Child Protection & Safeguarding Policy & Procedure

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Policy Lead:	H Davies
Name of responsible committee and SLT lead:	PPD & H Davies
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Target Audience:	All Staff & Governors
Equality Impact Assessment	Yes

This policy has been written for…	All staff and students at Pensby High School including visitors, volunteers and third party contractors.
Copies of this policy may be obtained from ...	• The school website https://www.pensbyhighschool.org • It is available as a hard copy on request from the School office
Participants and consultees in the formulation of this policy were ...	The Headteacher, Senior Leadership Team, Staff and Governors
Edition, Review frequency and dates ...	Issue3 Date written: May 2024 Date of next review: September 2025 This policy will be reviewed at least annually and/or following any updates to national and local guidance andprocedures.
Relevant statutory guidance, circulars, legislation & other sources of information are …	Keeping Children Safe in Education Dec 2023 Working together to safeguard children 2023: statutory guidance (publishing.service.gov.uk) The Children Act 1989 (and 2004 amendment) Serious Crime Act 2015, Statutory guidance on FGM Guidance on the Prevent duty Children Missing Education - Statutory guidance for local authorities (DfE September 2016) Education and Training (Welfare of Children) Act 2021Childcare (Disqualification) Regulations 2018 DfE guidance Safeguarding and protecting people for charitiesand trustees.
The Lead Member of staff is ...	Heather Davies (Deputy Headteacher)
Definitions and key terms used in this policy ...	DSL (Designated Safeguarding Lead) DDSL (Deputy Designated Safeguarding Lead) DFE (Department for Education) FGM (Female Genital Mutilation) KCSIE (Keeping Children Safe in Education)
The Rationale and Purpose of this policy ...	This is a core policy that forms part of the induction for all staff. It is a requirement that all members of staff have access to this policy and sign to say they have read and understood its contents.
Appendices ...	Cause for concern form for teachers, visitors, supply staff, volunteers and third party contractors who do not have access to CPOMS.

Acknowledgement	This policy is based on the Child Protection policy at West Heath School and adapted for Pensby High School . Should any organisations incorporate large sections of this policy without alteration please make similar appropriate acknowledgement of this.

Key Personnel ...	The Designated Safeguarding Lead (DSL) is: Heather Davies, hdavies@psf.wirral.sch.uk, 0151 342 0570
	The Deputy Designated Safeguarding Leads (DDSL are: Kevin Flanagan (Headteacher) Carl Griffiths (Assistant Headteacher) Emma Price (SENDCO & Inclusion Manager) Andy Davies (Mentor) James Holmes (Behaviour Manager) Other designated trained staff include : Julie Gauntlett - AHT Kate Morse - HOY Sarah Sullivan – HOY Rob Woodward Booth – HOY Paula O'Hare – HOY Elaine Hardwick – HOY Luke Hall – Mentor Izzy Waring – Mentor Abigail Boak - Mentor Diane Challinor – Family Advocate Link governor for safeguarding is: Steve Row Contact : schooloffice@psf.wirral.sch.uk
	The Designated Teacher for Looked After and previously is: Emma Price (SENCO) eprice@psf.wirral.sch.uk

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Introduction and Ethos

Pensby High School is committed to safeguarding every student. We acknowledge that safeguarding is everyone's responsibility and ensure all of our staff are trained to be vigilant and aware of the signs and indicators of abuse and understand and follow safe working practices.

The viewpoints and voice of children is of paramount importance to our school and we will always listen to their wishes, thoughts and feelings, as well as identifying and supporting their needs. We will work alongside students to develop trusting, consistent and professional relationships and show we care by advocating the early help processes where possible. We will identify any difficulties or concerns early in order to act preventatively. We will always provide support and advice for families and parents/carers, whilst acting in the best interests of the student at all times and doing what matters most. Safeguarding also includes ensuring we work in an open and honest way, enabling our children to feel safe by providing a secure learning environment, are equally protected regardless of any barriers they may face and are able to grow and develop in the same way as their peers.

Pensby High School safeguards children by:

- Maintaining a secure site and ensuring that all visitors to the school are recorded, monitored and clear about how to raise a safeguarding concern should one arise.
- Ensuring that safer recruitment practices are followed to prevent those who pose a risk to children gaining access to them.
- Filtering and monitoring all internet traffic into the school through RM tutor to ensure that children cannot be exposed to harmful material and communication.
- Ensuring that all staff employed by the school have received all necessary pre-employment checks, which are recorded in the single central record (SCR).
- Providing regular training and briefings for all staff, and volunteers, in child protection and ensuring that all staff, volunteers and visitors know who our designated safeguarding officers and designated senior lead are.
- Ensuring that admission and attendance procedures are robust to protect children, ensure that they are safe and prevent children from going missing from education.
- Empowering young people to identify risks both within the school andin their community; ensuring that they have the skills and confidence to help and protect themselves and others through our own student safeguarding policy.
- Making sure that all children understand the importance of reporting concerns about themselves and their peers and giving them the confidence to discuss sensitive issues.

- Providing pastoral and inclusion support to ensure that all children have access to guidance and advice, and when needed referrals for additional agency support to meet their needs.
- Sharing information when appropriate with other agencies and services to ensure that children and their families have support to meet their needs and prevent students from harm or further harm
- Taking immediate action and contacting the appropriate agencies when we believe that a child is in danger or is at risk of harm.
- Using pastoral supervision to ensure all safeguarding cases are considered, reviewed and if required escalated in consultation with all DSL's.

This policy is implemented in accordance with our compliance with the statutory guidance from the Department for Education, 'Keeping Children Safe in Education Dec 2023 (KCSIE) which requires individual schools and colleges to have an effective child protection policy and the Department for Education, 'Safeguarding and protection people for charities and governors' Oct 19.

The procedures contained in this policy apply to all staff, (including governors, temporary or third-party staff and volunteers) and are consistent with those outlined within KCSIE 2023.

Policy Context

This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004 and related guidance.

This includes:

- DfE Keeping Children Safe in Education 2023 (KCSIE)
- Working Together to Safeguard Children 2023 (WTSC)
- Ofsted: Education Inspection Framework' 2023
- Framework for the Assessment of Children in Need and their Families 2000)
- Early Years and Foundation Stage Framework 2017 (EYFS)
- The Education Act 2002

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

Definition of Safeguarding

In line with KCSIE 2023, safeguarding and promoting the welfare of children is defined for the purposes of this policy 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.

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

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

- o Abuse and neglect
- o Bullying (including prejudice-based and cyberbullying)
- o Children in the court system
- o Children with family members in prison
- o Children Missing Education (CME)
- o Child missing from home or care
- o Child Sexual Exploitation (CSE)
- o Child Criminal Exploitation
- o County Lines
- o Domestic abuse (including teenage relationship abuse)
- o Drugs and alcohol misuse
- o Extra -familial harms (Risks outside the family home)
- o Fabricated or induced illness
- o Female Genital Mutilation (FGM)
- o Forced marriage
- o Gangs and youth violence
- o Gender based abuse and violence against women and girls
- o Hate
- o Homelessness
- o Honour based abuse
- o Human trafficking and modern slavery
- o Mental health
- o Missing children and adults
- o Online safety
- o Peer on peer abuse
- o Preventing radicalisation and extremism
- o Private fostering
- o Radicalisation and extremism
- o Relationship abuse
- o Serious Violence
- o Sexual Violence and Sexual Harassment
- o Upskirting
- o Nudes and semi nudes (Youth produced sexual imagery)

(Also see Annex B within 'Keeping children safe in education' 2023)

Some children have an increased risk of abuse, and additional barriers can exist for some children with respect to recognising or disclosing it. We are committed to anti-discriminatory practice and recognise children's diverse circumstances. We ensure that all children have the same protection, regardless of any barriers they may face

Related Safeguarding Policies & Reports

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

- Student Safeguarding Policy
- Attendance Policy
- Anti Bullying Policy
- Behaviour for Learning Policy
- Mobile Phone Policy
- Pupil Premium Report
- Complaints Policy
- Data Protection Policy
- Remote Learning Process & report

Policy Compliance, Monitoring and Review

We will review this policy at least annually. The policy will be revised following any national or local policy updates as safeguarding issues emerge and evolve, including lessons learnt.

All staff (including temporary staff and volunteers) will be provided with a brief outline this policy and Part one or Annex A of KCSIE. Copies can be found on the school sharepoint (Useful Documents page) and a safeguarding reference document for visitors on reception.

Parents/carers can obtain a copy of the school's Child Protection Policy and other related policies via the school website.

The policy forms part of our school development plan and will be reviewed annually by the DSL and DDSL's who have responsibility for oversight of safeguarding and child protection systems.

The Designated Safeguarding Lead and Headteacher will ensure regular reporting on safeguarding activity and systems to the Governing body and the child protection lead who will report to the Governors. This will include an annual safeguarding audit and checks of the SCR.

The governors will not receive details of individual children's situations or identifying features of families as part of their oversight responsibility.

Key Responsibilities

The Governing body and Senior Leadership Team have read and will follow KCSIE 2023.

Pensby has nominated a link governor for safeguarding and child protection (Steve Row). The nominated governor will support the DSL and have oversight in ensuring that the school has an effective policy which interlinks with other related policies; that locally agreed procedures are in place and being followed; and that the policies are reviewed at least annually and when required.

The school use CP supervision meetings monthly and pastoral supervision to support the DSL and DDSL's in their role by ensuring all cases are considered by the wider team to ensure relevant Wirral Safeguarding thresholds to ensure where relevant escalaltion of services occurs.

Designated Safeguarding Lead (DSL)

Deputy Headteacher, Heather Davies is the Designated Safeguarding Lead (DSL). Additionally, the school have appointed Deputy DSLs (Kevin Flanagan, Julie Gauntlett, Carl Griffiths, Emma Price, Andy Davies, Jane Holmes, Di Challinor). In addition, the following staff are trained in safeguarding as part of their role (Rob Woodward-Booth, Kate Morse, Sarah Sullivan, Paula O'Hare, Elaine Hardwick, Luke Hall)

The DSL has overall responsibility for the day to day oversight of safeguarding and child protection systems in the school. Whilst the activities of the DSL may be delegated to the deputies, the ultimate lead responsibility for safeguarding and child protection remains with the DSL and this responsibility will not be delegated.

