

**DRAFT – FOR APPROVAL AT NOVEMBER 2025
GOVERNOR MEETING**

Cotgrave Candleby Lane



Child Protection Policy September 2025 - 2026

Head Teacher	Claire Lindsay 0115 9892284 Safeguarding@ccls.co.uk
Senior Leader(s) available for contact in the absence of DSLs	Iain Bly – Safeguarding@ccls.co.uk Alex Cooper- Safeguarding@ccls.co.uk Laura Rooney- Safeguarding@ccls.co.uk
Designated Safeguarding Lead	Claire Lindsay 0115 9892284 Safeguarding@ccls.co.uk
Deputy Designated Safeguarding Lead	Kaleigh Dimmock - Safeguarding@ccls.co.uk Wendy Soar- Safeguarding@ccls.co.uk
Designated Teacher for Children in Care	Alex Cooper- a.cooper@candlebylane.co.uk
Safeguarding Governor	Neil Robinson- n.robinson@candlebylane.co.uk
FHP Safeguarding Lead (Schools)	Karen Jagger - 0115 9891915
FHP Inclusion Lead (Schools)	Grant – Worthington – 0115 9891915
FHP Whistleblowing Officer	Paul Goodman – 0115 9891915
FHP Trustee for Safeguarding	Ann Cruickshank – 0115 9891915
LA Safeguarding Children in Education Officer	Zain Iqbal - zain.iqbal@nottsgov.uk
Local Authority Designated Officer	LADO@nottsgov.uk - 0115 804 1272
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Section A - Policy Introduction & Ethos

The purpose of this policy is to detail how Cotgrave Candleby Lane ensures that all children and young people enrolled in the school are protected and safeguarded from harm, reflecting current legislation, known best practices, and compliance with relevant government guidance.

This policy applies to all staff, governors, volunteers, and visitors, and outlines the school's commitment to safeguarding and promoting the welfare of children as a core part of its ethos and values. Safeguarding is everyone's responsibility, and this policy sets out the expectations for a whole-school approach to child protection.

This policy is informed by the statutory guidance *Keeping Children Safe in Education (KCSIE) 2025* and *Working Together to Safeguard Children 2023*, which together set out the responsibilities of schools and other agencies in identifying, responding to, and preventing harm to children.

Cotgrave Candleby Lanes Ethos

At Cotgrave Candleby Lane, we are committed to creating a safe, inclusive, and nurturing environment where every child feels valued, respected, and supported. We recognise that children's welfare is paramount and that safeguarding is integral to all aspects of school life, including teaching and learning, pastoral care, and extracurricular activities.

We aim to foster a culture of openness, trust, and transparency, where safeguarding concerns are taken seriously and responded to appropriately. Central to this is ensuring that pupil voice is actively encouraged, listened to, and acted upon. Children are given a wide range of opportunities to express their views, share their experiences, and contribute to school improvement.

This is achieved through structured forums such as the Pupil Parliament, School Council, and Pupil Leadership Team, where children are elected by their peers to represent the wider pupil body and influence decision-making at whole-school level. In addition, pupils can share their concerns and ideas more privately through worry boxes in classrooms and communication with our dedicated pastoral team, who provide timely and supportive responses.

Safeguarding and wellbeing are also addressed through themed assemblies that encourage discussion, reflection, and awareness.

Beyond formal structures, pupil voice is embedded within the curriculum and extracurricular opportunities, ensuring children's perspectives shape the way we teach, support, and safeguard. In this way, pupil feedback not only informs our provision but strengthens the culture of safety and respect that underpins all aspects of school life at Cotgrave Candleby Lane.

The School is part of the Flying High Trust Partnership, a multi academy trust. The ethos behind the Trust is grounded in a strong moral purpose and school-led improvement. It is founded upon a primary philosophy of putting children first in all that we do and promoting our three key values across all Trust schools, which are:

- Unique
- Exceptional
- Sustainable

All Flying High Trust schools are at the heart of the community they serve, offering the very best education, support and care; an environment of aspiration, underpinned by the highest expectations.

Whole School Approach

Safeguarding and child protection are embedded across the *school's* policies, procedures, and practices. All staff receive regular training and updates to ensure they understand their roles and responsibilities. The school works in partnership with children, parents/carers, and external agencies to promote a culture of vigilance and proactive safeguarding. Throughout this policy, the term 'whole-school approach' is used to refer to a unified safeguarding strategy across the entire education setting, including colleges.

The following policies contribute to the *school's* whole-school approach to safeguarding:

- Staff Code of Conduct
- Child Behaviour Policy
- Anti-Bullying Policy
- Child-on-Child Abuse Policy
- Online Safety Policy
- Safer Recruitment Policy
- Whistleblowing Policy
- Attendance and Absence Policy
- Allegations Management Policy
- RSHE (Relationships, Sex and Health Education) Policy
- SEND Policy
- Early Help and Pastoral Support Policy
- Data Protection and Information Sharing Policy
- Educational Visits and Homestay Policy

Each of these policies is informed by relevant sections of *Keeping Children Safe in Education 2025* and reflects statutory guidance, best practice and the school's safeguarding ethos.

Annual Review and Public Availability

All members of staff and the governing body accept responsibility for ensuring the safety and wellbeing of all of our children and are committed to meeting their pastoral, social and academic needs within a caring and nurturing environment.

Adults in our school take all welfare concerns seriously and encourage children and young people to talk to us about anything that worries them. We will always act in the best interests of the child.

This Child Protection Policy will be reviewed by the Snr Designated Safeguarding Lead Claire Lindsay on a regular basis to ensure it remains current and incorporates all revisions made to local or national safeguarding guidance. This policy will as a minimum be fully reviewed as a minimum once a year during the autumn term provided to the Governing Body for approval and sign off at the first autumn

term meeting. The policy is made publicly available via the school’s website and can be request in alternative formats if needed.

At Cotgrave Candleby Lane we have a robust safeguarding team that consist of 6 DSLs, who follow the duties outlined in the job responsibilities.

Section B - Contextual Safeguarding at Cotgrave Candleby Lane

Contextual safeguarding recognises that the risks children face are often beyond the control of their families and can occur in a variety of settings such as peer groups, schools, colleges and neighbourhoods. Our school is dedicated to understanding and addressing these wider environmental factors that may pose a threat to the safety and well-being of our students.

At Cotgrave Candleby Lane, we are aware of our main contextual safeguarding issues and use our curriculum to ensure all children are educated about them. These may include, but are not limited to, ***child criminal exploitation (CCE), child sexual exploitation (CSE), online harm, peer-on-peer abuse, radicalisation, and local patterns of domestic abuse or substance misuse***. We work closely with our local safeguarding partners to monitor emerging risks and adapt our provision accordingly.

Contextual Concerns	How the school aims to address it
<p>Mental Health Challenges Among Pupils</p>	<ul style="list-style-type: none"> • Pastoral Pathways and Early Intervention • The school has established a pastoral pathway to identify and support children experiencing mental health challenges such as anxiety, self-harm, or eating disorders. • Early intervention strategies ensure students receive help before issues escalate. • Partnerships with Specialist Services • Collaboration with organisations like CAMHS, Imara, and local safeguarding networks provides access to specialist mental health support. • Referral processes are in place for students requiring more intensive or external support. • Staff Training and Awareness • Staff receive ongoing training to recognise signs of mental health concerns and respond appropriately. • Awareness programs ensure staff can support students sensitively and effectively. • Student Wellbeing Education • Mental health and wellbeing are integrated into the curriculum, equipping students with coping strategies and resilience skills. • Workshops and assemblies focus on emotional literacy, stress management, and peer support. • Safe and Supportive Environment • The school fosters an inclusive and supportive culture where students feel comfortable discussing mental health. • Peer mentoring, counselling services, and safe spaces encourage students to seek help when needed. • Parental and Community Engagement

	<ul style="list-style-type: none"> • The school works with parents and carers to support student wellbeing at home and reinforces mental health awareness. • Community partnerships enhance access to resources and consistent support networks.
Online Safety and Digital Exploitation	<ul style="list-style-type: none"> • Implement Comprehensive Digital Safeguarding Policies • Establish clear guidelines for acceptable online behavior for children and staff. • Include protocols for reporting and responding to online abuse or harmful content. • Educate children on Online Safety • Provide age-appropriate lessons on digital literacy, cyberbullying, and safe internet use. • Encourage critical thinking about online content and interactions. • Engage Parents and Carers • Offer workshops or resources to improve parental digital literacy. • Provide guidance on monitoring children’s online activity in a supportive way. • Train Staff • Ensure staff can recognise signs of online harm, including grooming, cyberbullying, and exposure to inappropriate content. • Equip staff with strategies for intervention and support. • Collaborate with External Safeguarding Services • Work with local safeguarding networks, child protection agencies, and organisations like CEOP or NSPCC. • Maintain clear referral pathways for cases that require specialist support. • Monitor and Respond to Online Behaviour Within School • Use secure monitoring tools on school devices and networks to identify potential risks. • Provide safe channels for students to report online concerns confidentially. • Promote a Supportive School Culture • Foster open conversations about mental health and digital well-being. • Encourage peer support systems and mentoring for students struggling with online challenges.
Extrafamilial Harm and Child-on-Child Abuse	<ul style="list-style-type: none"> • Awareness and Education • Educate students about healthy relationships, consent, and boundaries. • Provide age-appropriate workshops on recognizing abuse and exploitation outside the family. • Clear Policies and Reporting Mechanisms • Establish clear policies for preventing, identifying, and responding to child-on-child abuse. • Ensure students and staff know how to report concerns safely and confidentially. • Staff Training

	<ul style="list-style-type: none"> • Train staff to identify signs of extrafamilial harm, including grooming, exploitation, or peer-on-peer abuse. • Provide guidance on responding appropriately and sensitively to disclosures. • Pastoral Support and Safeguarding Pathways • Offer robust pastoral care to support victims and address perpetrator behavior. • Create structured safeguarding pathways in collaboration with local authorities and specialist services. • Parental and Community Engagement • Engage parents and carers in discussions about extrafamilial risks. • Work with local safeguarding networks and community organizations to address risks outside school. • Monitoring and Intervention • Monitor student interactions for signs of bullying or abuse. • Intervene early in cases of peer-on-peer conflict or suspected extrafamilial exploitation. • Promote a Safe School Culture • Foster a culture of respect, inclusion, and open communication. • Encourage children to support each other and speak up against inappropriate behavior.
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Family Engagement and Support

We recognise that effective safeguarding extends beyond school and requires strong partnerships with families. We therefore provide:

- **School Website Links and Information** – offering guidance on topics such as online safety, mental health, and community resources.
- **Parent Workshops and Information Sessions** – on themes including online safety, mental health awareness, and supporting children’s resilience.
- **Dedicated Child and Family Support Worker** – working directly with families to provide guidance, early help, and signposting to services.
- **Strong Partnerships with Agencies** – ensuring families can access specialist services quickly and effectively.

These strategies support families to understand and share responsibility for safeguarding, reinforcing a joined-up approach between home and school.

Addressing Contextual Safeguarding Concerns

We recognise the wider challenges facing our pupils and community, and we adapt our safeguarding strategy to address these.

1. Mental Health Challenges Among Pupils

- **Pastoral Pathways and Early Intervention:** clear processes to identify concerns early, preventing escalation.

- **Specialist Partnerships:** collaboration with CAMHS, Imara, and local safeguarding networks for targeted support.
- **Staff Training and Awareness:** ongoing CPD to help staff recognise and respond to mental health needs.
- **Student Wellbeing Education:** curriculum focus on resilience, emotional literacy, and coping strategies.
- **Supportive Environment:** counselling services, peer mentoring, and safe spaces for pupils to seek help.
- **Parental Engagement:** working with families to reinforce wellbeing support at home.

2. Online Safety and Digital Exploitation

- **Digital Safeguarding Policies:** clear guidelines for safe use of technology by staff and pupils.
- **Curriculum Education:** age-appropriate lessons on cyberbullying, online safety, and digital wellbeing.
- **Parental Engagement:** workshops and resources to improve parental confidence in supporting safe online behaviour.
- **Staff Training:** equipping staff to recognise and respond to online harm.
- **Monitoring and Reporting:** secure systems for detecting risks and confidential reporting channels for pupils.
- **External Collaboration:** links with CEOP, NSPCC, and local safeguarding networks.

