Officer, East Midlands Special Operations Unit – Special Branch, 01522 558304, Email: prevent@lincs.pnn.police.uk

Online Safety incidents

National helpline

www.saferinternet.org.uk/helpline

Lincolnshire Police

101 non-emergency or 999

Early Help Team

TACadmin@lincolnshire.gov.uk www.lincolnshire.gov.uk/tac
earlyhelpconsultants@lincolnshire.gov.uk

Training Materials

LSCP Online and face to face Safeguarding Training courses including Safer Recruitment training and the new 6 year training pathway: [LSCP training](#)

LCC Safeguarding in Schools Training Package safeguardinginschools@lincolnshire.gov.uk

Safeguarding Governor Training governorsupport@lincolnshire.gov.uk

Prevent Training

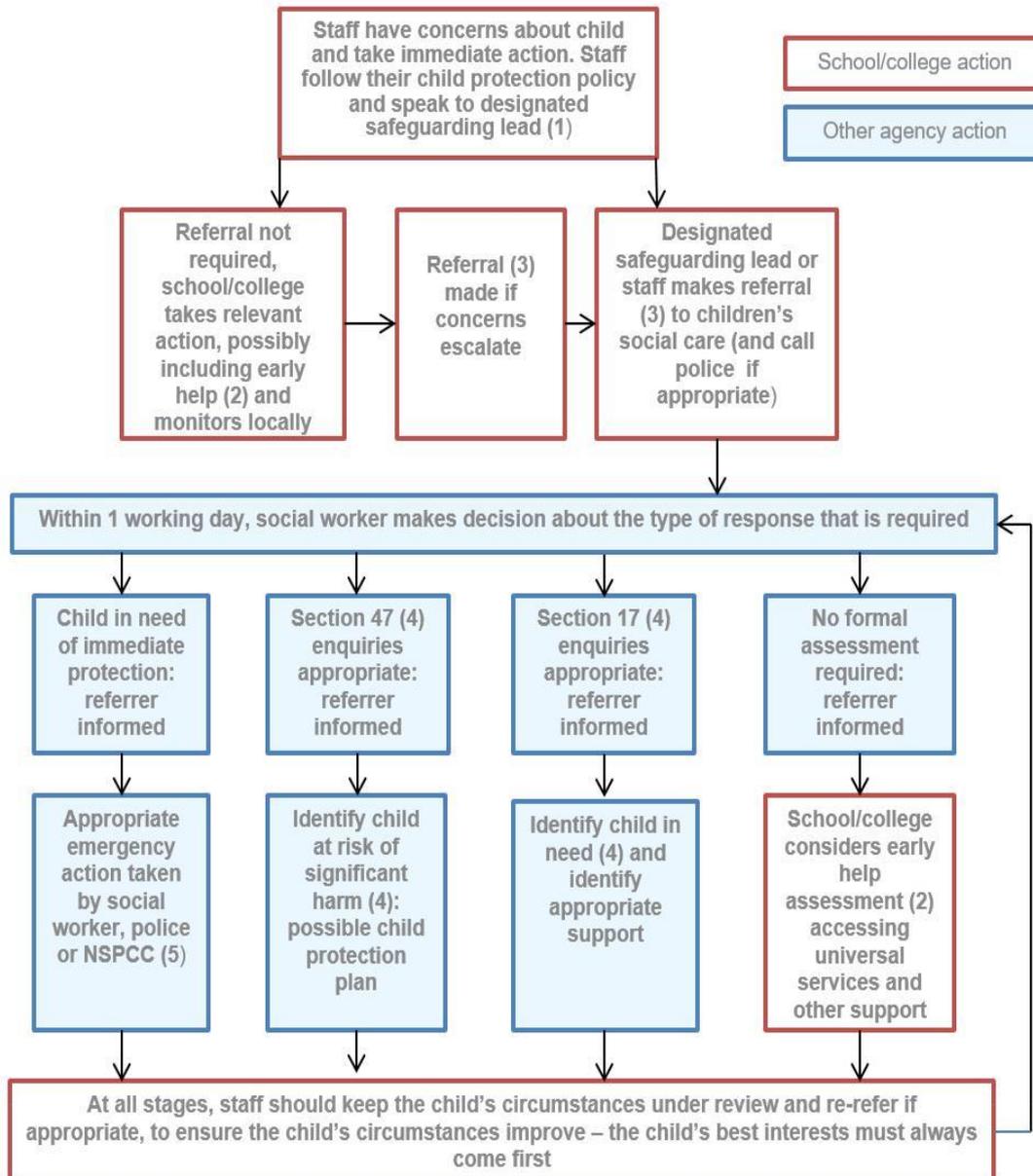
All staff can undertake e-learning which is equivalent to WRAP 2 via the [LSCP website](#).

