



# Child Protection and Safeguarding Policy

For all schools in the Denbigh Alliance

'Care - Education – Opportunity'

2024 – 2025

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**Policy level			
1	Trust wide	Single policy relevant to everyone and consistently applied across all schools and departments, with no variation. e.g. Complaints procedure	Statutory policies approved by the Denbigh Alliance Board of Trustees (or designated Trustee Committee). Non-statutory policies approved by the CEO with exception of Executive Pay.
2	Trust core values	This policy defines the Trust core values in the form of a Trust statement to be incorporated fully into all other policies on this subject, that in addition contain relevant information, procedures and or processes contextualised to that school. e.g. Safeguarding, Behaviour	Statements in statutory policies approved by the Denbigh Alliance Board of Trustees (or designated Trustee Committee). Statements in non-statutory policies approved by the CEO.  Policy approved by Local School Board.
3	School/department	These policies/procedures are defined independently by schools as appropriate. E.g. Anti-bullying	Approved by Local School Board.

Notes
Amendment made to key contact details on Page 18 – 1 <sup>st</sup> March 2024
Amendment made to add in “Call It In” details for Denbigh School – 27 <sup>th</sup> March 2024

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### Scope for this policy

The Denbigh Alliance is at the heart of the community in Milton Keynes delivering an inclusive education to all students. The culture we have in each of our schools means that they retain their distinctiveness yet learn and grow together and remain collectively responsible for providing all students with inspiring opportunities in a SAFE environment.

## 1. SAFEGUARDING STATEMENT

- 1.1. Safeguarding is everybody's business. The Denbigh Alliance Trust is committed to ensuring that all our children and young people are safe and feel safe; that children, parents/carers and staff are able to talk about any safeguarding concerns and feel assured that they will be listened to; and that all staff and volunteers are aware of and implement safeguarding procedures and guidance, including what to do if they suspect a child or young person may be experiencing, or be at risk of, harm.
- 1.2. **In any case where an adult is concerned that a child is, or maybe, at risk of significant harm they must make raise their concern to the Designated Safeguarding Lead (DSL) or if they are unable to do that refer directly to Milton Keynes Council Multi-Agency Safeguarding Hub (MASH) – see Section 17 – Contacts and Further Information.**
- 1.3. **If a child or other person is at immediate risk of harm, the first response should always be to call the police on 999.**
- 1.4. **This Policy applies to all adults, including volunteers, working in or on behalf of The Denbigh Alliance Trust.**

## 2. GENERAL PRINCIPLES

- 2.1. Safeguarding and promoting the welfare of children is the responsibility of all school staff.
- 2.2. We will ensure there are appropriate systems in place for seeking and taking into account the child's wishes and feelings when making decisions, taking action and deciding what services to provide to protect individual children. In line with the Education Act 2002, we will ensure that arrangements are in place to safeguard and promote the welfare of children and young people. Establishing a safe environment in which children can learn and develop, where they feel secure and are encouraged to talk and are listened to. Providing children and young people with opportunities to discuss issues and report problems affecting their safety and welfare.
- 2.3. Safeguarding children's welfare, particularly those children and young people who are most disadvantaged.
- 2.4. Including opportunities in the curriculum for children to develop the skills they need to recognize and stay safe from abuse.
- 2.5. Ensuring safe recruitment practices.
- 2.6. Ensuring robust procedures for recognition and referral where there are welfare or child protection concerns.
- 2.7. Raising awareness amongst staff of child protection issues and ensuring staff are equipped to deal with concerns and keep children safe.
- 2.8. Monitoring and supporting children and young people who are in care or subject to child protection plans and contributing to the implementation of their plan.
- 2.9. Promoting people by partnership, working with parents and practitioners.

## 3. DEFINITIONS

- 3.1. **Safeguarding** is protecting children from maltreatment; preventing the impairment of physical or mental health or development; ensuring that children are growing up in circumstances consistent

with the provision of safe and effective care and taking action to enable all children to have the best outcomes. (*Keeping Children Safe in Education 2023*).

#### 4. LEGISLATION AND GUIDANCE

##### 4.1. Statutory Guidance

- 4.1.1. The Denbigh Alliance Trust adopts the key statutory guidance [Keeping Children Safe in Education](#) published by the Department for Education in September which also makes reference to the Human Rights Act 1998, the Equality Act 2010 and the Public Sector Equality Duty.
- 4.1.2. **Keeping Children Safe in Education guidance incorporates:**
- 4.1.2.1. What school staff should know and do.  
See Appendices for school specific information.
- 4.1.2.2. A Child Centered and Coordinated approach to Safeguarding.
- 4.1.2.3. The role of the school.
- 4.1.2.4. The role of school staff.
- 4.1.2.5. What school staff need to know.
- 4.1.2.6. What school staff should look out for.
- 4.1.2.7. What school staff should do if they have concerns about a child.
- 4.1.2.8. What school staff should do if they have a concern about another staff member who may pose a risk of harm to children.
- 4.1.2.9. What school staff should do if they have concerns about safeguarding practices within the school.
- 4.1.3. **All staff should, as a minimum, read the separate 27-page document *Keeping Children Safe in Education: Information for All School and College Staff* (which reproduces Part One of the main guidance), published in September 2023.**  
**All staff complete a Microsoft form to show that they have read the most up to date [KCSIE](#) after receiving their annual safeguarding briefing or induction briefing when first joining the Trust.**
- 4.1.4. All organisations who work with children and young people are bound by the overarching statutory inter-agency guidance [Working Together to Safeguard Children \(DfE 2018\)](#) Publications - GOV.UK.
- 4.1.5. The Denbigh Alliance Trust notes the guidance on standards and expectations for safeguarding children published by Ofsted and aims to achieve these. This includes [Inspecting Safeguarding in early years, education and skills](#), published 2016 and the inspection evaluation schedule as set out in the [School Inspection Handbook 2022](#).

##### 4.2. Local Child Protection Procedures

- 4.2.1. The Denbigh Alliance Trust is aware of and compliant with multi-agency child protection procedures that have been agreed locally through MK Together and which are based on the statutory guidance: *Working Together 2018* and *Keeping Children Safe in Education 2023*.
- 4.2.2. MK Together procedures include detailed chapters on what to do if you have a concern and how to make a referral; safer recruitment guidance and managing allegations against staff (LADO guidance). They also include a range of other information and guidance regarding more specialist safeguarding topics. MK Together and the Denbigh Alliance Trust adhere to the referral flowchart for concerns regarding children laid out in *Appendix 2*.
- 4.2.3. MK Together has set priorities for the 2023-24 academic year. These are:
- Mental Health
  - Child Poverty
  - Domestic Abuse
  - Violence Crime
  - Hate Crime
- 4.2.4. **All designated teaching staff and governors must be aware of this guidance and its**

### **implications and should sign to say that they have read it.**

- 4.3. The Denbigh Alliance Trust recognises that it is not an investigating agency and that it is essential that child protection issues are addressed through agreed procedures, however, we continue to play a role after referral and need to continue to develop strong links with partner agencies, particularly Children's Social Care.
- 4.4. The Denbigh Alliance Trust recognises the importance of multi-agency working and will ensure that staff are able to attend or appropriately contribute to all relevant meetings including Family Support (Child in Need) Meetings; Child Protection Conferences; Core Groups; Strategy Meetings.
- 4.5. The Denbigh Alliance Trust recognises that the Department for Education's planning for potential part or full-scale school closures involves students accessing learning from home (remote learning). The Denbigh Alliance Trust understands the additional information laid out in Annex C of KCSIE 2023, and where a School moves to a remote learning approach, any addendum to this policy will take into account that additional information in order to keep students and staff as safe as possible.
- 4.6. The Denbigh Alliance Trust recognises its responsibility to teach all students about safeguarding, including online safety. This will be delivered through the Relationships and Sex Education curriculum, which became compulsory for all secondary schools in September 2020.

