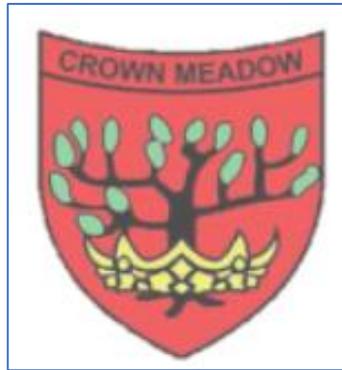


Worcestershire County Council Safeguarding Children Policy

**(Including Child Protection) – adopted by
Crown Meadow First School and Nursery**



September 2025

The Governing Body reviews this policy at least annually.

Last reviewed on Date: September 2025

Next Review Date: July 2026

Signature: (Chair of Governors)

Print Name:

Worcestershire County Council Safeguarding Children Policy 1

Section 1	3
Section 2 Safeguarding is Everyone’s Responsibility!	4
Contextualised Safeguarding concerns	4
Training	5
Child Protection and Child Abuse	5
Section 3 Our Commitment	7
Section 4 Child-on Child Harmful Sexual Behaviour	9
Section 5 Emotional Health and Well Being and Mental Health Support	10
Section 6 Opportunities to Teach Safeguarding	12
Section 7 Online safety Filtering and Monitoring	14
Filtering and Monitoring	15
Section 8 Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE)	16
Child Trafficking & Human Slavery	17
Children Missing from Education	17
Elective Home Educated	17
Homestay Exchange Visits School	Error! Bookmark not defined.
Homestays Abroad	Error! Bookmark not defined.
Violence against women and girls including Honour-Based abuse (including Female Genital Mutilation and Forced Marriage)	19
FGM mandatory reporting duty for teachers	19
Forced Marriage	20
Section 9 Domestic Abuse	21
MARAC	22
OPERATION ENCOMPASS	23
Section 10 Safeguarding Children who are at risk of extremism.	23
Section 11 Allegations Against Staff members and Low-Level Concerns	25
Low Level Concerns	25
Section 12 Safer Recruitment	26
Single Central Record	26
Section 13 Confidentiality and Record Keeping	27
Section 14 Early years Setting within our school.	28
Section 15 Our Responsibilities	29
The Safeguarding Team responsibilities	31
Section 16 Statutory Requirements	33
Section 17 Appendices	Error! Bookmark not defined.
Appendix A	Error! Bookmark not defined.
Appendix B	Error! Bookmark not defined.
Appendix C	Error! Bookmark not defined.

Crown Meadow First School and Nursery

At Crown Meadow First School and Nursery, safeguarding and promoting the welfare of all our children is our highest priority. Guided by our ethos, we are committed to creating a nurturing, inclusive, and respectful environment where every child feels safe, valued, and empowered to speak openly.

We expect all staff to embody and promote our core values. These underpin our daily interactions and guide our decisions, helping us to build a culture of trust and care.

We encourage children to talk openly about their worries and ensure they feel confident that they will be listened to and supported. All staff are vigilant to the signs of abuse, neglect, and exploitation and follow our safeguarding procedures rigorously to ensure that every child receives timely and effective protection and support.

Crown Meadow's Safeguarding and Child Protection Policy draws upon duties conferred by the Children Acts 1989 and 2004, The Children and Families Act 2014, S175 of the 2020 Education Act, The Education (Independent School Standards) Regulations 2014 (for independent schools), the Non-maintained Special Schools (England) Regulations 2015 (for non-maintained special schools) and the guidance contained in [Working together to safeguard children - GOV.UK](#) the DfE's statutory Guidance [Keeping Children Safe in Education 2025](#) and [The Early Years Statutory Framework 2025](#).

Key Personal

Role	Name	Email address	Contact Number
Designated Safeguarding Lead (DSL)	Rachel Reed	rreed@crowmeadow.worcs.sch.uk	0121 445 4540
Deputy DSL	Hilary Allan Jenny Elvins	hallan@crowmeadow.worcs.sch.uk jelvins@crowmeadow.worcs.sch.uk	0121 445 4540
Nominated Safeguarding Governor	Tess Davis	tdavis@crowmeadow.worcs.sch.uk	0121 445 4540
Headteacher	Hilary Allan	hallan@crowmeadow.worcs.sch.uk	0121 445 4540
Chair of Governors	Tess Davis	tdavis@crowmeadow.worcs.sch.uk	0121 445 4540

Other named staff and contacts:

- Designated Teacher for Children in Care: Rachel Reed
- Online Safety Co-ordinator: Rachel Reed
- Safeguarding in Education Adviser, WCC Denise Hannibal or Hayley Doyle
- Family Front Door: **01905 822666** (core working hours)
- Out of hours or at weekends: **01905 768020**
- Prevent Lead: Paul Kinsella WCC

Section 2 Safeguarding is Everyone's Responsibility!

This means that safeguarding and promoting the mental, emotional, and physical welfare of children and young people is a fundamental priority for all who work or volunteer at Crown Meadow First School and Nursery. Consequently, anyone who comes into contact with our children and young people has a role to play in safeguarding and child protection.

Safeguarding covers more than the contribution made to child protection in relation to individual young people. It also encompasses, but is not limited to, issues such as:

- Staff conduct
- Health and safety
- Bullying
- Child-on-child abuse
- Sexually harmful behaviour
- Provision of intimate care
- Building security
- Alcohol, drugs, and substance misuse.
- Positive behaviour management
- Physical intervention and restraint (reasonable force)
- Online safety

This policy should be followed and adhered to in all situations and circumstances when the safeguarding of our children is at stake. In accordance with the relevant law and guidance, this policy sets out our procedures for safeguarding and child protection. It applies to all staff at Crown Meadow First School and Nursery including; temporary staff, contractors, and agency supply staff as well as volunteers working in our setting.

Our school recognises that some children are living in circumstances that may make them more vulnerable to abuse, neglect, or poor outcomes. Some may need early help or intervention from other organisations to overcome problems and keep them safe. Appropriate consideration is made for Looked After Children and/or those with Special Educational Needs or Disabilities.

Crown Meadow First School and Nursery will follow the threshold guidance of [Worcestershire County Council Multi Agency Levels of Need](#) and implement their systems and protocol for referring families for early help and reporting child protection concerns. DSLs will ensure that all staff are aware of those issues and systems for reporting and provide local safeguarding updates.

Contextualised Safeguarding concerns

In our school we must ask, 'what are we protecting our children from' and consult with the Local Authority, Staff and Children for their views. This means that in our school all staff will be made aware of specific issues relating to locality that could impact on the safety of children. We will ensure all staff receive regular safeguarding briefings to keep them up to date and have the opportunity to share community issues that may impact our children. This information will also be considered within the curriculum planning of PHSE/RSE.

Force and area crime information together with a wealth of additional community safety information can be found at: [Home | Police.uk](#)

Crown Meadow First School and Nursery is situated in a semi-rural area of Bromsgrove, Worcestershire. While the school benefits from a strong community ethos, the following contextual safeguarding challenges have been identified as relevant to our setting:

- **Online Safety and Digital Behaviour:** Increasing use of mobile devices and social media among young children has raised concerns around exposure to inappropriate content, online bullying, and digital footprint awareness.
- **Family and Domestic Challenges:** Some children may experience family instability, including parental separation, domestic abuse, or mental health issues within the home, which can impact emotional wellbeing and behaviour in school.
- **Emotional Health and Anxiety:** Post-pandemic effects and rising awareness of mental health have led to increased anxiety and emotional regulation difficulties among younger children.
- **Peer Relationships and Early Bullying Behaviours:** As a first school, we are attentive to early signs of peer conflict, exclusion, and unkind behaviour, which may escalate without early intervention.
- **County Lines and Exploitation Awareness:** While direct involvement is untypical at this age, we are aware of the need to educate children early about personal safety, trusted adults, and recognising unsafe situations, especially given Worcestershire's proximity to areas affected by county lines activity.
- **Traffic and Road Safety:** Due to the school's location near residential roads and walking routes, road safety and safe travel to and from school are key concerns for our children.

