

## Academy Policy

# Safeguarding and Child Protection Policy

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## Important Contacts

ROLE/ORGANISATION	NAME	CONTACT DETAILS
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Academy Team	Lee Morgan Academy Principal John Richardson Senior DSL Dan Siddons Deputy DSL Gareth Westray & Tom Endy Deputy DSL Team Dan Siddons Designated LAC Teacher <u>Extended Safeguarding Team</u> Sarah Astle – Raleigh Education Trust Welfare and Attendance Lead	0115 915 5858
Trust Safeguarding Lead	Ki Addis	0115 855 0100
Local authority designated officer (LADO)	Mona Cook 0115 876 2302 LADO@nottinghamcity.gov.uk	
Board of Trustees Chairperson	Eileen Hartley 0115 855 0100	
Safeguarding Trustee	Eileen Hartley	<a href="mailto:claire.beardsall@raleightrust.org">claire.beardsall@raleightrust.org</a>
Safeguarding Governor	Matt Henn – Westbury	0115 8550100
Channel helpline Nottingham City Social Care Local authority school education coordinator Local authority PREVENT Officer	020 7340 7264 0115 876 4800 or email: <a href="mailto:citymash@nottinghamcity.gov.uk">citymash@nottinghamcity.gov.uk</a> 0115 8764749 <a href="mailto:Claire.Maclean@nottinghamcity.gov.uk">Claire.Maclean@nottinghamcity.gov.uk</a> Louise Cox: <a href="mailto:louise.cox@nottinghamcity.gov.uk">louise.cox@nottinghamcity.gov.uk</a>	

## 1. Context

- 1.1 Westbury Academy, part of the Raleigh Education Trust, provides education for pupils with social, emotional, and mental health needs. Pupils are admitted once an Education, Health and Care Plan (EHCP) is in place, or while an EHCP is being developed, where it is agreed the Academy can meet their needs.
- 1.2 Most pupils are educated on-site, though a small number receive part or all of their education off-site to better meet their individual needs. Off-site placements are arranged only with registered schools, independent schools, or Nottingham City Council-approved alternative providers. All off-site providers must maintain up-to-date safeguarding policies, have a named Designated Safeguarding Lead (DSL), and have their safeguarding procedures quality assured by the Raleigh Education Trust.

## 2. Aims

- 2.1 Westbury Academy is committed to safeguarding and promoting the welfare of all children and young people, and we expect all staff and volunteers to share this commitment. Creating a culture of safety and vigilance is central to our work. We aim to:
  - i. Create and maintain a safe and supportive environment;
  - ii. Respond effectively to any child welfare concerns;
  - iii. Foster an atmosphere of trust where pupils feel confident to share concerns;
  - iv. Help pupils understand the difference between acceptable and unacceptable behaviour;
  - v. Equip pupils with the knowledge and skills to stay safe from harm.
- 2.2 Safeguarding, including online safety, is taught as part of a broad and balanced curriculum. All staff take welfare concerns seriously and actively encourage pupils to speak up about anything that worries them

## 3. Legislation and statutory guidance

- 3.1 This policy is based on the Department for Education's statutory guidance [Keeping Children Safe in Education \(2025\)](#) and [Working Together to Safeguard Children \(2023\)](#), the [Maintained Schools Governance Guide](#) and [Academy Trust Governance Guide](#). We comply with this guidance and the arrangements agreed and published by our three local safeguarding partners.
- 3.2 This policy is also based on the following legislation:
  - a) Part 3 of the schedule to the [Education \(Independent School Standards\) Regulations 2014](#), which places a duty on academies and independent schools to safeguard and promote the welfare of pupils at the school
  - b) [The Children Act 1989](#) (and [2004 amendment](#)), which provides a framework for the care and protection of children
  - c) Section 5B(11) of the Female Genital Mutilation Act 2003, as inserted by section 74 of the [Serious Crime Act 2015](#), which places a statutory duty on teachers to report to the police when they discover that female genital mutilation (FGM) appears to have been carried out on a girl under 18
  - d) [Statutory guidance on FGM](#), which sets out responsibilities concerning safeguarding and supporting girls affected by FGM

- e) [The Rehabilitation of Offenders Act 1974](#), which outlines when people with criminal convictions can work with children
  - f) Schedule 4 of the [Safeguarding Vulnerable Groups Act 2006](#), which defines what ‘regulated activity’ is in relation to children
  - g) [Statutory guidance on the Prevent duty](#), which explains schools’ duties under the Counter-Terrorism and Security Act 2015 with respect to protecting people from the risk of radicalisation and extremism
  - h) The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 (referred to in this policy as the “2018 Childcare Disqualification Regulations”) and Childcare Act 2006, which set out who is disqualified from working with children
  - i) The Human Rights Act 1998, which explains that being subjected to harassment, violence and/or abuse, including that of a sexual nature, may breach any or all of the rights which apply to individuals under the European Convention on Human Rights (ECHR)
  - j) The Equality Act 2010, which makes it unlawful to discriminate against people regarding particular protected characteristics (including disability, sex, sexual orientation, gender reassignment and race). This includes making reasonable adjustments for disabled pupils. This means our governors and principal should carefully consider how they are supporting their pupils with regard to these characteristics. The Act allows our school to take positive action to deal with particular disadvantages affecting pupils (where we can show it’s proportionate). For example, it could include taking positive action to support girls where there’s evidence that they’re being disproportionately subjected to sexual violence or harassment
  - k) The Public Sector Equality Duty (PSED), which explains that we must have due regard to eliminating unlawful discrimination, harassment, and victimisation. The PSED helps us to focus on key issues of concern and how to improve pupil outcomes. Some pupils may be more at risk of harm from issues such as sexual violence; homophobic, biphobic or transphobic bullying; or racial discrimination.
- 3.3 This policy also meets requirements relating to safeguarding and welfare in the [statutory framework for the Early Years Foundation Stage](#).
- 3.4 This policy also complies with the Nottingham City Safeguarding Children Partnership:
- [Safeguarding Children Partnership - Nottingham City Council](#)

## 4. Definitions

### 4.1 **Safeguarding and promoting the welfare of children** means:

- a) Protecting children from maltreatment within or outside the home, including online
- b) Preventing impairment of children’s mental and physical health or development
- c) Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- d) Taking action to enable all children to have the best outcomes.

- e) Providing help and support to meet the needs of children as problems emerge
- 4.2 **Child protection** is part of this definition and refers to activities undertaken to prevent children from suffering, or being likely to suffer, harm or significant harm.
- 4.3 **Abuse** is a form of maltreatment of a child and may involve inflicting harm or failing to act to prevent harm. Appendix 1 explains the different types of abuse.
- 4.4 **Neglect** is a form of abuse and is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Appendix 1 defines neglect in more detail.
- 4.5 **Sharing of nudes and semi-nudes** (also known as sexting or youth-produced sexual imagery) is where children share nude or semi-nude images, videos or live streams. This also includes pseudo-images that are computer-generated images that otherwise appear to be a photograph or video.
- 4.6 **Children** include everyone under the age of 18.
- 4.7 **Victim** is a widely understood and recognised term, but we understand that not everyone who has been subjected to abuse considers themselves a victim or would want to be described that way. When managing an incident, we will be prepared to use any term that the child involved feels most comfortable with.
- 4.8 **Alleged perpetrator(s)** and **perpetrator(s)** are widely used and recognised terms. However, we will think carefully about what terminology we use (especially in front of children) as, in some cases, abusive behaviour can be harmful to the perpetrator too. We will decide what's appropriate and which terms to use on a case-by-case basis.
- 4.9 The following 3 **safeguarding partners** are identified in Keeping Children Safe in Education (and defined in the Children Act 2004, as amended by chapter 2 of the Children and Social Work Act 2017). They will make arrangements to work together to safeguard and promote the welfare of local children, including identifying and responding to their needs:
  - a) The local authority (LA)
  - b) Integrated care boards (previously known as clinical commissioning groups) for an area within the LA
  - c) The chief officer of police for a police area in the LA area.
- 4.10 Designated Safeguarding Lead (DSL) – this term is referred to throughout the policy and refers to either the Senior DSL or Deputy DSL in their absence.