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

The Headteacher will be kept informed of any significant issues by the DSL.

The DSL will act as the central contact point for all staff to discuss any safeguarding concerns.

The DSL will be given the time, training, resources and support to:

- Maintain a confidential recording system for safeguarding and child protection concerns
- Coordinate safeguarding action for individual children
    - When supporting children with a social worker or looked after children the DSL should have the details of the child's social

worker and the name of the virtual school head in the authority that looks after the child (with the DSL liaising closely with the designated teacher)

- The DSL, Heather Davies will be the primary key adult for 'Operation Encompass' and primary contact for Child Exploitation, and act to support students and families as appropriate. Carl Griffiths and Emma Price also act as key adults in supporting 'Operation Encompass' referalls. Key adults will complete online training annually. Further information on Wirral Operation Encompass can be found here: OE Information. Liaise with other agencies and professionals in line with KCSIE 2023 and WTSC 2023.
- To ensure the local authority is notified regarding all students who are missing from education. The Local Authority will be kept informed of all students who are persistently absent through the school MIS.
- Ensure that locally established procedures as put in place by wirral safeguarding https://www.wirralsafeguarding.co.uk, including referrals, are followed, as necessary.
- Represent, or ensure the school is appropriately represented at multi-agency safeguarding meetings (including Child Protection conferences and core group meetings)
- Manage and monitor the school role in any multi-agency plan for a child.
- During term time, the DSL will be available during school hours for staff to discuss any safeguarding concerns. Where a trained DSL (or deputy) is not on site and can not be contacted by phone or online video, for example working from home, a senior leader will assume responsibility for coordinating safeguarding on site.
- Help promote educational outcomes by sharing the information aboutthe welfare, safeguarding and child protection issues that children, including children with a social worker, are experiencing, or have experienced, with teachers and school leadership staff.
- Ensure adequate and appropriate DSL cover arrangements in response to any closures and out of hours and/or out of term activities.
- Ensure all staff access appropriate safeguarding training and relevant updates in line with the recommendations within KCSIE (2023).

The full responsibilities of the DSL are set out in Annex C of KCSIE – Role of the designated safeguarding lead. All designated safeguarding leads and deputy safeguarding leads must read and comply with this.

Members of Staff

All members of staff have a responsibility to:

- Provide a safe environment in which children can learn.
- Be prepared to identify children who may benefit from early help and may warrant Early Help intervention.
- Understand the early help process and their role in it by reporting emerging problems that may warrant early help intervention to/by the Family Advocate who co-ordinates Early Help at the school), these referrals are

reviewed through a pastoral referral panel & the impact/suitablilty of support reviewed in monthly pastoral supervision by the Headteacher and Deputy Headtecaher.

- Understand their school safeguarding policies and systems.
- Undertake regular and appropriate training which is regularly updated.
- Know what to do if a child tells them that he/she/they is being abused or neglected and understand the impact abuse and neglect can have upon a child.
- Understand the school's procedures for recording cause for concerns and passing information on to DSLs in accordance with the school's recording systems.
- Be able to identify and act upon indicators that children are, or at risk of developing mental health issues.
- Know how to maintain an appropriate level of confidentiality.
- Be aware of the indicators of abuse and neglect so that they can identify cases of children who may need help or protection.
- Understand the process for making referrals to local authority children's social work service (CSWS) and for statutory assessments that may follow a referral, including the role they might be expected to play.

The Deputy Headteacher

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

- Ensuring that staff (including temporary and supply staff), volunteers and third party contractors are informed of this policy as part of their induction
- Communicating this policy to parents when their child joins the school and via the school website
- Ensuring that the roles and responsibilities of the DSL/DDSL as referenced in Annex C of KCSiE (2023) are reflected in their job description.
- Ensuring all staff undertake appropriate safeguarding and child protection training and update this every three year.
- Acting as the 'case manager' in the event of an allegation of abuse made against another member of staff (including supply staff) or volunteer where appropriate.
- Ensuring that all recommendations made by the governing body in relation to strengthening the school's safeguarding arrangements are actioned in line with agreed deadlines.

The Headteacher

The Headteacher is responsible for supporting the Deputy Headteacher/DDSL including:

- Ensuring they are supervised in their role
- Ensuring that the DSL has appropriate time, training and resources, and that there is always adequate cover if the DSL is absent

The Governors

- The governing body will approve this policy at each review and hold the head teacher to account for its implementation and any actions/recommendations made to strengthening the school's safeguarding arrangements.
- The governing body inculcate a strong culture of safeguarding in the school in order to ensure that safeguarding and child protection are at the forefront and underpin all aspects of policy and procedure development.
- The govenering body will attend the Wirral Safeguarding school training event at least once every three years or an alternate training if required.
- The governors will appoint a lead governor, the lead governor is to monitor the effectiveness of this policy in conjunction with the full governing body.
- Staff governors cannot be the lead governor with responsibility for safeguarding and child protection.
- In the event that safeguarding concerns, or an allegation of abuse is made against the head teacher, the chair of governors may be asked to act as the 'case manager'. Alternatively, this may be the safeguarding lead.
- The governing council will ensure that the school has appropriate IT filtering and monitoring systems in place through RM Unify and should be informed in part, by the risk assessment required by the Prevent Duty in order to limit children's exposure to online risks.
- The governors and senior leadership financial manager, are responsible for satisfying themselves and obtaining written assurances from any relevant lettings and alternative/off site providers and provisions that their safeguarding arrangements are secure, in keeping with the expectations of and requirements set out in KCSIE.
- The full responsibilities of the Governing Body are set out in Part Two of KCSIE – the management of safeguarding. The governing body will ensure that the school is fully compliant with their statutory safeguarding responsibilities

Children and Young People

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

- Feel safe, be listened to, and have their wishes and feelings taken into account.
- Have regular updates via the student safeguarding policy, assemblies, PSHE and our safer schools police officer.
- Receive help from a trusted adult.
- Learn how to keep themselves safe, including online.

Parents and Carers

Parents/carers have a responsibility to:

- Understand and adhere to the relevant school policies and procedures.
- Talk to their children about safeguarding issues with their children and support the school in their safeguarding approaches.
- Identify behaviours which could indicate that their child is at risk of harm

including online and seek help and support from the school or other agencies.

Recognising Indicators of Abuse and Neglect

All staff within Pensby High School are made aware of the definitions and indicators of abuse and neglect as identified by Working Together to Safeguard Children (2023)and Keeping Children Safe in Education 2023.

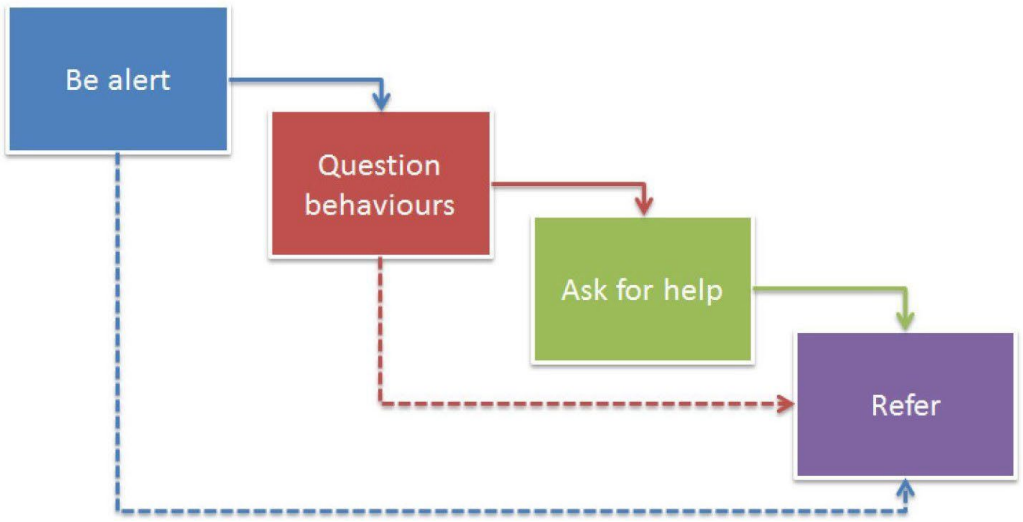
Pensby High School recognise that when assessing whether a child may be suffering actual or potential harm there are four categories of abuse:

- o Physical abuse
- o Sexual abuse
- o Emotional abuse
- o Neglect

We also recognise that children who are abused or witness violence (Domestic Abuse) are likely to have low self-esteem and may find it difficult to develop a sense of self-worth. We also recognise children who witness domestic abuse are victims, that witnessing domestic abuse can have a lasting impact on children, and that children can be victims in their own relationships too https://www.gov.uk/guidance/domestic-abuse-how-to-get-help They may feel helpless, humiliated and some sense of blame. Our school may be the only stable, secure and predictable element in their lives.

Neglect is the most common reason for a child to be the subject of a child Protection Plan in the UK and research from the NSPCC tells us that 1 in 7 secondary school age children and 1 in 20 children under 11 in the UK have been neglected at some point. To help combat neglect of children the Wirral Safeguarding Children Partnership has developed and published its multi-agency Neglect Strategy (June 2023): Cherish – Wirral's Neglect Strategy

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



'What to do if you are worried a child is being abused' (2015)

Members of staff are aware that concerns may arise in many different contexts and can vary greatly in terms of their nature and seriousness. The indicators of child abuse and neglect can vary from child to child. Children develop and mature at different rates, so what appears to be worrying behaviour for a younger child might be normal for an older child.

All staff should be aware that children may, or may not feel ready to know how to tell someone they are being abused, expoited, or neglected and/or they might not recognise their experiences as harmful. At Pensby staff and students are encouraged to raise any concerns about a child/peer and pass onto the DSL. This professional curiosity is engrained in the culture of safeguarding at the school through the relationships we build with our young people to facilitate communication. *

It is important to recognise that indicators of abuse and neglect do not automatically mean a child is being abused however all concerns should be taken seriously and explored by the DSL on a case by case basis.