## **5. ROLES AND RESPONSIBILITIES**

- 5.1. All adults working with or on behalf of children have a responsibility to protect them. There are, however, key people within schools and the Local Authority who have specific responsibilities under child protection procedures. The names of those carrying out these responsibilities on behalf of The Denbigh Alliance Trust for the current year are listed in *Appendix 1*.
- 5.2. It is the role of The Denbigh Alliance Trust to ensure that the 'Designated Leads for Safeguarding' have received the necessary training and have access to the resources needed to enable them to carry out their responsibilities. They will be given time to effectively fulfil the duties that their role demands.
- 5.3. The Denbigh Alliance Trust will ensure that the 'Designated Leads for Safeguarding' attend the required training and that they refresh their training every two years.
- 5.4. All other staff (teaching and non-teaching) must be offered an appropriate level of training and must undergo refresher training every three years.
- 5.5. It is the role of the 'Designated Leads for Safeguarding' to ensure that the child protection procedures are followed within the school, and to make appropriate, timely referrals to Children's Social Care in accordance with MKSCB multi-agency safeguarding procedures.
- 5.6. It is the role of the 'Designated Leads for Safeguarding' to ensure that all staff who are employed within each School in The Denbigh Alliance Trust, including temporary staff and volunteers, are aware of the School's internal procedures in addition to the government guidance Keeping Children Safe in Education: Information for All School and College Staff; to advise other staff; and to offer support to those requiring this.
- 5.7. The Headteacher, in conjunction with the 'Designated Leads for Safeguarding', will provide an annual report for the School's Local School Board detailing any changes to the policy and procedures; training undertaken by all staff and governors; and other relevant safeguarding issues. An annual audit is provided to Milton Keynes Council in July.

- 5.8.** The Headteacher and DSL will update the Chief Executive Officer and Chair of Trustees on safeguarding in their regular meetings. They will also include a safeguarding update in their termly report to the School's Local School Board – which will detail updates on staff safeguarding training and updates, as well as current safeguarding and child protection issues in the school.
- 5.9.** The role of the 'Nominated Governor/Trustee for Safeguarding' is to ensure that each school in The Denbigh Alliance Trust has an effective child protection policy and procedures in place and that the policy and structures supporting safeguarding children are reviewed annually. Local Governors/Trustees must not be given details relating to individual child protection cases or situations, in order to ensure confidentiality is not breached.
- 5.10.** Parents can obtain a copy of this Safeguarding and Child Protection Policy on request, and it is also available on each School's Website and Portal.
- 5.11.** The Denbigh Alliance Trust will also ensure that alternative education providers that are used comply with the latest safeguarding and recruitment guidance and legislation.
- 5.12.** Schools within the Alliance will ensure that an appropriate number of Deputy Designated Safeguarding Leads receive training at least every two years in order that they can assist with the activities of Designated Safeguarding Lead. Whilst the activities of the designated safeguarding lead can be delegated to appropriately trained deputies, the ultimate lead responsibility for child protection, as set out in this policy, remains with the Designated Safeguarding Lead, this lead responsibility should not be delegated.

## **6. SIGNS AND SYMPTOMS OF ABUSE AND NEGLECT**

- 6.1.** All staff should be aware that children may not feel ready or know how to tell someone that they are being abused, exploited, or neglected, and/or they may not recognise their experiences as harmful.
- 6.2.** Any child may benefit from early help, but all school staff should be particularly alert to the potential need for early help for a child who:
- is disabled or has certain health conditions and has specific additional needs
  - has special educational needs (whether or not they have a statutory Education, Health and Care Plan)
  - has a mental health need
  - is a young carer
  - is a Looked After Child
  - is a child educated in alternative provision
  - is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups or county lines
  - is frequently missing/goes missing from care or from home
  - is at risk of modern slavery, trafficking, sexual or criminal exploitation
  - is at risk of being radicalised or exploited
  - has a family member in prison, or is affected by parental offending
  - is in a family circumstance presenting challenges for the child, such as drug and alcohol misuse, adult mental health issues and domestic abuse
  - is misusing alcohol and other drugs themselves
  - has returned home to their family from care
  - is at risk of 'honour'-based abuse such as Female Genital Mutilation or Forced Marriage
  - is a privately fostered child, and
  - is absent from education, including persistent absences for particular school days or those who are absent for significant periods of time

- are in a same gender relationship where there is boyfriend / girlfriend age imbalance

**6.3.** In their regular safeguarding training, all staff are made aware of the possible indicators of abuse and neglect – taken from Working Together to Safeguard Children (2023).

**6.4.** Where staff have a concern regarding any of these signs and symptoms, they should report them without delay to the DSL or the Deputy DSL's using the procedures as outlined in section 10 of this policy.

**6.4.1. Neglect**

- Inadequate or inappropriate clothing.
- Appears underweight and unwell, constantly hungry.
- Failure to thrive physically and appears tired and listless.
- Dirty and /or unhygienic appearance.
- Frequent unexplained absence from School.
- Lack of parental supervision.

**6.4.2. Physical Abuse**

- Any injury such as bruising, bite marks, burns or fractures where the explanation is inconsistent with the injury.
- Injuries in unexpected places that are not typical of childhood injuries.
- High frequency of injuries.
- Parents seem unconcerned or fail to seek adequate medical treatment.

**6.4.3. Sexual Abuse**

- Sexual knowledge or behaviour that is unusually explicit or inappropriate for the child's age/stage of development.
- Sexual risk-taking behaviour including involvement in sexual exploitation/ older boyfriend.
- Inappropriate sexual behaviour.
- Physical symptoms e.g., sexually transmitted diseases.
- Unwillingness to undress for P.E. lessons.

**6.4.4. Emotional Abuse**

- Developmental delay without sound medical reason.
- Attachment difficulties.
- Withdrawal and low self-esteem with parents/others.

**6.4.5. Indirect indicators of abuse and neglect**

- Sudden changes of behaviour.
- Withdrawal and low self-esteem.
- Eating disorders.
- Aggressive behaviour towards others.
- Sudden unexplained absences from School.
- Drug/alcohol misuse.
- Running away/going missing.

**6.4.6. Parental Attributes**

- Misusing drugs/alcohol.
- Physical/mental health.
- Domestic violence.
- Avoiding contact with the School and other practitioners. Staff should also be aware of the signs and symptoms of the following:

**6.5. Mental Health**

**6.5.1.** All staff should be aware that mental health problems can, in some cases, be an



indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation.

## **6.6. Child Exploitation**

- 6.6.1.** All staff should be aware of both Child Criminal Exploitation and Child Sexual Exploitation as laid out in KCSIE 2023.
- 6.6.2.** Child Exploitation involves exploitative situations, contexts and relationships where young people receive something (for example food, accommodation, drugs, alcohol, gifts, money or in some cases simply affection) as a result of engaging in criminal and / or sexual activities.
- 6.6.3.** Exploitation can take many forms ranging from the seemingly 'consensual' relationship where sex is exchanged for affection or gifts, to serious organised crime by gangs and groups.

## **6.7. Female Genital Mutilation (FGM)**

- 6.7.1.** Comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long-lasting harmful consequences. All staff have a legal duty to report a known case of FGM.

## **6.8. Forced Marriage**

- 6.8.1.** It is unlawful to carry out any conduct whose purpose is to cause a child to marry before their eighteenth birthday, even if violence, threats of another form of coercion are not used. This applies to non-binding, unofficial marriages as well as legal marriages. Staff should remain vigilant to this issue and report any concerns immediately.