Training

- All staff must complete safeguarding and child protection training as part of their induction.
- All Staff must receive annual safeguarding training and regular safeguarding local area updates.
- The DSL team will be appropriately trained and demonstrate attendance at Local Authority and Multi-agency Safeguarding Arrangements meetings.
- The DSL and Deputy Safeguarding Leads will also attend local authority led network meetings and relevant training as per KCSIE 2025 for their required CPD.
- The DSL will share local contextual safeguarding issues through staff briefings, emails, the Team Talk board and other routes to ensure information is effectively shared with all staff, regardless of their communication preference.

Child Protection and Child Abuse

Child abuse exists where children have been physically or emotionally abused, including severely neglect. This abuse can include all aspects of Child Criminal Exploitation including Sexual Exploitation, County Lines and Modern-Day Slavery. The abuse of children who attend our school are likely to be noticed by staff, Health Workers or other professionals who come

into contact with our children. It is essential, therefore, that all those whose work bring them into contact with children and their families are trained to recognise abuse from within families or extra-familial risk. This means that in our school we will all know the signs of child abuse and we are aware of the procedures that must be followed to safeguard the child and any siblings. For those children with additional needs or who identify as LGBTQ+, we acknowledge the increased safeguarding issues that can occur and will put in place additional pastoral support and attention, along with ensuring any appropriate support for communication is in place. Our school has the role of recognising and responding to potential indicators of abuse and neglect, all necessary action should be taken by those with statutory powers to help the child. Early contact and close liaison with such agencies are therefore regarded as essential by school.

Our staff who work directly with children, and young people will read: KCSIE 2025 Part 1 & Annex B

Our staff who do not work directly with children and young people will read: KCSIE Annex A.

Our governing body will read Part 2 of KCSIE.

We will keep records to evidence this action within our school.

In the event of an actual or suspected case of child abuse by any adult, including parents, it is the responsibility of staff to report this to the Designated Safeguarding Lead (DSL) as an immediate action. A qualified DSL will be available to discuss any safeguarding concerns and take appropriate steps to ensure the child's safety. The DSL is responsible for ensuring that children are identified, and the appropriate agency is involved.

All our staff will use CPOMS to record their concerns about a child but will also discuss their concerns with the DSL. The DSL will be a member of the Senior Leadership Team, and the role will be referenced in their job description. During term time and normal school hours, a DSL will always be available in our school. For the majority of time, this will present as a DSL being on site.

The DSL will attend any reviews called by the Local Authority and may call on appropriate members of staff for reports.

It is important that if staff overhear children discussing 'abuse' or 'neglect' that this information is relayed following the correct procedure to enable an investigation to take place.

In exceptional circumstances during normal school hours, and for after-school provision, access to the DSL may be by a phone. All staff have access to the DSL's phone number.

Safeguarding and child protection concerns must be risk assessed when planning any off-site or residential visits. In our school a list of those children taking part in any trip will be made known to the DSL and the Head, ordinarily via Evolve, to ensure that staff are made aware of all essential information relating to the children in their care.

The safeguarding team, which consists of both DSLs and Pastoral Staff, will meet weekly to confidentially discuss children who are identified as vulnerable. This will be to assess the levels of support and intervention required and to ensure those most vulnerable are contacted when absence is unauthorised or otherwise agreed as part of a plan or placement. Staff will try all available contact numbers for family members including emergency contacts. Unanswered calls will be reassessed by the DSL with further discussion with the safeguarding team to consider the next steps such as home visit, also known as a 'safe and well check'.

Page | 6

Section 3 Our Commitment

In school we recognise that because of the day-to-day contact with children and young people, staff and volunteers are well placed to observe signs of harm, abuse, neglect, peer-on-peer abuse, victimisation and /or exploitation. We recognise that childrens may not be ready to talk about their experiences of abuse, exploitation, or neglect as they do not see this as harmful. Therefore, we will ensure arrangements are in place to safeguard and promote the welfare of children by:

- Creating a culture of safeguarding by embedding robust policies and procedures where all children feel secure, are encouraged to talk, and are listened to.
- Maintaining a 'Zero Tolerance' to child-on-child abuse, IT CAN HAPPEN HERE ETHOS. Including sexually harmful behaviour, racism, and homophobia.
- Ensure all children and young people know the adults in our school who they can approach if they have worries.

We are committed to ensuring that all children are taught how to recognise and respond to risks in a way that is age-appropriate, sensitive, and empowering.

We teach children from Nursery to Year 4 how to keep themselves safe from all forms of abuse, including:

- Safety in the home
- Child sexual exploitation
- Criminal exploitation (including county lines)
- Female genital mutilation (FGM)
- Forced marriage
- Extremism and radicalisation
- Child-on-child abuse

This is achieved through a carefully planned, progressive PSHE (The Story Project) and safeguarding curriculum that is fully integrated into everyday teaching, assemblies, and the wider school culture.

Key teaching focuses include:

- Recognising safe and unsafe situations
- Understanding body autonomy, privacy and the right to say no
- Recognising trusted adults and knowing how to seek help
- Developing respectful, safe relationships with peers
- Understanding which secrets should always be shared
- Learning to respect others' beliefs while understanding that no one should be encouraged to harm or hate others

Teaching is reinforced using resources such as:

- NSPCC's *Speak Out Stay Safe* programme and *PANTS* rules
- Online Safety

Our approach is age-appropriate, avoids exposing children to graphic content, and builds their resilience and confidence to speak out when they feel unsafe. These messages are revisited regularly in PSHE, and whole-school assemblies.

And we will support our staff by:

- Providing effective, ongoing training and development for all staff.
- Addressing concerns and making robust referrals to other agencies, at the earliest possible stage, including the acceptance of the regulation around mandatory reporting.
- Developing effective links with relevant agencies in all matters regarding safeguarding and child protection, proactively sharing information as early as possible to support children and their families.
- Monitoring and supporting children and young people who are subject to child protection plans, contributing to the implementation of the plan.
- Keeping meticulous, written records of concerns about children and young people, even where there is no need to refer the matter immediately (dates, times, person/s responsible and actions) ensuring all records are kept securely. Records will include:
 - A comprehensive summary of concerns.
 - Details of the concern.
 - What action was taken and any follow-up.
 - Actions taken and outcomes.
 - Rationale for decision making
- Ensuring the suitability of all staff through safe recruitment practice.
- Ensuring all our staff and volunteers understand their responsibilities with regard to safeguarding and child protection through annual training and CPD training events.
- Ensuring that parents and carers understand the responsibility placed on school and its staff for safeguarding and child protection.
- Maintaining awareness of those children and young people who are persistently absent or missing from school, notifying the local authority in line with 'Children Missing in Education' protocols.
- Maintaining clear procedures for reporting Low Level Concerns and allegations against staff members.

We recognise that children and young people who are abused or witness violence may find it difficult to develop a sense of self-worth. They may feel helplessness, humiliation, and some sense of blame. Our school may be the only stable, secure, and predictable element in the lives of children at risk. Our school will support all children through:

- Appropriate staff conduct, in line with the policy.
- Relevant curriculum design and implementation to teach children about staying safe at all times, including when they are online.
- Daily practice underpinned by our school ethos, vision, and values.
- Consistent implementation of our school Health & Safety, Anti-bullying, Safer Recruitment, Behaviour and Online safety policies and related practice.
- Close and proactive liaison with other agencies such as social services, Child and Adult Mental Health Service, the Education Welfare and Psychology Services.