## 5. Equality Statement

- 5.1 Some children are at greater risk of abuse, both online and offline, and may face additional barriers in recognising or disclosing concerns. Westbury Academy is committed to anti-discriminatory practice and recognises the diverse circumstances of all children. We ensure every child receives the same level of protection, regardless of any barriers they may face.
- 5.2 We give special consideration to children who:
  - a) Have special educational needs (SEN) or disabilities (see section 22)



- b) Are young carers
- c) May experience discrimination due to their race, ethnicity, religion, gender identification or sexuality
- d) Have English as an additional language
- e) Are known to be living in difficult situations – for example, temporary accommodation or where there are issues such as substance abuse or domestic violence
- f) Are at risk of FGM, sexual exploitation, forced marriage, or radicalisation
- g) Are asylum seekers
- h) Are at risk due to either their own or a family member's mental health needs
- i) Are looked after or previously looked after (see section 15)
- j) Are missing or absent from education for prolonged periods and/or repeated occasions
- k) Whose parent/carers has expressed an intention to remove them from school to be home educated. Local authorities will review the plan and work closely with parents/carers.

## 6. Roles and responsibilities

- 6.1 Safeguarding and child protection are everyone's responsibility. This policy applies to all staff, volunteers, and governors, and is consistent with the procedures of the three statutory safeguarding partners. It also applies to extended school activities and off-site provision.
- 6.2 The Academy plays a key role in preventative education, within a whole-school approach that prepares pupils for life in modern Britain and promotes a culture of zero tolerance for sexism, misogyny/misandry, homophobia, transphobia, biphobia, and sexual violence or harassment. All policy and procedures are underpinned by the law regarding consent, inappropriate touching, and sexual contact. Sessions delivered by the Police Liaison Officer in partnership with the Academy enhance this work.
- 6.3 Preventive education is reinforced through:
- a) The Relationships & Positive Behaviour Policy;
  - b) Pastoral support;
  - c) The PSHE/RSE curriculum, delivered regularly through the JIGSAW Scheme of Learning, covering:
  - d) Healthy and respectful relationships;
  - e) Boundaries and consent;
  - f) Stereotyping, prejudice, and equality;
  - g) Body confidence and self-esteem;
  - h) Recognising abusive relationships, including coercive and controlling behaviour;

## 6.4 All Staff

6.5 All staff at Westbury Academy are expected to:

- a) Read and understand Part 1 and Annex B of the Department for Education's statutory safeguarding guidance, Keeping Children Safe in Education (2025), and review this guidance at least annually;
- b) Sign a declaration at the start of each academic year confirming they have reviewed the guidance;
- c) Reinforce the importance of online safety when communicating with parents, including informing them about any online activities their children are expected to engage with;
- d) Provide a safe space for LGBT pupils to speak out and share concerns.
- e) Build strong relationships with pupils and offer regular opportunities for discussion through tutor time, quiet reading sessions, or access to counselling support where needed;
- f) Follow guidance set out in the Trust Equality and Diversity Policy.

6.6 All staff are also expected to be aware of:

- a) Safeguarding systems and procedures, including this policy, the Trust's Relationships & Positive Behaviour Policy, the Academy's behaviour guidance, the online safety policy, and understand their role in keeping children safe;
- b) The fact that children may be at risk of harm both inside and outside the home, at school, and online;
- c) The heightened risk of harm or targeting for children who are, or are perceived to be, LGBT;
- d) Signs that a child may need help or protection and how to respond appropriately.

## 6.7 The Designated Safeguarding Lead (DSL)

6.8 The Designated Safeguarding Lead (DSL) is a senior leader with lead responsibility for child protection and wider safeguarding, including online safety.

6.9 If the DSL cannot be contacted, staff should contact a senior leader or the Trust Safeguarding Lead.

6.10 Responsibilities include:

- b) Act as the first point of contact for staff on all child welfare and protection matters.
- c) Maintain awareness of pupils with a social worker.
- d) Ensure all staff receive regular safeguarding and online safety training, in line with guidance from safeguarding partners.
- e) Oversee and review filtering and monitoring systems, ensuring leadership and staff understand their roles and responsibilities.
- f) Share relevant safeguarding information with teaching and leadership staff to promote educational outcomes.
- g) Advise and support staff, including delivering annual safeguarding training and termly updates.

- h) Participate in, or support staff to participate in, strategy discussions, inter-agency meetings, and child assessments.
- i) Refer suspected cases to appropriate authorities, including local authority children's social care, the Channel programme, DBS, or police, and support staff with referrals.
- j) Record, monitor, and track all referrals.
- k) Carry out regular quality assurance of records and referrals; weekly at Academy level and termly with the Trust Safeguarding Lead.
- l) Ensure child protection information is transferred securely to a pupil's new school or off-site provider, typically via CPOMS or recorded delivery.
- m) Maintain and update safety plans for all pupils, particularly those off-site, and share with relevant providers.
- n) Maintain a good understanding of harmful sexual behaviour through CPD and online training.
- o) Understand the Academy's filtering and monitoring systems and processes.
- p) Oversee completion of annual safeguarding checklists for off-site providers.
- q) Liaise with the Trust Safeguarding Lead for support, advice, and supervision.
- r) Maintain a vulnerable pupil list, noting which agencies are involved with each pupil.
- s) Ensure that filtering and monitoring systems on school devices and networks, such as Smoothwall, are effective in keeping pupils safe.
- t) Online alerts are monitored in tiers, and school leaders and governors receive regular oversight of these processes.

#### 6.11 Strategic and Partnership Responsibilities:

- a) Keep the Principal informed of safeguarding issues; attend weekly meetings with the Principal, with minutes recorded securely.
- b) Liaise with local authority case managers and designated officers regarding child protection concerns.
- c) Engage with police and local authority colleagues on local responses to sexual violence and harassment; work with the Police Liaison Officer for contextual safeguarding support.
- d) Be aware of local specialist support for children involved in sexual violence or harassment, including victims and alleged perpetrators.
- e) Ensure children have an appropriate adult during police investigations or searches (PACE Code C2029), and provide staff training on search and confiscation procedures.
- f) Seek guidance and support from the Trust Safeguarding Lead as needed.

## 6.12 Local Governing Body (LGB)

6.13 All Governors hold an enhanced DBS check, recorded on the Single Central Record (SCR). Section 128 management checks are also completed and recorded. The Chair of Trustees holds an enhanced DBS countersigned by the Secretary of State.