## **6.9. Domestic Abuse**

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

## **6.10. Students with Special Educational Needs and Disability (SEND)**

- 6.10.1.** All staff, through their safeguarding training, should be aware of the increased vulnerabilities and the additional barriers that can exist when recognising abuse and / or neglect for students with SEND, as well those students who are either Looked After Children (LAC) or Previously Looked After Children (PLAC). Staff who regularly have contact with students in the classroom should understand how to identify these students using SIMS and the additional needs register on the shared area.

## **6.11. Preventing Radicalisation**

- 6.11.1.** In addition, staff should be alert to the signs and symptoms of students who may be vulnerable to being radicalized or drawn into terrorism. Protecting children from the risk of radicalisation is seen as part of the schools' wider safeguarding duties and is similar in nature to protecting children from other forms of harm and abuse. During the process of radicalisation, it is possible to intervene to prevent vulnerable people being radicalised. Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism. There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. It can happen in many different ways and settings. Specific background factors may contribute to vulnerability which are often combined with specific influences such as family, friends or online, and with specific needs for which an

extremist or terrorist group may appear to provide an answer. The internet and the use of social media in particular has become a major factor in the radicalisation of young people.

**6.11.1.1.** Where a concern of this nature is raised about a student, the DSL may seek advice from the Thames Valley Police Prevent team via the contact details in Section 17 of this policy. A referral to Prevent may well then be needed, along with a MASH referral. Where a multiagency approach is needed a subsequent referral to the Milton Keynes Channel Panel may be needed – which would need to have the consent of the individual being referred.

## **7. CHILD-ON-CHILD ABUSE**

**7.1.** All staff should be aware of the different forms that Child-on-Child Abuse may take.

These include:

- Bullying, including direct and indirect abuse.
- Physical abuse
- Sexual violence
- Sexual harassment
- Harmful sexual behaviour
- Sexting (also known as youth produced sexual imagery)
- So – called ‘initiation ceremonies’ or honour-based abuse

### **7.2. Upskirting**

**7.2.1.** The Criminal Prosecution Service (CPS) defines 'upskirting' as a colloquial term referring to the action of placing equipment such as a camera or mobile phone beneath a person's clothing to take a voyeuristic photograph without their permission. It is not only confined to victims wearing skirts or dresses and equally applies when men or women are wearing kilts, cassocks shorts or trousers. It is often performed in crowded public places, for example on public transport or at music festivals, which can make it difficult to notice offenders. If staff see, suspect or hear of this happening they should contact a member of the safeguarding team immediately.

### **7.3. Students who are Lesbian, Gay, Bi or Trans (LGBT)**

**7.3.1.** The fact that a student who identifies as LGBT is not in itself a risk factor, however, each school in the Denbigh Alliance Trust should recognise that some of these of students will require additional support at times. This may be any member of staff or an identified member of staff who may act as an ambassador for such students.

**7.4.** The Denbigh Alliance Trust has a zero tolerance to any form of Child-on-Child Abuse or bullying. Procedures for dealing with such behaviour is detailed in each School's 'Anti – Bullying Policy'. Each School in the Trust has a school email address set aside for students who want to inform staff of incidents of Child-on-Child Abuse and bullying which is monitored daily: for Denbigh School the online form accessed via clicking the banner on the school website entitled "Call It In" and for Watling Academy ABC@watling.academy

**7.5.** The School's DSL should be made aware immediately of any disclosure regarding an allegation of child-on-child abuse and should decide the most appropriate action to take in accordance with Part 5 of Keeping Children Safe in Education (2023) and if appropriate the advice laid out by the DfE in their advice from 2018 entitled "Sexual violence and sexual harassment between children in schools and colleges". This could involve contact with the Milton Keynes MASH team and/or contacting the police.

**7.6.** The Denbigh Alliance Trust also recognises that the victims of child-on-child abuse may well need to be supported both at home and in school. The wider pastoral teams within each School in the Alliance have arrangements in place to support such students through mentoring, counselling and group

sessions where appropriate.

## **8. ONLINE SAFETY**

- 8.1.** Students, staff and parents should be aware of the four areas of risk that students could be exposed to online (content, contact, conduct and commerce).
- 8.2.** Local Governors and Trustees should ensure that:
  - 8.2.1.** There are clear roles for Human Resources (as regards data protection), the IT network manager and the DSL in order to manage filtering and monitoring systems in school to ensure pupils are kept safe.
  - 8.2.2.** Appropriate filters and monitoring systems in place in order to block harmful content without unreasonably impacting teaching and learning.
  - 8.2.3.** Filtering and monitoring provision should be reviewed at least annually both for their appropriateness and their effectiveness.
  - 8.2.4.** There are effective monitoring strategies in place to keep pupils safe online in school.
  - 8.2.5.** The Leadership Team and relevant staff have an awareness and understanding of the provisions in place and manage them effectively and know how to escalate concerns when identified.
- 8.3.** Staff should be aware of the issues that can arise from students misusing mobile phones both in and out of School. To safeguard students outside of school, parents should be made aware of how they can best protect and safeguard their children at home. To safeguard students as much as possible in school The Denbigh Alliance Trust does not allow students to use their phones in school at any time, unless at the discretion of a member of staff. Students are reminded throughout the school year, via assemblies and the PSHEE programme of how to keep themselves safe online both in and out of School. The misuse of mobile technology to cause harm, alarm and distress is considered in the Schools' Behaviour policies.
- 8.4.** Where such technology has been misused, resulting in a safeguarding concern such as sexting – the DSL will share concerns with parents/carers and inform the relevant agencies such as the MASH team and, if appropriate (where a crime may have been committed) the Police.

## **9. TRAINING**

- 9.1.** All staff receive training in line with the new guidance as detailed in 'Keeping Children Safe in Education 2023'. This includes an annual update at the beginning of the academic year where staff are reminded of the school's policies and procedures regarding safeguarding and child protection. This includes training on online safety, which, among other things, includes an understanding of the expectations, applicable roles and responsibilities to filtering and monitoring in school. Throughout the year any new staff joining the school receive training in the procedures to follow as regards Child Protection and Safeguarding. Any new staff who do not have Level 1 training undergo that training as soon as possible into their first term at the school. All staff members will undertake child protection training which is updated every three years, in line with advice from MK Together. The 'Designated Leads for Safeguarding' undertake specialist child protection training, which is updated at a minimum of every two years. In addition to this staff receive training on CSE, FGM as well as Prevent Training, as appropriate to their role within the school.
- 9.2.** All staff also receive regular safeguarding updates through the year, which may feature training on emerging themes such as gang activity in the local area.
- 9.3.** All Local Governors and Trustees should receive regular, appropriate safeguarding training which enables them to have a shared understanding and knowledge of effective safeguarding. This training should enable them to effectively support and challenge safeguarding policies and procedures within the Trust to ensure that a robust approach to safeguarding is being consistently delivered.

- 9.4. All training should be followed up with an evaluation to ensure that the training has been successful and to ensure that staff, governors and trustees have had the opportunity to reflect on their own learning.

## 10. SAFER RECRUITMENT

- 10.1. The Denbigh Alliance Trust Trustees, and the Executive Leadership Team are responsible for ensuring that The Denbigh Alliance Trust follows safe recruitment processes in accordance with government requirements and MKSCB procedures, including:

- 10.1.1. Ensuring the Heads of School, Trustees, Local Governors and other staff responsible for recruitment completes safer recruitment training, as appropriate.
- 10.1.2. Ensuring the upkeep of a Single Central Record of all staff and regular volunteers.
- 10.1.3. Ensuring written recruitment and selection policies and procedures are in place.
- 10.1.4. Adhering to statutory responsibilities to check staff who work with children.
- 10.1.5. Ensuring the Trust follows its procedure regarding online checking of prospective shortlisted candidates for any role, including ensuring that prospective candidates are informed of the Trust's intention to carry out such checks.
- 10.1.6. Taking proportionate decisions on whether to ask for any checks beyond what is required.
- 10.1.7. Ensuring that volunteers are appropriately supervised.