3. Extrafamilial Harm and Child-on-Child Abuse

- **Education and Awareness:** workshops and curriculum content on healthy relationships, boundaries, and consent.
- **Clear Policies and Pathways:** accessible processes for reporting concerns, with robust follow-up.
- **Staff Training:** recognising signs of exploitation, grooming, or peer abuse and responding appropriately.
- **Pastoral and Safeguarding Support:** providing structured care for victims and guidance for those displaying harmful behaviours.
- **Family and Community Engagement:** working with parents and local agencies to address risks outside the school.
- **Safe School Culture:** fostering respect, inclusion, and openness to encourage pupils to speak out and support one another.

Our Commitment

At Cotgrave Candleby Lane we are committed to proactively identifying and responding to the contextual safeguarding risks that affect our pupils both within and beyond the school environment. We recognise that safeguarding does not stop at the school gates and that children may be exposed to harm in their peer groups, online spaces, neighbourhoods, and wider communities.

To uphold this commitment, we will:

- **Collaborate with students, families, and the wider community** to understand the lived experiences of our pupils and to co-develop effective safeguarding responses.
- **Provide ongoing training for all staff** to recognise the signs of contextual harm, including exploitation, peer-on-peer abuse, and online risks, and to respond confidently and appropriately.

- **Embed contextual safeguarding into our curriculum**, ensuring pupils are equipped with the knowledge and skills to recognise risk, seek help, and make safe choices.
- **Implement robust policies and procedures** that reflect the unique safeguarding needs of our school community and are informed by local intelligence and national guidance.
- **Engage with external agencies and safeguarding partners**, including police, health, and social care, to share information, coordinate support, and contribute to multi-agency safeguarding efforts.
- **Monitor and review safeguarding data and trends** to ensure our approach remains responsive, evidence-informed, and tailored to emerging risks.

This commitment underpins our whole-school approach to safeguarding and reflects our belief that every child deserves to feel safe, supported, and empowered—wherever they are.

We encourage all members of our school community to contribute to our safeguarding efforts by staying informed, being vigilant, and working together to create a safe environment for everyone. If there are any concerns or suggestions, please do not hesitate to contact our safeguarding team

Section C - Statutory Duties and Legal Framework

Our safeguarding arrangements are shaped by both national legislation and statutory guidance, as well as local safeguarding expectations in Nottinghamshire. Together, these establish the legal duties and operational standards our school must meet to keep children safe.

1. National Legislative Duties

We carry out all functions with a view to safeguarding and promoting the welfare of children in line with:

- **Education Act 2002**
- *Section 175* - duty on local authorities, governing bodies of maintained schools, and FE colleges.
- *Section 157* - equivalent duty on proprietors of independent schools, academies, and free schools.
- **Education (Independent School Standards) Regulations 2014**
- **Non-Maintained Special Schools (England) Regulations 2015**
- **Children Act 1989 & Children Act 2004** - duties to safeguard and promote welfare, including participation in local multi-agency safeguarding arrangements.
- **Children and Social Work Act 2017 (Section 16H)** - duty to provide information to safeguarding partners when requested.
- **Education and Training (Welfare of Children) Act 2021**
- **Counter-Terrorism and Security Act 2015 (Section 26)** - *Prevent Duty*.
- **Teachers' Standards (2021)** - professional responsibility to safeguard pupils.
- **Childcare Act 2006 & Childcare (Disqualification) Regulations 2018**
- **Serious Crime Act 2015** - mandatory duty for staff to report **known cases** of Female Genital Mutilation (FGM) in under-18s disclosed to them during their work.

2. Statutory Guidance

We have regard to:

- **Keeping Children Safe in Education (KCSIE) 2025**

- **Working Together to Safeguard Children (2023)**
- **Working Together to improve school attendance (2024)**
- **Information Sharing Advice for Practitioners (DfE)**
- Relevant national guidance on **safer recruitment, online safety, and specific safeguarding issues.**

These documents set out requirements including:

- A whole-school approach to safeguarding.
- Clear referral and reporting procedures.
- The appointment of a suitably trained **Designated Safeguarding Lead (DSL)** with appropriate resources and time.
- Safer recruitment practices and maintenance of a **Single Central Record.**
- Ongoing staff training and annual safeguarding updates.
- Systems for children to express concerns and be listened to.
- Procedures for managing allegations and low-level concerns.
- Online safety measures, including filtering and monitoring in line with the **DfE Filtering and Monitoring Standards (2023).**
- Compliance with legal notification duties (e.g. private fostering, pupil deletions from roll).

3. Local Safeguarding Expectations (Nottinghamshire)

At **COTGRAVE CANDLEBY LANE**, we are committed to meeting the expectations set out by the **Nottinghamshire Safeguarding Children Partnership (NSCP)**. These include:

- **Following NSCP multi-agency procedures** and ensuring they are reflected in our school policies.
- **Engaging fully in local safeguarding arrangements**, including early help pathways, child protection conferences, and multi-agency risk assessments.
- **Completing the annual Section 175/157 safeguarding audit** and acting on any identified areas for improvement.
- **Participating in serious case reviews, child safeguarding practice reviews, and learning reviews** where appropriate.
- **Liaising with the Local Authority Designated Officer (LADO)** within one working day of any allegation against a person working with children, including volunteers and third-party providers.
- **Maintaining comprehensive safeguarding records** to inform review of concerns and ensure effective information sharing with safeguarding partners.
- **Ensuring all staff are aware of local referral routes**, including to the Multi-Agency Safeguarding Hub (MASH).
- **Promoting a culture of listening to children**, with clear systems for pupils to raise concerns and be taken seriously

4. Core Duties in Practice

To fulfil our statutory and local safeguarding obligations, we will:

1. **Engage with local safeguarding partners** and act on requests for information.
2. **Appoint and support a Designated Safeguarding Lead** (and deputies, where applicable) with the authority, training, and time to carry out the role.
3. **Maintain accountability** for safeguarding across leadership and governance.

4. **Operate safer recruitment**, including DBS/barred list checks, prohibition checks, right-to-work checks, and online searches for shortlisted candidates.
5. **Keep an up-to-date Single Central Record** covering all required staff, volunteers, and governance.
6. **Check suitability for early/late years provision** in line with the Childcare Disqualification Regulations.
7. **Refer to the DBS** where an individual is removed from regulated activity due to safeguarding concerns.
8. **Consider referral to the Teaching Regulation Agency** in cases of serious misconduct.
9. **Meet the Prevent Duty**, including risk assessment, training, and referrals.
10. **Report known cases of FGM** in under-18s directly to the police (teachers only).
11. **Notify the local authority** about private fostering arrangements and deletions from roll.
12. **Provide induction and annual safeguarding updates** to all staff, ensuring familiarity with Part 1 of KCSIE and relevant annexes.
13. **Implement and review online safety measures** including filtering, monitoring, and cyber security standards.

Section D - Aims and Responsibilities

At **COTGRAVE CANDLEBY LANE**, safeguarding is a shared responsibility that demands clear leadership, accountability, and a whole-school commitment to protecting children. We strive to create a safe, inclusive, and nurturing environment where pupils feel secure, valued, and heard. All staff are expected to understand their safeguarding responsibilities and respond promptly to any concerns. Safeguarding is embedded throughout school life- from the curriculum and pastoral care to staff conduct-ensuring it remains a central focus. We work in close partnership with families and external agencies to safeguard children from harm, and our approach is firmly rooted in the principles outlined in *Working Together to Safeguard Children 2023* and *Keeping Children Safe in Education 2025*.

1. Whole-School Safeguarding Culture

We are committed to maintaining a whole-school approach to safeguarding that reflects vigilance, openness, and accountability. This commitment is reflected in the systems we have in place to ensure pupils can express concerns and be taken seriously, and in the safe culture we foster for whistleblowing and raising low-level concerns in line with statutory guidance. Staff are supported to feel confident in reporting concerns and challenging unsafe practices. Safeguarding is fully integrated into our policies, curriculum, and daily routines, ensuring it is part of the fabric of school life. Our approach is inclusive, addressing the needs of all pupils, including those with SEND and additional vulnerabilities. We also recognise that safeguarding extends beyond the school gates, encompassing online safety, peer relationships, and wider community contexts.

2. Roles and Responsibilities

Governing Body

The governing body ensures strategic oversight of safeguarding by:

- Appointing a trained link governor for safeguarding and receiving regular reports from the DSL.
- Ensuring all governors have read **Part 2 of KCSIE 2025** (and at least one governor reads the full guidance).

- Ensuring safeguarding policies and procedures are in place, reviewed annually, and aligned with **Nottinghamshire Safeguarding Children Partnership (NSCP)** thresholds and protocols.
- Monitoring the **Single Central Record** to ensure compliance with all statutory vetting checks, including DBS and Section 128 checks.
- Overseeing safer recruitment practices and ensuring a safeguarding culture throughout the organisation.
- Appointing a **Designated Safeguarding Lead** from the senior leadership team and ensuring effective cover arrangements.
- Ensuring governors themselves are subject to appropriate checks and safeguarding training.
- Engaging in the annual Section 175/157 safeguarding audit and strategic reviews of safeguarding practice.
- Ensuring safeguarding is a standing item at governing body meetings and providing strategic challenge.
- Ensuring the school's **online safety arrangements**, including filtering and monitoring, comply with the **DfE Filtering and Monitoring Standards (2023)**.

Headteacher

The headteacher provides operational leadership of safeguarding by:

- Ensuring all staff, volunteers, and contractors receive safeguarding induction before commencing work.
- Allocating sufficient time, training, and resources to enable the DSL to fulfil their role.
- Promoting a culture where staff feel confident to raise concerns about pupils or practice.
- Liaising with the **Local Authority Designated Officer (LADO)** in cases of allegations against staff, including supply staff and volunteers.
- Ensuring safeguarding concerns such as poor attendance, children missing education, forced marriage, or domestic abuse are identified and acted upon.
- Overseeing regular review of the child protection policy to ensure compliance with KCSIE, *Working Together*, and local procedures.
- Ensuring staff are aware of **Operation Encompass** and domestic abuse notifications.
- Ensuring **online safety education** is embedded across the curriculum in line with statutory guidance.
- Ensure attendance concerns are treated as safeguarding issues, particularly where persistent absence may indicate welfare concerns. Implement the statutory expectations of *Working Together to Improve School Attendance (2024)*, including early intervention and multi-agency collaboration.

Designated Safeguarding Lead (DSL)

The DSL is the lead professional for safeguarding and child protection and will:

- Have a clearly defined role and be provided with sufficient time, supervision, and support to carry it out.
- Complete updated safeguarding training at least **every two years**.
- Promote a culture of listening to children and taking account of their wishes and feelings.
- Make referrals to children's social care, police, or the Channel programme where required.
- Liaise with safeguarding partners and attend multi-agency meetings and case conferences.
- Maintain secure, accurate, and confidential safeguarding records.
- Ensure all staff know how to report concerns and are familiar with safeguarding procedures.
- Lead on online safety, including the school's filtering and monitoring systems using.

- Ensure safeguarding records are transferred securely when pupils move schools and that support is continuous during transitions.
- Liaise with the senior mental health lead and external support agencies as appropriate.
- Be available during school hours and ensure Deputy DSLs can provide cover if absent.
- Meet regularly with Deputy DSLs to review caseloads and procedures.
- The Designated Safeguarding Lead (DSL) team will maintain, monitor, and oversee safeguarding records through CPOMS. Full access to the platform will be restricted to members of the DSL team to ensure secure, consistent, and confidential record-keeping.
- The DSL team is accessible throughout the year, with contact available via the dedicated safeguarding email address (safeguarding@candlebylane.co.uk), which is published on the school's website; this inbox is monitored during term time and through a DSL rota outside of term time to ensure timely responses to safeguarding concerns.

