

Appendices

1. Golden Rules of Information Sharing
2. Additional Contact
3. Learning lessons from Reports and Enquiries
4. Other Documents available in School
5. Managing Allegations Statement
6. Safer Recruitment
7. Volunteer Policy
8. Induction and Continuing Professional Development
9. Internet Filtering
10. FGM Flowchart

Appendix 1

The seven golden rules to sharing information

1. Remember that the Data Protection Act 1998 and human rights law are not barriers to justified information sharing, but provide a framework to ensure that personal information about living individuals is shared appropriately.
2. Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice from other practitioners if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
4. Share with informed consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgment, there is good reason to do so, such as where safety may be at risk. You will need to base your judgment on the facts of the case. When you are sharing or requesting personal information from someone, be certain of the basis upon which you are doing so. Where you have consent, be mindful that an individual might not expect information to be shared.
5. Consider safety and well-being: Base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.
6. Necessary, proportionate, relevant, adequate, accurate, timely and secure: Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely (see principles).
7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

If in doubt about whether or how to share information we will follow the flow chart on page 12 of DFR Information Sharing.

Appendix 2

Additional Contact Details

Wolverhampton Domestic Violence Forum 01902 555643 and **Multi Agency Risk Assessment Conferences (MARAC)** oversee serious concerns and referrals can be made via MASH24. The

Haven women's refuge 01902 713001. They give advice to women in danger of abuse as well as taking them into the hostel e.g. financial.

National Domestic Abuse Helpline 0800 2000 247 (translation services available).

Mankind national support for male victim of domestic violence 01823 334244.

Respect work with domestic violence perpetrators 08088010327.

Adult Social Care is 01902 551199.

Relate 01902 428447.

Samaritans 01902 426422

Spurgeons offer services for young carers, family support, families affected by imprisonment, preventing abuse and family support networks and can be contacted via their national helpline 01933 412412 or 01902 877559 at The Workspace WV21EL.

If a child is feeling vulnerable they can fill in the "**Worry Box**" on the school website. This will e-mail Mr. Murphy, but it should be noted that there is no reply facility. This should not be used for complaints or trivial matters which can be dealt with in the course of a school day.

Many professionals such as family support workers, educational psychologists and social workers can be contacted at the Safeguarding Hubs. They assist with Early Help and family intervention. This is usually for open cases only and referrals usually go through the school.

The Wolverhampton Safeguarding website is a useful source of information <http://www.wolverhamptonsafeguarding.org.uk>. This is made up of the Wolverhampton Safeguarding Children Board (nationally known as a Local Safeguarding Board) and the Wolverhampton Safeguarding Adults Board.

If you are worried that a child is being "radicalised" please contact Mr. Murphy at the school or Counter Terrorism Unit or prevent_inbox@west-midlands.pnn.police.uk. Alternatively we will contact the Anti-terror Hotline on 0800 789 321 or 999 in an emergency.

FOR FGM SPECIALIST ADVICE: Ring NSPCC Helpline 0800 028 3550 for 24/7 team of specialist advisers or if there is imminent threat to a child ring the police on 999.

For specialist advice on Gang and Youth Violence ring NSPCC on 0808 800 5000 as part of the Home Office Ending Gang and Youth Violence programme.

Appendix 3

Learning Lessons from Reports and Enquiries

NSPCC library and information service provides quick and easy access to the latest information, research and resources on child abuse, child neglect and child protection to help you keep children and young people safe.

<https://learning.nspcc.org.uk/services/library-information-service>

Local Child Safeguarding Practice Reviews are available to read at

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

Appendix 4

Other Documents Available in School

Related documents and procedures are available via the DSL's are :-

- All records for safeguarding issues entered on My Concern – www.myconcern.co.uk
- Detailed referral forms to the Multi Agency Safeguarding Hub (commonly known as MASH24 or Social Services for Children).
- Historical “Children Causing Concern” intervention log and our incident log (confidential – on a need-to-know basis).
- Staff Handbook.
- School Prospectus for Parents / Carers and Home School Agreements
- Teacher or NJC terms and conditions of employment.
- Professional Standards for Teachers.
- Professional standards for support staff.
- Raising Achievement Action Plan.
- Incident report forms.
- Local Authority Health and Safety Manual.
- Education Health and Care Plans
- Looked After Children Policy

Appendix 5

Managing Allegations against Staff and Volunteers Who Work With Children and Young People

Claregate Statement: Managing Allegations against Staff and Volunteers who work with Children and Young People.