In line with Government guidelines in KCSIE 2025, our school will where reasonably possible, hold two or more emergency contact numbers per child. This provides the school with additional

options for contacting a responsible adult when a child is missing school and is also identified as a welfare and/or safeguarding concern.

Section 4 Child-on Child Harmful Sexual Behaviour

It is important that our school staff can recognise that children are capable of abusing their peers, and that this abuse can include physical abuse, sexting, initiation/ hazing, sexual violence, and harassment.

It should be recognised that there is a gendered nature to child-on-child abuse, i.e., that it is more likely that girls will be victims and boys' perpetrators.

Our school values, ethos and behavior policies provide the platform for staff and children to clearly recognise that abuse is abuse and it will never be tolerated or diminished in significance. School should recognise the impact of sexual violence, and the fact children/young people can, and sometimes do, abuse their peers in this way. It can happen both inside and outside of our school.

Whilst not intended to be an exhaustive list, sexual harassment can include:

- Sexual comments, such as telling sexual stories, making lewd comments, making sexual remarks about clothes and appearance, and calling someone sexualised names.
- Sexual "jokes" or taunting
- Physical behaviour, such as: deliberately brushing against someone, interfering with someone's clothes. Schools and colleges should be considering when any of this crosses a line into sexual violence – it is important to talk to and consider the experience of the victim.
- Displaying pictures, photos, or drawings of a sexual nature
- Upskirting (this is a criminal offence); and
- Online sexual harassment. This may be standalone, or part of a wider pattern of sexual harassment and/or sexual violence

When referring to sexual violence this policy is referring to [sexual offences under the Sexual Offences Act 2003](#) as described below:

- **Rape:** A person (A) commits an offence of rape if: there is intentional penetration of the vagina, anus, or mouth of another person (B) with his penis, (B) does not consent to the penetration and (A) does not reasonably believe that (B) consents.
- **Assault by Penetration:** A person (A) commits an offence if: s/he intentionally penetrates the vagina, anus, or mouth of another person (B) with a part of her/his body or anything else, the penetration is sexual, (B) does not consent to the penetration and (A) does not reasonably believe that (B) consents.
- **Sexual Assault:** A person (A) commits an offence of sexual assault if: s/he intentionally touches another person (B), the touching is sexual, (B) does not consent to the touching and (A) does not reasonably believe that (B) consents

Consent is about having the freedom and capacity to choose. Consent to sexual activity may be given to one sort of sexual activity but not another. Consent can be withdrawn at any time during sexual activity and each time activity occurs.

- A child under the age of 13 can never consent to any sexual activity.
- The age of consent is 16; and
- Sexual intercourse without consent is rape.

Sexting (the consensual and non-consensual sharing of nude and semi-nude images and/or videos) it will be dealt with seriously within our school.

How we will support

- In our school we will not tolerate incidences of child-on-child abuse. And will not pass it off as “banter” “just part of growing up” “or “just having a laugh.”
- Regardless of whether incidents are reported or not, we will lead a culture of it could happen here.
- All incidences will not be tolerated and will be taken very seriously.
- We will always challenge behaviours which create a hostile, intimidating, or degrading environment.
- We will follow both national and local guidance and policies to support any children/young people subject to child-on- child abuse, including sexting (also known as youth produced sexual imagery) and gang violence. We will also utilise the search and confiscation guidance produced by the DfE. [Searching, screening and confiscation in schools - GOV.UK](#)
- We will follow the guidance on managing reports of child-on-child sexual violence and sexual harassment in schools.
- We will always report episodes of ‘up- skirting’: Up-skirting is typically defined as 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.
- We will consider the support required by those falsely accused of child-on-child abuse.
- All disclosures will be taken seriously with those making the disclosure, kept safe, their anonymity protected when appropriate, and ensuring children will never be made to feel like they are creating a problem for reporting abuse.
- We will consider taking positive action to support a specific group of children and young people if there was evidence they were being disproportionately subjected to sexual violence or sexual harassment. We will ensure staff are aware of how these experiences can impact on a child’s mental health, behaviour, attendance, and progress at school.
- We use the [NSPCC Hackett continuum](#) Understanding sexualised behaviour in children NSPCC Learning to support our work with children or Brooks Traffic Light programme.

Section 5 Emotional Health and Well Being and Mental Health Support

At our school we recognise that mental health is a key component of safeguarding and that children’s emotional wellbeing is fundamental to their safety, learning, and development. We are

committed to promoting positive mental health and providing a supportive environment where all children feel safe, respected and valued.

Our Approach Includes:

- **Designated Mental Health Lead – Rachel Reed**
The school has a trained Mental Health Lead who is responsible for overseeing the strategic development of mental health provision and ensuring effective support is in place for children and staff.
- **Designated Pastoral Lead Teaching Assistant – Lisa Brookes**
The school recognises the importance of daily interactions and regular check-ins with a familiar and consistent adult, who is trained in supporting and meeting children's pastoral needs.
- **Targeted Wellbeing Support**
Identified children are offered individual wellbeing sessions tailored to their emotional needs. These sessions are delivered by trained staff and are designed to build resilience, self-awareness, and coping strategies.
- **Trauma-Informed Practice**
Designated staff are trained in trauma-informed approaches and all staff aware of the importance of such practice including who the designated staff are to seek support and guidance. This ensures that our responses to behaviour and emotional needs are rooted in empathy, understanding, and a commitment to building safe, trusting relationships.
- **Parental Engagement**
We offer regular workshops and information sessions for parents and carers to support them in understanding and promoting their child's mental health and wellbeing.
- **Early Identification and Referral**
Concerns about a child's mental health can be raised by staff or families. Where appropriate, the school will make referrals to external agencies such as **MELO** or **CAMHS** (Child and Adolescent Mental Health Services) to ensure timely and specialist support.

We are aware that mental health problems can, in some cases, be an indicator that a child or young person has suffered or is at risk of suffering abuse, neglect or exploitation.

Our school has an important role to play in supporting the mental health and wellbeing of all our learners. This means that in our school we will: Ensure that all of our staff are 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. We will consider the impact of adverse childhood experiences (ACES) and acknowledge that these can have a lasting impact throughout childhood, adolescence and into adulthood.

As a school we will be vigilant for signs of emotional well-being concerns. These may include:

- Physical signs of harm that are repeated or appear non-accidental
- Changes in eating/sleeping habits
- Increased isolation from friends or family, becoming socially withdrawn
- Changes in activity and mood
- Lowering of academic achievement

- Talking or joking about self-harm or suicide
- Abusing drugs or alcohol
- Expressing feelings of failure, uselessness, or loss of hope

We ensure our children are supported to have the skills and understanding to keep themselves and others physically and mentally healthy and safe. This is part of our development of our RSE and PSHE curriculum.

It is also key that we train our staff to be aware of how these children's experiences, can impact upon their holistic development and may result in a failure to thrive.

Section 6 Opportunities to Teach Safeguarding

Children are taught about safeguarding in schools. The following areas are among those addressed in **PSHE/RSE** and in the wider curriculum.

Our school play a crucial role in preventative education. Preventative education is most effective in the context of a whole-school or college approach that prepares learners for life in modern Britain and creates a culture of zero tolerance for sexism, misogyny/misandry, hate focused on LGBTQ+ issues and sexual violence/harassment.

These will be underpinned by our school behaviour policy and pastoral support system, as well as by a planned programme of evidence based RSHE delivered in regular timetabled lessons and reinforced throughout the whole school curriculum.