- 10.2. The Denbigh Alliance Trust is guided by local procedures for managing safer recruitment processes, which are set out in the Milton Keynes Safer Recruitment Checklist 2014.

### 10.3. Safe Working Practice

- 10.3.1. All Denbigh Alliance staff are subject to the Staff Code of Conduct which is highlighted annually in safeguarding briefings. In addition to the Code of Conduct, staff are also made aware of the School's Acceptable Use of ICT Policy, the use of reasonable physical force policy, the School's Anti-Bullying Policy as well as updates on procedures for reporting concerns about students and staff.
- 10.3.2. New staff undergo a thorough induction programme which covers the above areas in detail.

## 11. HOW STAFF SHOULD REPORT CONCERNS AND DEAL WITH DISCLOSURES

- 11.1. If any member of staff has any reason to suspect that a child has been abused, he/she should:

- 11.1.1. **Report to the designated teacher immediately. If this is not possible then the member of staff should either phone the Police on 999 if there is an immediate and serious concern which could lead to serious significant harm. If the concern is less serious but still of concern the member of staff should phone the Milton Keynes MASH team on 01908 253169 for further advice – this advice could include to make a referral using the following LINK. Any member of staff who does refer in this way should then inform the DSL at the earliest opportunity.**

11.1.1.1. All staff must be aware that they cannot promise a child to keep secrets, which might compromise the child's safety or well-being or that of another.

- 11.1.2. **Listen and allow the child to talk about the problem - do not ask direct questions and note that in the case of child sexual abuse no questioning should take place.**

- It is our role to clarify issues - not to establish certainty.
- It is the role of the police and social services to investigate.
- We must take care not to ask questions which are not relevant to our role and responsibility for the child, and which may also prejudice any action.
- Other adults or children may tell you that a child causes them concern. If this happens, you should still report it to the designated teacher immediately.

- 11.1.3. **Reassure the child that it is not his/her fault.**

11.1.3.1. Tell the child you need to talk to and get advice from someone else.

11.1.3.2. Do not delay talking to the delegated teacher, early referral gives others more time to make arrangements to protect the child better.

- 11.1.4. **Make a written note of the details as soon as possible mentioning any injuries that you**

became aware of when the child was talking to you - this is likely to ensure accuracy in recalling events later if this should be necessary.

## **11.2. What will happen next?**

- 11.2.1.** Although the 'Designated Safeguarding Lead' takes overall responsibility for coordinating the case within School, the member of staff who first reported the case will be kept as fully involved as possible, and the Form Tutor will be given the necessary information.
- 11.2.2.** Information about a case of child abuse will be confined to the member of staff who identified the abuse or was the subject of the disclosure and the designated teacher initially. The Form Tutor will be kept informed to enable the child to be fully supported.
- 11.2.3.** The 'Designated Safeguarding Lead' will decide on the action to take place. This may include:
- A discussion with colleagues who know the child.
  - Questioning\* the student to determine the cause for concern.
  - Contacting parents.
  - Referral to the MASH team.
  - Recommending some early help be initiated with the family or child or both.
- (\* Questioning will not take place in cases of suspected sexual abuse.)*
- 11.2.4.** A member of staff may be contacted directly by someone from outside school. If this is the case the member of staff should ensure that the 'Designated Safeguarding Lead' is aware that they have been contacted and seek his or her guidance before giving information or taking action. The member of staff should take details of the caller and arrange to call them back.
- 11.2.5.** Staff are aware that they have a legal obligation to report a 'known'\* case of FGM to the DSL in the School (as per the guidance detailed in the Multi Agency statutory guidance on FGM April 2016). The DSL will report the information to the Police. (\*as defined in Section 5B of the 2003 Female Genital Mutilation Act)

## **11.3. Role of the Designated Safeguarding Lead**

- 11.3.1.** Each school in The Denbigh Alliance Trust will ensure that a senior member of staff is appointed to the role of 'Designated Safeguarding Lead' to take lead responsibility for child protection issues, and that at least two other members of staff are appointed to deputise in their absence. Their role is to:
- 11.3.1.1.** Refer cases appropriately to relevant agencies as soon as possible. Parental consent should be sought prior to any referral being made, unless seeking consent would place the child or any other child at risk of harm. If the parents do not consent, but the child is at risk of significant harm, the referral should still be made. The welfare of the child is paramount.
- 11.3.1.2.** Where appropriate complete the MKSCB's CSE or FGM screening tool in order to assess what type of scaled response is needed. Thames Valley Police must also be informed, via their intelligence form, to raise any concerns about a student's potential involvement in gang activity.
- 11.3.1.3.** Where appropriate, refer a case of potential radicalisation to the Thames Valley Police Channel Panel via their bespoke referral form, or in the first instance seek advice from Thames Valley Police's designated officer for Prevent (listed at the back of this policy).
- 11.3.1.4.** Ensure that where a student is deemed to be missing from education the appropriate online forms are filled out and sent into Milton Keynes Council in a timely manner.
- 11.3.1.5.** Act as the designated in school link for receiving notification from the Thames Valley Police 'Operation Encompass' project, which gives details of cases where a student at the school has had recent involvement with the Police.

- 11.3.1.6.** Discuss the case where there is any doubt about whether the concerns raised meet the thresholds for a child protection referral. The designated member of staff should discuss the case on a consultation basis with Milton Keynes MASH.
- 11.3.1.7.** Make a referral directly to the child's allocated CSC social worker.
- 11.3.1.8.** Provide advice and guidance for staff on child protection issues.
- 11.3.1.9.** Take the lead in developing, monitoring and reviewing the school's child protection policy and procedures.
- 11.3.1.10.** Oversee child protection systems within the school, including management of records, provision of information to other agencies and the monitoring of students who are subject to child protection procedures.
- 11.3.1.11.** Link with and report to the Headteacher and the nominated governor for child protection within the school.
- 11.3.1.12.** Provide the link between the school and other agencies, particularly the MK MASH and MK Together.
- 11.3.1.13.** Ensure that where a Police Officer makes the decision to search a student on school premises that there is an appropriate adult present during that search.
- 11.3.1.14.** Ensure that all staff, including newly appointed staff as soon as they are appointed/employed by the school, are aware of the school's policies and procedures and that appropriate training is taken up for all staff at the required frequency.
- 11.3.1.15.** Ensure that parents/ carers are fully aware of the school's policies and procedures and that they are kept informed and involved.
- 11.3.1.16.** Attend designated training every two years.
- 11.3.1.17.** Ensure that copies of all safeguarding and child protection records are passed to the 'Designated Safeguarding Lead Member of staff' – either by hand or by recorded delivery where a child transfers to another school.
- 11.3.1.18.** Ensure that child protection records are kept until the child reaches the age of 25, unless there is a good reason as to why they should be kept for longer. Records should then be disposed of securely as confidential waste.

## **12. RECORD KEEPING AND INFORMATION SHARING**

**12.1.** Child Protection records are kept centrally by each School using a secure online system called CPOMS (Child Protection Management Software). Staff are aware that they must record safeguarding and child protection, including all low-level concerns, using CPOMS as soon as possible, and are given regular training as to how to do so.

**12.2.** Each School will also adhere to the guidelines regarding information sharing and GDPR as laid out in KCSIE 2023.

**12.3.** Each school in the Denbigh Alliance will ensure that this policy is available publicly either via the school or Trust website. Parents should be informed prior to a Child Protection referral unless it is considered to do so might place the child at increased risk of significant harm. The school will endeavour to ensure that parents understand the responsibility placed in schools for safeguarding matters.