In addition free face to face Prevent Awareness training is available through contacting either of the following:

- Lincolnshire Police, Prevent Officer, 01522 558304, prevent@lincs.pnn.police.uk.
- Lincolnshire County Council, Prevent Officer, 01522 555367, prevent@lincolnshire.gov.uk

APPENDIX 6 Referral Flowchart from *Keeping Children Safe in Education*

Actions where there are concerns about a child



(1) In cases which also involve an allegation of abuse against a staff member, see Part Four of this guidance.

(2) Early help means providing support as soon as a problem emerges at any point in a child's life. Where a child would benefit from co-ordinated early help, an early help inter-agency assessment should be arranged. Chapter one of [Working together to safeguard children](#) provides detailed guidance on the early help process.

(3) Referrals should follow the local authority's referral process. Chapter one of [Working together to safeguard children](#).

(4) Under the Children Act 1989, local authorities are required to provide services for children in need for the purposes of safeguarding and promoting their welfare. This can include section 17 assessments of children in need and section 47 assessments of children at risk of significant harm. Full details are in Chapter One of [Working together to safeguard children](#).

(5) This could include applying for an Emergency Protection Order (EPO).

APPENDIX 7 Receiving Disclosures

Receive

- Listen, try not to look shocked or be judgmental
- Believe what they say, 'take it seriously'
- Accept what the young person says
- Don't make them feel bad by saying, "You should have told me earlier"
- Don't 'interrogate' them: let them tell you, try not to interrupt
- Use the young person's own words
- Don't criticise the perpetrator
- Don't take photographs of any injuries
- Don't ask leading questions: use 'open' questions to clarify only (T.E.D)



Tell me what you mean by that?/ Can you **T**ell me how that happened?

Explain that to me

Describe that....

Reassure

- Stay calm, telling the young person they've done the right thing in telling you
- Reassure them they are not to blame
- Empathise. Don't tell them how they should be feeling
- Don't promise confidentiality. Explain who needs to know
- Explain what you'll do next: speak with Mr McCullough or Mr Dolby
- Be honest about what you can do

Report and Record

- Make a brief, accurate, timely and factual written record
- Discuss with the Designated Safeguarding Lead (DSL) or their Deputy, without delay
- The Designated Safeguarding Lead will assess the situation and decide on the next steps

Things to include:

- Time and full date of disclosure/incident and the time and full date the record was made
- An accurate record of what was said or seen
- Whether it is first or second hand information
- Whether the child was seen/spoken to
- Whether information is fact/ professional judgement
- Full names and roles/status of anyone identified in the report
- Avoid acronyms/jargon/abbreviations
- Sign the record with a legible signature.
- Record actions agreed with/by the Designated Lead

Records should be reviewed regularly and any new concerns should be added and responded to immediately.

APPENDIX 8 The 6 Year Safeguarding Training Pathway

The LSCB currently recommends a programme of safeguarding training for all practitioners.

- The courses are delivered via a combination of e-learning and face-to-face training.
- The pathway is designed to develop learning. It is therefore important to start with year 1 learning.
- Participants can select the most relevant course for their needs, but please note the conditions for course entry (prerequisites). It is important these are completed as all face-to-face learning builds on the prerequisites.
- Courses with an orange Star 🌟 indicate minimum required for Designated Safeguarding Lead over a 6 year period, however the other courses demonstrate a commitment to Safeguarding children and young people.

Staff not in frequent contact with children, young people and or parents/carers who may become aware of possible abuse or neglect are required to complete the courses below as a minimum. For example: librarians, GP receptionists, housing maintenance staff, environmental health officers and early years support staff.

| Module title | Year | Method of Delivery |
|---|---------------------------|--------------------|
| 🌟 Safeguarding Everyone- Protecting Children, Young People and Adults at Risk | Induction | E-Learning |
| Introduction to Safeguarding Children | Induction | E-Learning |
| Domestic Abuse Awareness – short course | Induction | E-Learning |
| Working with children with disabilities | Induction (if applicable) | E-Learning |

The training listed below should be completed by those in regular contact or have a period of intense but irregular contact, with children, young people and/or parents/carers who may be in a position to identify concerns about maltreatment. It should also be completed by members of the workforce who work predominantly with children, young people and/or their parents/carers and who could potentially contribute to assessing, planning, intervening and reviewing the needs of a child and parenting capacity where there are safeguarding concerns.