Our curriculum delivery will be fully inclusive and developed to be age and stage of development appropriate (especially when considering the needs of our children and young people with SEND and other vulnerabilities) and will stress that law around safeguarding is to protect not criminalise them.

The curriculum will tackle at age-appropriate stages issues such as:

- **Bullying/Cyber Bullying**

PSHE Units- Healthy Relationships in all Year Groups, School/Classroom Rules, Anti bullying week, 1:1 interventions where required

- **Drugs, Alcohol and Substance Abuse**

Addressed through our PSHE and Science Curriculum.

- **Online Safety / Mobile technologies**

Found within the computing curriculum, themed assemblies, parental workshop offered, regular parental information shared via the our Parent App.

- **Stranger Danger also referred to as 'CLEVER NEVER GOES'**

Addressed through PSHE and themed assemblies. Covered as part of the online safety curriculum. Visiting PCSO's invited to speak to the children.

- **Fire and Water Safety**

Addressed through PSHE Curriculum, themed assemblies, fire drill practices, visit from firefighters and fully risk assessed local water events such as Bell Boating in Year 4.

- **Child on Child Abuse**

Addressed through our PSHE Curriculum, covered as part of online safety, anti-bullying week, small group/1:1 interventions where appropriate.

- **Sexual Violence and Sexual Harassment**

This is covered in an age appropriate manner through the PSHE Curriculum which includes SRE.

- **Road Safety**

Focus lessons in KS1 teaching children to cross the road. Revisited before any trip where the children will be required to cross the road. Taught as part of Year 4 transition.

- **Domestic Abuse**

This is covered in an age appropriate manner through the PSHE Curriculum which includes SRE.

- **Healthy Relationships / Consent**

This is covered in an age appropriate manner through the PSHE Curriculum which includes SRE.

- **So called Honour Based Violence issues (HBV) e.g. Forced Marriage, Female Genital Mutilation (FGM)**

Covered in an age appropriate manner (our eldest year group is Year 4) through PSHE and through the teaching of respect through British Values and SMSC.

- **Child Exploitation of Children**

This is covered in an age appropriate manner through the PSHE Curriculum which includes SRE: 'it is ok to say no', feeling safe and talking to trusted adults.

Extremism and Radicalisation (in line with the DfE advice Promoting Fundamental British Values as part of SMSC (spiritual, moral, social, and cultural education) in Schools (2014). [Promoting fundamental British values through SMSC - GOV.UK](#)

Section 7 Online safety Filtering and Monitoring

It is essential that children are safeguarded from potentially harmful and inappropriate communications and online material. As such, our school ensures appropriate procedures, filters and monitoring systems are in place in accordance with the following policies:

- Online Policy
- Acceptable use of Technologies
- Web Filtering and Device Monitoring through **Securus**
- Audit of effective filtering through timely filter reports to the DSL, both at the point information has been filtered and in a weekly report overview

In line with the EYFS Statutory Framework, we also recognise the benefit of staff reading: ['Safeguarding children and protecting professionals in early years settings: online safety considerations'](#).

We recognise that the online risks fall into 4 main categories:

- **Content:** being exposed to illegal, inappropriate, or harmful content, for example: pornography, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation, extremism, misinformation, disinformation (including fake news) and conspiracy theories.
- **contact:** being subjected to harmful online interaction with other users.
- **conduct:** personal online behaviour that increases the likelihood of, or causes, harm.
- **commerce:** - risks such as online gambling, inappropriate advertising, phishing and or financial scams.

We ensure online safety is a running and interrelated theme whilst devising and implementing policies and procedures including how online safety is reflected in other relevant policies. We consider online safety whilst planning the curriculum, any teacher training, the role, and responsibilities of the DSL and engaging with parents to raise awareness in order to support their children and young people.

The DSL will take lead responsibility for online safety and understanding the filtering and monitoring systems in place. All staff will receive appropriate online safety training which, amongst other things, includes an understanding of the expectations, applicable roles, and responsibilities in relation to filtering and monitoring.

The DSL will oversee the delivery of the Online Safety curriculum ensuring safeguarding is maintained.

- Online Safety is included our curriculum provision as part of providing a broad and balanced curriculum
- Children are taught about safeguarding, including online, through teaching and learning opportunities, with specific reference to the age-related guidance

Technology, and the risks and harms related to it evolve and changes rapidly. We will carry out an annual review of our approach to online safety that considers and reflects the risks pupils face. The use of Artificial Intelligence (AI) is a new and developing field and the implications within safeguarding will be closely monitored over the next year and the appropriate response

will be led within the school to have the appropriate level of security protection procedures in place in order to safeguard our systems. We review the effectiveness of these procedures periodically to keep up with evolving cyber-crime technologies. To support this we use [National Education Network](#) and access support from the Local Authority. In addition to this we access support from [Cyber security standards for schools and colleges.GOV.UK](#).

Mobile phones are carefully considered, including how their use could be controlled within the school.

Children at Crown Meadow are not permitted to bring mobile phones into school. Staff are not permitted to use their mobile phones when children are present. Visitors are asked to agree to our Acceptable Users Policy which states that they are not to use their mobile phones when children are present.

Filtering and Monitoring

Our Governing Body are responsible and need to ensure the limit of children's exposure to the above risks from the school's IT system.

Our Governing Body

- Have a duty to ensure our school has appropriate filters and monitoring systems in place as well as regularly reviewing their effectiveness
- Through training in line with KCSIE 2025 ensure that the leadership team and relevant staff have an awareness and understanding of the provisions in place and manage them effectively and know how to escalate concerns when identified
- Consider the age range of children, the number of children, how often they access the IT system and the proportionality of costs verses safeguarding risks

In our school we monitor the results of our web blocking and monitoring software to ensure that our children work safely and are protected from terrorist or extremist material, cyber-bullying, cyber-crime, sexting, offensive user/trolling, vulnerable user over sharing and grooming.

We will follow the DfE filtering and monitoring standards to:

- Review filtering and monitoring provision at least annually
- Block harmful and inappropriate content without unreasonably impacting teaching and learning
- Have effective monitoring strategies in place that meet their safeguarding needs

We meet the Government Cyber security standards for schools and colleges identifying and assigning roles and responsibilities for filtering and monitoring.

We also ensure that all staff:

- Understand their role.
- Are appropriately trained
- Follow policies, processes, and procedures

- Act on reports and concerns
- DSL reviews standards and discuss with IT staff or service providers what more needs to be done to support Crown Meadow in meeting the required standards.
- All staff will work to clear guidance ensuring safe and effective online learning

Our school is committed to keeping our children safe online so we will include the safe use of technology including mobile phones where appropriate within our curriculum. We will also share information with parents through the sharing of appropriate, weekly Wake up Wednesday posters, which aim to equip every trusted adult with the knowledge and skills they need to keep up with the latest information.

Section 8 Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE)

Criminal Exploitation Child Criminal Exploitation is a coverall heading for the following issues:

- Child Sexual Exploitation.
- County Lines.
- Child Trafficking & Human Slavery.

We will view children (0-18 years) as victims of Child Criminal Exploitation and not as perpetrators and will advocate for our children to be viewed as children in all circumstances, avoiding the adultification of our older teenage children.

Child Sexual Exploitation (CSE) CSE involves exploitative situations, contexts, and relationships where young people receive something (for example food, accommodation, drugs, alcohol, gifts, money or in some cases simply affection) as a result of engaging in sexual activities. It is a problem that occurs for boys as well as girls.

Sexual exploitation can take many forms ranging from the completely inappropriate 'consensual' relationship where sex is exchanged for affection or gifts, to serious organised crime by gangs and groups. What marks out exploitation is an imbalance of power in the relationship. The perpetrator always holds some kind of power over the victim which increases as the exploitative relationship develops. Sexual exploitation involves varying degrees of coercion, intimidation, or enticement, including unwanted pressure from peers to have sex, sexual bullying including cyberbullying and grooming. However, it also important to recognise that some young people who are being sexually exploited do not exhibit any external signs of this abuse.