## **13. ALLEGATIONS AGAINST MEMBERS OF STAFF and VOLUNTEERS (LADO procedures).**

**13.1.** The Denbigh Alliance Trust recognises that it is possible for staff (including supply teachers) and volunteers to behave in a manner that causes harm to children and takes any allegations made against members of staff or volunteers seriously. The Denbigh Alliance Trust also recognises that although a member of staff may not have directly caused harm to a child, in line with guidance in paragraph 211 of KCSIE 2023, the way in which a member of staff behaves or may have behaved may mean that they are not suitable to work with children. Any allegations regarding staff, whether they are serious allegations or low-level concerns, should be reported to the Designated Safeguarding Lead. Any allegations regarding the Deputy Safeguarding Lead should be

reported to the Headteacher.

**13.2.** Low level concerns should be recorded by the Headteacher and Designated Safeguarding Lead. Where a number of low-level concerns are raised, the Headteacher should decide what appropriate action to take.

**13.3.** The Headteacher will not investigate an allegation themselves but will appoint a member of the Senior Leadership Team to do so unless the allegation is regarding the Designated Safeguarding Lead.

**13.4.** The Headteacher will assess whether to contact the Milton Keynes Local Authority District Officer (LADO), following the guidance in Part Four of KCSIE 2023 where a concern includes an allegation, or series of low-level concerns, that might meet the harm threshold. Any allegations regarding the Headteacher should be made to the Chair of Governors of the relevant Local School Board. Any allegations regarding the Chief Executive Officer should be made to the Chair of the Trustees of The Denbigh Alliance Trust.

#### **14. THE USE OF SCHOOL PREMISES BY OTHER ORGANISATIONS**

**14.1.** Where services or activities are provided separately by another body using the school premises, the Local School Board will seek assurance that the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection.

**14.2.** Where a concern is raised about a member of staff of an outside organisation using Trust premises, the individual school will follow normal policies and procedures including informing the Milton Keynes LADO.

#### **15. CROSS REFERENCE TO OTHER TRUST / SCHOOL POLICIES**

**15.1.** The Denbigh Alliance Trust recognises that a number of other school policies and procedures form part of the wider safeguarding and child welfare agenda and therefore this Child Protection Policy should be read in conjunction with the documents listed below.

**15.1.1.** Behaviour Policy including the Anti-bullying Policy

**15.1.2.** Data Protection Policy including Privacy Notices – Staff and Students

**15.1.3.** Health and Safety Policy

**15.1.4.** Educational Trips and Visits Policy

**15.1.5.** Recruitment Statement

**15.1.6.** Staff Induction and Probation Policy

**15.1.7.** Acceptable Use of ICT Policy (Staff and Students)

**15.1.8.** Confidential Reporting/Whistle Blowing Policy & Procedure for Staff

**15.1.9.** Procedure for Dealing with Allegations of Abuse Against Staff

**15.1.10.** Staff Code of Conduct

#### **16. POLICY REVIEW**

**16.1.** The Denbigh Alliance Trust Trustees are responsible for reviewing this policy annually and ensuring that it is compliant with current legislation and good practice. The Trust is also responsible for ensuring that schools maintain an up-to-date list of key contacts and that related policies and procedures are kept up to date.

#### **17. EXTERNAL AGENCY CONTACTS AND FURTHER INFORMATION**

**17.1. To make a referral or consult Children's Services regarding concerns about a child:**

**Multi-Agency Safeguarding Hub (MASH):** Tel: 01908 253169 or 253170 during office hours or Emergency Social Work Team Tel: 01908 265545 out of office hours. Email: [children@milton-keynes.gov.uk](mailto:children@milton-keynes.gov.uk)

**17.2. For allegations about people who work with children:**

Contact the MASH as above or Local Authority Designated Office (LADO) Tel: 01908 254307. Email: [lado@Milton-keynes.gov.uk](mailto:lado@Milton-keynes.gov.uk)

- 17.3. For information about safeguarding training for schools and education settings:**  
Contact the Secretary to the Children & Families Head of Safeguarding - Tel: 01908 254962 or email: [sue.butler@milton-keynes.gov.uk](mailto:sue.butler@milton-keynes.gov.uk)
- 17.4. For general queries regarding safeguarding, contact the Children & Families Head of Safeguarding**  
Tel: 01908 254307 or email: [sophie.marshall@milton-keynes.gov.uk](mailto:sophie.marshall@milton-keynes.gov.uk)
- 17.5.** More information and guidance about safeguarding children, including inter-agency training opportunities, can be found on the [Milton Keynes Safeguarding Children Board website](#)
- 17.6. Prevent referrals to be sent to this [link](#).**
- 17.7. Prevent advice to be sought from:** Thames Valley Prevent Team – phone: 01865 555618 or email: [PreventGateway@thamesvalley.pnn.police.uk](mailto:PreventGateway@thamesvalley.pnn.police.uk)
- 17.8. Advice on whether or not the Police should be informed of a safeguarding incident can be found in this guidance from the [NSPCC](#)**