6.14 Although there is a named Safeguarding Governor, all Governors share collective responsibility for monitoring safeguarding and child protection across the Academy. The Safeguarding Lead reports the annual safeguarding audit to the LGB, and safeguarding is a standing item on every LGB agenda

6.15 Responsibilities include:

- a) Ensuring a child protection and safeguarding policy is in place.
- b) Ensuring procedures are established for managing allegations against staff, including conduct outside the school setting (the “harm test,” e.g., domestic abuse involving a partner).
- c) Ensuring appropriate staff training, including online safety, is in place, updated regularly, and aligned with safeguarding partner advice.
- d) Ensuring appropriate filtering and monitoring systems are in place and regularly reviewed, including:
  - i. Ensuring leaders and staff understand the systems in place.
  - ii. Ensuring staff understand their roles and responsibilities regarding filtering and monitoring.
  - iii. Reviewing the DfE filtering and monitoring standards and working with IT staff/service providers to ensure compliance.
- e) Ensuring at least one LGB member is trained and responsible for safeguarding, child protection, and safer recruitment.
- f) Ensuring policies and procedures are reviewed annually (or sooner where required), supported through safeguarding audits and the Headteacher’s report.

6.16 The LGB will also ensure:

- a) The DSL has the appropriate status, authority, time, funding, and resources to fulfil their role.
- b) The DSL has lead responsibility for safeguarding, including online safety and understanding the academy’s filtering and monitoring systems.
- c) Online safety is embedded as a continual and interconnected theme across safeguarding and related policies. Safeguarding concerns are reported promptly and managed appropriately by the DSL team, including contacting parents/carers, police or other agencies where required, and completing risk assessments.
- d) Senior leaders and the DSL understand and effectively manage IT filtering and monitoring systems and know how to escalate concerns.
- e) The academy has clear procedures for managing safeguarding concerns or low-level concerns (i.e., those not meeting the harm threshold) relating to all staff, including supply staff, volunteers and contractors.

- f) The policy recognises that children with SEND or with medical/physical health conditions may face additional safeguarding barriers.
  - g) Staff working with children with SEND receive specialist training and support to communicate effectively and recognise signs of distress, neglect, or abuse that may present differently.
  - h) Staff work closely with parents, carers and pupils to understand individual needs. External agencies may provide additional training and guidance as appropriate. See the SEND Policy and Information Report for further detail.
  - i) Where other bodies provide services/activities on academy premises (whether or not the children are on roll):
    - i. Assurance is sought that appropriate safeguarding and child protection policies/procedures are in place, using Safer Recruitment checklists completed and signed before any activity begins.
    - ii. Clear arrangements are in place for liaison with the academy on safeguarding matters.
    - iii. Safeguarding compliance is a condition of using academy premises, and any agreement will be terminated if requirements are not met.
- 6.17 The Safeguarding Governor receives training enabling them to provide strategic challenge and ensure the effectiveness of safeguarding arrangements as part of a robust whole-academy approach. All governors receive safeguarding training appropriate to their role, recorded on Governor Hub and overseen by the Trust Governance Professional.
- 6.18 Trust Safeguarding Lead**
- 6.19 The Trust Safeguarding Lead provides support and constructive challenge on all safeguarding matters. Through a programme of quality assurance, including the annual safeguarding review and termly checks, they ensure that safeguarding processes and procedures operate to a consistently high standard across all academies within the Trust. The Trust Safeguarding Lead also provides academies with national and regional safeguarding updates and shares best practice through the Safeguarding Network.
- 6.20 Responsibilities include:
- a) Supporting and advising on a safeguarding training programme in partnership with academies.
  - b) Working collaboratively with colleagues, offering support and guidance.
  - c) Ensuring the Safeguarding and Child Protection Policy is updated in line with current statutory guidance.
  - d) Quality assuring all safeguarding records and referrals to external agencies.
  - e) Completing annual safeguarding audits and sharing outcomes with appropriate stakeholders, including the Safeguarding Trustee.
  - f) Analysing termly safeguarding dashboards, providing support and challenge to academies, and presenting a termly overview to the School Improvement Committee.
  - g) Supporting Academy Principals with allegations against staff and attending relevant meetings as required.

- h) Chairing the Trust Safeguarding Network meetings.
- i) Ensuring relevant safeguarding updates and best practice are shared across the Trust through the Safeguarding Network.
- j) Maintaining oversight of pupils who are at a critical stage of their child protection plan.
- k) Providing advice to stakeholders on safeguarding, welfare and child protection matters.
- l) Meeting annually with the Safeguarding Trustee.
- m) Providing regular safeguarding updates to the Central Executive Team.
- n) Ensuring all Single Central Records (SCRs) are compliant across all Trust academies.
- o) Working alongside the Trust Data Protection Officer regarding Subject Access Requests that involve safeguarding information.

## 6.21 The Principal

### 6.22 Responsibilities include:

#### 6.22.1 Implementation of this policy, including;

- a) Ensuring that staff (including temporary staff) and volunteers are informed of our systems that support safeguarding, including this policy, as part of their induction.
- b) Communicating this policy to parent/carers when their child joins the school and via the school website.
- c) Ensuring that the DSL has appropriate time, funding, training and resources and that there is always adequate cover if the DSL is absent.
- d) Ensuring that all staff undertake appropriate safeguarding and child protection training and update this regularly. This must include online safety training and ensure staff have a clear understanding of the filtering and monitoring arrangements across the academy.
- e) Acting as the 'case manager' in the event of an allegation of abuse made against another member of staff or volunteer, where appropriate (see Appendix 3)

## 6.23 Virtual school Heads

- 6.24 Virtual School Heads have a non-statutory responsibility for the strategic oversight of the educational attendance, attainment and progress of pupils with a social worker and all pupils in kinship care. They should also identify and engage with key professionals, e.g. DSLs, SENCOs, social workers, mental health leads and others.

## 7. Confidentiality

- 7.1 Please see the Trust's Data Protection Policy

- 7.2 Personal information about pupils and their families is treated as strictly confidential by all staff and volunteers. Everyone working in the academy understands the sensitive nature of this information and is expected to maintain confidentiality at all times.

- 7.3 Staff recognise that they only need sufficient information to enable them to act sensitively, respond appropriately to a pupil's needs, and refer any concerns. The DSLs and Principals will share information with staff strictly on a need-to-know basis. It is not appropriate to share detailed information about a pupil's circumstances, incidents, family situation or subsequent actions with all staff.
- 7.4 All academy staff follow the statutory information-sharing guidance (Information Sharing Advice, May 2024), which highlights that effective information sharing is essential for safeguarding and promoting the welfare of children and young people. Failures in information sharing have been a key factor in many Serious Case Reviews.

## 8. Recognising abuse and taking action

- 8.1 Staff, volunteers, and governors must follow the procedures set out below in the event of a safeguarding issue.
- 8.2 All staff are expected to be able to identify and recognise all forms of abuse, neglect and exploitation and shall be alert to the potential need for early help for a child who:
- a) Is disabled
  - b) Has special educational needs (whether or not they have a statutory education health and care (EHC) plan)
  - c) Is a young carer
  - d) Is bereaved
  - e) Is showing signs of being drawn into anti-social or criminal behaviour, including being affected by gangs and county lines and organised crime groups and/or serious violence, including knife crime
  - f) Is frequently missing/goes missing from education, care or home
  - g) Is at risk of modern slavery, trafficking, sexual and/or criminal exploitation
  - h) Is at risk of being radicalised or exploited
  - i) Is viewing problematic and/or inappropriate online content (for example, linked to violence), or developing inappropriate relationships online
  - j) Is in a family circumstance presenting challenges for the child, such as drug and alcohol misuse, adult mental health issues and domestic abuse
  - k) Is misusing drugs or alcohol
  - l) Is suffering from mental ill health
  - m) Has returned home to their family from care
  - n) Is at risk of so-called 'honour'-based abuse such as female genital mutilation (FGM) or forced marriage
  - o) Is a privately fostered child
  - p) Has a parent or carer in custody or is affected by parental offending

- q) Is missing education, or persistently absent from school, or not in receipt of full-time education
  - r) Has experienced multiple suspensions and is at risk of, or has been permanently excluded
- 8.3 Please note – in this and subsequent sections, you should take any references to the DSL to mean ‘the Senior/Deputy DSL or Safeguarding Team.’