Roles and Responsibilities of Staff and Adults in School

All staff, including volunteers, supply staff, and visiting professionals, have a statutory responsibility to safeguard children and must adhere to the following expectations:

Core Safeguarding Duties

- Read and understand *Keeping Children Safe in Education (KCSIE) 2025* Part 1 (or Annex A where appropriate), along with the school's child protection policy and other relevant safeguarding policies.
- Recognise signs of abuse, neglect, exploitation, and contextual harm.
- Report safeguarding concerns immediately using the school's procedures.
- Record concerns accurately, providing full details and any supporting evidence.
- Share concerns with the DSL team and, if necessary, make direct referrals to children's social care.
- Follow the school's low-level concerns procedure if worried about an adult's behaviour.
- Undertake safeguarding training at induction and at regular intervals thereafter.
- Maintain an attitude of "*it could happen here*" in relation to safeguarding.
- Supervise pupils appropriately, including when using online platforms, and report breaches in filtering or monitoring.
- Monitor attendance patterns and report persistent absence or children missing education.
- Remain vigilant to specific safeguarding risks including FGM (known cases), forced marriage, honour-based abuse, exploitation, extremism, and serious violence.
- Support statutory assessments and engage with social workers when required.
- Raise concerns about safeguarding practice (whistleblowing) when necessary.

Due Diligence for Visitors and Supply Staff

- The school office will complete due diligence checks, including booking details and letters of assurance, before any visitor or supply member of staff enters the classroom.
- All visitors and supply staff receive a safeguarding induction, which includes:

-Identification of the DSL team and how to contact them. -

Guidance on how to report safeguarding concerns. -

Key safeguarding procedures relevant to the school setting.

- Senior Leadership Team (SLT) members provide ongoing supervision and support to visitors and supply staff throughout the day.

Visible and Proactive Safeguarding Culture

Safeguarding is embedded into the daily life of the school through:

- DSL visibility at the beginning and end of each school day to ensure accessibility for pupils, staff, and parents.
- Clearly defined systems for entering and exiting the school site, supported by staff presence.
- Comprehensive risk assessments conducted for all on-site and off-site activities, including trips, visits, and residential.
- Subject experts embedding safeguarding themes within the curriculum, e.g.:
 - Health and Safety Team ensuring safe environments.
 - Dedicated Pastoral Team providing wellbeing and safeguarding support.
 - Specialist PE Leader overseeing safe before- and after-school provision.
 - Fully trained Breakfast Club staff supporting pupils at the start of the day.
- Pupil Leadership Roles that contribute to safety, such as Sports Leaders, Pride Team, and members of the Pupil Parliament.
- An embedded positive safeguarding culture, reinforced by a structured assembly programme covering topics such as online safety, wellbeing, respect, and inclusion.

Communication and Family Engagement

Effective communication with parents and carers is central to safeguarding. This includes:

- Regular updates via, newsletters, emails, texts and the school website.
- Safeguarding messages integrated into performances, curriculum events, and residential visits.
- Opportunities for parents to engage with safeguarding through workshops, noticeboards, and direct communication with the DSL team.

3. Multi-Agency Working

We actively participate in Nottinghamshire's multi-agency safeguarding arrangements by:

- Sharing information lawfully and effectively with safeguarding partners, in line with the **Information Sharing Advice for Practitioners (DfE)**.
- Participating in early help assessments, child protection plans, and strategy meetings.
- Understanding and applying local thresholds and protocols for assessment and referral.
- Responding promptly to requests for information from safeguarding partners.
- Allowing access to children's social care for assessments under **Section 17** (child in need) or **Section 47** (child protection) of the Children Act 1989.
- Following the NSCP **escalation procedures** if disagreements arise about safeguarding decisions.
- Engaging in child safeguarding practice reviews, serious case reviews, and local learning events.
- Contributing to local safeguarding developments, including through the Nottinghamshire Education Subgroup.

4. Staff Induction and Training

Induction

All staff, governors, and volunteers receive a safeguarding induction appropriate to their role before commencing work. This induction includes:

- Copies of key policies (child protection, behaviour, staff conduct, online safety, and other relevant policies).
- Identification of the Designated Safeguarding Lead (DSL), deputy DSLs, and the safeguarding governor.
- Familiarisation with reporting procedures and safeguarding systems.
- Confirmation of having read Part 1 (or Annex A, where appropriate) of *Keeping Children Safe in Education (KCSIE) 2025*.

Ongoing Training

- Safeguarding training is refreshed regularly and includes updates on emerging risks, online safety, and local safeguarding procedures.
- Training requirements for staff in different roles are set out in the Flying High Partnership (FHP) Safeguarding Training Requirements Table, which outlines the type and frequency of training required.
- DSLs and deputies receive enhanced training, including in areas such as data protection, cyber security, and contextual safeguarding.
- Governors receive safeguarding training to ensure they can provide strategic challenge and effective oversight.
- As well as school-based arrangements to deliver regular safeguarding updates, the FHP Safeguarding Lead provides termly updates and guidance to ensure practice remains current and consistent across the partnership.

E - Reporting Concerns

At Cotgrave Candleby Lane, safeguarding is everyone's responsibility. All staff, volunteers, and visitors must report any concerns about a child's welfare, safety, or behaviour immediately. We follow clear procedures for reporting, recording, and escalating concerns in line with statutory guidance and local protocols.

1. Immediate Response to a Disclosure

If a child, parent, or carer shares a concern or discloses abuse:

- **Listen calmly and attentively**, allowing them to speak freely.
- **Use open-ended questions** (e.g., "Can you tell me what happened?").
- **Avoid leading or investigative questions.**
- **Reassure them** that they are being taken seriously and will be supported.
- **Do not promise confidentiality** — explain that you must share the information to keep them safe.
- **Avoid physical comfort gestures** unless clearly appropriate.
- **Do not ask the child to write a statement or sign your notes.**

- **Record the child's exact words** and any wishes or feelings expressed.
- **Report verbally to the DSL** and **write up the conversation as soon as possible**.
- **Where possible**, manage disclosures with **two staff present**, ideally including the DSL or Deputy DSL.

2. Reporting Procedures

Staff must:

- **Report concerns to the DSL or Deputy DSL as soon as possible**, and **by the end of the day at the latest**.
- If the DSL is unavailable, **report to the most senior person on site** and ensure the DSL is informed later.
- In emergencies, **call 999** or **make a direct referral to Nottinghamshire MASH — anyone can make a referral**.
- **Do not delay reporting due to uncertainty** — if unsure, speak to the DSL.
- **Do not view, copy, or share images** in cases involving nudes/semi-nudes.
- **Share information only on a need-to-know basis**.
- **Report concerns about staff** (including supply staff and volunteers) to the **Headteacher**, or to the **Chair of Governors** if the concern is about the Headteacher.

Examples of concerns include:

- Signs of abuse, neglect, exploitation, or radicalisation
- Child-on-child abuse, sexual violence, or harassment
- Domestic abuse, forced marriage, FGM, or honour-based abuse
- Online abuse or inappropriate adult communication
- Private fostering arrangements
- Changes in behaviour, attendance, or presentation
- A person who may pose a risk to children living in the same household

3. Recording and Escalation Protocols

All concerns, decisions, and actions must be recorded:

- **Record immediately**, and **by the end of the same working day**.
- Use CPOMS the schools **secure safeguarding system**.
- Include **date, time, context**, and **direct quotes or observations**.
- Record **facts, not assumptions**, and include your **full name and role**.
- Note **non-verbal behaviour** and **physical indicators** (e.g., “bruise on right arm above elbow”).
- **Tag child protection files separately** from the main pupil file.
- **Transfer safeguarding records securely** when a pupil moves *school* (within 5 working days) and **obtain confirmation of receipt**.
- **Retain safeguarding records securely until the pupil reaches age 25**.

Role of the Designated Safeguarding Lead (DSL)

The DSL holds overall responsibility for safeguarding within the school and ensures that safeguarding systems are robust, consistent, and effective.

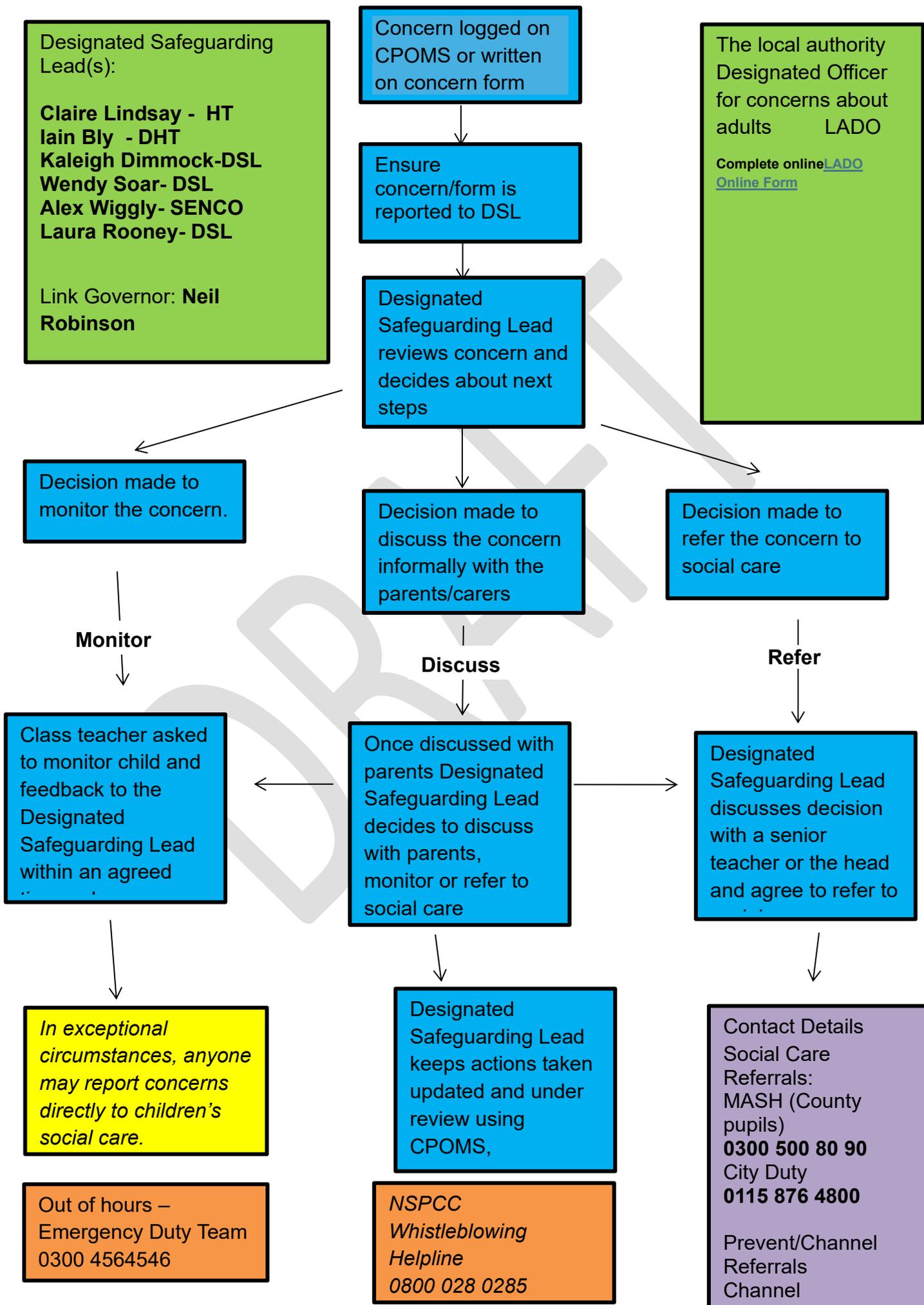
Case Oversight and Monitoring

- The DSL monitors safeguarding records closely, identifying emerging patterns and trends.
- Where concerns persist or outcomes are unclear, the DSL will press for reconsideration or escalate matters in line with **Nottinghamshire Safeguarding Children Partnership (NSCP) procedures**.
- A structured **tracking system** is in place for all open safeguarding cases. This includes:
 - Regular review meetings by the DSL team to assess progress and next steps.
 - Clear timelines for escalation, referral, or closure.
 - Evidence of communication with staff, external agencies, and families where appropriate.
- DSL deputies share responsibility for oversight, ensuring that cases are continually reviewed and that no safeguarding concern is overlooked.

Quality Assurance and Accountability

- Safeguarding records and actions are quality assured by the DSL team to ensure accuracy, consistency, and compliance with statutory requirements.
- The safeguarding governor and Senior Leadership Team receive regular reports on safeguarding activity, emerging themes, and case oversight.
- This system ensures that safeguarding within the school is **proactive, transparent, and accountable**, with a clear audit trail for all decisions made.