Safeguarding Children and Young People is the responsibility of everyone.

Claregate Primary School is committed to safeguarding and expects all staff and volunteers to share this commitment. The School will provide appropriate guidance and training for staff and volunteers.

Between them, this statement and Appendix 1 provide for the effective protection of children, and for allegations to be managed fairly, consistently and without delay.

Statement purpose

This statement sets out the action to be taken in the event that information comes to light, which indicates that a member of staff or a volunteer may have:

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; or

Behaved towards a child or children in a way that indicates he or she would pose a risk of harm to children.

This applies to any child the member of staff or volunteer has contact with in their personal, professional or community life.

All staff and volunteers must be aware of and act in accordance with the requirements of this statement, and with the content of 'KCSiE 2024 - <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2> , which is regularly communicated and is readily available from the School Office.

Reporting information / an allegation:

If you have a concern, or you have received factual information, which indicates that a member of staff or volunteer may have behaved in the manner described above, or has possibly committed a criminal offence against or related to a child:

You must:

- Report the information immediately and without delay to Mr Murphy who is the school's Headteacher, or where the Headteacher is the subject of the allegation/s to the Chair of the Governing Body.
- Report the facts.

- Make an accurate written record of your concerns, what you have witnessed or have been told. Give a copy of the record to the person to whom you have reported your concerns.
- Maintain strict confidentiality.

You must not:

- ✗ Keep information to yourself or promise confidentiality where information is disclosed to you, or you witness anything of concern
- ✗ Make assumptions or judgements about what you have witnessed or been told; any concerns must be reported, it is the responsibility of people in clearly defined roles to consider the information.
- ✗ Attempt to deal with or investigate the concerns yourself.
- ✗ Take any action which may undermine an investigation such as discussing disclosures or information with alleged victims, witnesses or parents, asking people to provide statements or alerting the person in respect of whom concerns have come to light

How an allegation will be managed

Part four of Keeping Children Safe in Education 'Allegations of abuse made against teachers and other staff', sets out the statutory framework for managing allegations.) It is the responsibility of the Senior Leadership Team and the School Designated Safeguarding Lead to be fully familiar with and act in accordance with KCSiE (2024).

The Headteacher will normally undertake the role of 'Case Manager', and will immediately discuss the information / allegations that have been reported with the Designated Officer.

Where there is an immediate risk to a child or children, or evidence of a criminal offence, a decision may be taken to contact the Police directly in the first instance.

The Designated Officer for Wolverhampton City Council is Kenny Edgar

Tel: **01902 550477** Secure email: LADO@wolverhampton.gov.uk

Address: Safeguarding Service, Wolverhampton City Council, Priory Green Office,
Whitburn Close, Pendeford, Wolverhampton. WV9 5NJ

Where a referral form for a Person in a Position of Trust (POT) meeting (also known as a Strategy Discussion) is requested by the Designated Officer this must be

completed. In the absence of the Designated Officer the Head of Safeguarding or the Safeguarding Manager (Children) will advise the Case Manager.

Staff or volunteers who may be the subject of an allegation will receive appropriate support. Employees will be given a copy of the Wolverhampton Safeguarding Children Board document 'Information guide for staff facing allegations', and all requirements in Appendix 1 will be observed including those in respect of confidentiality and record keeping.

Should circumstances arise whereby staff or volunteers have concerns in relation to poor or unsafe practice, or potential failures within the school's safeguarding regime, which are such that immediate referral to the Police or DO is not required to safeguard a child/ren or young people, the school's Whistleblowing Procedure provides channels for them to raise their concerns. Staff and volunteers have a duty to raise any such concerns and are encouraged to do so. If matters of staff conduct are not an offence in law, the school disciplinary procedures (Grey Book) will be instigated.