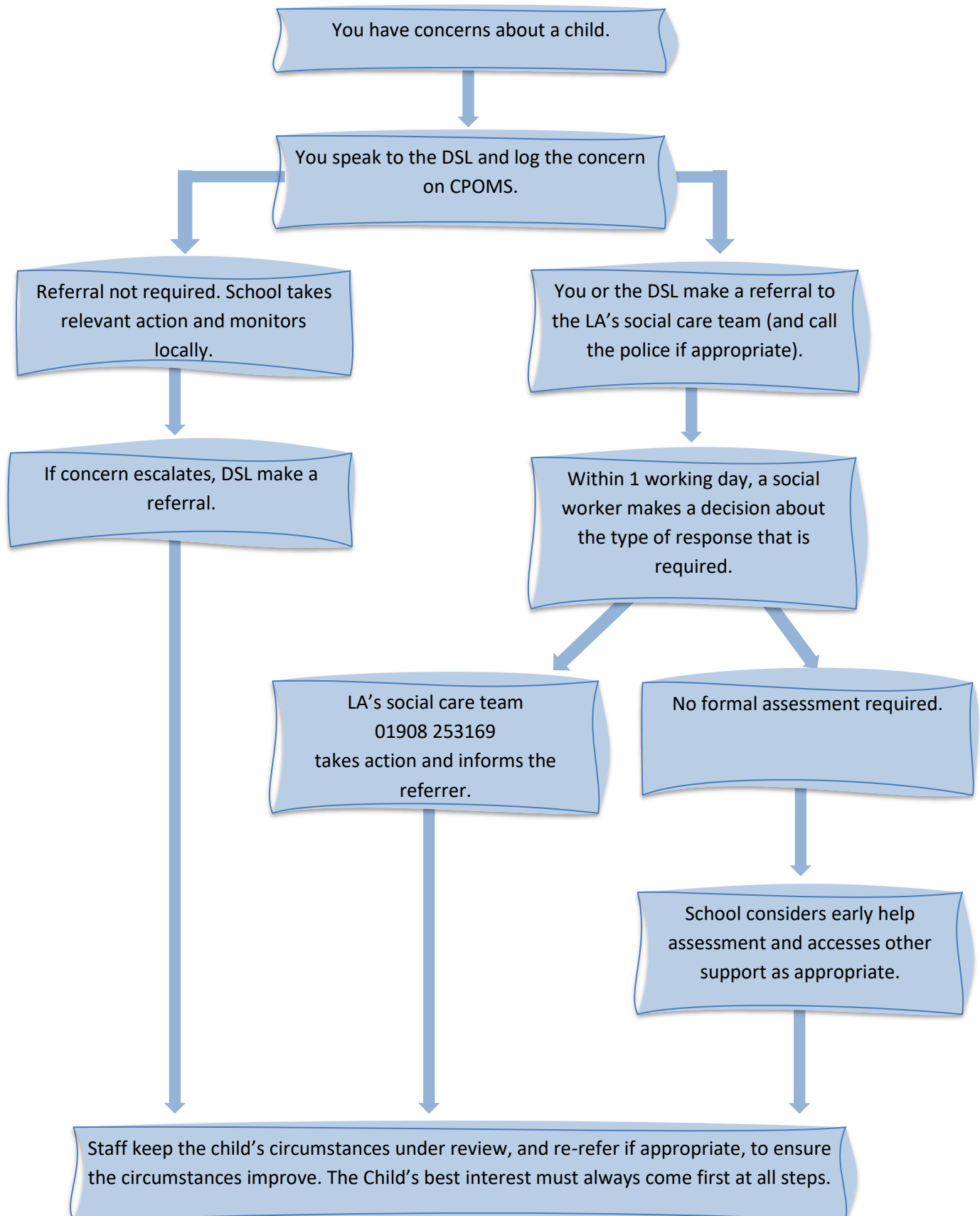


## APPENDIX 1: KEY CONTACTS AT THE DENBIGH ALLIANCE TRUST

<b>The Denbigh Alliance Trust</b>	
<b>Chief Executive Officer:</b> Susanna Collings Contact details: 01908 049516 <a href="mailto:collings@thedenbighalliance.org.uk">collings@thedenbighalliance.org.uk</a>	<b>Chair of Trustees:</b> John Cove Contact details: 01908 049516 <a href="mailto:covej@thedenbighalliance.org.uk">covej@thedenbighalliance.org.uk</a>
<b>Designated Trustee for Safeguarding and Safer Recruitment:</b> Maureen O'Brien Contact details: 01908 049516 <a href="mailto:obrienm@thedenbighalliance.org.uk">obrienm@thedenbighalliance.org.uk</a>	
<b>Denbigh School</b>	
<b>Chief Executive Officer:</b> Susanna Collings Contact details: 01908 049516 <a href="mailto:collings@thedenbighalliance.org.uk">collings@thedenbighalliance.org.uk</a>	<b>Headteacher:</b> Andrea Frame Contact details: 01908 505030 <a href="mailto:framea@denbigh.net">framea@denbigh.net</a>
<b>Chair of Governors:</b> Akhtar Jan Contact details: 01908 505030 <a href="mailto:jana@denbigh.net">jana@denbigh.net</a>	<b>Designated Safeguarding Governors:</b> Dominic Wood & Alexander Tidy Contact details: 01908 505030 <a href="mailto:woodd@denbigh.net">woodd@denbigh.net</a> <a href="mailto:tidya@denbigh.net">tidya@denbigh.net</a>
<b>Designated Safeguarding, e-safety and Mental Health Lead (Strategic):</b> Mr Phil Myers (Deputy Headteacher) Contact details: 01908 505030 <a href="mailto:myersp@denbigh.net">myersp@denbigh.net</a>	
<b>Designated Safeguarding Lead (Operational):</b> Alison Butterfield Contact details: 01908 505030 <a href="mailto:butterfielda@denbigh.net">butterfielda@denbigh.net</a>	
<b>Safeguarding Team Member:</b> Paul Gannaway (Assistant Headteacher) Contact details: 01908 505030 <a href="mailto:gannawayp@denbigh.net">gannawayp@denbigh.net</a>	<b>Safeguarding Team Member:</b> Sandie Brawn Contact details: 01908 505030 <a href="mailto:brawns@denbigh.net">brawns@denbigh.net</a>
<b>Watling Academy</b>	
<b>Chief Executive Officer:</b> Susanna Collings Contact details: 01908 794024 <a href="mailto:collings@thedenbighalliance.org.uk">collings@thedenbighalliance.org.uk</a>	<b>Headteacher:</b> Ian Bacon Contact details: 01908 794094 <a href="mailto:baconi@watling.academy">baconi@watling.academy</a>
<b>Chair of Governors:</b> Robert Simpson Contact details: 01908 794094 <a href="mailto:simpsonr@watling.academy">simpsonr@watling.academy</a>	<b>Designated Safeguarding Governor:</b> Andy Cox Contact details: 01908 794094 <a href="mailto:coxa@watling.academy">coxa@watling.academy</a>
<b>Designated Safeguarding and e-safety Lead:</b> Mr Adam Say Contact details: 01908 794094 <a href="mailto:saya@watling.academy">saya@watling.academy</a>	
<b>Designated Safeguarding Lead (Operational):</b> Gabriella Nicholls Contact details: 01908 794094 <a href="mailto:nichollsg@watling.academy">nichollsg@watling.academy</a>	<b>Mental Health Lead:</b> Cameron Parks Contact details: 01908 794094 <a href="mailto:parksc@watling.academy">parksc@watling.academy</a>
<b>Safeguarding Team Member:</b> Jo Barford Contact details: 01908 794094 <a href="mailto:barfordj@watling.academy">barfordj@watling.academy</a>	<b>Safeguarding Team Member:</b> Andy Simmonds Contact details: 01908 794094 <a href="mailto:simmondsa@watling.academy">simmondsa@watling.academy</a>
<b>Safeguarding Team Member:</b> Lynn Lewis Contact details: 01908 794094 <a href="mailto:lewis@watling.academy">lewis@watling.academy</a>	<b>Safeguarding Team Member:</b> Elliot Humphries Contact details: 01908 794094 <a href="mailto:humphries@watling.academy">humphries@watling.academy</a>
<b>Watling Primary</b>	
<b>Chief Executive Officer:</b> Susanna Collings Contact details: 01908 049516 <a href="mailto:collings@thedenbighalliance.org.uk">collings@thedenbighalliance.org.uk</a>	<b>Chair of Governors:</b> William Butler Contact details: 01908 049500 <a href="mailto:butlerw@thedenbighalliance.org.uk">butlerw@thedenbighalliance.org.uk</a>
<b>Designated Safeguarding Governor:</b> Liandra Walker Contact details: 01908 049516 <a href="mailto:walkerl@thedenbighalliance.org.uk">walkerl@thedenbighalliance.org.uk</a>	
<b>Headteacher and Designated Safeguarding Lead:</b> Vikki Pegg Contact details: 01908 049500 <a href="mailto:peggv@thedenbighalliance.org.uk">peggv@thedenbighalliance.org.uk</a>	