FLOW CHART FOR RAISING SAFEGUARDING CONCERNS ABOUT A CHILD



4. Confidentiality and Consent

- Information is shared in line with the **Information Sharing Advice for Practitioners (DfE)**, the **Data Protection Act 2018**, and **UK GDPR**.
- **Consent is not required** to share information if a child or adult is at risk of significant or serious harm.
- **Parents/carers are usually informed**, unless doing so would increase risk.
- All **non-routine information sharing is logged** appropriately.
- If in doubt, **staff should consult the DSL or Deputy DSL**.

5. DSL Actions Following a Concern

The DSL or Deputy DSL will:

- **Assess urgency and immediate safety needs.**
- **Review the child's presentation and known history.**
- **Inform relevant staff on a need-to-know basis.**
- Use **appropriate assessment tools** (e.g., body maps, contextual safeguarding tools).
- **Refer to MASH, Prevent, or Police** where necessary.
- **Consider early help or internal pastoral support.**
- **Notify the local authority of private fostering arrangements.**
- **Follow up referrals within 48 hours** and maintain contact with social workers.
- **Attend and contribute to strategy meetings**, child protection conferences, and core groups.
- **Share reports with parents/carers**, and where appropriate, the child.
- **Document all actions, decisions, and rationales** in the safeguarding record.
- **Use escalation procedures** if concerns are not addressed or outcomes are unclear.

FGM Mandatory Reporting:

In known cases of Female Genital Mutilation (FGM), **teachers must report directly to the police via 101 by the end of the next working day**, in addition to informing the DSL.

6. Support for Staff and Pupils

We recognise that reporting safeguarding concerns can be distressing. Support is available through:

Support for Staff:

- **Named link staff** for safeguarding cases who act as a point of contact and support.
- **Access to helplines**, counselling, and peer support, including referral to external services where appropriate.
- **Time-out or supervision** opportunities for staff affected by disclosures or safeguarding processes.
- **Confidentiality and respectful handling** of sensitive information to protect staff wellbeing.
- **Whistleblowing and complaints procedures** to raise concerns about unsafe practice or safeguarding failures.
- **Staff wellbeing and supervision sessions**, where available, to reflect on safeguarding practice and emotional impact.

Support for Pupils:

- **Pastoral support** from trusted adults, including form tutors, learning mentors, or designated pastoral staff.
- **Safe spaces within school** where pupils can go if they feel overwhelmed or need time out.
- **Regular check-ins** for pupils involved in safeguarding concerns, including those subject to child protection or early help plans.
- **Empowerment through education**, including RSHE and PSHE lessons that build resilience, self-esteem, and understanding of safeguarding risks.

Staff should speak to the DSL or Headteacher if they feel a pupil requires additional support following a safeguarding concern.

F - Supporting Pupils

At **COTGRAVE CANDLEBY LANE**, we are committed to ensuring that all pupils feel safe, supported, and able to thrive. Safeguarding is not only about protecting children from deliberate harm but also about creating a nurturing environment in which they are valued, respected, and encouraged to achieve their full potential.

We recognise that some children may require additional support to stay safe, and we are dedicated to identifying and addressing these needs at the earliest opportunity. Our approach is informed by *Keeping Children Safe in Education (KCSIE) 2025*, *Working Together to Safeguard Children 2023*, and the *Nottinghamshire Safeguarding Children Partnership (NSCP)* procedures.

1. Whole-School Commitment to Support

At Cotgrave Candleby Lane, safeguarding is a whole-school responsibility.

Ethos

- We are committed to creating a caring, positive, safe, and stimulating environment which promotes the social, physical, emotional, and moral development of all pupils.
- Pupils are encouraged to talk to trusted adults, knowing that their voices will be heard and acted upon.
- Safeguarding and wellbeing are embedded throughout the curriculum, pastoral support, and wider school activities.

Visible Support Structures

- A dedicated Pastoral Team provides direct support to pupils and families.
- Support staff are present during unstructured times (e.g., break and lunch), ensuring supervision and availability for pupils.
- The **Senior Leadership Team (SLT)** is visible at the start, during, and end of each school day, reinforcing accessibility and safeguarding presence.
- The **Mental Health and Wellbeing Team** coordinates early intervention, targeted support, and awareness-raising activities.

Embedding Safeguarding Across School Life

- **Themed assemblies** regularly focus on safeguarding topics, such as online safety, healthy relationships, and resilience.
- **Staff briefings** include safeguarding updates to ensure vigilance and consistent practice across the school.
- Safeguarding is a **standing agenda item in all meetings**, ensuring it remains central to strategic and operational decision-making.

This comprehensive and visible approach ensures that safeguarding is not confined to procedures but is woven into the daily life, ethos, and culture of the school.

2. Early Help and Pastoral Support

- We are committed to the principles of **early identification and intervention**, in line with the *Nottinghamshire Pathway to Provision*.
- Staff are trained to recognise when children may benefit from early help and to raise these concerns with the DSL.
- The DSL will consider early help assessments and referrals to external services, working closely with families to provide coordinated support.
- We make use of local initiatives such as **Operation Encompass**, ensuring staff are informed of incidents of domestic abuse and can provide timely support in school.

3. Supporting Vulnerable Groups

At Cotgrave Candleby Lane, we recognise that some pupils may be more vulnerable to safeguarding concerns and therefore require additional support and monitoring. This includes, but is not limited to:

- Children with special educational needs and disabilities (SEND)
- Children with social, emotional, or mental health needs
- Children in care or previously in care
- Young carers
- Children missing education or persistently absent
- Children affected by domestic abuse, substance misuse, or parental mental health difficulties
- Children at risk of criminal or sexual exploitation (CCE/CSE), radicalisation, or serious youth violence
- Children from minoritised groups who may face additional barriers or discrimination

Support and Intervention

- We will make **reasonable adjustments** and provide **targeted interventions** to meet the needs of vulnerable pupils.
- Support may include:
 - In-school provision, including pastoral and SEND support.
 - Referrals to **Early Help** or other external agencies.
 - Multi-agency working through the **Nottinghamshire Safeguarding Children Partnership (NSCP) framework**.
- The **Mental Health and Wellbeing Team** provides early intervention and ongoing monitoring for pupils experiencing emotional or mental health challenges.

Links to Behaviour Policy and SEND Support

- Our **Positive Behaviour Policy** is applied with sensitivity to the specific needs of vulnerable pupils.
- Where appropriate, pupils may have:
 - SEND Support Plans** tailored to their individual needs.
 - De-escalation Plans** to support safe management of behaviour.
 - Individual Risk Assessments** where physical intervention (using CRB-trained staff) may be required as a last resort, ensuring pupil and staff safety.

Through these measures, we ensure that safeguarding for vulnerable groups is proactive, responsive, and fully embedded in the wider systems of support across school life.

4. Mental Health and Wellbeing

- All staff are trained to be alert to the links between safeguarding and mental health.
- Where a child is experiencing mental health difficulties, we will work with parents, the school's **Senior Mental Health Lead**, health professionals, and external services such as CAMHS or MHST.
- We promote mental health through a whole-school approach, including wellbeing initiatives, safe spaces in school, and embedding resilience and coping strategies within the curriculum.

5. Use of Restrictive Practices

Restrictive practices are only used in exceptional circumstances to prevent harm and must be:

- **Proportionate, reasonable, and necessary**
- In line with the school's Positive Handling Policy or Behaviour Policy
- Carried out by staff trained in approved techniques
- Documented thoroughly, including the rationale, actions taken, and outcomes
- Reported to parents/carers and, where appropriate, safeguarding partners

Restrictive practices must never be used as punishment or to enforce compliance. We prioritise de-escalation, pupil dignity, and emotional regulation. Any use of physical intervention is reviewed by the DSL and senior leadership to ensure safeguarding standards are upheld.

6. Trauma-Informed and Inclusive Practice

- We adopt a trauma-informed approach, recognising the impact of adverse childhood experiences (ACEs) on behaviour, relationships, and learning.
- Staff are supported to respond with sensitivity and consistency, fostering trusting relationships and safe routines.
- We are committed to equality and inclusion, actively challenging discrimination and ensuring equity of access to support for all pupils.

7. Alternative Provision and Education Outside of School

Cotgrave Candleby Lane retains overall safeguarding responsibility for any pupil placed in alternative provision or educated off-site. Our approach ensures that the pupil's welfare, safety, and educational progress are monitored consistently.

Safeguarding Arrangements

- Relevant safeguarding information is shared with the provider in advance of the placement.
- Written assurance is sought from the provider that they have effective safeguarding policies and procedures in place.
- Attendance, progress, and wellbeing are monitored through regular contact with both the provider and the pupil.

Due Diligence and Oversight

- Alternative Provision is agreed in collaboration with the Flying High Partnership (FHP), parents/carers, and relevant external agencies.
- The school completes the FHP Alternative Provision Checklist and the Alternative Provision Transition Plan to ensure all safeguarding checks are carried out and documented.
- Senior school staff, including members of the DSL team, carry out regular visits to the provision to monitor:
 - Safeguarding arrangements and compliance with statutory requirements.
 - The quality of education, pastoral support, and pupil wellbeing.
 - Any emerging concerns that require escalation or intervention.

This structured approach ensures that pupils educated off-site or in alternative provision receive the same high standard of safeguarding and support as those on the main school site.

8. Ongoing Monitoring and Transitions

- Safeguarding records are monitored to identify emerging patterns of concern.
- Individual support plans are regularly reviewed with pupils, parents/carers, and professionals.
- When pupils move schools, safeguarding records are transferred securely and within five working days, in line with NSCP expectations.

9. Empowering Pupils

We are committed to equipping pupils with the knowledge and confidence to safeguard themselves by:

- Delivering **RSHE/PSHE** programmes that cover online safety, healthy relationships, exploitation, and resilience. At Cotgrave Candleby Lane this is referred to as Healthy Bodies, Healthy Minds (HBHM)
- Ensuring pupils know about support services such as **Childline**, **NSPCC**, and local safeguarding agencies.
- Embedding opportunities for pupil voice, such as school councils, wellbeing champions, or feedback forums, to shape our safeguarding culture.

Section G - Safeguarding in the Curriculum

At Cotgrave Candleby Lane, we believe safeguarding is most effective when it is embedded across the whole **curriculum** and school life. Our aim is to equip pupils with the knowledge, skills, and confidence to recognise risk, seek help, and make safe, informed choices in all aspects of their lives.

1. Whole-School Approach to Preventative Education

Cotgrave Candleby Lane takes a proactive approach to safeguarding education, ensuring that pupils develop the knowledge, skills, and resilience to keep themselves and others safe.

Curriculum Principles

- Safeguarding education is planned, progressive, and age-appropriate, reflecting the school's values, ethos, and commitment to inclusion.
- Learning is embedded across the wider curriculum, reinforced through daily school culture, pastoral care, and extracurricular activities.
- The curriculum is designed to promote a culture of zero tolerance towards abuse, discrimination, harassment, and violence of any kind.

Delivery Methods

Safeguarding education is delivered through multiple channels to ensure comprehensive coverage:

- RSHE (Relationships, Sex and Health Education) – fostering understanding of healthy relationships, consent, and personal wellbeing.
- PSHE (Personal, Social, Health, and Economic Education) – supporting social and emotional development, resilience, and decision-making. Known as Healthy bodies, healthy minds (HBHM)
- Computing and Online Safety – teaching pupils safe and responsible use of technology and awareness of online risks.
- Assemblies, themed days/weeks, and external speakers – reinforcing key safeguarding messages and promoting discussion.
- Cross-curricular links – integrating safeguarding themes into subjects such as English, Drama, Citizenship, and PE.

Embedding Safeguarding Across School Life

- Safeguarding principles are threaded throughout the school curriculum, not limited to discrete lessons, ensuring pupils encounter consistent messages in multiple contexts.
- Subject leaders and teachers actively identify opportunities to embed safeguarding content within their subject areas, ensuring relevance and engagement.
- Pupils are encouraged to apply safeguarding knowledge in practical situations, such as peer mentoring, sports leadership, and collaborative projects.

Through this comprehensive approach, safeguarding education becomes an integral part of daily learning, equipping pupils with the understanding, skills, and confidence to protect themselves and others.