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

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

Child Protection Procedures

Pensby High School recognises that some children have additional or complex needs and may require access to intensive or specialist services to support them. The school adhers to Wirral Safeguarding protocols and procedures and additional guidance relating to specific safeguarding issues can be found on their website: https://www.wirralsafeguarding.co.uk

All staff are aware of the process for making request for support referrals for statutory assessments under the Children Act 1989, along with the role they might be expected to play in such assessments. This includes referals where a child is suffering, or is likely to suffer from harm.

Pensby High School is an Operation Encompass School. This means we work in partnership with Wirral and Merseyside Police and to provide support to children experiencing domestic abuse.

- Consideration should be given to making contact with the parent (identified victim) to offer support or sign post to other services.

Pensby High School recognises that in situations where there are immediate child protection concerns identified it is NOT to investigate as a single agency but to act in line with the guidance set out by our local multi-agency safeguarding

arrangements which may involve multi-agency decision making.

If a child is in immediate danger or is at risk of harm, a request for support should be made immediately to Wirral Integrated Front Door Safeguarding Hub
https://www.wirralsafeguarding.co.uk/concerned-about-a-child/
9am-5pm Mon-Fri: 0151 606 2008
Out of hours: 0151 677 6557
IFD@wirral.gov.uk

The DSL will seek advice for the other school DDSL's before deciding next steps. They will always act in the best interest of the child with the information they have at the time and will be supported in these decisions as a team. They may also seek advice or guidance from a social worker via Integarted Front Door.

In the event of a request for support to Integrated Front Door Safeguarding Hub 0151 606 2008 being necessary, parents/carers will be informed and consent to this will be sought in line with guidance provided by Wirral safeguarding.

Parents/carers will be informed unless there is a valid reason not to do so, for example, if to do so would put a child at risk of harm or would undermine a criminal investigation.

If the DSL is not immediately available to discuss an urgent concern, staff can seek advice from the Deputy DSL. They may also seek advice from the Integrated Front Door. If anyone other than the DSL makes a referral to external services, they will inform the DSL as soon as possible.

The DSL will keep all early help cases under constant review and consideration will be given to a request for support to the Integrated Front Door Safeguarding Hub if the situation does not appear to be improving or is getting worse.

If, after a request for support or any other planned external intervention, a child's situation does not appear to be improving, the DSL will consider following escalation procedures as published on the Wirral Safeguarding website: https://www.wirralsafeguarding.co.uk/procedures/10-2-multi-agency-escalation-procedure to ensure their concerns have been addressed and, most importantly, that the child's situation improves.

Any teacher who discovers that an act of FGM (Female Genital Mutilation) appears to have been carried out ona pupil under 18 must immediately (in consultation with the DSL) report this to the police, personally. This is a statutory duty, and teachers will face disciplinary sanctions for failing to do so.

Any other member of staff who discovers that an act of FGM appears to have been carried out on a pupil under 18 must speak to the DSL and follow the local safeguarding procedures.

Any member of staff who suspects a pupil is at risk of FGM must speak to the DSL and follow the local safeguarding proceedures.

Record Keeping

All safeguarding concerns, discussions and decisions, and reasons for those decisions, will be recorded on CPOMS by the DSL or DDSL's without delay which will alert the DSL andthe DDSL as required by the school.

Staff or visitors to the school who do not have access to CPOMS will be asked to email or write down their cause for concern and pass this on to the DSL without delay. Copies of our procedures are given out to all visitors at reception.

Any safeguarding concerns will be copied onto CPOMS, referenced and actioned, and the originals shredded by the DSL or Headteacher.

Staff will record information about any injuries observed using the body map tool on CPOMS. Staff are not permitted to take photographs for this purpose

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

The concern will be added to CPOMS as soon as possible after the incident/event, recording the child's words verbatim. If there is an immediate concern the member of staff should consult with a DSL before adding the concern to CPOMS. Reporting urgent concerns takes priority.

Safeguarding records are kept for individual children and are maintained using CPOMS and any paper files must be stored securely and separately from all other records relating to the child in the school. Safeguarding records are kept in accordance with data protection legislation and are retained securely by the DSL. Safeguarding records are shared with staff on a 'need to know' basis only. Any access to these records by other people (e.g. class teacher, Ofsted inspector, auditor) should be recorded on the chronology with an explanation of why this was justified / appropriate.

Other safeguarding information that will be recorded on CPOMS:

- Any child protection information received from the child's previous educational establishment, Records of discussions, telephone calls and meetings with colleagues and other agencies or services
- Professional consultations
- Letters and emails sent and received relating to child protection matters
- Referral forms sent to other external agencies or education-based services
- Minutes or notes of meetings, e.g. child protection conferences, core group meetings, etc., copied to the file of each child in the family, as appropriate
- Formal plans for, or linked to, the child e.g. child protection plans,

Early Help (previously known as CAF's), risk assessments, Family Plans etc

When the child leaves the school (including in-year transfers) the designated safeguarding lead/HOY (DDSL) will ensure their paper child protection file and/ or their CPOMS record is transferred/authorised to the new school or college as soon as possible (within 5 days) when requests are submitted. Paper records will be transferred separately from the main pupil file,ensuring secure transit, and confirmation of receipt will be obtained.

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

A record of any searches is also kept by the DSL in accordance with the DFE guidance.

Multi-Agency Working

Pensby High School recognises, and is committed to, its responsibility to work within Wirral (MAPPA) multi-agency safeguarding arrangements: https://www.wirralsafeguarding.co.uk/new-multi-agency-safeguarding-arrangements/. The leadership team and DSL will work to establish cooperative local relationships with professionals in other agencies in line with statutory guidance.

Pensby High School recognises the importance of multi-agency working and is committed to working alongside partner agencies to provide a coordinated response to promote children's welfare and protect them from harm. This includes contributing to Wirral Safeguarding Partnership, as required. Such as, participation in relevant safeguardingmulti-agency plans and meetings, including Child Protection Conferences, Core Groups, Strategy Meetings, Child in Need meetings or other early help multi-agency meetings.

Confidentiality and Information Sharing

Pensby recognises our duty to share relevant information with. appropriate agencies in matters relating to child protection at the earliest opportunity as per statutory guidance outlined within KCSIE 2023.

All staff must be aware that they cannot promise confidentiality in situations which might compromise a child's safety or wellbeing.
The Headteacher or DSL will disclose information about a student to other professionals on a 'need to know' basis.

All members of staff must be aware that whilst they have duties to keep any information confidential, they also have a professional responsibility to share information with other agencies to safeguard children.

Pensby High School use Judicium as our Data Protection Officer (DPO)as required by the General Data Protection Regulations (GDPR) to ensure that our school is compliant with all matters relating to confidentiality and information sharing requirements.Email the school office via schooloffice@psf.wirral.sch.uk should you wish to request GDPR sensitive information.

The Data Protection Act 2018 and GDPR do not prevent the sharing of information for the purposes of keeping children safe. Fears about sharing information must not be allowed to stand in the way of the need to safeguard and promote the welfare and protect the safety of children (KCSIE 2023).

DfE Guidance on Information Sharing (July 2018) provides further detail which can be found on the shared area on the staff network/intranet.Our Data Protection Policy is also located on the school website.

Under Data Protection legislation (General Data Protection Regulation & Data Protection Act 2018) a pupil or their nominated representative have a number of legal rights in respect of information relating to them. These rights include the rightto access and the right to rectification of inaccurate data. Therefore all information will be accurately recorded, objective in nature and expressed in a professional manner.

Any child who has a child protection file has a right to request access to it. However, neither the child nor the parent has an automatic right to see all the information held in child protection records. Information can be withheld if disclosure:

- could cause serious harm or is likely to cause serious harm to the physical or mental health or condition of the child or another person; or
- could reveal that the child or another person has been a subject of or may be at risk of child abuse, and the disclosure is not in the best interests of the child; or
- is likely to prejudice an on-going criminal investigation; or
- information about the child also relates to another person who could be identified from it or the information has been given by another person who could be identified as the source, unless the person has consented to the disclosure or the person providing the information is an employee of the establishment or the Local Authority.

It is best practice to make reports available to the child or their parents unless the exceptions described above apply. If an application is made to see the whole record, advice can be sought from the DPO.

Complaints

The school has a Complaints policy available to parents, pupils and visitors who wish to report concerns. This can be found on the school website here:

All reported concerns will be taken seriously and considered within the relevant and appropriate process. Anything that constitutes a low level concern, or an allegation

against a member of staff or volunteer, will be dealt with under the code of conduct policy. Low level staff concerns will be recorded using CPOMS for the attention of the Headteacher and DSL only.

Staff Induction, Awareness and Training

All members of staff have been provided with a copy of Part one of 'Keeping Children Safe in Education' (2023) which covers safeguarding information for all staff.

- School leaders, including the DSL will read the entire document.
- School leaders and all members of staff who work directly with children will access annex B within Keeping Children Safe in Education 2023.
- All members of staff have signed to confirm that they have read and understood KCSIE. The finance manager will keep this register up to date.

The DSL will ensure that all new staff (including agency staff) receive child protection training and are given a copy of KCSIE 2023 and key documentation to ensure they are aware of the's internal safeguarding processes as part of their induction. External cover staff will be briefed on safeguarding at Pensby (and given a document outlining processes) by the cover manager at the beginning of a period of employment with the school.

All staff members will receive appropriate child protection training to ensure they are aware of a range of safeguarding issues.This training will include online safety and will take place at least bi-annually.

In addition to specific child protection training, all staff will receive regular safeguarding and child protection updates, via email, bulletins and staff meetings at least annually, to provide them with relevant skills and knowledge to safeguard children effectively this can be seen in the CPD programme although will also be added to where needs arise.

All staff members (including agency and third-party staff) will be made aware of the school's expectations regarding safe and professional practice via the staff code of conduct and the 'guidance for safer working practices for those working with children and young people in education settings (May 2019).