## 9. If a child is suffering or likely to suffer harm, or in immediate danger

- 9.1 Make a referral to children’s social care and/or the police immediately if you believe a child is suffering or likely to suffer from harm, or in immediate danger. Anyone can make a referral.
- 9.2 Tell the DSL as soon as possible if you make a referral directly

Multi Agency Safeguarding Children Hub (MASH)

Email: [citymash@nottinghamcity.gov.uk](mailto:citymash@nottinghamcity.gov.uk)

Tel: 0115 8764800

Council webpage for reporting abuse to a child

[Request for help and support for a child](#)

## 10. If a child makes a disclosure to you

- 10.1 Our staff are trained to respond appropriately if a child tells them something that worries them. This training is provided:
  - a) During staff induction
  - b) Through annual face-to-face safeguarding sessions
  - c) Via online training
  - d) Through regular refresher activities, including case studies and scenario-based sessions throughout the year
- 10.2 We also make sure staff understand how to support pupils who have speech, language, or communication difficulties, as well as those for whom English is an additional language.
- 10.3 If a child discloses a safeguarding issue, all staff should:
  - a) Believe what the pupil is communicating to you. Allow them time to talk freely and do not ask leading questions
  - b) Stay calm and do not show that you are shocked or upset
  - c) Do not make personal comments e.g. if a pupil asks, “what do you think?”
  - d) Tell the child they have done the right thing in telling you. Do not tell them they should have told you sooner
  - e) Explain what will happen next and that you will have to pass this information on. Do not promise to keep it a secret



- f) Write up your conversation as soon as possible in the child's own words. Stick to the facts, and do not put your own judgment on it
- g) Write-up and submit via the electronic safeguarding system (by the end of the day), alerting the DSL/Principal (**STAFF MUST NOTIFY THE DSL/PRINCIPAL IN PERSON OF ANY CONCERNS WHERE A CHILD MAY BE AT RISK IF THEY WERE TO GO HOME**). Alternatively, if appropriate, make a referral to children's social care and/or the police directly (see 9.1), and tell the DSL as soon as possible that you have done so.

## 11. If you discover FGM has taken place or a pupil is at risk of FGM

- 11.1 The Department for Education's Keeping Children Safe in Education explains that FGM comprises "all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs".
- 11.2 FGM is illegal in the UK and a form of child abuse with long-lasting, harmful consequences. It is also known as 'female genital cutting', 'circumcision' or 'initiation'
- 11.3 Possible indicators that a pupil has already been subjected to FGM, and factors that suggest a pupil may be at risk, are set out in Appendix 2.
- 11.4 **Any teacher** who discovers (either through disclosure by the victim or visual evidence) that an act of FGM appears to have been carried out on a **pupil under 18** must immediately report this to the police, personally (with support from the DSL). This is a statutory duty, and teachers will face disciplinary sanctions for failing to meet it.
- 11.5 Unless they have been specifically told not to disclose, involve children's social care as appropriate.
- 11.6 **Any other member of staff** who discovers that an act of FGM appears to have been carried out on a **pupil under 18** must speak to the DSL **immediately**.
- 11.7 The duty for teachers mentioned above does not apply in cases where a pupil is *at risk* of FGM or FGM is suspected but is not known to have been carried out. Staff should not examine pupils.
- 11.8 **Any member of staff** who suspects a pupil is *at risk* of FGM or suspects that FGM has been carried out must speak to the DSL **immediately** and follow our local safeguarding procedures.

## 12. If you have concerns about a child (as opposed to believing a child is suffering or likely to suffer from harm, or is in immediate danger)

- 12.1 Figure 1 (section 16.5) illustrates the procedure to follow if you have any concerns about a child's welfare.
- 12.2 Where possible, speak to a member of the safeguarding team and record your concerns following the normal procedures and a decision on the course of action will be agreed.
- 12.3 If, in exceptional circumstances, the DSL is not available, this should not delay appropriate action being taken. Speak to a member of the senior leadership team and/or take advice from the local authority children's social care. You can also seek advice at any time from the NSPCC helpline on 0800 800 5000. Share details of any actions you take with the DSL as soon as practically possible.
- 12.4 Make a referral to local authority children's social care directly, if appropriate (see 'Referral' below). Share any action taken with the DSL or deputy DSL as soon as possible or a senior leader.

- 12.5 The Academy uses CPOMS to report and record all safeguarding matters, including all direct referrals to children's social care.
- 12.6 Children with special educational needs or disabilities (SEND) or certain medical or physical health conditions can face additional safeguarding challenges both online and offline. Westbury Academy will therefore require close liaison with the DSL (or a deputy) and the SENCO. The Academy will provide extra pastoral support and attention for these children, along with ensuring any appropriate support for communication is in place
- 12.7 Where appropriate, we will discuss any concerns about a child with the child's parents/carers. The DSL will normally do this in the event of a concern or disclosure.
- 12.8 Other staff will only talk to parents/carers about any such concerns following consultation with the DSL. If we believe that notifying the parents/carers would increase the risk to the child, we will discuss this with the local authority children's social care team before doing so.
- 12.9 In the case of allegations of abuse made against other children, we will normally notify the parents of all the children involved unless this would impact any potential investigation or place any children at risk of harm.
- 12.10 Any meetings with parents/carers that relate to safeguarding (including pastoral meetings for attendance/behaviour/wellbeing) will be recorded on CPOMS.

### 13. Early help

- 13.1 If early help is appropriate, the DSL will generally lead on liaising with other agencies and setting up an inter-agency assessment as appropriate. Staff may be required to support other agencies and professionals in an early help assessment, in some cases acting as the lead practitioner.
- 13.2 The DSL will keep the case under constant review, and the school will consider a referral to local authority children's social care if the situation does not seem to be improving. Timelines of interventions will be monitored and reviewed.
- 13.3 Procedures for early help may include:
- a) Referral to the school counsellor: for children with a need for emotional support
  - b) Behaviour Therapist: for children who may need support with their behaviour
  - c) CAMHS: Child Adolescent Mental Health Service
  - d) Neurodevelopmental Pathway & Support Team (NPST)
  - e) MARF (DSL will make this referral): Multi-Agency Referral Form
  - f) Whole Life disability team: for pupils who have an EHCP
  - g) Community Public Health: for health support
  - h) Speech and Language Service: for children who may be struggling with communication
  - i) Family Help and Adolescent Help Teams
- 13.4 Please see the academy's DSL for more information.