2. Key Topics Covered

We ensure pupils are educated on a broad range of safeguarding issues, using evidence-based resources and adapting content to reflect local safeguarding priorities.

Topics include (but are not limited to):

- Bullying (including cyberbullying and prejudice-based bullying)
- Online safety, digital resilience, and responsible use of technology
- Child-on-child abuse, sexual harassment, and harmful sexual behaviour

- Domestic abuse and healthy relationships
- Consent, bodily autonomy, and respect for boundaries
- Exploitation (Child Sexual Exploitation, Child Criminal Exploitation, county lines)
- Radicalisation and extremism
- Honour-based abuse, including FGM and forced marriage
- Mental health, resilience, and emotional wellbeing
- Substance misuse and risky behaviours
- Road, fire, and water safety
- Knife crime and serious youth violence

3. Empowering Pupils

We aim to create an environment where pupils:

- Feel safe to ask questions, challenge unsafe behaviours, and express concerns without fear of stigma.
- Understand their rights, responsibilities, and the importance of respecting others.
- Know how to access help, both in school and externally (e.g., Childline, NSPCC, Kooth).
- Recognise signs of abuse, exploitation, and coercion.
- Develop resilience, empathy, critical thinking, and self-esteem.

Pupil voice is central to our approach. We actively involve pupils in **shaping, evaluating, and improving** our safeguarding curriculum through various feedback mechanisms.

4. Staff Responsibilities

All staff are expected to:

- Reinforce safeguarding messages consistently across subjects and interactions.
- Be alert to safeguarding concerns or disclosures arising during lessons.
- Use age-appropriate, inclusive, and accessible language and resources.
- Adapt delivery to meet the needs of pupils with **SEND and additional vulnerabilities**.
- Share any concerns promptly with the **Designated Safeguarding Lead (DSL)**.

Staff receive regular training and updates to ensure they are confident in delivering sensitive content and responding appropriately.

5. Curriculum Review and Evaluation

Our safeguarding curriculum is reviewed annually and informed by:

- Pupil feedback and engagement.
- Local and national safeguarding trends and emerging risks.
- Updates to statutory guidance (e.g., *Keeping Children Safe in Education 2025, Relationships, Sex and Health Education statutory guidance*).
- Input from the NSCP, MASH, Operation Encompass, and other safeguarding partners.

We are committed to **continuous improvement**, ensuring our safeguarding curriculum remains relevant, inclusive, and impactful, preparing pupils for life in modern Britain.

Section H - Online Safety

At **COTGRAVE CANDLEBY LANE**, we recognise that safeguarding children includes protecting them from risks associated with digital technologies. Online safety is a core part of our safeguarding strategy and is embedded across our curriculum, policies, and school culture.

We are committed to ensuring that pupils, staff, and visitors use technology safely and responsibly, and that our systems are robust enough to prevent access to harmful content while enabling effective learning.

1. Whole-School Approach to Online Safety

Online safety is addressed through:

- A dedicated **Online Safety Policy** aligned with DfE guidance and the **Filtering and Monitoring Standards (2023)**
- Integration into **RSHE, PSHE, Computing**, and wider curriculum
- Regular **staff training** and updates on emerging risks
- Engagement with **parents/carers** to promote safe use of technology at home
- Clear procedures for reporting online concerns, including cyberbullying, grooming, and harmful content

2. Filtering and Monitoring Systems

Cotgrave Candleby Lane employs appropriate **filtering and monitoring systems** to safeguard pupils when using digital devices and online platforms.

Purpose of Systems

The systems are used to:

- Block access to harmful or inappropriate content.
- Monitor user activity for signs of risk, misuse, or concerning behaviour.
- Alert designated staff to potential safeguarding concerns.

Oversight and Review

- Filtering and monitoring systems are **reviewed at least annually** to ensure they are proportionate to the **age, needs, and vulnerabilities of pupils**.
- Reviews follow **DfE Digital and Technology Standards** and include:
 - Clear definition of roles and responsibilities for managing filtering and monitoring.
 - Ensuring systems do not unreasonably restrict teaching and learning.
 - Training for staff to understand and respond appropriately to alerts.
- Support from the **service provider** is used to review system settings, identify potential risks, and ensure up-to-date compliance with safeguarding standards.

13.3 Monitoring and Reporting

- Reports generated by filtering and monitoring systems are reviewed **weekly by the DSL team** as part of safeguarding oversight.

- The DSL team conducts an **annual Online Safety Audit**, including tools such as the LGfL audit or 360Safe, to assess effectiveness and identify areas for improvement.
- Any concerns identified through monitoring are **escalated promptly** in line with school safeguarding procedures, ensuring timely intervention where required.

Through these measures, Cotgrave Candleby Lane ensures that online safety is **actively managed, monitored, and integrated** into the wider safeguarding framework.

3. Risks Addressed

We educate and safeguard pupils against a range of online risks, including:

- **Cyberbullying** and online harassment
- **Online grooming**, exploitation, and radicalisation
- **Exposure to pornography**, violent content, or hate speech
- **Sharing of nudes/semi-nudes** and youth-produced sexual imagery
- **Online challenges, hoaxes**, and misinformation
- **Use of generative AI**, deepfakes, and manipulated media
- **Access via mobile networks** (e.g., 4G/5G) bypassing filters

Staff are trained to recognise signs of online harm and respond in line with safeguarding procedures.

4. Curriculum Integration

Pupils are taught to:

- Recognise online risks and unsafe behaviours
- Understand privacy, consent, and digital footprints
- Report concerns and seek help
- Use technology responsibly and respectfully
- Navigate misinformation, disinformation, and conspiracy theories
- Understand the risks and dangers associated with generative AI

We use age-appropriate resources and adapt content to reflect local safeguarding concerns and pupil needs.

5. Staff Responsibilities

All staff must:

- Supervise pupil use of technology appropriately
- Report breaches in filtering or monitoring systems
- Reinforce online safety messages across the curriculum
- Be aware of the school's mobile phone and smart technology policy
- Understand their role in safeguarding pupils online, including during remote learning

6. Remote Learning and Home Use

Where pupils access learning remotely, we ensure:

- Platforms used are secure and age-appropriate
- Pupils and parents receive guidance on safe use
- Staff maintain safeguarding oversight and report concerns

We work with families to promote safe online habits and provide support where risks are identified.

Section I – Working with Parents/Carers

At **COTGRAVE CANDLEBY LANE**, we recognise that safeguarding is most effective when schools work in partnership with parents and carers. We are committed to building strong, transparent relationships with families, based on mutual trust, respect, and shared responsibility for keeping children safe.

1. Communication and Transparency

We ensure that parents/carers:

- Are informed about the school's safeguarding responsibilities and procedures
- Understand how concerns are managed and when referrals may be made
- Know who to contact if they have safeguarding concerns
- Can access the school's Child Protection Policy and related safeguarding documents via the school website or on request

We aim to communicate in a way that is clear, accessible, and sensitive to individual needs, including providing information in alternative formats or languages where required.

2. Consent and Information Sharing

We follow the principles of the **Data Protection Act 2018, UK GDPR**, and **Information Sharing Advice for Practitioners (DfE)**. While we seek parental consent for information sharing where appropriate, we will share information without consent if:

- A child is at risk of significant harm
- Seeking consent may increase the risk to the child
- There is a statutory duty to share information

Staff are trained to understand the boundaries of confidentiality and the importance of timely, lawful information sharing.

3. Supporting Families

We recognise that families may face challenges that impact their ability to safeguard their children. We offer support through:

- Early Help referrals and signposting to local services
- Pastoral support and family liaison staff
- Access to parenting programmes and workshops
- Referrals to external agencies (e.g., mental health, housing, domestic abuse support)

We work collaboratively with families to identify needs, agree support plans, and monitor progress.

4. Involving Parents in Safeguarding Education

We encourage parents/carers to engage with safeguarding education by:

- Sharing online safety guidance and resources
- Providing updates on safeguarding topics via newsletters, workshops, and school events

- Promoting awareness of risks such as exploitation, radicalisation, and harmful online content
- Encouraging open conversations at home about safety and wellbeing

We aim to empower families to reinforce safeguarding messages and support their children's development.

5. Respecting the Child's Voice

Where appropriate, we consider the child's views when deciding whether to inform parents/carers about a safeguarding concern. This is particularly relevant where:

- The child is mature enough to make informed decisions
- Informing parents may increase risk or distress
- The child has expressed a clear preference

Decisions are made in consultation with the DSL and, where necessary, safeguarding partners.

Section J - Children in Care and Previously in Care

At **COTGRAVE CANDLEBY LANE**, we recognise that Children in Care (CiC) and those previously in care may face additional barriers to learning, wellbeing, and safety. We are committed to promoting their educational achievement, safeguarding their welfare, and ensuring they feel valued and supported throughout their time in our school.

1. Designated Teacher Responsibilities

Cotgrave Candleby Lane appoints a **Designated Teacher for Children in Care (CiC)** to ensure that these pupils receive the support and oversight required for their wellbeing and educational progress.

14.1 Responsibilities

The Designated Teacher is responsible for:

- Acting as the **key point of contact** for the Virtual School.
- Attending and contributing to **Personal Education Plan (PEP) reviews**.
- Ensuring CiC pupils receive **appropriate support, interventions, and access to enrichment opportunities**.
- Monitoring **progress, attendance, and wellbeing**.
- Liaising with **carers, social workers, and other professionals**.

Coordination with Safeguarding and SEND Teams

- The Designated Teacher works closely with the **Designated Safeguarding Lead (DSL)** to ensure a coordinated approach to safeguarding and education.
- The **Safeguarding Team**, which includes the DSLs, Designated Teacher, SENCo, and relevant SLT members, meets **regularly to review caseloads, share best practice, and address emerging concerns**.
- Safeguarding and SEND are **standing agenda items** at SLT and staff meetings, ensuring consistent oversight and integration across school systems.
- Meetings between DSLs and the Designated Teacher are scheduled **weekly or as required**, providing opportunities to:

- Review current safeguarding and CiC cases. -
- Ensure interventions and support plans are effectively implemented. -
- Identify and escalate emerging risks or concerns. -
- Share updates on statutory processes, agency involvement, and pupil wellbeing.

This coordinated approach ensures that **Children in Care receive both safeguarding and educational support**, and that key professionals work collaboratively to maintain consistent oversight and timely intervention.

2. Children Previously in Care

We recognise that children who were previously looked after may continue to experience vulnerability. These pupils are supported through:

- Pastoral care and targeted interventions
- Access to mental health and wellbeing support
- Inclusion in safeguarding monitoring and review processes
- Continued liaison with the Virtual School where appropriate

Staff are made aware of the potential challenges faced by previously looked-after children and are trained to respond with sensitivity and understanding.

3. Private Fostering Arrangements

A **private fostering arrangement** occurs when a child under 16 (or under 18 if disabled) is cared for by someone who is not a parent or close relative for 28 days or more. We have a statutory duty to report any known or suspected private fostering arrangements to the local authority.

Staff must:

- Notify the DSL if they become aware of a private fostering arrangement
- Support the DSL in liaising with the family and confirming whether the local authority has been informed
- Ensure that safeguarding procedures are followed and that the child's welfare is prioritised

We take steps during admission to verify the relationship between the child and the adults registering them.

4. Kinship Care Arrangements

Kinship care refers to children being raised by relatives or close family friends. These arrangements may be informal or formalised through legal orders. Schools must:

- Identify and support children in kinship care, including those not known to the local authority.
- Be aware of the local authority's published *Kinship Care offer* and signpost carers to relevant support.
- Liaise with the Virtual School Head to promote educational outcomes for children in kinship care.
- Ensure staff understand the potential vulnerabilities and safeguarding needs of children in kinship arrangements.

4. Multi-Agency Working

We work closely with **Virtual Schools, Children's Social Care, Health and mental health services, Carers and families** to ensure that CiC and previously looked-after children receive the support they need to thrive. We contribute to multi-agency plans and ensure that safeguarding concerns are addressed promptly and effectively.

Section K - Particularly Vulnerable Groups

At **COTGRAVE CANDLEBY LANE**, we recognise that some children and young people may be particularly vulnerable to abuse, neglect, exploitation, or harm due to their individual circumstances, characteristics, or lived experiences. We are committed to identifying these pupils early, providing tailored support, and ensuring that safeguarding arrangements reflect their specific needs.