A lot of things brought to the DSL and the LADO are below this threshold and the school needs to define its duties in this respect. That is to create a safer organisation through strong safeguarding cultures. Boundaries and how we deal with boundary violations, potentially grooming is central to this. Adults need to be told how a situation could be construed as grooming and be given specific on the record professional advice about this. In order to run a safe school we will :

Reduce the opportunity to behave in an inappropriate way.	No sole contact with children. Adherence to personal care routines. Whistleblowing known and followed. Honesty and integrity of professional relationships – challenge is not disloyal.
Increase the effort required to offend.	As above. Professional scrutiny of each other at work.
Increase the risk and perception of detection.	Procedure and vigilance. Culture of low-level concerns being shared. Culture of leadership challenging this.
Ensure that there are line management and staff support systems in place.	4 phase leaders with close monitoring and pastoral involvement with staff. Line of communication to DSL.
Have professional curiosity above and beyond a DBS check which only details whether someone has been caught perpetrating.	Mindset and attitude. It could happen here. Build positive reporting culture; not suspicion or toxicity.
Building "what is acceptable" married to but not solely dependent upon a Code of Conduct.	Code of conduct understood by ALL – Mid Day Staff and volunteers included.
Bribes / rewards, controlling or over charismatic behaviour, focussing on needy or vulnerable pupils, inappropriate photography, overstepping boundaries re friendliness or	Low level concerns reported to one person – DSL. "Join the dots" leadership where a 3D perspective of an individual through different concerns were built up. Understanding of professional boundaries and conduct. Concerns dealt with as

emotional involvement. Inappropriate or over friendly physical conduct. Staring. Using innuendo or inappropriate language.	well as allegations. Advice taken from LADO of there are serious concerns or repeat incidents.
--	--

Dealing with Concerns That Fall Short of Allegations

Report to DSL who may ask for a written account. DSL will investigate and take other witness statements unless it is clear that this goes straight to the LADO. DSL will check previous records to see if there is a pattern. DSL will decide whether it meets the above threshold for reporting to the LADO. DSL will record “all substantiated, unsubstantiated or false allegations ...” KCSiE September 2021. For future reference. Records are maintained until normal pension age.

The DSL will act accordingly but be mindful of disclosing concerns if it would allow an alleged perpetrator to cover their tracks:-

Discussing the issue with the person to establish facts and let them know of concerns. Seek guarantees that this will not happen again. This may be the only response necessary.

Issue written professional advice.

Brief all staff in writing if it is necessary to standardise professional behaviour.

Pass the concern on to the LADO.

Initiate a disciplinary investigation and procedures.

The DSL will act robustly, proportionally and sensitively. The DSL will be honest with the person accused and the person making the accusation. It will not be possible however to always guarantee anonymity of the accuser.

Full details are available in PART FOUR of KCSiE 2024

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Appendix 7 Safer Recruitment

We encourage a culture of safe recruitment, and we will reject people at selection panels who we believe pose a risk to children.

There are three main aspects of safeguarding 1. Deter (see Model appointment Procedures). 2. Prevent 3. Detect

All paid staff will be DBS checked and where possible checked via the barred list. There are different types of DBS checks.

Standard: a check of the Police National Computer (PNC) records of convictions, cautions, reprimands and warnings;

Enhanced: a check of the PNC records as above, plus other information held by the police that is considered relevant by the police; and

Enhanced with barred list information: for people working in regulated activity with children. This adds checks of the DBS Children's Barred List to the enhanced check.22. KCSIE 2019 defines "Regulated Activity". Qualified and unqualified teachers should now also be checked for prohibition from teaching. Prohibition checks came into force on 3/4/2014 so some staff appointed before this date will not have prohibition checks.

The DBS certificate is then checked via the applicant. Advice will be taken from personnel services if there are convictions or concerns showing. A decision will be made whether to appoint or not. A school has the ability to bar if they reasonably believe that a candidate is barred,

The school will abide by secretary of state prohibition or temporary prohibition orders.

When job descriptions are reviewed, duties to protect children, and acting in a professional manner in accordance with professional guidelines will be built into Job Descriptions.

All application for employment at the school have a DBS / barred list disclosure as central to the process. All employment offers are subject to this check and people are not permitted under normal circumstances to start work until this clearance is received.

The school will also check European Economic Area as part of the checks if the criteria is fulfilled.

Pre appointment checks

When making appointments involving regulated activity we will:-

Take note of a person's employment history and look for anomalies contradictions or incomplete detail. We will ask that the last employer is a reference and we will check the reference and detail with them via a telephone call. This will be annotated on the application form.

Where the candidate is a teacher and not currently employed in a school, we will also check with the Headteacher / Principal the reason for the candidate leaving the last post and their suitability for re-employment in the profession.