## 14. Referral

- 14.1 If it is appropriate to refer the case to the local authority children's social care or the police, the DSL will make the referral or support you to do so.
- 14.2 If you make a referral directly (see section 9.1), you must tell the DSL as soon as possible.
- 14.3 The local authority will decide within 1 working day of a referral about what course of action to take and will let the person who made the referral know the outcome. The DSL or person who made the referral must follow up with the local authority if this information is not made available, and ensure outcomes are properly recorded.
- 14.4 If the child's situation does not seem to be improving after the referral, the DSL or person who made the referral must follow local escalation procedures to ensure their concerns have been addressed and that the child's situation improves.
- 14.5 For information on escalation procedures, please refer to the Trust Safeguarding Lead, who will provide the appropriate support and advice.

## 15. If you have concerns about extremism - The PREVENT Strategy

- 15.1 The Prevent Officer is John Richardson.
- 15.2 Friends, family, and school are well placed to spot the signs of potential harm being caused by radicalisation and terrorism. We will trust our instincts and encourage you to share your concerns in confidence. If we act early, we won't be wasting police time and won't ruin lives, but we might save them.
- 15.3 To share a concern, call the act early helpline on 0800789321 or online at Crime Stoppers [Independent UK charity taking crime information anonymously](https://www.independentukcharitytakingcrimeinformationanonymously.org/) | [Crimestoppers \(crimestoppers-uk.org\)](https://crimestoppers-uk.org/)
- 15.4 The Prevent officer for the local authority is Louise Cox [Louise.cox@nottinghamcity.gov.uk](mailto:Louise.cox@nottinghamcity.gov.uk) Tel: 0115 8765864
- 15.5 The Prevent officer for the East Midlands is Mark Pollock: <https://www.counterterrorism.police.uk/east-midlands/>
- 15.6 Radicalisation refers to the process of a person legitimising support for, or use of, terrorist violence
- 15.7 Extremism is the promotion or advancement of an ideology based on violence, hatred, or intolerance, that aims to:
  - a) Negate or destroy the fundamental rights and freedoms of others
  - b) Undermine, overturn or replace the UK's system of liberal parliamentary democracy and democratic rights
  - c) Intentionally create a permissive environment for others to achieve the results outlined in either of the above points.
- 15.8 Terrorism is an action that:
  - a) Endangers or causes serious violence to a person/people

- b) Causes serious damage to property
  - c) Seriously interferes or disrupts an electronic system.
- 15.9 The use or threat of terrorism must be designed to influence the government or to intimidate the public and is made for the purpose of advancing a political, religious or ideological cause that endangers or causes serious violence to a person/people; causes serious damage to property or seriously interferes or disrupts an electronic system. The use or threat must be designed to influence the government or to intimidate the public and is made for the purpose of advancing a political, religious or ideological cause.
- 15.10 The PREVENT Strategy aims:
- a) Respond to the ideological challenge of terrorism and the threat we face from those who promote it
  - b) Prevent people from becoming involved with or supporting and ensure that they are given appropriate advice and support
  - c) Work with sectors and institutions where there are risks of radicalisation that need to be addressed
- 15.11 The Academy's PREVENT risk assessment arrangements:
- a) Annual staff training is in place to raise awareness and support colleagues in identifying children at risk or susceptible of being radicalised or drawn into terrorism
  - b) Robust reporting procedures are in place; staff know to report their concerns to the Prevent Officer, who is the DSL
  - c) Internet safety-monitoring and online safety policy
  - d) Safer recruitment procedures are in place and adhered to
  - e) Trustees have appropriate training
  - f) Trustees carry out regular monitoring and quality assurance
  - g) Concerns raised and discussed with colleagues from the NCC Channel programme as appropriate
  - h) Pupils identified as having extremist ideologies or becoming radicalised are considered vulnerable, leading to monitoring by the safeguarding team. This includes recording concerns on the pupil's safeguarding record.
- 15.12 Where there is a concern, the DSL will consider the level of risk and decide which agency to make a referral to. This could include the police or Channel, the government's programme for identifying and supporting individuals at risk of becoming involved with or supporting terrorism, or the local authority children's social care team.
- 15.13 If there are concerns that the child is at risk of harm, then a referral must be made to children's social care regardless of whether a Channel referral is deemed appropriate. An individual will be required to give consent before any support through the Channel programme is provided.
- 15.14 Staff training

- a) Staff receive annual training to raise awareness and remind them of the statutory duties if pupils are identified as at risk of being involved or becoming involved in extremism or becoming radicalised.
- b) Lead DSL to attend training through the LA training schedule in line with KCSIE

#### 15.15 Supporting Children

- a) Internet filtering security disables access to sites and content which are deemed as putting a child at risk of becoming involved in extremism or radicalisation. The IT support service has access to all data and history on devices linked to the school and can identify and alert the school to risks/potential risks.
- b) Fundamental British Values curriculum (FBV) – is supported by regular pupil forums, school council, Commando Joes, Jigsaw, Challenge Curriculum and weekly assemblies.

#### 15.16 Supporting families. The school supports families through:

- a) The promotion of British values, which are shared using termly newsletters, Class Dojo (Preparation Phase), and weekly parent/carer phone calls
- b) Keeping stakeholders informed of forthcoming events and strategies which challenge British values and having an open-door policy where parents, carers and members of the school community can speak to us regarding concerns around radicalisation.

15.17 The Department for Education also has a dedicated telephone helpline, 020 7340 7264, which school staff and governors can call to raise concerns about extremism concerning a pupil. You can also email [counter.extremism@education.gov.uk](mailto:counter.extremism@education.gov.uk). Note that this is not for use in emergencies.

15.18 In an emergency, call 999 or the confidential anti-terrorist hotline on 0800 789 321 if you:

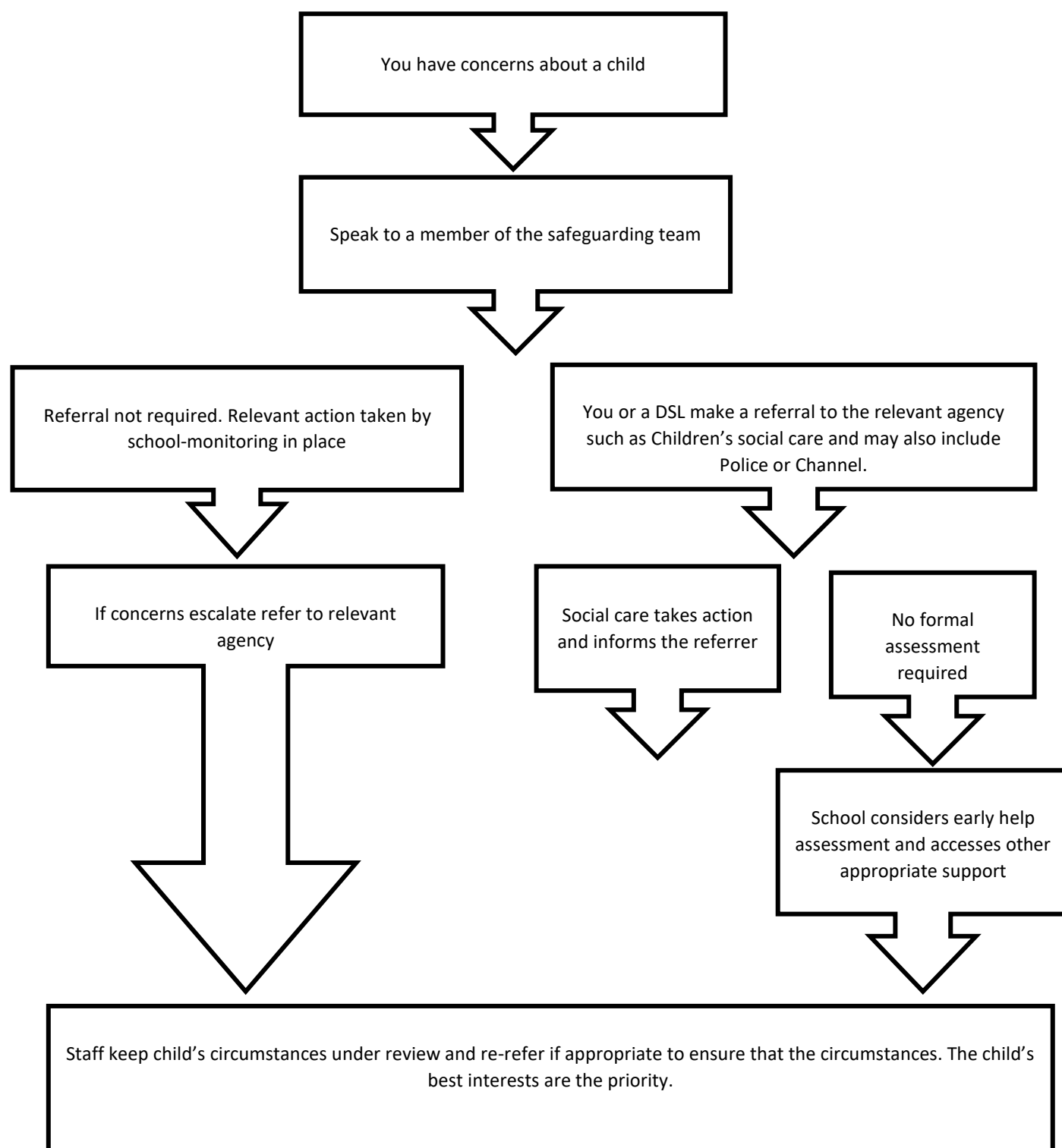
- a) Think someone is in immediate danger
- b) Think someone may be planning to travel to join an extremist group
- c) See or hear something that may be terrorist-related