1. Identification and Monitoring

We actively monitor and support pupils who may be vulnerable due to factors including (but not limited to):

- Special Educational Needs and Disabilities (SEND)
- Mental health needs
- Young carers
- Children in care or previously in care
- Children with a social worker or history of social care involvement
- Children affected by domestic abuse, parental substance misuse, or mental health
- Children at risk of exploitation (CSE, CCE, county lines)
- Children at risk of radicalisation or extremism
- Children from minority ethnic backgrounds or with protected characteristics
- Children who are LGBTQ+ or exploring their identity
- Children who are privately fostered
- Children missing education or frequently absent
- Children at risk of serious violence or involved in gang activity

Staff are trained to recognise signs of vulnerability and report concerns promptly to the DSL. We use safeguarding records, attendance data, behaviour logs, and pupil voice to identify patterns and respond proactively.

2. Reasonable Adjustments and Positive Action

We make reasonable adjustments to ensure that pupils with protected characteristics or additional needs are safeguarded effectively. This includes:

- Differentiated safeguarding education
- Accessible reporting systems
- Tailored pastoral support
- Positive action to address disadvantage or discrimination
- Inclusive curriculum content and representation

We promote a culture of respect, equity, and inclusion, and challenge all forms of prejudice-based bullying or harassment.

3. SEND and Communication Needs

Children with SEND may face barriers to recognising or reporting abuse. We ensure:

- Staff are trained to understand SEND-specific safeguarding risks
- Communication methods are adapted to meet individual needs
- Additional pastoral support is available
- External agencies (e.g. Learning Support, EHCP teams) are involved where appropriate

We recognise that challenging behaviour may be a sign of distress or unmet need and respond accordingly.

4. Specific Safeguarding Risks

We are alert to specific safeguarding risks that may disproportionately affect vulnerable groups, including:

- **Female Genital Mutilation (FGM):** Staff are aware of the mandatory reporting duty and indicators of risk.
- **Forced Marriage and Honour-Based Abuse:** We educate pupils and staff on recognising coercion and cultural pressures.
- **Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE):** We work with external agencies to identify and support children at risk.
- **Radicalisation and Extremism:** We fulfil our Prevent Duty obligations through training, curriculum, and referral pathways.
- **Serious Youth Violence and Knife Crime:** We engage with community partners and police to address local concerns.
- **Sexual Abuse and Grooming:** Staff are trained to identify signs of manipulation, distress, and inappropriate relationships, and respond swiftly and sensitively.

5. Multi-Agency Collaboration

We work closely with safeguarding partners to support vulnerable pupils, including:

- Children's Social Care
- Health and mental health services
- Youth justice and early help teams
- Domestic abuse and exploitation services
- Prevent and Channel teams

We contribute to multi-agency plans and ensure that pupils receive coordinated, timely support.

Section L - Prevention in the Curriculum

At **COTGRAVE CANDLEBY LANE**, we recognise that safeguarding is most effective when it is proactive, preventative, and embedded across the curriculum. We are committed to preparing pupils for life in modern Britain by equipping them with the knowledge, skills, and confidence to identify risk, make safe choices, and seek help when needed.

1. Preventative Education Strategy

We adopt a **whole-school approach** to preventative safeguarding education, which includes:

- A planned programme of **RSHE** and **PSHE** that is age-appropriate, inclusive, and accessible to all pupils
- Integration of safeguarding themes across subjects such as Computing, Citizenship, English, and Drama
- Regular assemblies, workshops, and themed events focused on safety, wellbeing, and resilience
- Use of evidence-based resources and input from external agencies (e.g. NSPCC, Police, Prevent Team)

Our curriculum reflects the statutory expectations outlined in **KCSIE 2025**, including the promotion of a culture of zero tolerance for abuse, harassment, and discrimination.

2. Key Topics Covered

Pupils are taught to:

- Recognise and manage risks in different contexts (online, peer relationships, public spaces)
- Understand consent, boundaries, and bodily autonomy
- Identify and respond to bullying, including cyberbullying and prejudice-based bullying
- Navigate online safety, including risks from AI, misinformation, and using critical thinking skills
- Understand the law around sharing nudes/semi-nudes and youth-produced sexual imagery
- Recognise signs of grooming, exploitation, and radicalisation
- Develop healthy relationships and challenge harmful behaviours
- Understand the impact of domestic abuse and how to seek help
- Resist peer pressure and make informed decisions
- Know how and where to report concerns

3. Curriculum Adaptation and Inclusion

We ensure that safeguarding education is:

- **Differentiated** to meet the needs of pupils with SEND and other vulnerabilities
- **Responsive** to local safeguarding concerns and emerging risks
- **Inclusive** of pupils with protected characteristics, with reasonable adjustments made where needed
- **Reviewed annually** to ensure relevance, impact, and alignment with statutory guidance

Pupils are actively involved in shaping the curriculum through feedback, pupil voice activities, and consultation.

4. Staff Responsibilities

All staff are expected to:

- Reinforce safeguarding messages across the curriculum
- Create safe spaces for discussion and disclosure
- Be alert to safeguarding indicators during lessons
- Liaise with the DSL if concerns arise during curriculum delivery
- Ensure that content is delivered sensitively and appropriately

Staff receive regular training to support effective delivery of preventative education.

Section M - Child-on-Child Abuse and Harmful Sexual Behaviour

At **COTGRAVE CANDLEBY LANE**, we recognise that children can be both victims and perpetrators of abuse. We are committed to preventing, identifying, and responding to all forms of **child-on-child abuse**, including **harmful sexual behaviour (HSB)**, in line with statutory guidance and local safeguarding procedures.

We adopt a zero-tolerance approach to abuse and harassment between children and ensure that all incidents are taken seriously, investigated appropriately, and responded to with care and professionalism.

1. Definitions and Scope

Child-on-child abuse may include:

- **Physical abuse** (e.g. hitting, kicking, biting)
- **Bullying** (including cyberbullying and prejudice-based bullying)
- **Sexual violence** (e.g. rape, assault by penetration)
- **Sexual harassment** (e.g. sexual comments, jokes, online harassment)
- **Sharing of nudes/semi-nudes** (youth-produced sexual imagery)
- **Upskirting** (a criminal offence under the Voyeurism Act 2019)
- **Initiation/hazing-type violence and rituals**
- **Controlling or coercive behaviour** in peer relationships
- **Emotional and psychological abuse** (e.g. manipulation, intimidation, gaslighting)

Harmful sexual behaviour may be developmentally inappropriate, be coercive, abusive, or exploitative. It can occur online or offline and may be perpetrated by individuals or groups, directed at peers, younger children or even adults.

2. Prevention and Education

We take a proactive approach to preventing child-on-child abuse through:

- A robust RSHE and PSHE curriculum that teaches consent, boundaries, respect, and healthy relationships
- Online safety education, including risks from mobile networks and AI-generated content
- Assemblies, workshops, and pupil-led initiatives
- Staff training on recognising and responding to HSB and child-on-child abuse
- Clear behaviour policies and safeguarding procedures

We promote a culture where pupils feel safe to report concerns and understand that abuse is never acceptable.

3. Reporting and Responding to Incidents

All staff must report concerns about child-on-child abuse to the DSL immediately. The DSL will:

- Assess the nature and severity of the incident
- Consider the wishes and needs of the victim
- Take appropriate safeguarding action, including referral to MASH or the police if necessary
- Inform and involve parents/carers unless doing so would increase risk
- Record all actions, decisions, and outcomes in CPOMS

Victims are supported to feel safe, heard, and respected. Perpetrators are also supported, with consideration given to underlying needs or trauma.

4. Supporting Pupils

Support for victims may include:

- Pastoral care and safe spaces
- Access to counselling or therapeutic services
- Regular check-ins and trusted adult relationships
- Safety planning and adjustments to routines

Support for perpetrators may include:

- Behaviour interventions and restorative approaches
- Referral to external services (e.g. CAMHS, youth offending)
- Education around consent, boundaries, and respectful behaviour

We recognise that both victims and perpetrators may require safeguarding support and that early intervention is key to preventing escalation.

5. Multi-Agency Working and Resources

We work closely with safeguarding partners to address child-on-child abuse, including:

- Nottinghamshire MASH
- Police and youth justice services
- NSPCC and Stop It Now
- Lucy Faithfull Foundation
- Nottinghamshire Local Authority and other relevant safeguarding partners

We use tools such as the **HSB Toolkit**, **Neglect Toolkit**, and **Contextual Safeguarding Self-Assessment** to inform our practice.

Section N - Allegation Against Staff

At **COTGRAVE CANDLEBY LANE**, we take all allegations and concerns about staff conduct seriously. We are committed to maintaining a safeguarding culture where concerns are identified early, reported appropriately, and managed in line with statutory guidance and local procedures.

This section applies to all staff, including supply staff, volunteers, contractors, and visitors working with children.

1. Managing Allegations

Cotgrave Candleby Lane follows the procedures outlined in **Part Four of Keeping Children Safe in Education (KCSIE) 2025** and the **Nottinghamshire Safeguarding Children Partnership (NSCP)** protocols when managing allegations against staff, volunteers, or other adults working with children.

Definition of an Allegation

An allegation may relate to a person who works with children and has:

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

Reporting and Initial Action

- **All allegations** must be reported immediately to the **Headteacher**.
- If the allegation concerns the Headteacher, it must be reported to the **Chair of Governors**, who will act as the **Case Manager**.
- The Chair of Governors must ensure the **Local Authority Designated Officer (LADO)** is informed within **one working day** and follow all statutory procedures to safeguard pupils and ensure a fair, impartial investigation.

Investigation and Support

- The lead investigator will liaise with:
 - The **FHP Safeguarding Lead** and **FHP Safeguarding Team** for guidance and oversight.
 - The **FHP HR Team** for employment-related advice and procedures.
- Governors responsible for Managing Allegations will liaise with the **FHP Deputy CEO / Whistleblowing Officer**, particularly in cases concerning the Headteacher.
- Governors handling allegations will have completed **appropriate Managing Allegations training** to ensure compliance with statutory and partnership guidance.

This structured approach ensures that all allegations are handled **promptly, fairly, and transparently**, safeguarding pupils while providing due process for staff.

2. Role of the Case Manager and LADO

The **Case Manager** (usually the Headteacher or Chair of Governors) is responsible for:

- Liaising with the LADO
- Ensuring the allegation is investigated promptly and fairly
- Coordinating with police and children's social care where necessary
- Ensuring the safety and welfare of the child
- Supporting the member of staff subject to the allegation

The **LADO** provides oversight, advice, and guidance throughout the process and ensures consistency and timeliness.

3. Low-Level Concerns

A **low-level concern** is any concern that does not meet the harm threshold but may indicate that an adult is acting in a way that is inconsistent with the setting's Code of Conduct.

Examples include:

- Being overly familiar with pupils

- Using inappropriate language
- Failing to maintain professional boundaries

All low-level concerns must be reported to the Headteacher and recorded securely. Patterns of behaviour are monitored, and concerns are escalated if necessary.

We promote a culture where staff feel confident to report concerns without fear of reprisal.

4. Whistleblowing

We encourage staff to raise concerns about poor or unsafe practice through our **Whistleblowing Policy**. This includes concerns about:

- Safeguarding failures
- Unsafe behaviour by colleagues
- Inadequate safeguarding procedures

Staff can report concerns internally or contact the **NSPCC Whistleblowing Helpline**:

Tel: 0800 028 0285 or email: help@nspcc.org.uk

Whistleblowers are protected under the Public Interest Disclosure Act and will not suffer detriment for raising genuine concerns.

5. Safeguarding Culture

We are committed to fostering a safeguarding culture that includes:

- Clear expectations for staff behaviour (Code of Conduct)
- Regular safeguarding training and updates
- Open dialogue and reflective practice
- Support for staff involved in safeguarding processes
- Transparent and fair management of allegations

Safeguarding is everyone's responsibility, and we expect all staff to uphold the highest standards of professional conduct.

Section O – Professional Development and Training

At **COTGRAVE CANDLEBY LANE**, we recognise that safeguarding is most effective when all staff are confident, knowledgeable, and up to date with current guidance and best practice. We are committed to ensuring that all staff, governors, and volunteers receive appropriate safeguarding training and ongoing professional development.