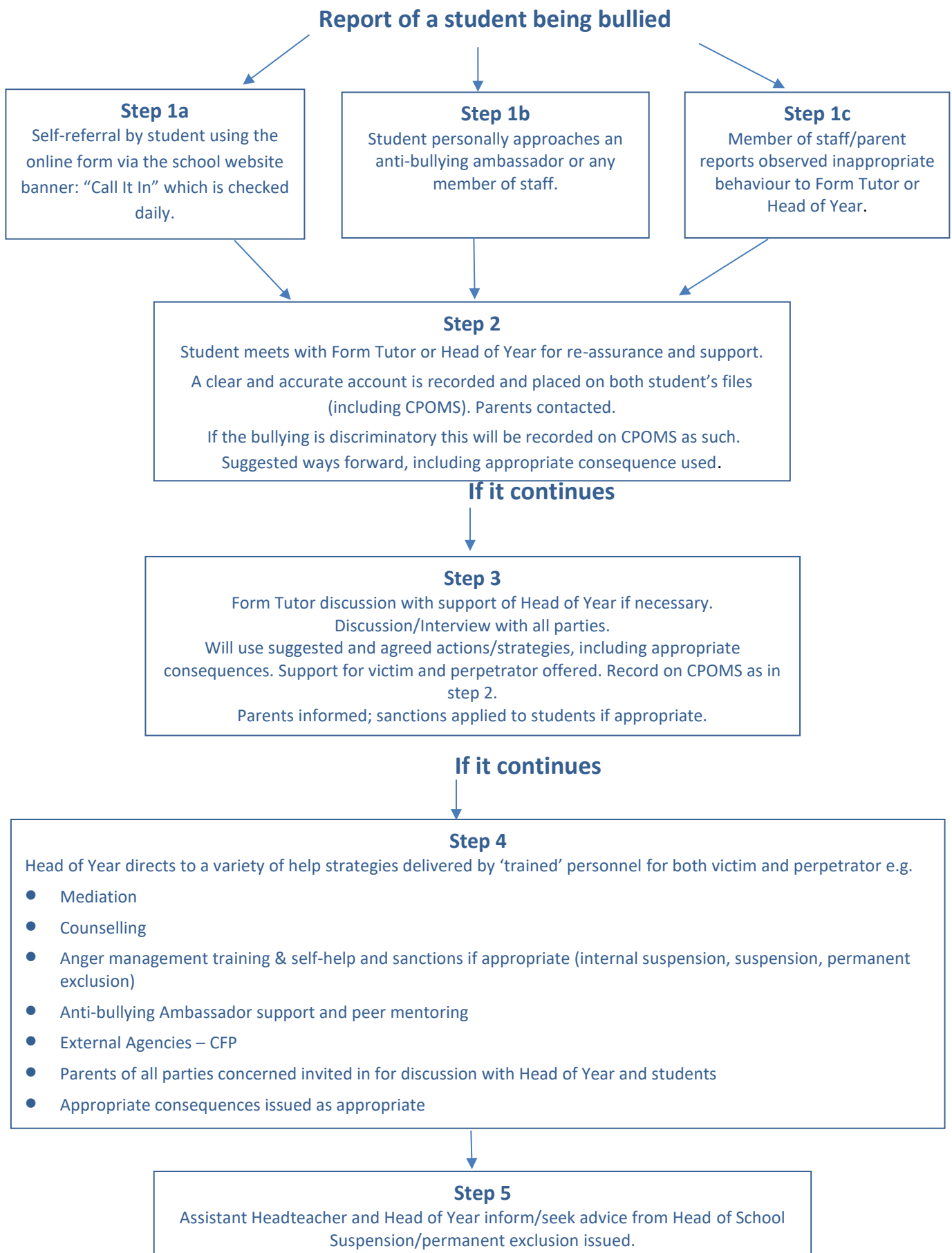
## APPENDIX 2: REFERRAL FLOWCHART

Procedure if you have concerns about a child's welfare (as opposed to believing a child is suffering or likely to suffer from harm, or in immediate danger) (Note – if the DSL is unavailable, this should not delay action. See section 11.1.1. for what to do.)



### APPENDIX 3: PATHWAYS OF SUPPORT FOR DEALING WITH BULLYING INCIDENTS - Denbigh School

Denbigh School does not tolerate any kind of bullying. We live out our values of be engaged, be kind and respectful and do not harm.



**APPENDIX 4: RESPONDING TO ACCUSATIONS OF BULLYING – Watling Academy**

Report Received

- Taken seriously by member of staff.
- Reported to Assistant Head of Year (AHOY) or Head of Year (HoY) by member of staff (child not told to go and report it themselves/find their HoY etc.)
- Pastoral staff investigate incident and assign it to be dealt with e.g. FT/PA etc.
- Action Taken – it is NEVER simply left.

**Supporting the victim**  
 (HoY must over see even if another member of Pastoral Team (PT) is supporting the student)

Listen to what they say

Put in place support strategies for the student

Contact parents

Reassure

Encourage future reporting

On-going checking in

Make teachers aware

Support with new friendship groups if required

Restorative discussions

PSP completed if bullying does not stop after

**Supporting the Bully**  
 (HoY must over see even if another member of PT is supporting the student)

Investigate to understand why

Put in place strategies to change behaviour

Parents contacted

Set up Pastoral support meetings

Review regularly

Restorative discussions

PSP completed if required

**IMPORTANT**

Parents and the student are communicated with in terms of action taken. Show that we have dealt with the concern.

Note

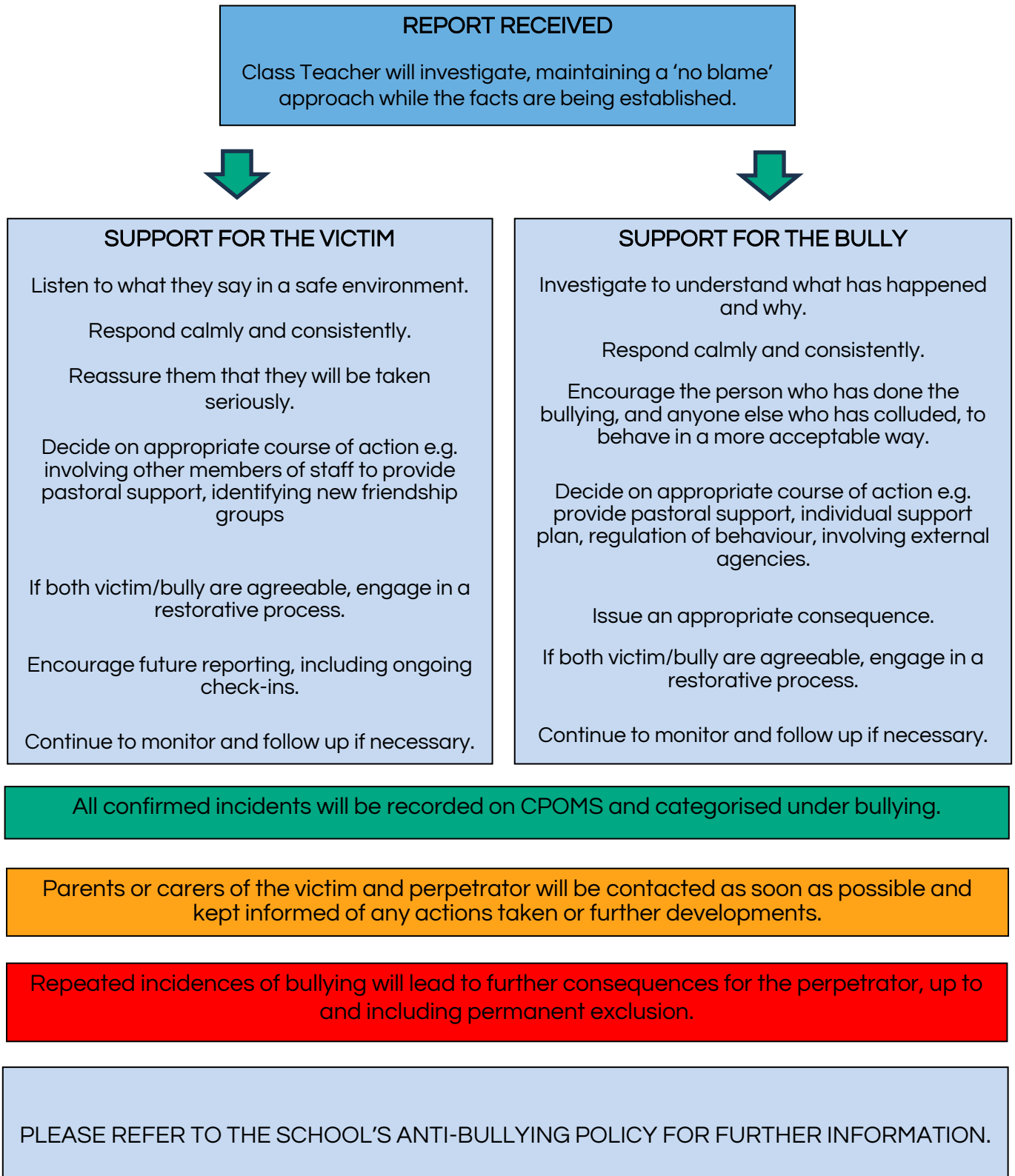
Repeated actions will lead to further consequences, up to and including exclusion

For any bullying incident (as outlined in the anti-bullying policy) HoY should immediately speak with either MGS or JBD. Once the incident is discussed and confirmed as bullying the HoY will record it on CPOMs.