## 16. Mental Health First Aid (MFHA)

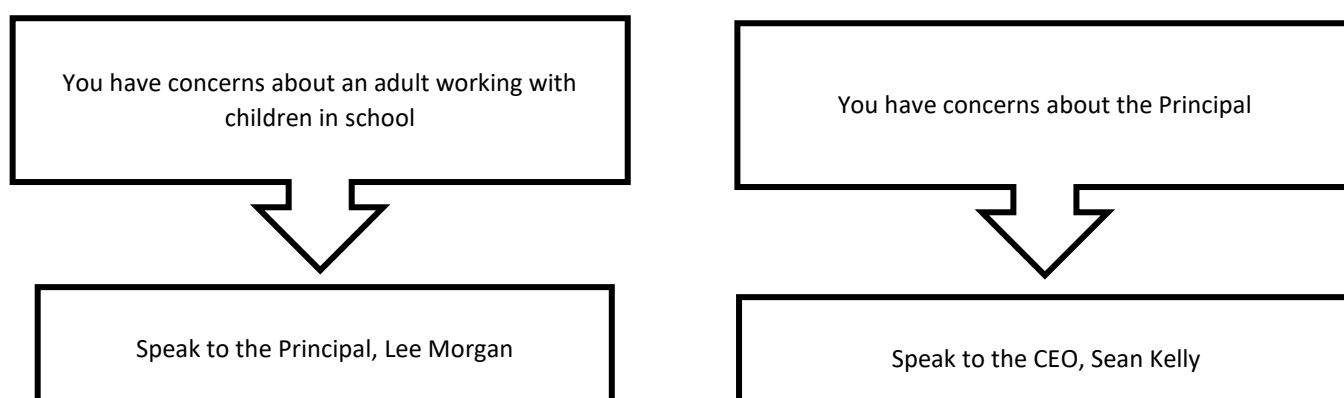
- 16.1 The Trust is committed to training all members of staff to be Mental Health First Aiders. Westbury has a number of colleagues who have currently completed the training in Mental Health First Aid and others who are due to be in the upcoming academic year.
- 16.2 The Academy's Wellbeing Strategy and Team, ensure that pupils have access to trusted adults, safe and calm spaces, and access to therapeutic interventions, i.e. ELSA, Art Therapy, Allotment Education and a counselling service.
- 16.3 Mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. Staff will be alert to behavioural signs that suggest a child may be experiencing a mental health problem or be at risk of developing one.
- 16.4 If you have a mental health concern about a child, take immediate action and speak to the Academy's DSL or Safeguarding Team.

16.5 Figure 1: 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 9 for what to do.)



## 17. Concerns about a staff member, supply teacher or volunteer



- 17.1 If you have concerns about a member of staff (including a supply teacher or volunteer), or an allegation is made about a member of staff (including a supply teacher or volunteer) posing a risk of harm to children, speak to the Academy Principal. The Academy Principal will contact the Trust Safeguarding Lead.
- 17.2 If the concerns/allegations are about the Principal, speak to the Trust's CEO (Sean Kelly); if the concerns/allegations are about the CEO, speak to the chair of the Board of Trustees. Contact details can be obtained through the Trust governance professional [Claire.Beardsall@raleightrust.org](mailto:Claire.Beardsall@raleightrust.org)
- 17.3 This applies to all cases where it is alleged that a staff member, supply teacher or volunteer has:
- a) behaved in a way that has harmed a child, or may have harmed a child
  - b) possibly committed a criminal offence against or related to a child
  - c) behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; or
  - d) behaved or may have behaved in a way that indicates they may not be suitable to work with children
- 17.4 Where you believe there is a conflict of interest in reporting a concern or allegation about a member of staff (including a supply teacher, volunteer, or contractor) to the Principal, report it directly to the local authority designated officer (LADO).
- 17.5 If you receive an allegation relating to an incident where an individual or organisation was using the school premises for running an activity for children, follow our school safeguarding policies and procedures, informing the LADO, as you would with any safeguarding allegation.

## 18. Non-recent allegations

- 18.1 Abuse can be reported no matter how long ago it happened. Where an adult makes an allegation to our school that they were abused as a child, the individual will be advised to report the allegation to the police. We will report any non-recent allegations made by a child to the LADO.

## 19. Low-level concerns

19.1 In line with Keeping Children Safe in Education, we recognise the importance of creating a culture of openness, trust and transparency to encourage all staff to share low-level concerns with the right person so that they can be addressed appropriately. The purpose of our approach to low-level concerns is to ensure that our values are constantly lived, monitored and reinforced by staff.

### 19.2 Definition of low-level concerns

19.3 The term 'low-level' concern does not mean that the concern is insignificant; it means that the threshold set out at the start of 17.3 has not been met. A low-level concern covers any concern, no matter how small, even if it is no more than causing a sense of unease or a 'nagging doubt' - that an adult working in or on behalf of the academy/trust may have acted in a way that.

- a) is inconsistent with the staff code of conduct, including inappropriate conduct outside of work and does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the LADO.
- b) examples of such behaviour could include, but are not limited to:
  - i. being over-friendly with children
  - ii. having favourites
  - iii. taking photographs of children on a personal mobile phone
  - iv. engaging with a child on a one-to-one basis in a secluded area or behind a closed door
  - v. using inappropriate, sexualised, intimidating, or offensive language. *Such behaviour can exist on a spectrum.*

### 19.4 Sharing low-level concerns

19.5 Low-level concerns about a member of staff, supply staff, volunteer or contractor should be reported to the Principal. Any concerns about the Principal should be reported to the Trust Chief Executive, Sean Kelly.