1. Induction Training

All new staff, supply staff, volunteers, and governors receive safeguarding induction before commencing work. This includes:

- The setting's **Child Protection Policy**

- The **Staff Behaviour Policy / Code of Conduct**
- The **Behaviour Policy**
- Identification of the **Designated Safeguarding Lead (DSL)** and deputies
- Procedures for reporting concerns and disclosures
- Confirmation of having read **Part 1 (or Annex A)** of *Keeping Children Safe in Education (KCSIE) 2025*

Induction is tailored to the individual's role and responsibilities.

2. Ongoing Safeguarding Training

All staff receive safeguarding and child protection training that is:

- **Refreshed at least annually**
- **Updated in response to emerging risks**, changes in legislation, or local procedures
- Delivered through a combination of **whole setting INSET, online modules, staff briefings, and external courses**

Training includes topics such as:

- Online safety and filtering/monitoring standards
- Child-on-child abuse and harmful sexual behaviour
- Domestic abuse and Operation Encompass
- Exploitation (CSE, CCE, county lines)
- Mental health and trauma-informed practice
- Prevent and radicalisation
- FGM and honour-based abuse
- Whistleblowing and low-level concerns

3. DSL and Governor Training

The **Designated Safeguarding Lead (DSL)** and deputies:

- Complete enhanced safeguarding training **every two years**
- Attend **termly DSL network meetings** and **local safeguarding briefings**
- Receive training on **data protection, online safety, and multi-agency working**
- Are supported to maintain oversight of safeguarding trends and case management

Governors:

- Receive safeguarding training at induction
- Are updated annually on safeguarding responsibilities and strategic oversight
- The **Safeguarding Link Governor** attends additional training at least every three years

4. Training Register and Evaluation

We maintain a **training register** that records:

- Dates and types of training completed
- Staff attendance and completion status
- Evaluation of training impact and feedback

This register informs the **annual safeguarding report to governors** and helps identify gaps or future training needs.

5. Culture of Learning and Reflection

We promote a safeguarding culture that encourages:

- Continuous professional development
- Reflective practice and peer learning
- Openness to new guidance and local learning reviews
- Engagement with safeguarding partners and external expertise

Staff are encouraged to contribute to the development of safeguarding practice and share insights from training.

Section P - Identification for Visitors

At **COTGRAVE CANDLEBY LANE**, we are committed to ensuring that all visitors to our site are appropriately identified, vetted, and supervised in line with safeguarding expectations. We recognise that visiting professionals, contractors, and volunteers may have access to children and must therefore meet the same safeguarding standards as school staff.

1. Expectations for Visitors

All visitors must:

- Report to the main reception on arrival
- Present **official photographic ID** and, where applicable, evidence of **DBS clearance**
- Sign in using the setting's visitor management system
- Wear a **setting-issued visitor badge** at all times while on site
- Be accompanied or supervised unless prior safeguarding clearance has been confirmed

Visitors without appropriate ID or clearance may be refused entry or restricted to non-child-facing areas.

2. DBS Verification and Nottinghamshire DBS Letter Process

Where visitors are from external organisations (e.g. NHS, social care, educational services), we follow the **Nottinghamshire DBS Letter Process**, which provides written confirmation from the employing organisation that:

- The visitor has undergone appropriate **DBS checks**
- Safeguarding procedures have been followed
- The visitor is suitable to work with children

This letter is updated annually and retained by the school for reference. Visitors from Nottinghamshire County Council or other approved agencies are expected to carry their organisation ID and be listed on the DBS verification letter.

3. Visiting Professionals and Contractors

Professionals working directly with pupils (e.g. therapists, social workers, peripatetic teachers) must:

- Be expected and pre-booked by the setting
- Have safeguarding clearance confirmed prior to arrival
- Be briefed on the school's safeguarding procedures, including how to report concerns

Contractors working during school hours must:

- Be risk-assessed for safeguarding impact
- Be supervised if not DBS-cleared
- Avoid unsupervised contact with pupils

4. Volunteers and Regular Visitors

Volunteers who work regularly with children are subject to:

- **Enhanced DBS checks**
- Safeguarding induction and training
- Ongoing supervision and review

Occasional volunteers may be supervised and risk-assessed depending on the nature of their role.

5. Safeguarding Responsibilities

All visitors are expected to:

- Follow the school's safeguarding procedures
- Report any concerns immediately to the **Designated Safeguarding Lead (DSL)**
- Maintain professional boundaries and confidentiality
-

Safeguarding information is displayed prominently in reception and staff areas, including contact details for the DSL and deputies.

Concerned for a child's welfare in and outside of school?

Be alert to signs of abuse, low attendance, unusual behaviour and/or changes to

A child makes a disclosure

- **Listen calmly and attentively**, allow them to speak freely and reassure them that they have made the right choice
- **Use open-ended questions** ("Can you tell me what happened?") and **avoid leading or investigative questions**
- **Reassure them** that they are being taken seriously and will be supported
- **Do not promise confidentiality** — explain that you must share the information to keep them safe
- **Avoid physical comfort gestures** unless **clearly** appropriate.
- **Do not ask the child to write a statement or sign your notes**
- **Record the child's exact words** and any wishes or feelings expressed on paper
- **Report verbally to the DSL** or SLT in DSL's absence and **write up the conversation as soon as possible**
- **Where possible**, manage disclosures with **two staff present**, ideally including the DSL or Deputy DSL

Discussing concerns with DSL

- DSL to consider further actions and make necessary decisions
- If unsure call **MASH Consultation Line** for advice: **0115 977 427** (details not to be shared, this is an advice line)
- Concerns, discussion, decisions and reasons for decision should be recorded in writing
- "Confidential concerns" or "Child protection file" should be opened and filed in line with school procedures
- At all stages, the child's circumstance should be kept under review. Re-REFER to relevant referral point if

Still concerned in school time?

- Make MASH referral: 0300 500 80 90
- If safe, call Early Help: 0115 804 1248
- Have all child/families

Out of hours concern?

- Out of hours emergency duty team: 0300 456 45 46

Safeguarding concern resolved/no longer held

- Decide on action needed to support child
- Implement any actions and support plans
- Record decisions and ensure follow ups take place

Record all decisions and actions, working to agreed outcomes and within timescales.

Escalate any emerging threats/concerns by adopting NSCP procedures

Consult with child and family if necessary

- Agree support and refer to guidance "Pathway to Provision"

Allegations/Concerns regarding adults? (paid or volunteer)

- Call LADO: **0115 804 1272**
- Call NSPCC Whistle Blowing: **0800 028**

Guidance for Using Body Maps to Record Observations of Physical Injury

Where appropriate, **medical assistance should be sought without delay**.

Body maps are a tool to help staff accurately document and illustrate visible signs of harm or physical injury. They should be used in conjunction with the school's safeguarding recording procedures.

- Always use a **black ink pen** (not pencil), and **do not use correction fluid or erasers**.
- **Do not remove clothing** to examine injuries unless the area is already exposed due to treatment or the child's clothing naturally allows visibility.
- **Staff must not take photographs** of any injuries or marks on a child's body under any circumstances. Doing so may result in the staff member being subject to **managing allegations procedures**. Use the body map provided to record observations in line with this guidance.
- **All concerns must be reported and recorded immediately** to the appropriate safeguarding services, such as the **Multi-Agency Safeguarding Hub (MASH)** or the child's allocated **social worker** if the case is already open to children's social care.

When recording an injury, aim to include the following details for each mark observed (e.g. bruises, cuts, swelling, burns, scalds, lacerations):

- **Exact location** on the body (e.g. upper outer arm, left cheek)
- **Size** of the injury (in centimetres or inches)
- **Shape** of the injury (e.g. round, linear, irregular)
- **Colour** of the injury (note if multiple colours are present)
- Whether the **skin is broken**
- Presence of **swelling**, either at the site or elsewhere
- Any **scabbing, blistering, or bleeding**
- Whether the injury appears **clean or contaminated** (e.g. grit, fluff)
- Any **restriction in mobility** due to the injury
- Whether the site feels **warm to the touch**
- Whether the child appears **feverish or in pain**
- Any changes in the child's **posture or body movement**

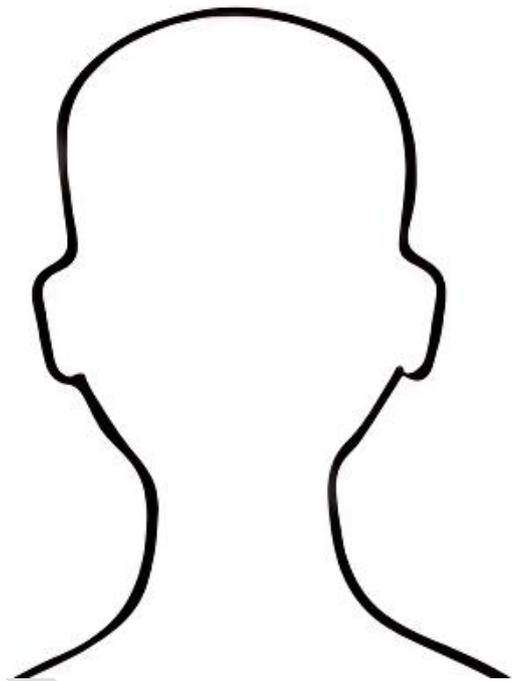
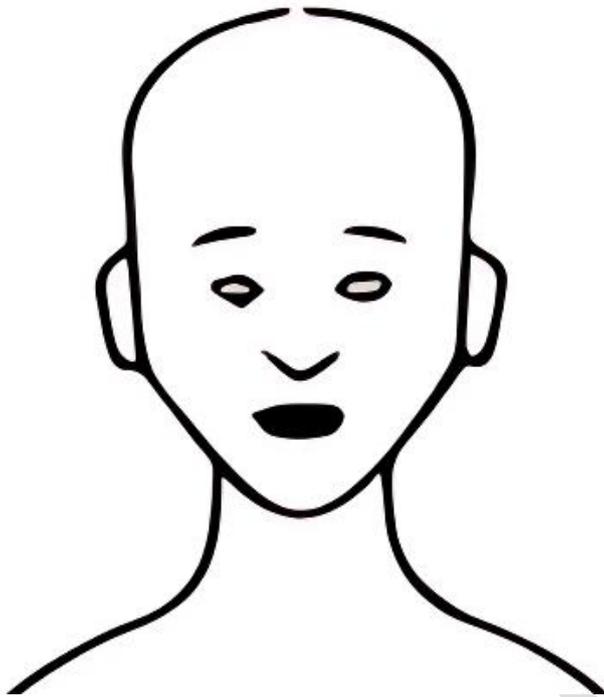
The **date and time** of the observation must be clearly recorded, along with the **name and role** of the person completing the record. Additional comments may be added where relevant.

If **First Aid** is administered, this should be recorded appropriately.

A completed body map should be stored securely within the child's **child protection file**.