Send for and read written references of all shortlisted candidates pre interview, checking via a telephone call that the references are genuine and from the person identified by the candidate. If references are vague or incomplete we will ask for them to be done again with more detail or if it is minor detail check this during the telephone call noting the response for the interview panel.

If there are any inconsistencies between references and the candidates factual information this will be checked during the phone call and with the candidate at interview. This will be a standing question for all interviews – there if required.

We will insist that references are signed by the person giving the reference and we will only accept references specific to this job. We will not accept general, unspecific or open references. We will ask referees to tick and comment upon items on the job description.

If the references / disciplinary records / Employer Access Online details are unsatisfactory we will not appoint the candidate.

Ensure that the references ask for details of relevant disciplinary records.

- Verify identity from current photographic ID and recent utility bill
- Check DBS certificate (or DBS update Service via) and barred list
- If DBS is awaited do a barred list check before starting work and supervise the individual until the DBS comes through
- Check teacher prohibition order using the Employer Online Service
- Check European Economic Area checks for those who have lived or worked abroad
- Verify the candidates mental and physical capacity to carry out their work via a pre- employment questionnaire
- Verify their right to work in the UK via GOV.uk website guidelines
- Verify professional qualifications by checking relevant certificates

Although regulations allow us to not request an enhanced DBS if the candidate has worked in a school with contact with children in any school since 2006 we will still do this.

Where there is an extenuating circumstance and children's Health Safety or Welfare may be compromised by waiting for this, the Headteacher can sign an LA pro forma disclaimer stating that the person will not work alone and apply control measures to allow employment. See Appendix 1.

Most people in a school will be doing "regulated activity" which is defined by KCSIE 2024:

Regulated activity includes:

a) teaching, training, instructing, caring for (see (c) below) or supervising children if the person is unsupervised, or providing advice or guidance on well-being, or driving a vehicle only for children,

b) work for a limited range of establishments (known as 'specified places', which include schools and colleges), with the opportunity for contact with children, but not including work done by supervised volunteers;

Work under (a) or (b) is regulated activity only if done regularly.³⁵ Some activities are always regulated activities, regardless of their frequency or whether they are supervised or not. This includes:

c) relevant personal care, or health care provided by or provided under the supervision of a health care professional:

- personal care includes helping a child, for reasons of age, illness or disability, with eating or drinking, or in connection with toileting, washing, bathing and dressing;
- health care means care for children provided by, or under the direction or supervision of, a regulated health care professional.

It is not school policy to DBS check all voluntary helpers. Some volunteers will be supervised and occasional and will not have sole access to children. For example, a once-a-year school trip where there is direct supervision of volunteers by staff i.e. no sole access to children or responsibility for them. However all new volunteers who are working in regulated activity will be DBS and barred list checked (KCSIE 2022).

All volunteers who are not DBS checked and who do not carry out regulated activity will be supervised and will not have sole access to children.

The school recognises that DBS is simply a record check and does not guarantee a person's suitability to work with children.

Job Application procedures are in line with DFE circulars in that we check identity via passports and utility bills as well as verbally checking references to verify their validity.

It is school policy to give accurate and honest references and not to reach "compromise agreements" with staff who cause concern with regards to child safety. Full disciplinary procedures will be carried out!

The school will act in accordance with barring procedures. Banned people will not be employed or allowed to work with children in our school. Without a satisfactory DBS a person will not be employed at the school.

Enhanced DBS checks will still be necessary to identify other misdemeanours which may affect what role they carry out in school e.g. drunk driving may not lead to barring, but this is something that the school may wish to know if the post involved transporting children.

Where other agencies employ staff to work at Claregate School e.g. privately run after school clubs, Local Authority Departments, sports coaches and employment agencies etcetera, they will be asked to sign a declaration stating that all safeguarding policies and pre-employment checks take place. This ensures that a school's responsibility under Education Act 2002 section 175 (2) is soundly managed. Contractors will at the tender or quotation stage normally be from the council's approved list or "construction line" a nationally run database of approved contractors. If not, a supervision policy for those without CRB / DBS will be instigated to ensure that there is no unsuitable contact with children or work in sensitive areas.

KCSiE makes it clear that it is the responsibility of the ITT institution to provide this for school. We must record their DBS check on the central record and check and disclosures before they start regulated activity with children here.