The DSL and Headteacher will provide an annual report to the governing body via the safeguarding governor who will also audit safeguarding process and procedure. The school will also invite in external quality assurance to audit safeguarding. The last quality assurance safeguarding audit was in January 2024. The Clerk to Governors will maintain an up to date register of who has been trained. No data will be shared identifying individual children.

Although the school has a nominated safeguarding governor, all governors will access appropriate safeguarding training with the school which covers their specific strategic responsibilities. Documentation of this will be kept by Clerk to Governors and checked annually.

The DSL and Headteacher will consider the level of information staff need to know

to support the students involved inorder to protect the anonymity of the students where appropriate.

Safer Working Practice

All members of staff are required to work within our clear guidelines on safer working practice and our code of conduct. Any physical interventions/ use of reasonable force must be in line with agreed policy and procedures, and national guidance.

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

Staff Supervision and Support

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

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

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

- All staff are competent to carry out their responsibilities for safeguarding and promoting the welfare of children.
- All staff are supported by the DSL in their safeguarding role.
- All members of staff have regular reviews of their own practice to ensure they improve over time.
- All staff should be familiar with the Employee Assistance service details of which can be requested via the Headteachers PA.

The DSL recognises the stressful and traumatic nature of child protection work. Support is available for any member of staff from the DSL. The DSL can put staff in touch with outside agencies for professional support if they so wish. Staff can also approach organisations such as their Union or other similar organisations directly.

Safer Recruitment

Pensby High School is committed to ensure and develop a safe culture and that The school follow relevant guidance from Keeping Children Safe in Education 2023 (Section 3 'Safer Recruitment')and from The Disclosure and Barring Service (DBS)

The governing body and and leadership team are responsible for ensuring that the school follows safe recruitment processes.

The school maintains an accurate Single Central Record (SCR) in line with the local authority and school expectations and statutory guidance.

The school will ensure that there is at least one of the panel members who conducts the interview process has completed safer recruitment training within the last 5 years.

We expect all staff to disclose any reason that may affect their suitability to work with children including convictions, cautions, court orders, or refused or cancelled registration of childcare of children's homes or been disqualified from private fostering. Online searches should be made by the Headteacher.

All members of staff will be reminded of the staff code of conduct and understand that their behaviour and practice must be in line with it.

Staff will sign to confirm that they have read and understood the code ofconduct and have read the CP and safeguarding policy and KCSIE 2023 Part 1.

A list of signed policies will be kept by Finance Manager. This will be reviewed for new starters every half term.

Concerns/Allegations in Relation to Members of Staff and Volunteers, Supply and Contractors

Pensby High School is required to follow the Department for Education's statutory guidance for schools on Keeping Children Safe in Education (2023). Part Four of the guidance deals with managing concerns or allegations that might indicate a person may pose a risk of harm if they continue working in regular or close contact with children.

Pensby High School recognises that it is possible for any member of staff, including Governors, staff, contractors, agency and third-party staff (including supply teachers) and visitors to behave in a way that gives rise to concern.

All staff should feel able to raise concerns about poor or unsafe practice and potential failures in the school safeguarding regime. The leadership team at Pensby High School will take all concerns or allegations received seriously.
The DfE statutory guidance identifies two levels of allegations/concerns:

1. Allegations that may meet the harm threshold:
    - indicates they have harmed a child, or may have harmed a child;
    - means they have committed a criminal offence against or related to a child;
    - behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; or
    - behaved or may have behaved in a way that indicates they may not be suitable to work with children *(This includes any behaviour that may have happened outside of school that might make the individual unsuitable to work with children. This is known as transferable risk.)*

2. Allegations/concerns that do not meet the harm threshold – referred to for the purposes of this guidance as 'low level concerns'.
    - is inconsistent with the staff code of conduct, including

inappropriate conduct outside of work;
- does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the LADO.

Concerns and/or allegations should be referred immediately to the Headteacher who should conduct basic enquiries following the Wirral Local Authority guidance to establish the facts to help them determine whether there is any foundation to the concern/allegation, being careful not to jeopardise any potential future police investigation.

The information collected will help to determine what further action may need to be taken. As part of this assessment, the Headteacher may contact their HR advisor, legal services, or their Education Officer for support and advice.

If the Headteacher decides this to be an allegation, and if not done so already, they must alert the Safeguarding and Child Protection Lead and make a referral to the Local Authority Designated Officer (LADO) – this should not be delayed.

The DSL will contact the Local Authority Designated Officer (LADO) to agree further action to be taken in respect of the child and staff member.

In the event of allegations of abuse being made against the Head Teacher, staff are advised that allegations should be reported to the Chair of the governing body and the LADO. The chair of governors will then attend LADO strategy meetings alongside the DSL.

All staff should feel able to raise concerns about poor or unsafe practice and such concerns will always be taken seriously by the leadership team.

All members of staff are made aware of the Whistleblowing Policy.

It is a disciplinary offence not to report concerns about the conduct of a colleague that could place a child at risk.

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

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

Pensby High School has a legal duty to refer to the Disclosure and Barring Service (DBS) anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. The DBS will consider whether to bar the person.

If these circumstances arise in relation to a member of staff at our.school, a referral will be made as soon as possible after the resignation or removal of the individual in accordance with advice from the LADO and the safeguarding and child protection lead.

- **Pamela Cope, Local Authority Designated Officer (LADO)**
- Please ensure referrals are sent to **pamelacope@wirral.gov.uk and safeguardingunit@wirral.gov.uk**

Children potentially at great risk

Whilst all children should be protected, the staff and Governors at Pensby High School we recognise some groups of children are potentially at greater risk of harm.

Children who need a social worker CiN CP

Children may need a social worker due to safeguarding or welfare needs. Children may need this help due to abuse, neglect and complex family circumstances. The school recognises that a child's experiences of adversity and trauma can leave them vulnerable to further harm, as well as educationally disadvantaged in facing barriers to attendance, learning, behaviour, and mental health.

Where children have been identified as having a social worker, this will inform decisions about safeguarding (for example, responding to unauthorised absence or missing education where there are known safeguarding risks) and about promoting welfare (for example, considering the provision of pastoral and/or academic support, alongside action by statutory services).
Information may be shared with the staff within the school so that decisions can be made in the best interests of the child's safety, welfare and educational outcomes.

The name and contact number of the social work should be added to CPOMS.

Children missing from education

We recognise that a child going missing from education is a potential indicator of abuse or neglect. Where a child is reported to be missing education we will comply with our statutory duty to inform the local authority of any pupil who falls within the reporting notification requirements outlined in Children Missing Education – Statutory guidance for local authorities (DfE September 2016) and follow the local authority guidance: https://www.wirralsafeguarding.co.uk/procedures/6-8-children-risk-not-receiving-suitable-education/

Children who are absent, abscond or go missing during the school day are vulnerable and at potential risk of abuse, neglect, CSE or CCE including involvement in county lines. School staff members must follow the LA procedures for dealing with children who are absent/go missing, particularly on repeat occasions, to help identify the risk of abuse and neglect including sexual abuse or exploitation and to help prevent the risks of their going missing in future.
This will include, but not be limited to:

- Reporting to the police including our designated Safer Schools Officer
- Completing a CSE toolkit
- Engaging the help of the attendance officer

Elective Home Education

The school will inform their LA of all deletions from their admission register whena child is taken off rol to be home educated:
https://www.wirralsafeguarding.co.uk/elective-home-education/

Where a parent/carer has expressed their intention to remove a child from the school with a view to educating at home, the school will work with the Local authority and other key professionals to coordinate a meeting with parents/carers where possible. Ideally, this will be before a final decision has been made, to ensure the parents/carers have considered what is in the best interests of each child. This is particularly important where a child has SEND, is vulnerable, and/or has a social worker.

Children requiring mental health support

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

Staff are well placed to observe children day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one.

If staff have a mental health concern, they should seek advice from the senior mental health lead, at Pensby High School this is the SENCO/Inclusion Manager. If the mental health concern also relates to a safeguarding concern, immediate action should be taken by speaking to the DSL or a deputy and recorded on CPOM

Risk assessments are used to ensure all students at Pensby are safe. This can result in short, or longer term safety plans being put in place by the safeguarding team at school whilst professional help is sought to ensure a childs safety on the school site.

Look after children, previously looked after and careleavers

Pensby High School understands the most common reason for children becoming looked after is as a result of abuse and/or neglect.

Staff will be provided information to understand what this means for children in this circumstance so that they have the skills, knowledge and understanding to keep looked after children safe

The Inclusion manager, is responsible for Looked after children and previously looked after. They will hold information and where required will share the legal status with those staff that need to know which will also include the child's contact arrangements with birth parents or those with parental responsibility.

The staff member responsible for Looked after children and previously looked after will also have information about the child's care arrangements and the levels of authority delegated to the carer by the authority looking after him/her. The designated safeguarding lead should have details of the child's social worker and the name of the virtual school head in the authority that looks after the child. This information should be held on CPOMS.

Safeguarding Children with Special Needs and Disabilities

Pensby High School acknowledges that children with special educational needs and disabilities (SEND) can face additional safeguarding challenges as they may have an impaired capacity to resist or avoid abuse. The DSL will work closely with the SENDCo, Emma Price, to plan support as required.
Pensby High School will ensure that children with SEN and disabilities, specifically those with communication difficulties will be supported to ensure that their voice is heard and acted upon.

Members of staff are encouraged to be aware that children with SEN and disabilities can be disproportionately impacted by safeguarding concerns, such as bullying and exploitation.

All members of staff will be encouraged to appropriately explore possible indicators of abuse such as behaviour/mood change or injuries and not to assume that they are related to the child's disability and be aware that children with SEN and disabilities may not always outwardly display indicators of abuse. To address these additional challenges, our school will always consider extra pastoral support for children with SEN and disabilities.

Children who attend alternative provision

The school recognises that children in Alternative Provision often have complex needs and may be at additional risk of harm and appropriate risk assessments/support plans must be in place where pupils access provision offsite.