| Module title | Year | Method of Delivery |
|---|------|---|
| 🌟 Awareness of Child Abuse & Neglect - CORE | 1 | E-Learning Must be completed before applying for 2 day course <i>Inter Agency Safeguarding Children and Young People</i> |
| 🌟 Inter Agency Safeguarding Children and Young People | 1 | 2 day face-to-face training |

| | | |
|--|---|---|
| Prerequisite: Awareness of Child Abuse and Neglect: CORE | | |
| Parental Mental Health | 1 | E – Learning |
| Awareness of Domestic Violence and Abuse | 1 | E – Learning Must be completed before applying for 1 day course <i>Domestic Abuse</i> |
| Understanding Pathways to Extremism | 2 | E – Learning |
| Children and Young People who go missing | 2 | E – Learning Must be completed before applying for 1 day course <i>Child Exploitation</i> |
| Safeguarding Children from Abuse by Sexual Exploitation | 2 | E – Learning Must be completed before applying for 1 day course <i>Child Exploitation</i> |
| <p>✳️ Child Exploitation</p> <p>Prerequisites: Children and Young People who go missing and Safeguarding Children from Abuse by Sexual Exploitation</p> | 2 | 1 day face-to-face training |
| ✳️ Safeguarding Children Refresher | 3 | E – Learning |
| An introduction to FGM, Forced Marriage, spirit Possession and Honour Based Violence | 3 | E – Learning |
| Trafficking, exploitation and modern slavery | 3 | E – Learning |
| <p>✳️ Multi-Agency Domestic Abuse</p> <p>Prerequisite: Awareness of Domestic Violence including the impact on children</p> | 3 | 1 day face-to-face training |
| Self Harm and Suicidal Thoughts in Children and Young People | 4 | E – Learning Must be completed before applying for 1 day course <i>Supporting Children and Young People with Mental Health in Lincolnshire</i> |
| <p>✳️ Supporting Children and Young People with Mental Health in Lincolnshire</p> <p>Prerequisites: Self Harm and Suicidal Thoughts in Children and Young People</p> | 4 | 1 day face-to-face training |
| Hidden Harm –The effects of parental problem substance use on children and Parental Mental Health | 4 | E – Learning Must be completed before applying for 1 day course <i>Recognise Disguised Compliance and Disengagement within Families and Drug Awareness</i> |
| <p>✳️ Recognise Disguised Compliance and Disengagement within Families</p> <p>Prerequisites: Hidden Harm –The effects of parental problem substance use on children and Parental Mental Health</p> | 5 | 1 day face-to-face training |
| An introduction to the Autism spectrum | 5 | E – Learning |
| A new approach to child poverty | 5 | E – Learning |

| | | |
|---|---|-----------------------------|
| ✿ The Unrecognised Power of Language | 6 | 1day face-to-face training |
| Special Education Need and Disability | 6 | E – Learning |
| ✿ Drug Awareness Prerequisite : Hidden Harm –The effects of parental problem substance use on children | 6 | 1 day face-to-face training |
| Young carers – short course | 6 | E – Learning |

✿ It is recommended that those in regular contact with children and young people also attend the Early Help Consultant workshops, forums and supervision sessions to enhance knowledge and support continued professional development.

[The full calendar of workshops and booking instructions](#)

| | |
|------------------------------------|-----------------|
| Assessment – The beginnings of TAC | 3 hour Workshop |
| TAC Planning & Reviewing | 3 hour Workshop |
| Worry statement and goals | 3 hour Workshop |
| Lead Professional Workshop | 3 hour Workshop |
| Voice of the child workshop | 3 hour Workshop |
| TAC forums | 2-2 ½ hours |
| Group Supervision | 2 hours |

✿ Designated Safeguarding Lead within educational settings should also attend School Safeguarding briefings. To book onto Safeguarding Briefings for Education Designated Safeguarding Leads please contact safeguardingschools@lincolnshire.gov.uk or see the safeguarding bulletins on Perspective Lite.

N.B.

- In addition to this formal pathway, staff are expected to update their safeguarding knowledge and skills via completion of their own agency training and specialist e-learning modules available via the LSCB website. It is advisable that at least one course a year is completed.
- All courses are **free** to LSCB members and the voluntary sector. For more detail please refer to the LSCB Training Programme for costs and charges for non-attendance/completion. <http://www.lincolnshire.gov.uk/lscb>
- Virtual College has also developed e-learning modules for the Home Office that have free access for all:
 - Dealing with female genital mutilation (FGM): www.fgmelearning.co.uk
 - Awareness of Forced Marriage: www.fmelearning.co.uk