Single Central Record

We will ensure that

- It is up to date
- It is checked via spot check each term by the Chair of Governors who signs to say it complies.
- It includes all staff including supply staff employed by the school, all people including volunteers who have "regular" contact with children
- It will include at least an identity check via birth certificate, passport, driving license and utility bill. A barred list check, an enhanced DBS check record, a prohibition from teaching check, and further checks on people living or working outside the UK. A check of professional qualification by seeing certificates and a check on the person's right to work in the UK.

The Personnel File

There is no requirement to keep copies of DBS just acknowledge that it has been checked.

Copies of documents used to verify identity or right to work and qualifications will be kept.

Overseas trained teachers will be checked in line with GOV.uk guidelines - see KCSiE 2024

We will keep written confirmation from external agencies that checks have been carried out on an individual who will work at the school. This must include a barred list check prior to appointment or work in school and ID checks upon arriving at school and before contact with children – this will be recorded.

Trainee teachers who are salaried by the school are considered full employees and must undergo all checks that other employees. Where they are not salaried it is the responsibility of the ITT College to carry out the checks.

If there is a concern about existing staff, checks will be re-run as if they were a new member of staff. If a person moves from non-regulated work into regulated work all of the check will be completed. We will not routinely run DBS checks or barred list checks on existing employees.

We recognise our duty to refer a person who harms a child, poses a risk to a child or if there is reason to believe that a person has committed a “listed offence” or has been removed from work regarding safeguarding concerns. DBS will consider whether to bar. Leaving employment will not stop us from doing this.

Appendix 7

Volunteer Policy

We encourage voluntary help in school as it adds to the quality of education of children. However, we will vet the suitability of volunteers and if we do not consider a person to have an understanding or commitment to confidentiality and child welfare, they will not be allowed to do any voluntary work in school.

Volunteers are not allowed access to the staff room for confidentiality reasons.

Volunteers who are not DBS checked will under no circumstances to undertake regulated activity, be allowed to work alone with children or be left unsupervised. In practice that means that they cannot hear readers in the corridor without supervision, they cannot withdraw groups to work outside the classroom and they absolutely cannot be allowed to be involved in personal care including changing soiled clothes or toileting. Walking through a busy corridor is allowed if it is en route to another place where they are working but there is no right to roam the school, they are to be told the areas of school that they are allowed and not allowed in.

Volunteers will be given a document before they begin work asking them to read section 1 of Keeping Children Safe in Education, our Safeguarding Induction Training (level 1) and our Volunteer Guidelines including confidentiality and professional behaviour.

If we judge the person suitable i.e. have had experience of working with children previously or a childcare qualification, have a good understanding of Keeping Children Safe and have gained our trust (although no trust is absolute) we will allow them to engage in regulated activity but we will ask for a DBS check and check the barred register.

For new volunteers we will ask for a DBS check (even if not in regulated activity).

We will not automatically check existing volunteers engaged in non-regulated activity unless there is a reason for concern. P25 because they will already have been checked.

It is not our policy to check volunteers who engage in personal care because we do not allow volunteers to do this.

It is our policy to undertake a Risk Assessment on all volunteers see appendix.

Contractors

It is our policy to ensure that all contractors have the correct level of DBS check. This depends on their activity in school. If a contractor is confined to work behind barriers or fencing in a demarcated "compound" or is at a time when children are not present on site i.e. unlikely to come into contact with children it is our policy not to

ask for a DBS check. This is on the proviso that that have been briefed by the Site Manager and are supervised by the Site Manager during the course of their work. Compound boundaries should be marked on a scale drawing and some form of physical barrier or boundary should be visible to contractors and children e.g. fencing.

If a contractor is working in and around where children are we judge that they cannot always be supervised as the majority of their work is likely to be unsupervised, so we insist that they have a DBS check. All people self-employed are subject to a DBS check as they cannot supervise themselves.

It is school policy that we check the identity of all contractors and their staff on arrival at the school and ask them to sign in.

Work Experience and adults supervising this

It is school's duty to ensure that all children are safe from harm. The school will ensure that all work experience students or pupils from Secondary schools are briefed before they start work and told about due "distance" and reasonable physical contact with children, what to do if a disclosure is made to them, professional behaviour and the need for confidentiality. They will all be asked to read out Safeguarding Induction Training.