When the places a pupil with an alternative provision provider, the school will continue to be responsible for the safeguarding of that pupil.

The school will take steps to satisfy themselves that the provider meets the needs of the pupil.

The school will complete the appropriate safeguarding checks to be carried out on the establishments and individuals working at the establishment, i.e. those checks that the school would otherwise perform in respect of its own staff.

Pensby High School use the following alternative or off-site providers and have written evidence of safeguarding arrangements:

- WRAP https://www.wirralwrap.co.uk/contact-us/
- Utopia https://localofferwirral.org/listing/utopia-project/
- Impact https://impactnorthwest.org.uk/

Children who are lesbian, gay, bi, trans

Any issues where safeguarding concerns relate to a child who identifies at LGBTQ+ will be directed as with all students via the DSL. The progress mentor team are available to support with all students (not just LGBTQ+ students) needs and offer a safe space to speak out and share concerns. We encourage a shared provision to all students to ensure support can be accessed at the point it is required.

Safeguarding issues

Preventing radicalisation
All members of the staff recognise children are vulnerable to extremist ideology andradicalisation and is part of the school's safeguarding approach.

Our school will ensure that, as far as possible, all front line staff will undertake Prevent awareness training to support them to identify children who may be susceptible to an extremist ideology or present changes in the children's behaviour, which could indicate that they may be in need of help or protection. The DSL and AHT Pastoral will also be trained as our Prevent lead and will offer updates to staff annually.

Sexual Violence and Sexual Harassment including Harmful Sexual Behaviours

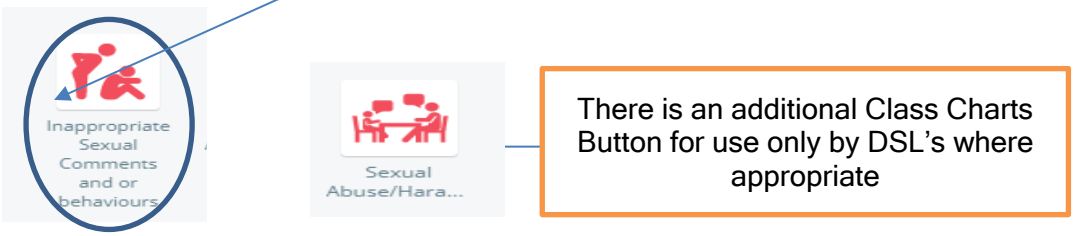
As a school we are keen for our students to develop a firm understanding of positive, healthy relationships to enable them to establish positive behaviours towards their peers, family members, and in their wider sexual relationships beyond school so that they can make both informed decisions within their lives and treat others with a shared respect. PSHRE lessons, pastoral periods and external providers are used to create a culture where teachers and students discuss healthy relationships at regular points across each year (at age appropriate levels), promote an environment where disclosure and support are the established norm, and support staff to challenge incidents of inappropriate, problematic, abusive or violent behaviour and discuss healthy relationships. This will include an understanding of key terms associated with sexual harassment and violence to ensure a shared understanding by staff and students. Parents will also need to be included in this shared understanding through delivery of key messages at curriculum evenings or focused discussion groups as appropriate.

All pastoral staff and DSL's have had enhanced training and discussions regarding the policies and procedures upholding this ethos and culture.

Where appropriate student voice is used to establish a wider understanding of whether students feel safe within the school environment and student's voices are always listened to by staff to ensure that their safety in school is of paramount importance.

Reporting and Recording Sexual Harassment

Every single member of staff has a responsibility to safeguard and protect the children in our care, therefore the underpinning value we hold true as a school is to consider whether the behaviour/incident/expectations in question would be acceptable to you should it be targeted towards your child, sister, mother etc. If it isn't then **all** staff should do something about it in the first instance, and then record it on class charts.



Recording

All issues should be reported on class charts but not without ideally immediately challenging the behaviour. It is not enough to simply give a class chart point without explanation or discussion – staff should ideally feel confident to challenge and if required escalate. If the offence is simply recorded and passed on there is a lack of immediate responsibility by the student/students and we must remember that we are primarily in roles to challenge fixed mindsets and behaviours, and to support wider growth in positive relationships beyond the classroom. If staff are worried, feel that they cannot deal with the issue in a sufficient manner, it is crucial that concerns are still passed on to the Head of Department, Head of Year or Line manager. If staff are worried that there is a wider issue it is also critical these concerns are passed on. **HOY will also record the time and location of any incident**. Any concerns regarding the safety of the location will be discussed as a pastoral team and brought the the attention of the DSL
Below is a table co-constructed with the pastoral team to support staff in knowing when and what to refer and to whom however we would like all staff to challenge in the first instance.

Level 1 Teacher Intervention	'banter' comments Inappropriate comments in classroom or corridor overheard i.e. regarding sex/gender/relationships Shared on class charts to monitor pattern
Level 2 HOY Intervention	Level 1 comments which highlight a pattern of behaviour or raise additional concerns Bullying Directed Homophobic language/Sexualised Shaming Referrals from a friend/peer
Level 3 SLT	Inappropriate images/filming/use of social media Arrangements/ links with groups outside school which create risks and concerns in relation to healthy relationships Inappropriate touching •Use of CSE Toolkit /Safer Schools officer

Level 4 Police	Harassment Rape/Assault by penetration Sexual assault Sexually harmful behaviour Concerns raised around boundaries/healthy relationships Sexual violence Coercion of someone to engage in sexual activity without consent • Immediate referral to Police

*terminology used taken from DFE guidance on sexual harassment and violence 2021

Disclosure

If a student discloses sexual harassment or assault always follow the guidance in the whole school safeguarding policy.

- It is essential all students are reassured and taken seriously.
- Record what they tell you in their words
- Do not promise confidentiality
- Refer to a DSL or Deputy DSL

If a referral is made using websites such as 'Everyone's Invited' this will always be fully investigated and any risk assessments put in place to ensure safeguarding of the student in school is considered during the investigation.

Review & Accountability

Sanctions will be reviewed with the HOY/SLT at Levels 2/3/4. At Level 1 this is at the form tutor or class tutor discretion.

A report on sexual harassment/violence will be run from class charts each term as part of the behaviour report for SLT and Governors. This will be reviewed by the pastoral team, SLT and governors to consider and trends and put in place pertinent actions.

In the event of OFSTED this report will be re-run on the afternoon prior to the OFSTED visit.

As a staff we know cannot be complacent – sexual harassment and violence do occur and will occur at Pensby High School and when our students are outside school. Cultural norms have changed and continue to change therefore we cannot judge or respond to today's events in a way which reflects our own upbringing, age or gender biases. We must be consistent in our approach. Take responsibility to protect all our students and act accordingly.

At Pensby High School we have implement the guidance/advice outlined in part five of KCSIE 2023 and 'Sexual violence and sexual harassment between children in schools and colleges' 2022 updates. . The sexual abuse of children by other children is a specific safeguarding issue in education and all staff should be aware

of it and of their school or college's policy and procedures for dealing with it. (KCSIE 2023).

Child on child Abuse

All members of staff at Pensby recognise that children are capable of abusing other children and that it can happen both inside and outside of the school and online.

All staff will be given training to help them recognise the indicators and signs of child on child abuse and know how to identify it and respond to reports. All staff should understand that, even if there are no reports in the school, it does not mean it is not happening. It may be the case that it is just not being reported. As such, it is important if staff have any concerns regarding peer on peer abuse, they should speak to their designated safeguarding lead (or deputy).

Most cases of pupils hurting other pupils will be dealt with under the school's behaviour policy but this child protection and safeguarding policy will apply to any allegations that raise safeguarding concerns. This might include where the alleged behaviour:

- is serious, and potentially a criminal offence;
- could put pupils in the school at risk;
- is violent;
- involves pupils being forced to use drugs or alcohol;
- involves sexual exploitation, sexual abuse or sexual violence and/or harassment, such as indecent exposure, sexual assault, upskirting, or consensual and non-consensual sharing of nudes and semi-nude images and/or videos.

All staff are expected to challenge inappropriate behaviours between peers, many of which are listed below, that are actually abusive in nature. Downplaying certain behaviours, for example dismissing sexual harassment as "just banter", "just having a laugh", "part of growing up" or "boys being boys" can lead to a culture of unacceptable behaviours, an unsafe environment for children and, in worst case scenarios, a culture that normalises abuse leading to children accepting it as normal and not coming forward to report it. The starting point regarding any report will always be that there is a zero tolerance approach to sexual violence and sexual harassment and it is never acceptable and it will not be tolerated.

Pensby believes that abuse is abuse and it will never be tolerated. All victims will be taken seriously and offered appropriate support, regardless of where the abuse takes place.

We will ensure children know they can talk and report abuse by talking to any member of staff they feel comfortable with knowing their concerns will be treated seriously.

We also help students at Pensby to recognise positive relationships and provide workshops to students through the 'schoolofsexed' programme and 'Terriers' workshop to enscourage understanding of positive relationship and sexual behaviours. The student safeguarding policy also highlights the importance of students reporting any issues on behalf of themselves and/or their peers. We activiely promote that we are a community who have a shared responsibility to safeguard and respect each other however we are also aware that we need to provide an environment where students are comfortable and feel supported to discuss concerns.

Staff and leadership are mindful that some child on child abuse issues may be affected by gender, age, ability and culture of those involved. This includes recognition that:

- it is more likely that girls will be victims and boys' perpetrators, but that all peer on peer abuse is unacceptable and will be taken seriously;
- children who are lesbian, gay, bi, or trans (LGBT) can be targeted by their peers. In some cases, a child who is perceived by their peers to be LGBT (whether they are or not) can be just as vulnerable as children who identify as LGBT;
- children with SEND being disproportionately impacted by behaviours such as bullying and harassment, without outwardly showing any signs;

All allegations of child on chilld abuse will be recorded on CPOMS, linked on class charts, investigated by the behavior manager, and. dealt with in line with this and all other associated policies, anti-bullying, online safety, behaviour.