The HoY will record it as Cause for concern as usual, but will also tick the Bullying/Friendship related incident issue. HoY MUST then select the stand alone bullying box. HoY may categorise it using another appropriate box, but it is the bullying box that will inform the statutory reports run half termly.

## APPENDIX 5: RESPONDING TO ACCUSATIONS OF BULLYING – Watling Primary School

The ethos and culture of our school, as reflected in the Watling Way values and our Behaviour Policy incorporates measures that we hope will prevent bullying. However, all the members of our community recognise that bullying can still occur. If a report of an accusation of bullying is received, we will take the following actions.



Information Received



- Taken seriously by member of staff
- Reported to DSL immediately
- DSL or HOY to investigate (if HOY, DSL to support)
- Action is Always Taken
- Incident reported on CPOMS



Sexual Violence	Sexual harassment	Harmful Sexual Behaviour
<p><b>Supporting the victim</b></p> <p><b>DSL or HOY to support this process</b></p> <ul style="list-style-type: none"> <li>• We listen to what they say</li> <li>• We put in place support strategies for the student</li> <li>• We contact parents and keep in touch throughout the process</li> <li>• We reassure</li> <li>• We encourage future reporting</li> <li>• We check in on an ongoing basis</li> </ul>		<p><b>Supporting the perpetrator</b></p> <p><b>DSL or HOY to support this process</b></p> <ul style="list-style-type: none"> <li>• We investigate to understand why</li> <li>• We put in place strategies to challenge and change behaviour</li> <li>• We contact parents and keep in touch throughout the process</li> <li>• We review strategies</li> <li>• We devise and run a Pastoral Support Plan if required</li> </ul>
<p><b>Youth Produced Sexual Imagery</b></p> <p>Support in place will be as above, including the both the completion of a MARF, and contact with the police.</p> <ul style="list-style-type: none"> <li>• Social services will be contacted in ALL cases and a MARF completed depending on nature of incident</li> <li>• Police reports will be made depending on nature of incident and advice from Milton Keynes MASH</li> <li>• some incidents of a sexual nature may not involve a victim or perpetrator but are individual acts that requires an equal amount of support given to that individual.</li> </ul>		

**Note**

Repeated actions will lead to further consequences up to and including exclusion. Support will also continue for both victim and perpetrator

## **Recording incidents of a sexual nature on CPOMs at Denbigh School**

The reporting member of staff will record the incident as a Cause for Concern.

For any sexually related incident (as outlined in our safeguarding training) the DSL will make a decision as to the classification of the incident i.e.

- Sexual Violence
- Sexual harassment
- Harmful Sexual Behaviour
- Youth Produced sexual imagery

Once the incident is discussed and the classification is confirmed, the category will be edited on CPOMS by the DSL.

## **Recording incidents of a sexual nature on CPOMs at Watling Academy**

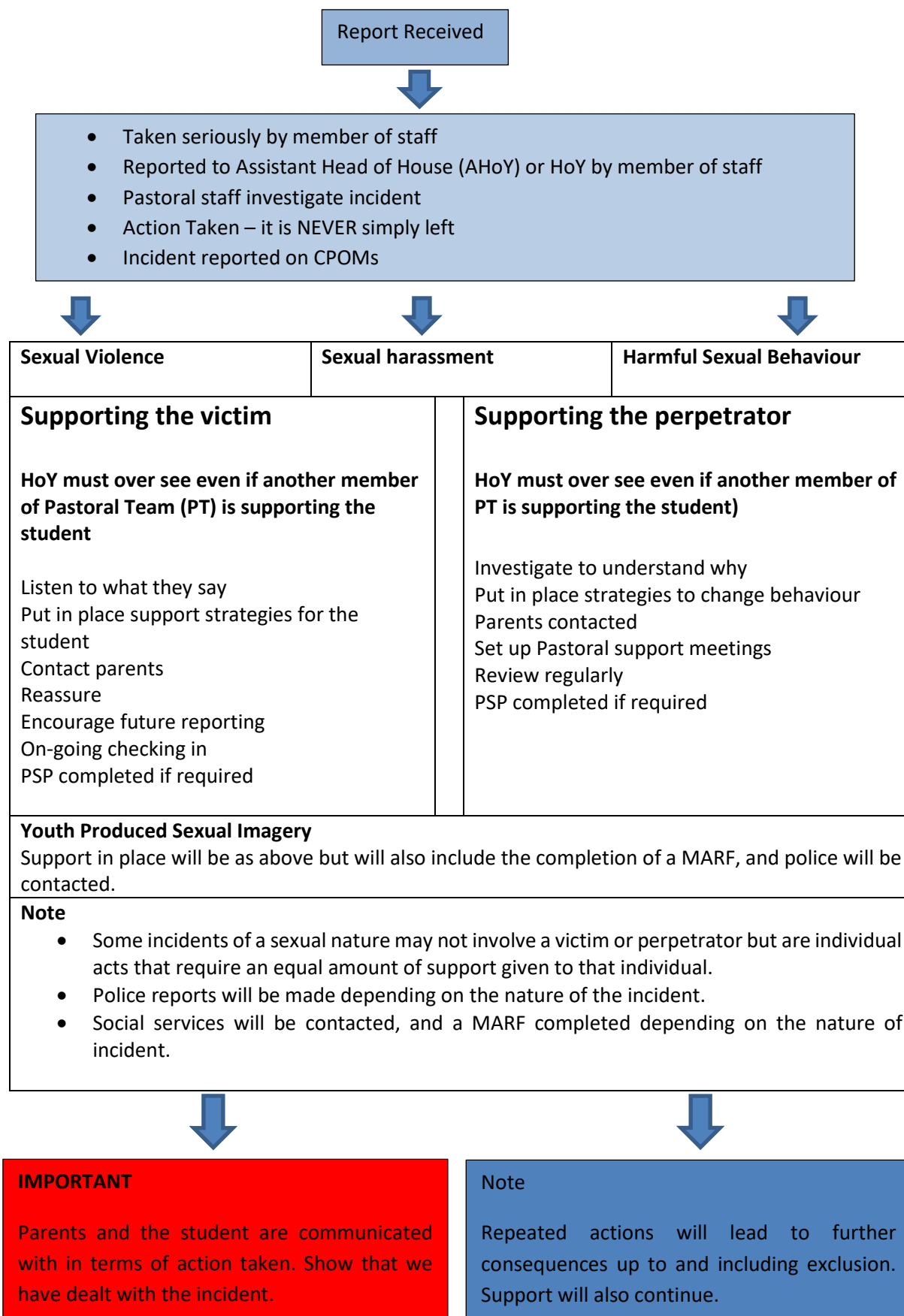
For any sexually related incident (as outlined in our safeguarding training) HoY should immediately speak with either DSL (Strategic or Operational). A decision will be made on the classification of the incident i.e.

- Sexual Violence
- Sexual harassment
- Harmful Sexual Behaviour
- Youth Produced sexual imagery

Once the incident is discussed and the classification is confirmed, the HoY will report it on CPOMS

The HoY will record it as Cause for Concern as usual but will also tick the Safeguarding box. HoY MUST then select the stand alone the box representing the agreed sexual categorisation.

**APPENDIX 7: RESPONDING TO INCIDENTS OF A SEXUAL NATURE – Watling Academy**





## APPENDIX 8: RESPONDING TO INCIDENTS OF A SEXUAL NATURE – Watling Primary School

The ethos and culture of our school, as reflected in The Watling Way values and our Behaviour Policy, incorporates measures that we hope will prevent incidents of a sexual nature occurring. However, all members of our school community recognise that incidents of sexual violence and sexual harassment can occur between two or more children of any age and sex and can be online or face-to-face (both physically and verbally). If a report of an accusation of an incident of a sexual nature is made, we will take the following actions.