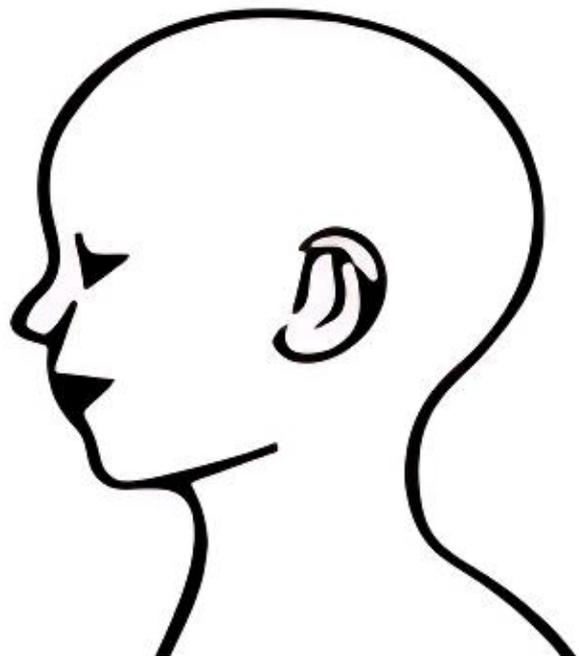
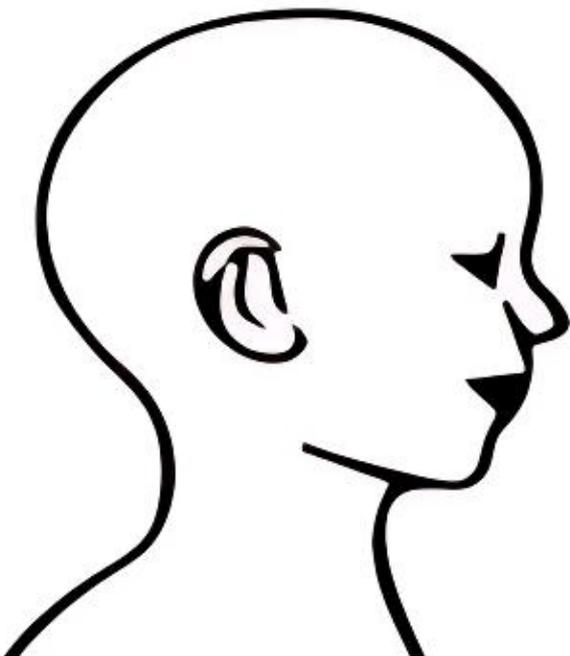
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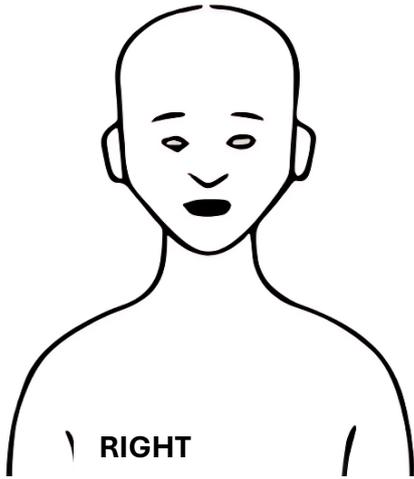


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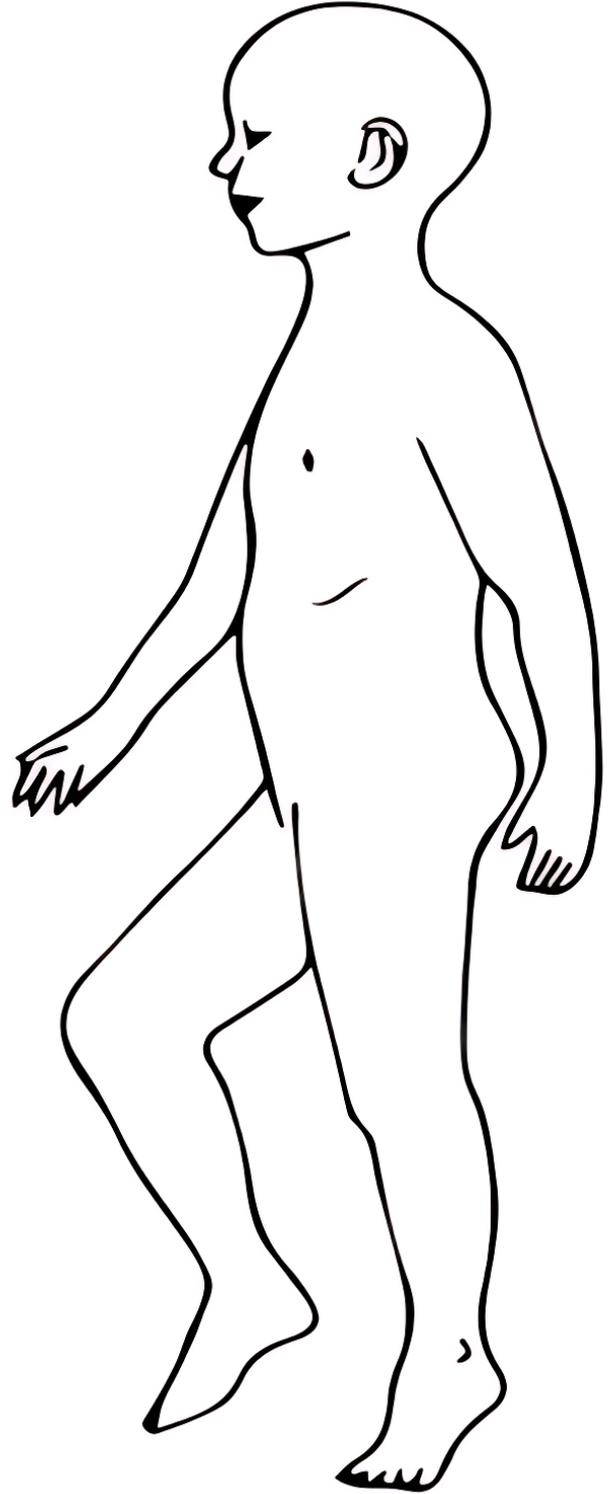
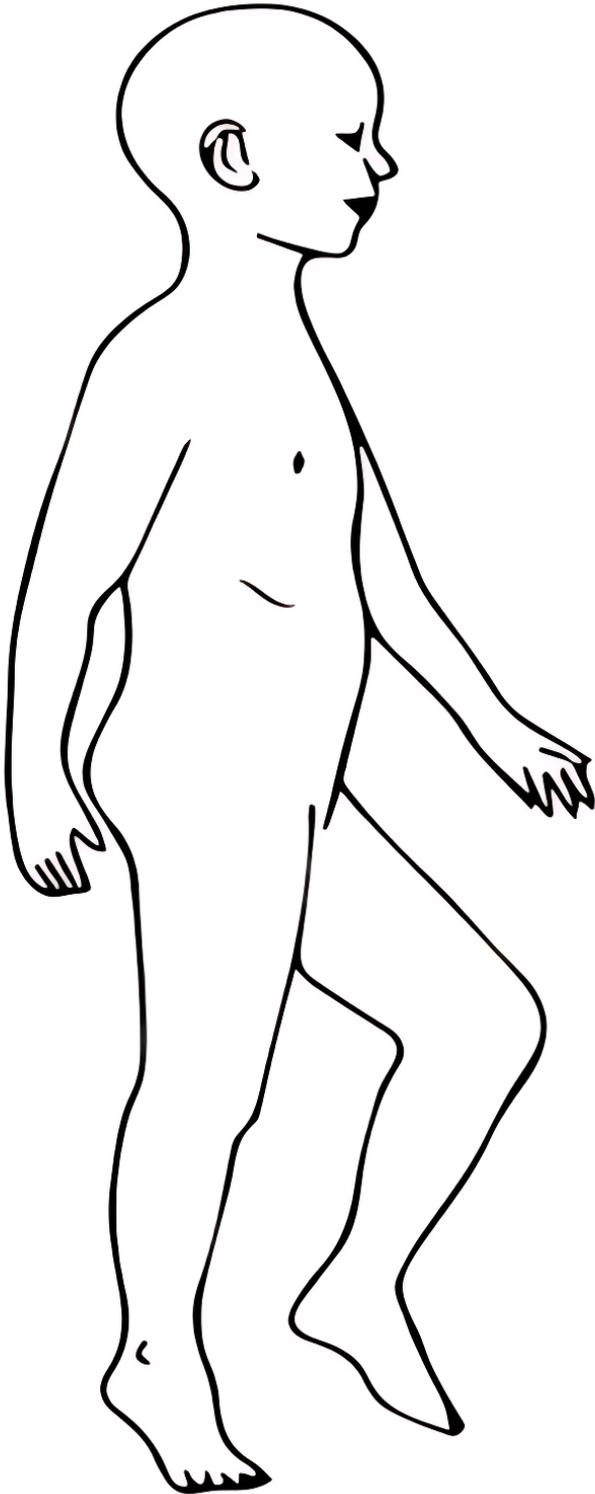
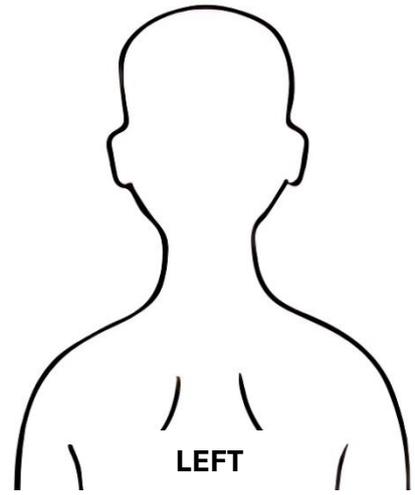
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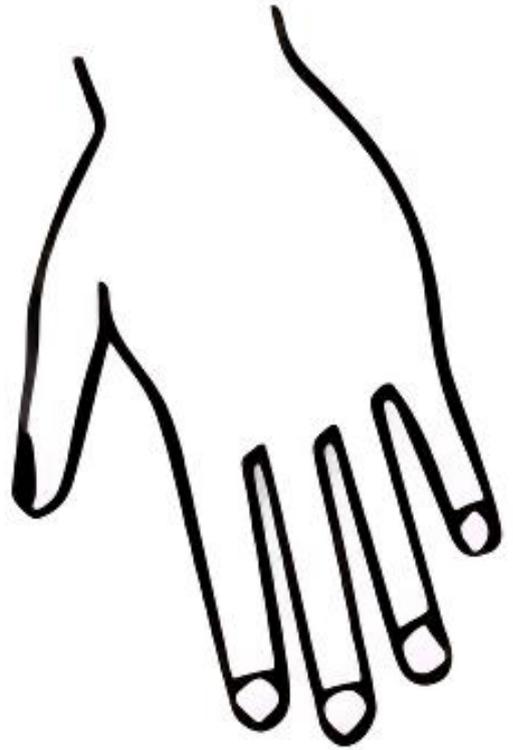
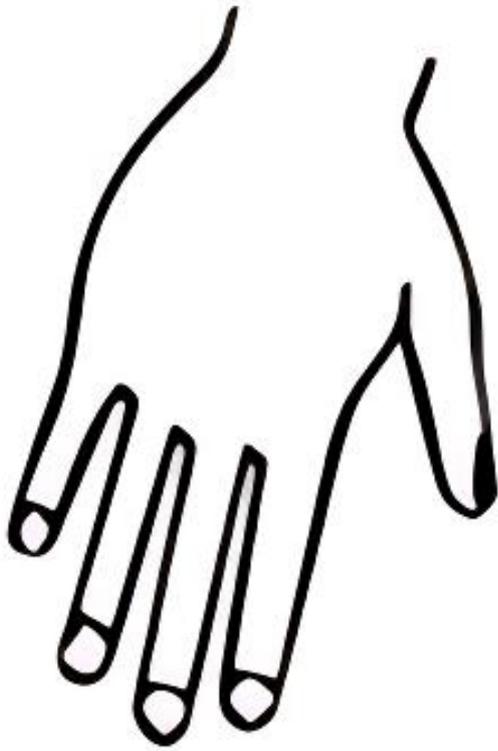
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RIGHT

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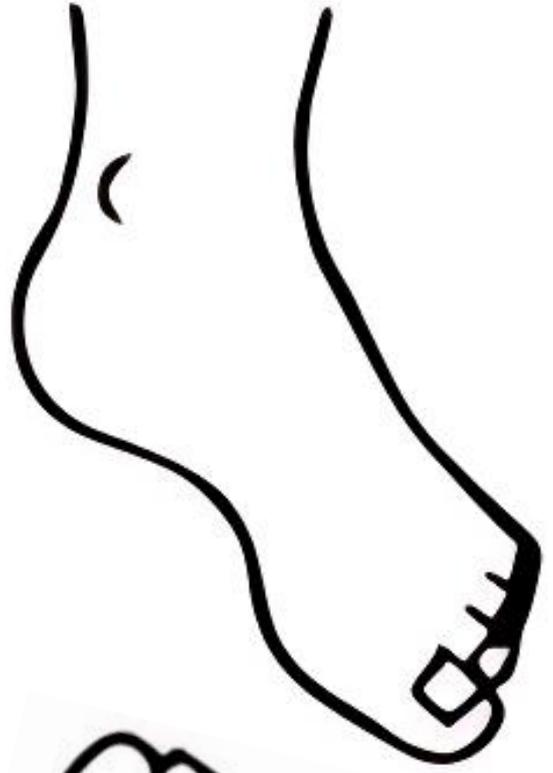
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