Alleged victims, perpetrators and any other child affected by peer on peer abuse will be supported by the school appropriately (e.g. providing therapeutic/pastoral support, working with parents/carers, and in cases of sexual assault, informing the police and/or Wirral Integrated Front Door Safeguarding Hub).

Adult involvement in youth-produced sexual imagery

Sexually motivated incidents

Pensby High School are aware that not all instances of YPSI will be between children and young people, and in some cases may involve adults posing as a child for the purpose of obtaining nude and semi-nude images from persons under 18. Staff will be aware of the signs that an adult is involved in the sharing the nude or semi-nude images. These include:

- Being contacted by an online account they do not know but appears to be from somebody under the age of 18.
- Quickly being engaged in sexually explicit communications.
- The offender sharing unsolicited sexual images.
- The conversation being moved from a public to a private and/or encrypted platform.
- Being coerced or pressured into doing sexual things, including producing sexual imagery.
- Being offered money or gifts.

• Being threatened or blackmailed into sharing nude or semi-nude images, and/or further sexual activity.

Financially motivated incidents
Financially motivated incidents of YPSI involving adults may also be called **"sextortion"**, where the offender threatens to release nudes or semi-nudes of a child or young person unless they do something to prevent it, e.g. paying money. In these cases, offenders often pose as children and:
• Groom or coerce the victim into sending nudes or semi-nudes in order to blackmail them.
• Use images that have been stolen from the child or young person, e.g. via hacking.
• Use digitally manipulated and/or *AI-generated images of the child or young person.

*(Computer systems and software that are able to perform tasks that ordinarily require human intelligence, such as decision-making and the creation of images).
Staff will be aware of the signs of sextortion, which include:
• Being contacted by an online account they do not know but appears to be from somebody under the age of 18.
• Quickly being engaged in sexually explicit communications.
• The offender sharing sexual images first.
• The conversation being moved from a public to a private and/or encrypted platform.
• Told their online accounts have been hacked in order to obtain images, personal information, and contacts.
• Being blackmailed into sending money or sharing bank account details.
• Being shown stolen or digitally manipulated/generated images of the victim.

It is important that staff record incidents across the whole spectrum of sexual violence, sexual harassment, and harmful sexualised behaviours to identify any support which may be needed individually or collectively.

Gangs, County Lines, Serious Violence, Crime and Exploitation

Pensby High School recognises the impact of gangs, county lines, serious violence, crime and exploitation. It is recognised that the initial response to child victims is important and that staff will take any allegation seriously and work in ways that support children and keep them safe.

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

- Unexplained gifts/new possessions – these can indicate children have been approached by/involved with individuals associated with criminal networks/gangs.
- Children who go missing for periods of time or regularly come home late.
- Children who regularly miss school or education or do not take part in education.
- Change in friendships/relationships with others/groups.
- Children who associate with other young people involved in exploitation.
- Children who suffer from changes in emotional well-being.
- Significant decline in performance.
- Signs of self-harm/significant change in wellbeing.
- Signs of assault/unexplained injuries.

Online Safety

It is recognised by Pensby High School that the use of technology presents challenges and risks to children and adults both inside and outside of school. Pensby High School will empower, protect and educate the community in their use of technology and establish mechanisms to identify, intervene in, and escalate any incident where appropriate.

Pensby High School identifies that the breadth of issues classified within online safety is considerable, but can be categorised into three areas of risk:

- content: being exposed to illegal, inappropriate or harmful material; for example, pornography, fake news, racist or radical and extremist views;
- contact: being subjected to harmful online interaction with other users; for example, commercial advertising as well as adults posing as children or young adults;
- conduct: personal online behaviour that increases the likelihood of,or causes, harm; for example, making, sending and receiving explicit images, or online bullying;
- commerce - risks such as online gambling, inappropriate advertising, phishing and or financial scams.

The DSL has overall responsibility for online safeguarding within the school but will liaise, as necessary, with other members of staff.

All school owned devices and systems will be used in accordance with our acceptable use policies and with appropriate safety and security measures in place.

Pensby High School recognises the specific risks that can be posed by mobile technology, including mobile phones and cameras. In accordance with KCSIE 2022

the school has appropriate policies in place that are shared and understood by all members of the community. This will include mobile phones being confiscasted if on and in use on school property in accordance with our beahviour policy. Students at Key Stage 3 are also not permitted to take their mobile phones on residential trips.

Pensby High School will do all we reasonably can to limit children's exposure to online risks through our school IT systems and will ensure that appropriate filtering and monitoring systems are in place. However, students and adults may have access to systems external to the school control such as mobile phones and other internet enabled devices and technology and where concerns are identified appropriate action will be taken.

- All users will be informed that use of our systems can be monitored, and that monitoring will be in line with data protection, human rights and privacy legislation.
- Any access to material believed to be illegal will be reported immediately to the appropriate agencies, such as CEOPS and the police.
- When implementing appropriate filtering and monitoring, Pensby High School will ensure that "over blocking" does not lead to unreasonable restrictions as to what children can be taught with regards to online teaching and safeguarding.

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

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

Pensby High School will ensure a comprehensive whole school curriculum is in place via PSHE and IT to enable all children to learn about and manage online risks effectively as part of providing a broad and balanced curriculum.

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

The DSL will respond to online safety concerns in line with the child protection and other associated policies such as anti-bullying and positive behaviour.

Pensby High School will ensure any remote sharing of information, communication and use of online learning tools and systems will be in line with privacy and data protection requirements.

All communication with children and parents/carers will take place using school provided or approved communication channels; for example, school provided email accounts and phone numbers and/or agreed systems e.g. Teams
Any pre-existing relationships or situations which mean this cannot be complied with will be discussed with the DSL.

Staff and children will engage with remote teaching and learning in line with existing behaviour principles as set out in our school positive behaviour policy/code of conduct and Acceptable Use Policies.

Staff and children will be encouraged to report issues experienced at home and concerns will be responded to in line with our child protection and other relevant policies.

When delivering remote learning, staff will follow our Remote Learning procedures and Code of Conduct.

Parents/carers will be asked to ensure children are appropriately supervised online and that appropriate parent controls are implemented at home.

The policy of RM Unify (our school IT platform) regularly updates the effectiveness of the filtering and monitoring in school.

Remote Learning and Remote Welfare

This section is supported by our remote learning policy.

If children are being asked to learn online at home, for example because of the coronavirus pandemic, Pensby High School will follow the guidance provided bythe the DfE on safeguarding and remote education (DfE, 2021b). Inaddition to following the Guidance for Safer Working Practice (Safer Recruitment Consortium, 2019) and the supporting COVID Addendum for Guidance for Safer Working Practice (Safer Recruitment Consortium, 2020)

Where children are remote learning, and the DSL has identified a child to be vulnerable, on the edge of social care support, or who would normally receive pastoral-type support in school, they should ensure that a robust communication plan is in place for that child or young person. The communication plans can include remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded.

Pensby High School recognises that attending school is a protective factor for children and situations such as periods of national lockdown can affect the mental health of pupils and their parents/carers. Staff will be aware of these issues and have due regard for them in setting expectations of pupils' work where they are at home.

Curriculum and Staying Safe

Pensby High School will ensure that children are taught about safeguarding, including online safety, as part of providing a broad and balanced curriculum.

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

Our curriculum provides opportunities for increasing self-awareness, self-esteem, social and emotional understanding, assertiveness and decision making through our CRI programme (Care Respect Inspire) so that children have a range of age-appropriate contacts and strategies to ensure their own protection and that of others. As well as this, they will be taught about power, relationship and sex education, online safety, online bullying, sexting, child exploitation (CSE/CCE), youth generated images, female genital mutilation (FGM), preventing radicalisation, peer on peer abuse, consent, online safety, anti- bullying,unhealthy and abusive family relationships in an age appropriate way throughout their secondary education.

Our PSHE programme is also key in tackling age appropriate issues aspart of our preventative education programme. PSHE lessons taught by the form staff who know the students best, supported with a programme of outside agencies to support our healthy relationships and lifestyles programme help ensure safeuguarding is taught and embedded through the curriculum and pastoral time.

Pensby High School is aware of the most recent communication from the DfE on the mandatory implementation of Relationships and Sex and Health Education and will ensure that this is embedded into the curriculum.

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

The Use of Premises by Other Organisations

Where services or activities are provided separately by another body using the school premises, the Finance Manager will seek written assurance that the organisation concerned has appropriate policies and procedures in place with regard to safeguarding children and child protection and that relevant safeguarding checks have been made in respect of staff and volunteers and inspect these as needed.

The safeguarding requirement should be included in the lease/hire agreement as a condition of use and occupation of the premises.

If this assurance is not achieved, an application to use premises will be refused.

Security

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

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

The Head Teacher and/or Finance Manager should use their professional judgment about the need to escort or supervise such visitors.