### 19.6 Recording low-level concerns

19.7 All low-level concerns will be recorded in writing. Each record will include details of the concern, the context in which the concern arose, and action is taken, held securely and comply with the Data Protection Act 2018 and the UK General Data Protection Regulation. Records will be reviewed termly so that potential patterns of concerning, problematic or inappropriate behaviour can be identified. Where a pattern of such behaviour is identified, we will decide on a course of action, either through our disciplinary procedures or by referring to the LADO, where a pattern of behaviour moves from a concern to meeting the harms threshold.

### 19.8 Low-level concerns and references

19.9 Low-level concerns will not be included in references unless they relate to issues that would normally be included in a reference, for example, misconduct or poor performance. Where a low-level concern has met the threshold for referral to the LADO and is found to be substantiated, it will be referred to in a reference.



## 20. Allegations of abuse made against other pupils

- 20.1 We recognise that children are capable of abusing their peers. Abuse will never be tolerated or passed off as “banter”, “just having a laugh” or “part of growing up”.
- 20.2 We also recognise the gendered nature of child-on-child abuse. However, all child-on-child abuse is unacceptable and will be taken seriously through our referral processes and curriculum that helps pupils understand what is and what is not ok.
- 20.3 Most cases of pupils hurting other pupils will be dealt with under the Trust's Relationships & Positive Behaviour Policy and/or the individual academy's behaviour guidance, but this safeguarding and child protection policy will apply to any allegations that raise safeguarding concerns. Child-on-child abuse is most likely to include, but may not be limited to:
- a) Bullying (including cyberbullying, prejudice-based and discriminatory bullying)
  - b) Abuse in intimate personal relationships between peers
  - c) Physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (this may include an online element that facilitates, threatens and/or encourages physical abuse)
  - d) Sexual violence, such as rape, assault by penetration and sexual assault (this may include an online element that facilitates, threatens and/or encourages sexual violence)
  - e) Sexual harassment, such as sexual comments, remarks, jokes, and online sexual harassment, which may be standalone or part of a broader pattern of abuse
  - f) Causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party
  - g) Consensual and non-consensual sharing of nudes and semi-nude images and or videos (also known as sexting or youth-produced sexual imagery)
  - h) Up-skirting, which typically involves taking a picture under a person's clothing without their permission, to view their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress, or alarm
  - i) Initiation/hazing type violence and rituals (this could include activities involving harassment, abuse or humiliation used as a way of initiating a person into a group and may also include an online element).
  - j) Use of drugs or alcohol, where a pupil is forced/coerced to participate in.

20.4 If a pupil makes an allegation of abuse against another pupil:

- a) You must record on CPOMS the allegation and tell the DSL, but do not investigate it
- b) The DSL will contact the local authority children's social care team and follow its advice, as well as the police if the allegation involves a potential criminal offence
- c) The DSL will put a risk assessment and support plan into place for all children involved (including the victim(s), the child(ren) against whom the allegation has been made and any others affected) with a named person they can talk to if needed
- d) The DSL will contact the children and adolescent mental health services (CAMHS), if appropriate.

20.5 For further information refer to the Trust [Relationships & Positive Behaviour Policy](#), the academy's Behaviour guidance (and [Anti-Bullying Policy](#))

20.6 We will minimise the risk of child-on-child abuse by:

- a) Challenging any form of derogatory or sexualised language or inappropriate behaviour between peers, including requesting, or sending sexual images
- b) Being vigilant to issues that particularly affect different genders – for example, sexualised or aggressive touching or grabbing towards female pupils, and initiation or hazing type violence with respect to boys
- c) Ensuring our curriculum helps to educate pupils about appropriate behaviour and consent
- d) Ensuring pupils can easily and confidently report abuse using our reporting systems
- e) Ensuring staff reassure victims that they are being taken seriously
- f) Being alert to reports of sexual violence and/or harassment that may point to environmental or systemic problems that could be addressed by updating policies, processes, and the curriculum, or could reflect wider issues in the local area that should be shared with safeguarding partners
- g) Support children who have witnessed sexual violence, especially rape or assault by penetration. We will do all we can to make sure the victim, alleged perpetrator(s) and any witnesses are not bullied or harassed
- h) Consider intra familial harms and any necessary support for siblings following a report of sexual violence and/or harassment
- i) Ensuring staff are trained to understand:
  - i. How to recognise the indicators and signs of child-on-child abuse, and know how to identify it and respond to reports
  - ii. That even if there are no reports of child-on-child abuse in school, it does not mean it is not happening – staff should maintain an attitude of “it could happen here”

- iii. That if they have any concerns about a child's welfare, they should act on them immediately rather than wait to be told, and that victims may not always make a direct report. For example:
- Children can show signs or act in ways they hope adults will notice and react to
  - A friend may make a report
  - A member of staff may overhear a conversation
  - A child's behaviour might indicate that something is wrong.
- iv. That certain children may face additional barriers to telling someone because of their vulnerability, disability, gender, ethnicity and/or sexual orientation
- v. That a pupil harming a peer could be a sign that the child is being abused themselves, and that this would fall under the scope of this policy
- vi. The important role they have to play in preventing child-on-child abuse and responding where they believe a child may be at risk from it
- vii. That they should speak to the DSL if they have any concerns
- viii. That social media is likely to play a role in the fall-out from any incident or alleged incident, including potential contact between the victim, alleged perpetrator(s) and friends from either side.

## 21. Sharing of nudes and semi-nudes ('Sexting')

### 21.1 Your responsibilities when responding to an incident

- 21.2 If you are made aware of an incident involving the consensual or non-consensual sharing of nude or semi-nude images/videos, including pseudo-images, which are computer-generated images that otherwise appear to be a photograph or video (also known as 'sexting' or 'youth-produced sexual imagery'), you must report it to the DSL immediately.
- 21.3 The DSL will report incidents of this nature to the police in the first instance to establish whether a criminal offence has taken place. The DSL will ensure the police are aware of any referrals made to social care.
- 21.4 You must **not**:
- a) View, copy, print, share, store or save the imagery yourself, or ask a pupil to share or download it (**if you have already viewed the imagery by accident, you must report this to the DSL**)
  - b) Delete the imagery or ask the pupil to delete it
  - c) Ask the pupil(s) who are involved in the incident to disclose information regarding the imagery (this is the DSL's responsibility)
  - d) Share information about the incident with other members of staff, pupil(s), or parents/carers who are not directly involved with the pupil.
  - e) Say or do anything to blame or shame any young people involved.