County Lines Gangs use children and vulnerable people to move drugs and money. Gangs establish a base, typically by taking over the homes of local vulnerable adults by force or coercion in a practice referred to as 'cuckooing.' One of the key factors found in most cases of County Lines is the presence of some form of exchange (e.g., carrying drugs in return for something). Where it is the victim who is offered, promised, or given something they need or want, the exchange can include both tangible (such as money, drugs, or clothes) and intangible rewards (such as status, protection or perceived friendship or affection).

If staff suspect that a child is a victim of County Lines exploitation, they must follow the school procedures for reporting child protection concerns and report to the DSL immediately. The DSL

should refer to the Worcestershire levels of need guidance to assess if a referral to Worcestershire County council family front door is required. Additionally to this to seek to complete a GET SAFE risk assessment [Get Safe | Worcestershire County Council](#) immediately and share any further intel with either West Midlands or West Mercia police, depending on geographics.

Child Trafficking & Human Slavery

Our school will ensure we keep up to date on the latest advice and guidance provided to assist in addressing specific vulnerabilities and forms of exploitation and access support, advice, and resources via GET SAFE, Worcestershire County council multi agency exploitation team.

Children Missing from Education

Crown Meadow First School and Nursery has a structured and proactive approach to attendance, underpinned by the belief that “every moment matters.” The school monitors attendance closely using Arbor, with class teachers recording attendance twice daily. If a child is absent without explanation, a series of escalating steps are followed: initial contact attempts with priority contacts, followed by a home visit by the Designated Safeguarding Lead (DSL) or a familiar adult, known to the child and family, if no contact is made. If concerns persist, the police may be called to conduct a Safe and Well check. Persistent absenteeism is addressed through staged interventions, including letters, meetings, and potential referrals to the Education Engagement Service, with legal sanctions applied where necessary.

In cases of Children Missing in Education (CME), Crown Meadow complies with statutory duties by reporting to the local authority any pupil who fails to return after 10 days of authorised leave or is absent for 20 consecutive school days without authorisation. These cases may result in the child being removed from the school roll. The school’s attendance procedures are closely linked to safeguarding, ensuring that patterns of absence are analysed and addressed promptly to support pupil welfare and educational outcomes.

Our school will inform the local authority where a child or young people is missing from education and or absence is irregular. We will provide information to the local authority when removing a child from school roll as per local Worcestershire County Council and statutory guidance:

- [Statutory guidance children missing in education](#)
- [Attendance and Children Missing Education \(CME\) | Worcestershire County Council](#)

Elective Home Educated

We will inform Worcestershire County Council all deletions from our admission register when a child is taken off roll.

Where a parent/carer has expressed their intention to remove a child from school with a view to educating at home, we will work together to coordinate a meeting with parents/carers where possible to enable informed decisions are being made in the best interests of children. Where a child has additional vulnerabilities we will assess the impact to risk that elective home education may add, and collaborate with partners and parents to ensure this is fully understood and informs assessments or plans.

Violence against women and girls including Honour-Based Abuse (HBA) (including Female Genital Mutilation and Forced Marriage)

Where HBA affects children and young people it is a child protection issue. It is an abuse of human rights.

Children and young people who suffer Honour Based Abuse are at risk of Significant Harm through physical, sexual, psychological, emotional harm and neglect. In some cases, they are also at risk of being killed. Some reasons that have been given for HBA are:

- Protecting family 'honour'
- To control un-wanted behaviour and sexuality (including perceived promiscuity or being lesbian, gay, bisexual, or transgender)
- Strengthening family links
- Protecting perceived cultural and/or religious ideals
- Preventing unsuitable relationships
- Assisting claims for residence and citizenship in the UK
- Perceived immoral behaviour e.g., make-up or dress; use of mobile phone; inter faith relationships

Our staff in school have received appropriate training and where we identify HBV the DSL will refer to Children's Social Care, the Police, and the National Forced Marriage Unit promptly.

[The right to choose: gov guidance on forced marriage](#)

FGM mandatory reporting duty for teachers

FGM is a criminal offence – it is child abuse and a form of violence against women and girls and therefore should be treated as such. With effect from October 2015, all schools are subject to a legal duty to report it to police. This means that in our school we ensure:

Our staff are supported to talk to families and local communities about sensitive concerns in relation to their children and to find ways to address them together wherever possible. All staff are up to date on the latest advice and guidance provided to assist in addressing specific vulnerabilities and forms of exploitation. mandatory reporting requirement in respect of female genital mutilation (FGM).

FGM involves procedures that intentionally alter/injure the female genital organs for non-medical reasons. Four types of procedure:

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

When a teacher suspects or discovers that an act of FGM is going to be or has been carried out on a girl aged under 18, that teacher has a statutory duty to report it to the Police. Failure to report such cases MAY result in disciplinary sanctions.

Teaching about Female Genital Mutilation (FGM) is not statutory, but it is embedded within the broader safeguarding and personal safety elements of the Relationships Education and Health Education curriculum. At this age, schools are encouraged to focus on protective factors rather than explicitly naming FGM. This includes teaching children:

- That their body belongs to them
- The difference between appropriate and inappropriate touch
- That it is okay to say no and to speak up if they feel uncomfortable
- The importance of not keeping secrets that make them feel unsafe
- How to seek help from trusted adults

These lessons are delivered through age-appropriate PSHE (Personal, Social, Health and Economic) education, using safe, non-graphic language and distanced learning techniques such as stories or scenarios involving fictional characters. This approach helps children build confidence, vocabulary, and awareness to protect themselves and others, without causing fear or trauma

Forced Marriage

Staff in our school understand we could potentially play an important role in safeguarding children from forced marriage. The Forced Marriage Unit has published [statutory guidance](#) and [Multi-agency guidelines](#), of which focus on the role of schools and colleges. Our staff can contact the Forced Marriage Unit if they need advice or information: Contact: 020 7008 0151 or email fm@fco.gov.uk. In addition, since February 2023 it has also been a crime to carry out any conduct whose purpose is to cause a child to marry before their eighteenth birthday, even if violence threats or another form of coercion are not used. As with the existing forced marriage law, this applies to non-binding, unofficial 'marriages' as well as legal marriages.

Section 9 Domestic Abuse

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

The Domestic Abuse Act 2021 introduced the first ever statutory definition of domestic abuse and recognises the impact of domestic abuse on children, as victims in their own right, if they see, hear, or experience the effects of abuse. The statutory definition of domestic abuse, based on the previous cross-government definition, ensures that different types of relationships are captured, including ex-partners and family members. The definition captures a range of different abusive behaviours, including physical, emotional, and economic abuse and coercive and controlling behaviour. Under the statutory definition, both the person who is carrying out the behaviour and the person to whom the behaviour is directed towards must be aged 16 or over and they must be “personally connected” (as defined in section 2 of the 2021 Act). Types of domestic abuse include intimate partner violence, abuse by family members, teenage relationship abuse and child to parent abuse. Anyone can be a victim of domestic abuse, regardless of gender identity, age, ethnicity, socio-economic status, sexuality or background and domestic abuse can take place inside or outside of the home. The government has issued statutory guidance to provide further information for those working with domestic abuse victims and perpetrators, including the impact on children. All children can witness and be adversely affected by domestic abuse in the context of their home life where domestic abuse occurs between family members. Experiencing domestic abuse can have a serious, long-lasting emotional and psychological impact on children. In some cases, a child may blame themselves for the abuse or may have had to leave the family home as a result. Young people can also experience domestic abuse within their own intimate relationships. This form of child-on-child abuse is sometimes referred to as ‘teenage relationship abuse.’ Depending on the age of the young people, this may not be recognised in law under the statutory definition of ‘domestic abuse’ (if one or both parties are under 16). However, as with any child under 18, where there are concerns about safety or welfare, child safeguarding procedures should be followed and both young victims and young perpetrators should be offered support.