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

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

National Support

Support for staff

- Education Support Partnership:
- Professional Online Safety Helpline:

Support for Students

- NSPCC: www.nspcc.org.uk
- ChildLine: www.childline.org.uk
- Papyrus: www.papyrus-uk.org
- Young Minds: www.youngminds.org.uk
- The Mix: www.themix.org.uk

Support for adults

- Family Lives: www.familylives.org.uk
- Crime Stoppers: www.crimestoppers-uk.org
- Victim Support: www.victimsupport.org.uk
- Kidscape:www.kidscape.org.uk
- The Samaritans: www.samaritans.org
- Mind: www.mind.org.uk
- NAPAC (National Association for People Abused in Childhood): napac.org.uk
- MOSAC: www.mosac.org.uk

- Action Fraud: www.actionfraud.police.uk

Support for Learning Disabilities

- Respond: www.respond.org.uk
- Mencap: www.mencap.org.uk

Domestic Abuse

- Refuge: www.refuge.org.uk
- Women's Aid: www.womensaid.org.uk
- Men's Advice Line: www.mensadviceline.org.uk
- Mankind: www.mankindcounselling.org.uk

Honour Based Violence

- Karma Nirvana
- Forced Marriage Unit

Sexual Abuse and CSE

- Lucy Faithfull Foundation: www.lucyfaithfull.org.uk
- Stop it Now!: www.stopitnow.org.uk
- Parents Protect: www.parentsprotect.co.uk
- CEOP: www.ceop.police.uk
- Internet Watch Foundation (IWF): www.iwf.org.uk

Online Safety

- Childnet International: www.childnet.com
- UK Safer Internet Centre: www.saferinternet.org.uk
- Parents Info: www.parentinfo.org
- Internet Matters: www.internetmatters.org
- Net Aware: www.net-aware.org.uk
- Get safe Online: www.getsafeonline.org

Radicalisation and Hate

- Educate against Hate: www.educateagainsthate.com
- Counter Terrorism Internet Referral Unit: www.gov.uk/reportterrorism
- True Vision: www.report-it.org.uk
- ACT

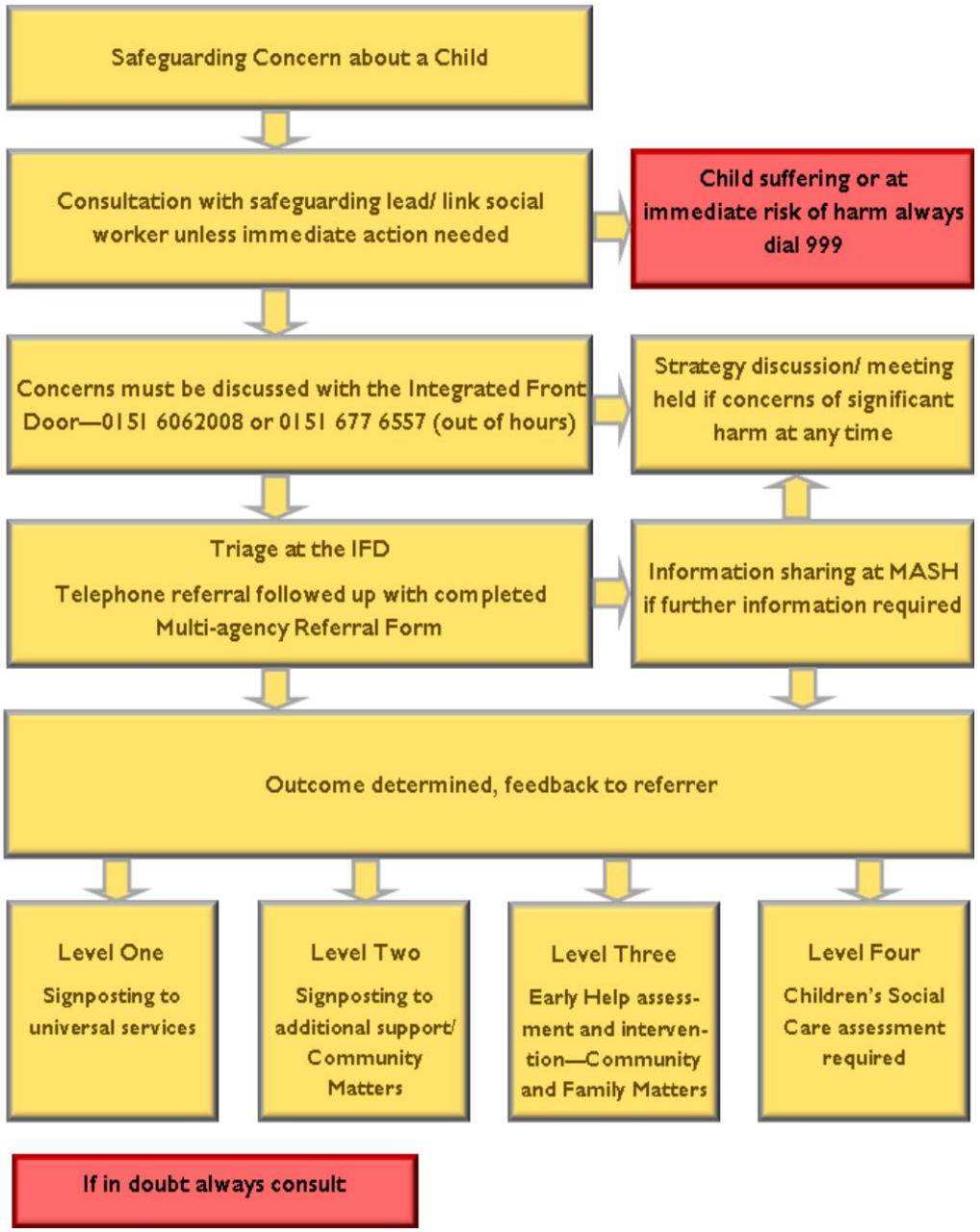
Key Contacts:

Role:	Name/ Details:	Contact:
Designated Safeguarding Lead	Mrs Heather Davies	0151 342 0570 (School Phone No.) hdavies@psf.wirral.sch.uk
Deputy Designated Safeguarding Lead	Mr C Griffiths Mrs J Gauntlett Mrs E Price Mr K Flanagan Mrs J Holmes Mr A Davies	cgriffiths@psf.wirral.sch.uk jgauntlett@psf.wirral.sch.uk eprice@psf.wirral.sch.uk kflanagan@psf.wirral.sch.uk jholmes@psf.wirral.sch.uk adavies@psf.wirral.sch.uk
Safeguarding Officers	Mr R Woodward Booth Mrs S Sullivan Mrs K Morse Mrs P O'Hare Mrs E Hardwick Ms D Challinor Mr L Hall Miss I Waring Miss A Boak	schooloffice@psf.wirral.sch.uk
Nominated governor for Safeguarding and C P	Mr S Row	schooloffice@psf.wirral.sch.uk
Chair of Governors	Mr S Row/Mr R Henshaw	schooloffice@psf.wirral.sch.uk
Local Authority Designated Officer (LADO)	Pamela Cope	safeguardingunit@wirral.gov.uk
Head of Service Quality Safeguarding Children	Lynn Campbell	0151 666 4442
Prevent Co-ordinator	Alison Burnett	Alison.Burnett@Liverpool.gov.uk 07394559106
Prevent Team Merseyside Police	Prevent Team	0151 777 8560 or email msoc.prevent@merseyside.police.uk
Director of Children's Services	Elizabeth Hartley	0151 606 2000
Integrated Front Door	Mon-Fri, 9:00am – 5.00pm Outside of these hours	Tel: 0151 606 2008 Tel: 0151 677 6557
Police	In an emergency For non-emergency but possible crime	999 101

Wirral Safeguarding Children Partnership

Supporting Families Enhancing Futures

Actions to take when there are safeguarding concerns about a child



Appendices

Child Protection Cause for concern form

To be used by visitors, volunteers, supply staff, Third party contractors and any staff member that does not have access to CPOMS
Strictly Confidential

Note: Please do not interpret what is seen or heard; simply record the facts. Aftercompleting the form, pass it immediately to the Designated Teacher.

Name of child……. Class / Tutor group……

Name of staff member completing form……

Day…… Date…… Time…… Place…… …
(of observed behaviour / discussion / report of abuse)

Nature of incident / concern including relevant background (Record child's word verbatim and any wishes and feelings expressed)

Signed: _____ Action/passed to _____

Whole School Record of Safeguarding Training:

Type of Training:	Date completed:	Next due date:
Whole School Safeguarding Training (Due every three years from External Provider)	10 Feb 2023 (Amanda Waterfall – Wirral LA)	2026
Senior Designated Safeguarding Lead (DSL) (Due every 2 years)	H Davies – 11/07/2023 K Flanagan – January 2023	HD July 23/ KF Jan 25
Deputy Senior Designated Safeguarding Lead (DSL)(Due every 2 years)	J Holmes – 07/12/2022 A Davies - Date TBC P O'Hare – 01/10/2020 R Woodward Booth – 09/12/2020 J Gauntlett – 7/12/2022 E Price – 07/12/2022 C Griffiths – May 2023 Di Challinor - 13/01/21 E Hardwick 15/03/21 S Booth 5/03/21 L Hall – 11/01/2022 S Sullivan 4/10/22 I Waring 5/12/22 A Boak 27/07/23	Varied - Next Booked April 2023 RWB
Whole School Staff Refresher/updates (Annual)	September 2023	September24
Safer Recruitment Training Name & Date of training (Due every 5 years)	K Flanagan (March 23))JSmith (Nov 2020) HDavies March 2023)	2025 2025 2026 2027
Allegations Training	H Davies 03/ 2023	
Prevent Training	H Davies D e c 2023 All staff Jan 23 - Merseyside Police	2023
Operations Encompass Key Adult Training	H Davies - July 23 C Griffiths - July 23 E Price (Pending)	July 2024

Governor Record of Safeguarding Training:

	Training	Provider	Date
Roger Henshaw	NSPCC Online Safeguarding Wirral Safeguarding	NSPCC Online Amanda Waterfall	10/11/2021 10/02/2023
Steve Row	Safeguarding Training	Liverpool Diocese Schools Trust	29/11/2022
Tracy Graham	Inset Training Safeguarding	School Based	10 /02/2023
Sara Teare	Inset Training Safeguarding	School based	10/02/2023
Alison Challoner	Safeguarding & Child Protection	Amanda Waterfall	10/10/2023
Sharon McHattie	Safeguarding & Child Protection	St Bridget's Primary School	25/09/2024
Jen Gill	Inset Training Safeguarding	Amanda Waterfall	10/10/2023
Allan Brame	Essential Safeguarding for Governors and Trustees	NGA Learning Link	23/09/2024
Mark Sutherberry	Inset Training Safeguarding	NGA Learning Link	29/09/2020
Zoe Broadfield	Essential Safeguarding for Governors and Trustees	NGA Learning Link	TBA
Michael Weston	Essential Safeguarding for Governors and Trustees	NGA Learning Link	20/05/2024
Marie Pennington	Safeguarding Foundations	Church of England	03/2024
Susan Donaldson	Essential Safeguarding for Governors and Trustees	NGA Learning Link	24/09/2024

What to do if you have a Safeguarding Concern

Why are you concerned?
For example:

- Something a child has said - e.g. allegation of harm
- Child's appearance - may include unexplained marks as well as dress
- Behaviour change
- Witnessed concerning behaviour

Act immediately and record your concerns using the CPOMS or a cause for concern form. If urgent, speak to a DSL first.
Follow the academy procedure:

- Reassure the child
- Clarify concerns if necessary (TED: Tell, Explain, Describe)
- Use child's own words
- Sign and date your records
- Seek support for yourself if required from DSL

Inform the Designated Safeguarding Lead

Designated Safeguarding Lead

Consider whether the child is at immediate risk of harm (e.g. unsafe to go home
Refer to other agencies as appropriate e.g. Early help, LADO, Police
If unsure consult Integrated Front Door

At Pensby we always consult with other Safeguarding trained staff when making decisions

If you are unhappy with the response Staff:
• Follow local escalation procedures • Follow Whistleblowing procedures

Students and Parents:
• Follow school complaints procedures which you will find are set out in our Complaints Policy. This can be found on our website.