If an adult supervising work experience is coming into school, we will judge whether they are engaging in unsupervised or supervised work, whether it is regulated activity or whether it is frequently (at least one a week or on more than 3 days in 30 or overnight). It is not school policy to run our own checks on University Lecturers or staff engaged in ITT or Qualified and employed teachers from other schools. We will simply ask the employer to ensure that their employed have the appropriate level of checks.

For pupils over 16 engaged in regulated activity we will ask their educational institution to provide a DBS check. However, it is very unlikely that regulated activity will be undertaken in such circumstances.

Children Staying with Host Families

Claregate Primary School does not at present run any such activity and is not expecting to in the next year before this policy is reviewed. We will amend this if this situation changes.

Appendix 8

Induction and Continuing Professional Development

This policy will form part of the induction process for new members of staff with particular emphasis on what to do if you suspect abuse and neglect and staff conduct. Every new member of staff will have a mentor on their level as well as a tutor. This will allow informal discussions and practical help. NSPCC or DCSF online training packages will be used to train new employees. Existing employees will be trained at staff meetings.

Appendix 9

Monitoring and Filtering

Our Internet connection monitoring and filtering is managed by the Local Authority who has carried out Risk Assessments in line with UK Safer Internet Centre and balanced the need for filtering with the need to educate. The school has assessed it and are happy with the system. The “Lightspeed Web Filtering” includes authentication, reporting, remote monitoring, filtering and the blocking of unauthorised sites and the SENSO system actively notifies the Deputy of Headteacher of suspicious online activity (including web-based Microsoft documents). A full list of filtering capacity is available. Sites can be unblocked with permission and requests sent to the Local Authority ICT team. Our IT technician periodically samples websites used. KCSIE 2024 makes it clear that schools should teach how to stay safe online and this is covered by our IT schemes of work, as well as NSPCC talks for Year 5 and 6.

Some sources of useful information and support can be accessed on the following websites: -

www.disrespectnobody.co.uk

www.saferinternet.org.uk

www.internetmatters.org

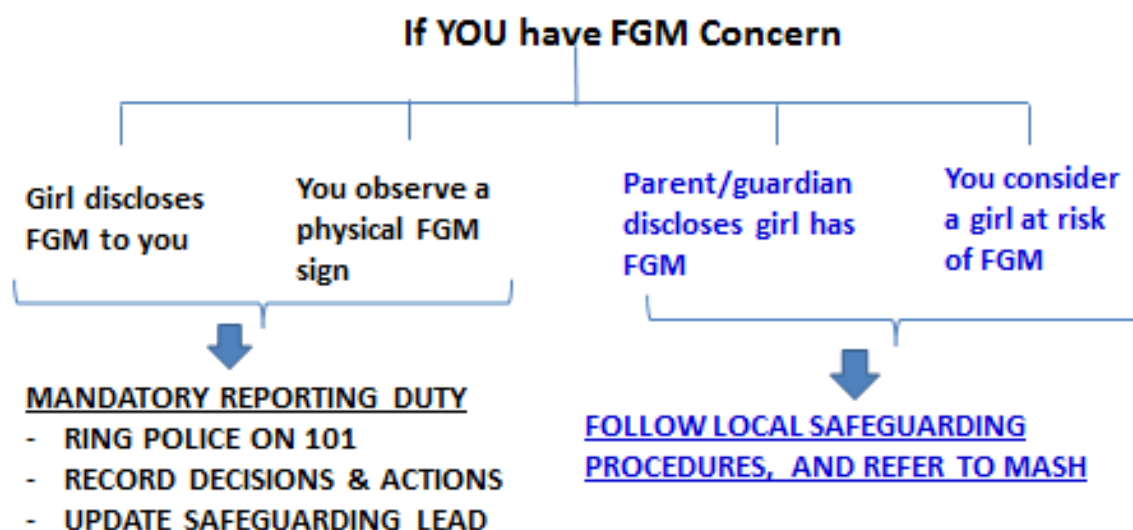
www.pshe-association.org.uk

www.gov.uk/government/publications/the-use-of-social-media-for-online-radicalisation

Performance Management will be used to identify training needs with regards to child protection and safeguarding.

Appendix 10 FGM Flowchart

FGM Mandatory Reporting Duty



**RING 999 IF YOU BELIEVE THAT A GIRL IS AT
IMMINENT RISK OF FGM or HAS BEEN RECENTLY CUT**