At Crown Meadow First School and Nursery, we are a trauma-informed school and recognise the profound and lasting impact that domestic abuse can have on a child’s emotional wellbeing, development, and learning. We understand that children who have experienced trauma may communicate their distress through behaviour, and we respond with empathy, consistency, and care.

All staff are trained to identify signs of domestic abuse and to respond sensitively and appropriately. We provide a safe, nurturing environment where children feel listened to and supported. Trusted adults are available to offer emotional check-ins and safe spaces for children to talk. Through our PSHE curriculum, we teach children about healthy relationships, personal boundaries, and how to seek help if they feel unsafe.

We work closely with external agencies, including Operation Encompass, social care, and domestic abuse services, to ensure children and families receive timely and appropriate support. Where needed, we also offer practical help such as breakfast club access, uniform support, and referrals to family support services.

MARAC

If we identify a victim of domestic abuse being high risk. We will consider a referral to MARAC (Multi Agency Risk Assessment Conference). The purpose of MARAC is to share information and establish a multi-agency action plan to support the victim and to make links with other public protection procedures, particularly safeguarding children, vulnerable adults, and the management of offenders. We will continue to provide help and support to safeguard children. The DSL will usually lead this. MARAC does not replace a referral to children social care.

OPERATION ENCOMPASS

In our school we receive Operation Encompass Notifications including any reported to our Early Years settings. Operation Encompass highlights that a Domestic Abuse Incident has taken place, and the police have been called. As part of the support, we then offer following these notifications, we ensure that staff maintain a close eye on the child, informing the DSL of any changes with regards to their behaviour, and reporting and recording anything out of the ordinary. Operation Encompass is working well in Worcestershire Schools and Worcestershire County Council successfully send DA notifications to schools. It helps police and schools work together to provide emotional and practical help to children. The system ensures that when police are called to an incident of domestic abuse, where there are children in the household who have experienced the domestic incident, they inform Worcestershire County Council, who then inform the school via the DSL, before the child or children arrive at school the following day. This information sharing ensures relevant information about the child's circumstances are received in a timely manner and therefore as a school we enable support to be given to the child according to their needs.

Section 10 Safeguarding Children who are at risk of extremism.

The Prevent strategy aims to stop people becoming terrorists or supporting terrorism. While it remains rare for children to become involved in terrorist activity, our school recognises some, from an early age can be exposed to terrorist & extremist influences or prejudiced views.

As with other forms of safeguarding strategies, early intervention is always preferable. We are committed to working with the local authority and other local partners, families, and communities to play a key role in ensuring young people and our communities are safe from the threat of:

- **Extremism** – such as the vocal or active opposition to our fundamental values, including democracy, the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs
- **Radicalisation** – such as the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups
- **Terrorism** – defined as an action that endangers or causes serious violence to a person/people; causes serious damage to property; or seriously interferes or disrupts an electronic system. The use or threat must be designed to influence the government or to intimidate the public and is made for the purpose of advancing a political, religious, or ideological cause

All staff need to be alert to changes in children and young people's behaviour which could indicate that they may need help or protection.

We know children and young people are vulnerable to extremist ideology and radicalisation. Similar to protecting children from other forms of harms and abuse, protecting children from harm. As part of our whole safeguarding approach, we include and consider the following.

- Extremism is the vocal or active opposition to our fundamental values, including democracy, the rule of law, individual liberty and the mutual respect and tolerance of

different faiths and beliefs. This also includes calling for the death of members of the armed forces

- Radicalisation refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups
- Terrorism is an action that endangers or causes serious violence to a person/people; causes serious damage to property; or seriously interferes or disrupts an electronic system. The use or threat must be designed to influence the government or to intimidate the public and is made for the purpose of advancing a political, religious, or ideological cause

Staff will use the Prevent risk assessment and their professional judgement in identifying children who might be at risk of radicalisation and act proportionately. When any member of our staff has concerns that a pupil may be at risk of radicalisation or involvement in terrorism, they should speak with the DSL (If there is a concern that a child or young person is being radicalised or at risk of being drawn into terrorism refer to Children's Services as with any other safeguarding concern. person) and record their concerns on CPOMS. In addition, links with the local Channel lead can be made by the DSL and where necessary, individual cases will be referred to the local Channel Panel [Channel guidance](#). for screening and assessment. We will ensure that the DSL will complete local training on the locality risks, and these will be cascaded to our school staff.

In our school this will be part of our annual CPD training programme, as instructed by the DSL and including portals such as the DfE and National College. Due diligence checks should be undertaken by the school on any organisation that uses its facilities.

There is no single way of identifying whether a child is likely to be susceptible to an extremist ideology. Background factors combined with specific influences such as family and friends may contribute to a child's vulnerability. Similarly, radicalisation can occur through many different methods (such as social media or the internet) and settings (such as within the home).

However, it is possible to protect vulnerable people from extremist ideology and intervene to prevent those at risk of radicalisation being radicalised. As with other safeguarding risks, staff are alert to changes in children's behaviour, which could indicate that they may be in need of help or protection. Staff use their judgement in identifying children who might be at risk of radicalisation and act proportionately which may include the DSL (or deputy) making a Prevent referral.

The DSL and any deputies for the setting are aware of local procedures for making a Prevent referral.

Section 11 Allegations Against Staff members and Low-Level Concerns

All our staff are aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues using the school's confidential reporting (whistleblowing) policy.

Whistleblowing concerns about the Headteacher should be raised with the Chair of Governors. Where the Headteacher is also the sole proprietor, concerns should be reported directly to the Local Authority Designated Officer (LADO). Statutory guidance contains further information on: [The Role and Responsibilities of the Designated Teacher](#) .

If staff have a safeguarding concern or an allegation of harming or posing a risk of harm to children is made about another member of staff (including supply staff, volunteers, and contractors), then this should be referred to the headteacher or DSL.

Details of your local LADO are available on this link [Refer to Children's Social Care | Worcestershire County Council](#) . If staff have a safeguarding concern or an allegation about another member of staff (including supply staff, volunteers or contractors) that does not meet the harm threshold, then this should be shared in accordance with the school Low-Level Concerns Policy.

In line with the EYFS Statutory Framework (3.8): Where a staff member feels unable to raise an issue with their employer, or feels that their genuine concerns are not being addressed, they should use the other channels open to them:

- NSPCC whistleblowing advice line is available. Staff can call 0800 0280285 – 08:00 to 20:00, Monday to Friday and 09:00 to 18:00 at weekends. The email address is: help@nspcc.org.uk. Alternatively, staff can write to: National Society for the Prevention of Cruelty to Children (NSPCC), Weston House, 42 Curtain Road, London EC2A 3NH.
- Ofsted provides guidance on how to make complaints about an EYFS provider: [Complaints procedure - Ofsted - GOV.UK \(www.gov.uk\)](#).
- General guidance on whistleblowing can be found via: [Whistleblowing for employees](#).

Low Level Concerns

The term 'low-level' concern does not mean that it is insignificant. A low-level concern is any concern – no matter how small, and even if no more than causing a sense of unease or a 'nagging doubt' - that an adult working in or on behalf of the school or college may have acted in a way that:

- Is inconsistent with the staff code of conduct, including inappropriate conduct outside of work, and does not meet the harm threshold or is otherwise not serious enough to consider a referral to the LADO.