Record decision making and action taken in the learner's Child Protection / Safeguarding file

Monitor

Be clear about:
• What you are monitoring e.g. behaviour trends, appearance etc.
• How long you will monitor
• Where, how and to whom you will feedback and how you will record

Review and request further support (if necessary)

At all stages the child's circumstances will be kept under review. The DSL/Staff will request further support if required to ensure the **child's safety** is **paramount**

Retype

Process for responding to sexual violence, sexual harassment and harmful sexual behaviour

Fig 1 Victim and Perpetrators

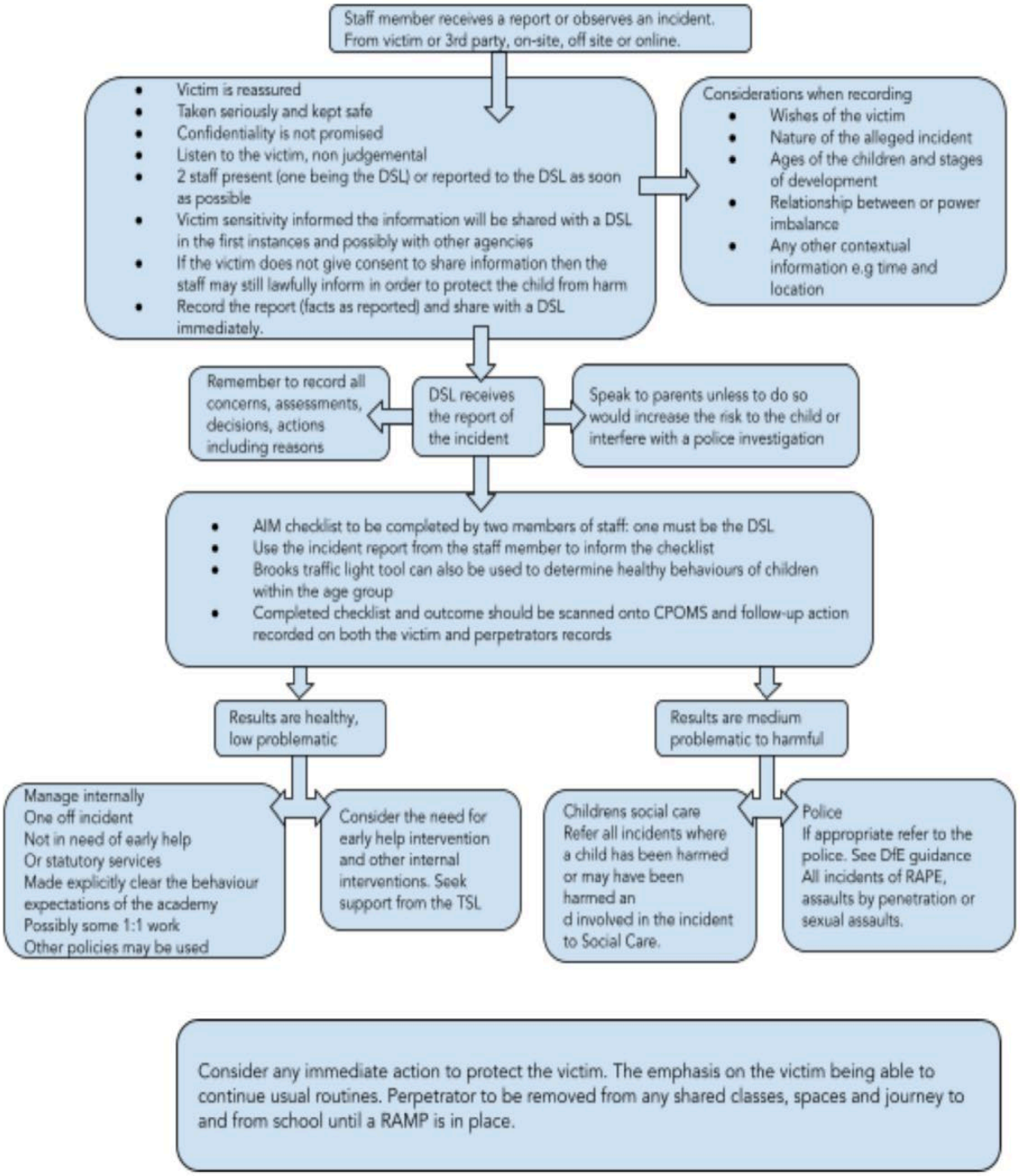


Fig 2 Continue this process for the victim

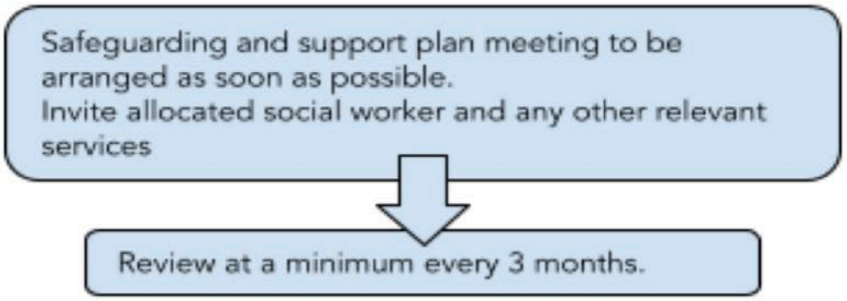
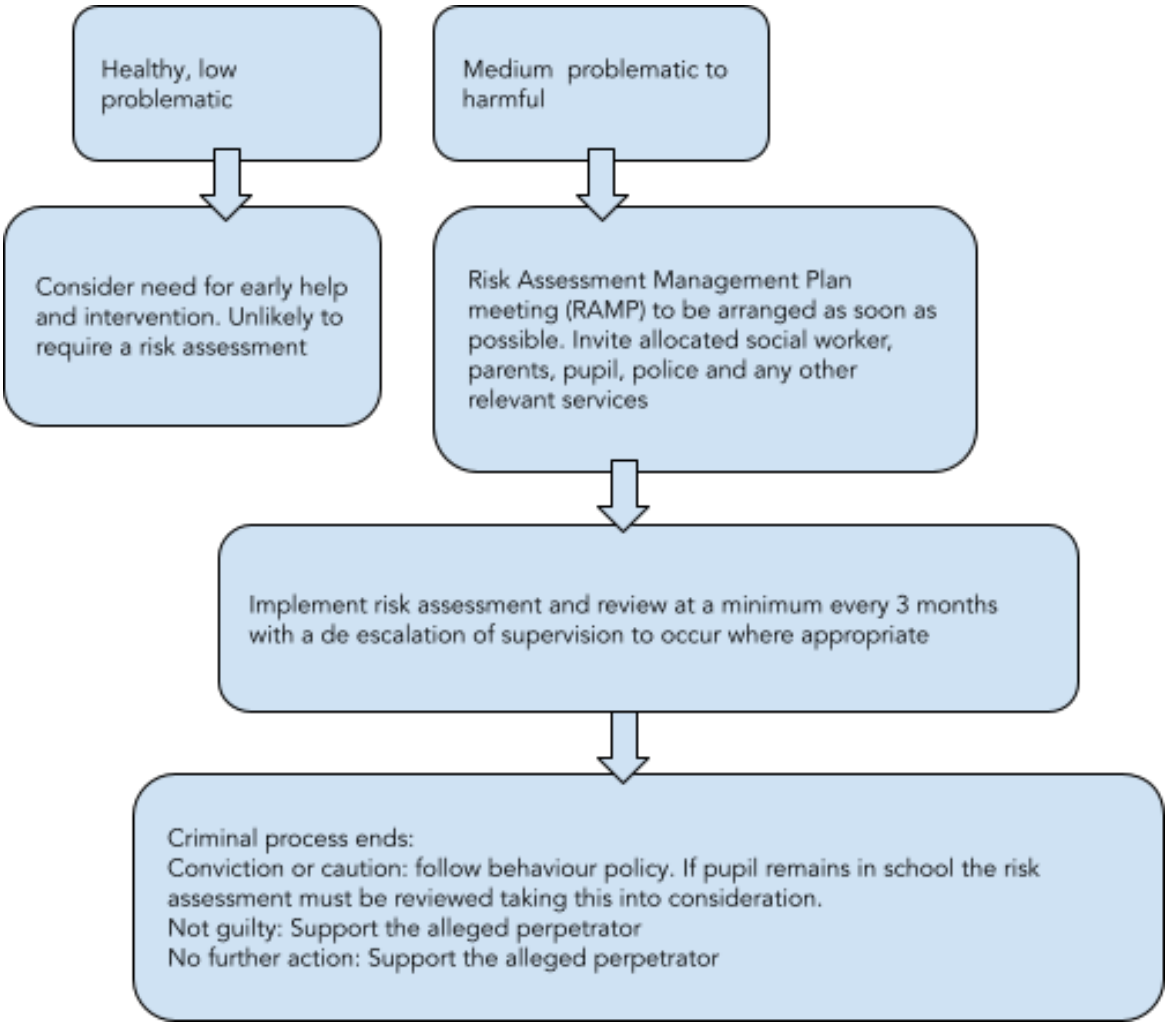



Fig 3 Continue this process for alleged/perpetrator