Examples of such behaviour could include, but are not limited to:

- Being over friendly with children and young people
- Having favourites

- Taking photographs of children and young people on their mobile phone, contrary to school policy
- Engaging with a child or young person on a one-to-one basis in a secluded area or behind a closed door, or
- Humiliating children or young people

Such behaviour can exist on a wide spectrum, from the inadvertent or thoughtless, behaviour to actions which may look to be inappropriate, but might not be in specific circumstances, through to that which is ultimately intended to enable and enact abuse.

At Crown Meadow staff are encouraged to report concerns verbally and promptly to the headteacher or DSL in person, who will request the information in writing and to self-report where appropriate. Concerns should be shared with the Head Teacher or Designated Safeguarding Lead (DSL), or with the Chair of Governors if the concern involves the Head Teacher.

All low-level concerns are recorded in writing, stored securely in line with data protection policies, and reviewed regularly to identify patterns or cultural issues. These records are confidential and not referenced in employment references unless they escalate into formal disciplinary matters. The school is committed to addressing unprofessional behaviour early and constructively, supporting staff to uphold the highest standards of conduct and safeguarding practice.

Section 12 Safer Recruitment

Safer recruitment practices are essential part of creating a safe environment for children and young people. Alongside implementation of the EYFS Statutory Framework, including [section 3.20, 3.21 \(references\)](#), we will -

- Not allocate start dates to new members of staff until all employment checks have been completed
- We will keep copies of documents used to verify the successful candidate's identity, right to work and required qualifications in staff personnel files
- We will ensure that staff and volunteers working at in our school are suitable to do so as outlined in our recruitment this should include online searches for shortlisted candidates As KCSIE requires we will complete risk assessments for all volunteers working in our school. Where a volunteer is working in regulated activity, we will require a DBS including barred check.
- Where a volunteer is not working in regulated activity, we will require DBS not including barred list check
- Copies of documents used to verify the successful candidate's identity, right to work and required qualifications should be kept on their personnel file
- Right to work documents will be kept for two years following the date they left our school but will then be destroyed after the two years
This is as per guidance set out in KCSIE.

Single Central Record

The Single Central Record (SCR) is an important part of our school commitment to Safeguarding and will be maintained by the office manager. This includes information for the

SCR being shared and updated regularly by BAM as regular contractors on our shared site in the form of Third Party Assurances.

All pre-appointment checks are recorded on the SCR template and it is audited on a regular basis by the head teacher and Safeguarding Governor.

Any people accessing our school site for Crown Meadow will be authorised to do so as follows:

It is expected that all staff, visitors, and contractors will:

- Report to the reception on arrival and sign-in via the online platform
- Provide proof of identity
- Wear a name badge at all times with lanyards differentiating the groups:
staff will use the designated SCHOOL lanyard including First Aid Lanyards for trained first aiders
visitors whose DBS Status has been confirmed will wear GREEN lanyards and may be allowed to access the school unsupervised
- Visitors who do not have a DBS or have not had confirmation will wear a YELLOW lanyard and will be supervised on-site
- Be made aware of the arrangements for safeguarding, health, and safety

Section 13 Confidentiality and Record Keeping

Staff, volunteers, and contractors have the responsibility to share relevant information about the protection of children with the DSL, head teacher and potentially external investigating agencies. We take all disclosures very seriously.

If a pupil confides in a member of staff and requests that the information is kept secret, it is important that the member of staff tell the pupil sensitively that they have a responsibility to refer the matter to the DSL for the pupil's well-being. We will seek to reassure our children that the matter will only be disclosed to the DSL, who will then decide on appropriate action. At no time should a staff member promise total confidentiality.

Accurate notes will be kept of all incidents or Child Protection concerns relating to individual children. If a staff member has a safeguarding or child protection concern, they must inform the DSL as soon as possible.

These will be kept on the student's Child Protection file within CPOMS.

Any external organisation or contractor working at our school is expected to work in accordance with our safeguarding child protection policy. A safeguarding information will be shared upon arrival. Any external individual must report safeguarding concerns to the DSL.

Working in partnership with parents is important, we will endeavor to do this at all times. It is recognised however that there are occasions when it is in the child or young person's best interest for work to be undertaken and referrals made without the parents' initial consent to ensure the welfare and safety of our children.

We will:

- Aim to help parents understand that we have a responsibility for the welfare of all children and has a duty to refer cases to the Local Authority in the best interests of the student
- Consider the safety of the student and, should a concern arise the DSL has the

Page | 27

- responsibility to seek advice prior to contacting parents
- Make all our policies available on the website and on request
- ensure a robust complaints system is in place to deal with issues raised by parents and carers

Provide advice and signpost parents and carers to other services where pupils need extra support. We will do this by ensuring our Early Help/Supporting Families offer is up to date and available on our school website.

Our child protection records will be stored securely and in line with the latest data protection policy.

All safeguarding files will be kept separately from individual pupil records and stored securely. Information in these files will only be shared with relevant staff when it is necessary consistent with data protection.

We will release information, including police, on receipt of the appropriate documentation in-line with data sharing laws. Upon receipt of any request the DSL/Head teacher will be informed and a decision on an appropriate way forward in line with data protection will be made.

When children transfer to another school or setting child protection and safeguarding information will be shared with that school, or setting to ensure safe and consistent support for that child or young person.

We will ensure the new school, or setting confirm receipt of the safeguarding and child protection file. We will keep this on file until the child or young person's 25TH birth year.

Section 14 Early Years Setting within our School.

As an early year's provider delivering the Early Years Foundation Stage (EYFS), our aim is to meet the specific safeguarding and child protection duties set out in the Childcare Act 2006 and related statutory guidance. We will do this by

Ensuring we have a safe secure learning environment where children can be seen and heard at all times.

- A named member of staff in the DSL team (Rachel Reed)
- Meet all First Aid requirements
- We will liaise with parents and carers regarding their child's development
- Routine monitoring of health and safety practices to promote children's safety and welfare.
- Appropriate staff, ratios and qualifications comply with statutory guidance meeting the needs of all children.

We will promote the health of all children and young people including early years by –

- Taking necessary steps to prevent spread of infection
- Administering medicines and or intimate care in line with our policies
- Taking appropriate action where children / young children, including early years are unwell

Page | 28

www.worcestershire.gov.uk

Section 15 Our Responsibilities

Safeguarding and promoting the welfare of children is **everyone's responsibility**. Everyone who comes into contact with children and their parents or carers has a role to play in safeguarding children.

Knowing what to look for is vital to the early identification of abuse and neglect and if staff are unsure, they should always speak to the DSL or deputy – if in exceptional circumstances, the DSL (or deputy lead) is not available, staff should consider speaking to a member of the SLT or contacting the local Children's Social Care Team. All actions that are completed in the absence of a designated safeguarding person should be shared with them at the very earliest opportunity.

The Governing Body will determine and keep under review safeguarding policy and practice in our school.

All staff working (including visiting staff) must:

- Observe and comply with the staff code of conduct
- Attend all relevant training and development provided by Crown Meadow First School and Nursery
- As part of the induction process, all new staff at Crown Meadow receive safeguarding training to ensure they understand their responsibilities in keeping children safe. This includes familiarisation with the school's safeguarding and child protection policy, the staff code of conduct, and procedures for reporting concerns, including low-level concerns. Staff are trained to recognise signs of abuse, understand the role of the Designated Safeguarding Lead (DSL), and follow appropriate reporting channels. Induction also covers safer working practices, confidentiality, information sharing, online safety, and the Prevent duty. Ongoing training and support are provided to ensure staff remain confident and competent in safeguarding matters.
- Staff working directly with children will read KCSIE '25 Part 1, Annex 'B'
- Staff who do not work directly with children will read KCSIE '25 Annex A
- Know how to deal with a disclosure; if a pupil discloses to a member of staff that they are being abused, the staff member should refer to this policy and procedures in place and follow guidance set out in this policy
- Report instances of actual or suspected child abuse or neglect to the DSL or in their absence, the Deputy DSL. This is in line with the Child Protection Procedures and legal duty for reporting FGM
- Be alert to the signs of harm and abuse, including issues that can manifest themselves due to child-on-child abuse. This is most likely to include but not limited to: bullying (including cyber bullying), peer-on-peer abuse and gender-based violence/sexual assaults and sexting. Further information can be found in Annex B of KCSIE '25
- Know the Designated and Deputy Safeguarding Lead's name and contact details including telephone numbers and email
- Any child may benefit from early help, but all school and college staff should be particularly alert to the potential need for early help for a child who:
 - is disabled and has specific additional needs.
 - mental health concerns.

- has special educational needs (whether or not they have a statutory education, health, and care plan).
- anti-social or criminal behaviour.
- is a young carer.
- is frequently missing/goes missing from care or home.
- is misusing drugs or alcohol.
- risk of radicalisation.
- is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health problems or domestic abuse; and/or
- has returned home to their family from care.
- All staff must be aware of the early help process; this includes identifying emerging problems, liaising with the DSL, sharing information with other professionals to support early identification and assessment and, in some cases, acting as the lead professional in undertaking an early help assessment. All early help cases should be reviewed regularly and if the situation is not improving then consideration should be given to a referral to children's social care for assessment for statutory services.

The Safeguarding Team responsibilities

Through the DSL team ensure that:

- All staff are vigilant to harm and abuse, are able to identify those children for whom there are child protection concerns and can make appropriate referrals, including to early help services.
- Encourage a culture of listening to children and young people considering their wishes and feelings, making the most of every opportunity to gather their concerns
- Promote the educational outcomes and track the progress and attainment of all the vulnerable children, but specifically 'those in need of a social worker' or were previously known to social services
- Deliver a consistent approach to behaviour through the policy principles
- All staff and volunteers are trained sufficiently, so they have the skills, knowledge and understanding necessary to keep children safe at all times, including on site, when attending alternative provision, educational visits off site or work-related learning. We follow the guidance on Keeping Children Safe in Out-Of-School Settings which details the safeguarding arrangements that schools and colleges should expect providers to have in place.
- Ensure that the KCSiE guidelines for effectively managing SEND and safeguarding are in place including the 2025 updates to this area

Appoint a designated teacher to promote the educational achievement and welfare of children who are looked after and previously looked after children, those with additional SEN needs.

- Ensure that there is a deputy DSL in place to add capacity and ensure sustainable provision
- Ensure consideration to the range of responsibilities the DSL undertakes e.g. the DSL needs to have the flexibility to act immediately on a referral that requires an urgent response and time to attend lengthy meetings or case conferences
- Ensure that contact and role details of the DSL and Deputy DSL are clearly displayed in staff areas, the staff handbook and website (along with this policy)
- Ensure safe recruitment practice is followed when recruiting to posts, and ensure appropriate action is taken when an allegation is made against a member of staff
- Ensure the school offers a safe environment through effective implementation of the school health and safety policy to meet the statutory responsibilities for the safety of children and staff at the academy

The Designated Safeguarding Lead is responsible for:

- Maintaining both a strategic and operational approach to safeguarding
- Being available term time during academy hours (or the deputy DSL in their absence) for staff or volunteers to discuss any safeguarding concerns
- Ensuring that all cases of suspected or actual problems associated with child protection are referred to the appropriate agencies in line with procedures set out in this policy, keeping the Head Teacher apprised
- Ensuring the school safeguarding policy and practice is relevant and consistent with the most recent statutory guidance

- Being aware of the latest national and local guidance and requirements and keeping the Headteacher and staff informed as appropriate
- Attend accredited, enhanced training as defined by Crown Meadow First School and Nursery's Safeguarding Arrangements to fulfil the role every two years
- Ensuring that appropriate training for staff is organised according to the agreed programme with the Headteacher and renewed through ongoing professional development
- Ensuring families are fully aware of the school safeguarding policies and procedures and kept informed and involved
- Keeping Children Safe in Education 2025 says that where reasonable possible, schools should hold more than one contact number for every child in the school in case of emergencies, and in case there are welfare concerns at home. The DSL is responsible for ensuring this is in place.
- Ensuring that effective communication and liaison takes place between the school and the Local Authority, and any other relevant agencies, where there is a Safeguarding concern in relation to an academy student
- Ensuring that all staff understand child abuse, neglect and exploitation and their main indicators, including for looked after children and additional vulnerabilities of children with special educational needs (SEN) and disabilities and being cognisant of the additional safeguarding concerns that can arise
- Maintaining details of any looked after child's social worker and the name of the virtual school head (in the authority that looks after the child)
- Working with the Designated Teacher to ensure that the Virtual School Head delivers funding that can be best used to support the progress of looked after children at the academy and meet the needs identified in the child's personal education plan
- Ensuring that e-safety actions promote safeguarding, including taking the lead responsibility for online safety and understanding the filtering and monitoring systems in place
- Liaison with the Senior Mental Health Lead, and the local Mental Health Services as appropriate
- Dealing with allegations of abuse in accordance with local and statutory procedures
- Have an awareness of the requirements around the role of the Responsible Adult under PACE requirements
- Supporting the staff member in liaising with other agencies and setting up an inter-agency assessment as appropriate if early help is appropriate
- Ensuring that adequate reporting and recording systems are in place
- Ensuring relevant records are passed on appropriately when children transfer to other schools or are being educated at alternative provision or off-site education
- Being aware of children who are or who may be living in a private fostering arrangement informing the local authority where required to support the welfare and safety of the child
- Providing guidance and advice on the management of peer-on-peer sexual abuse incidents
- Tracking the progress, attainment and aspirations of children known and previously known to social care
- Ensuring accurate vulnerability recording within Safeguard with the submission of safeguarding data as required

The Designated and Deputy Safeguarding Lead will meet regularly with the rest of the safeguarding team to discuss safeguarding issues including outcomes and implementation of actions relating to case conferences and core groups and all current case work, including where the DSL has acted as a 'Responsible Adult' under PACE legislation. Other key staff will be invited as appropriate.

Section 16 Statutory Requirements

This policy has been developed in line with the following Statutory key documents:

- Home Office (2023) 'Prevent duty guidance: Guidance for specified authorities in England and Wales'
- DfE (2023) 'Working Together to Safeguard Children 2023'
- DfE (2018) 'Disqualification under the Childcare Act 2006'
- DfE (2024) 'Keeping children safe in education 2024'
- DfE (2024) 'Working Together to Improve School Attendance 2024'
- HM Government (2020) 'multi-agency statutory guidance on female genital mutilation'
- HM Government (2023) 'Channel Duty Guidance: Protecting people susceptible to radicalisation'
- Home Office and Foreign, Commonwealth and Development Office (2023) 'multi-agency statutory guidance for dealing with forced marriage and multi-agency practice guidelines: Handling cases of forced marriage'

Other non-statutory Guidance

- DfE (2015) 'What to do if you're worried a child is being abused'
- DfE (2017) 'Child sexual exploitation'
- DfE (2024) 'Information sharing'
- DfE (2024) 'Sharing nudes and semi-nudes: advice for education settings working with children and young people'
- DfE (2021) 'Teachers' Standards'
- DfE (2024) 'Recruit teachers from overseas'
- DfE (2024) 'Working together to improve school attendance'
- DfE (2024) 'Meeting digital and technology standards in schools and colleges'