- 21.5 You **should** explain that you need to report the incident and reassure the pupil(s) that they will receive support and help from the DSL

## 21.6 Initial review meeting

- 21.7 Following a report of an incident, the DSL/Principal will organise an initial review meeting with appropriate school staff – this may include the staff member who reported the incident and the safeguarding or leadership team that deals with safeguarding concerns. This meeting will consider the initial evidence and aim to determine:

- a) Whether there is an immediate risk to pupil(s)
- b) If a referral needs to be made to the police and/or children's social care
- c) If it is necessary to view the image(s) to safeguard the young person (in most cases, images or videos should not be viewed)
- d) What further information is required to decide on the best response
- e) Whether the image(s) has been shared widely and via what services and/or platforms (this may be unknown)
- f) Whether immediate action should be taken to delete or remove images or videos from devices or online services
- g) Any relevant facts about the pupils involved which would influence risk assessment
- h) If there is a need to contact another school, college, setting or individual
- i) Whether to contact parents or carers of the pupils involved (in most cases parents/carers should be involved)
- j) The DSL will make an immediate referral to police and/or children's social care if:
  - i. The incident involves an adult
  - ii. There is reason to believe that a young person has been coerced, blackmailed, or groomed, or if there are concerns about their capacity to consent (for example owing to special educational needs)
- k) What the DSL knows about the images or videos suggests the content depicts sexual acts which are unusual for the young person's developmental stage or are violent
- l) The imagery involves sexual acts and any pupil in the images or videos is under 13
- m) The DSL has reason to believe a pupil is at immediate risk of harm owing to the sharing of nudes and semi-nudes (for example, the young person is presenting as suicidal or self-harming)

- 21.8 If none of the above applies, then the DSL, in consultation with the Principal and other members of staff as appropriate, may decide to respond to the incident without involving the police or children's social care. The decision will be made and recorded in line with the procedures set out in this policy.

## **21.9 Further review by the DSL**

21.10 If at the initial review stage, a decision has been made not to refer to police and/or children's social care, the DSL will conduct a further review to establish the facts and assess the risks

21.11 They will hold interviews with the pupils involved (if appropriate)

21.12 If at any point in the process there is a concern that a pupil has been harmed or is at risk of harm, a referral will be made to children's social care and/or the police immediately.

## **21.13 Informing parent/carers**

21.14 The DSL will inform parent/carers at an early stage and keep them involved in the process unless there is a good reason to believe that involving them would put the pupil at risk of harm.

## **21.15 Referring to the police**

21.16 If it is necessary to refer an incident to the police, this will be done by calling 101.

## **21.17 Recording incidents**

21.18 All sexting incidents and the decisions made in responding to them will be recorded via our electronic safeguarding system, CPOMs.

## **21.19 Curriculum coverage**

21.20 Pupils are taught about the issues surrounding sexting as part of our PSHE using the Jigsaw curriculum, which includes age-appropriate sexual education content. For children with special educational needs, a curriculum is designed on a case-by-case basis with responsive input when safeguarding needs arise.

21.21 Teaching covers the following in relation to the sharing of nudes and semi-nudes:

- a) What it is
- b) How it is most likely to be encountered
- c) The consequences of requesting, forwarding, or providing such images, including when it is and is not abusive and when it may be deemed as online sexual harassment
- d) Issues of legality
- e) The risk of damage to people's feelings and reputation
- f) Pupils also learn the strategies and skills needed to manage:
  - g) Specific requests or pressure to provide (or forward) such images
  - h) The receipt of such images.

21.22 Reporting procedures on sexting is also shared with pupils so they are aware of the processes the school will follow in the event of an incident.

20.7.3 Teaching follows best practice in delivering safe and effective education, including:

- a) Putting safeguarding first
- b) Approaching from the perspective of the child
- c) Promoting dialogue and understanding
- d) Empowering and enabling children and young people
- e) Never frightening or scare-mongering
- f) Challenging victim-blaming attitudes.

## 21.23 **Notifying parent/carers**

21.24 Where appropriate, we will discuss any concerns about a child with the child's parent/carers. The DSL will normally do this in the event of suspicion or disclosure.

21.25 Other staff will only talk to parent/carers about any such concerns following consultation with the DSL.

21.26 If we believe that notifying the parent/carers would increase the risk to the child, we will discuss this with the local authority children's social care team before doing so.

21.27 In the case of allegations of abuse made against other children, we will normally notify the parent/carers of all the children involved.

## 21.28 **Reporting systems for our pupils**

21.29 Where there is a safeguarding concern, we will take the child's wishes and feelings into account when determining what action to take and what services to provide.

21.30 We recognise the importance of ensuring pupils feel safe and comfortable to come forward and report any concerns and/or allegations.

21.31 To achieve this, we will invite all children to the annual pupil survey, promote reporting through the day-to-day culture of the school and encourage children to self-refer to the information visible across the academy.

- a) Have systems in place for pupils to confidently report abuse by facilitating a culture of trust and acceptance across the school and encouraging open dialogue between trusted adults and children.
- b) Ensure our reporting systems are well-promoted, easily understood and easily accessible for pupils by keeping visual information current and accurate, by colleagues being visible and accessible in school and by being transparent with children when considering how best to meet their needs.
- c) A 'Meet and Greet' where children are welcomed by trusted adults each day.
- d) Make it clear to pupils that their concerns will be taken seriously, and that they can safely express their views and give feedback.

## 22. Pupils with special education needs and disabilities

- 22.1 We recognise that pupils with special educational needs (SEN) and disabilities can face additional safeguarding challenges and are three times more likely to be abused than their peers. Additional barriers can exist when recognising abuse, exploitation and neglect in this group, including:
- a) Assumptions that indicators of possible abuse such as behaviour, mood and injury, relate to the child's disability without further exploration
  - b) Pupils being more prone to peer group isolation than other pupils
  - c) The potential for pupils with SEN and disabilities being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs
  - d) Cognitive understanding – being unable to understand the difference between fact and fiction in online content and then repeating the content/behaviours in school or the consequences of doing so
  - e) Communication barriers and difficulties in overcoming these barriers.
- 22.2 All our children have identified SEN and/or disabilities, with their outlines of needs and strategies shared across the whole academy via a Pupil Learning Journey profile. This also includes each child's EHCP targets (Section E).
- 22.3 Reasonable adjustments are made for children to enable them to access the curriculum and support emotional, social and academic development and follow a graduated response as outlined in the SEN code of practice.

## 23. Children missing from education

- 23.1 We monitor attendance carefully and address poor or irregular attendance without delay. We will always follow up with parent /carers when pupils are not at school. This means we need to have at least two contact numbers for parent /carers. Parent/carers should remember to update the school as soon as possible if the numbers.
- 23.2 If there is a concern a child may be missing from education (CME), the academy's DSL will follow Nottingham City protocols and procedures for reporting CME.
- 23.3 We will follow our procedures for unauthorised absence and for dealing with children who go missing from education, particularly on repeat occasions, to help identify the risk of abuse, exploitation and neglect and to help prevent the risks of going missing in future. This includes informing the local authority if a child leaves the academy without a new school being named and adhering to requirements with respect to sharing information with the local authority, when applicable, when removing a child's name from the admission register at non-standard transition points.
- 23.4 Staff will be trained in signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns which may be related to being missing, such as travelling to conflict zones, FGM and forced marriage.
- 23.5 If a staff member suspects that a child is suffering from harm or neglect, we will follow local child protection procedures, including with respect to making reasonable enquiries. We will make an immediate referral to the local authority children's social care team and the Police if the child is in immediate danger or at risk of harm.

- 23.6 The Trust Attendance and Welfare Team are on site regularly and liaise closely with colleagues at the academy to discuss pupils of concern. They have full access to pupils' safeguarding records and meet weekly with the safeguarding team to plan and review.
- 23.7 Thorough consultation between the team and the local authority is undertaken before any child is removed from roll. For further information, see the Trust attendance policy.

## 24. Together, we can stop child sexual abuse

- 24.1 No child should be a victim of sexual abuse (please see Appendix 1), Westbury Academy is committed to preventing children from becoming/being victims of sexual abuse. If staff have any concerns, they must report these to the DSL immediately or/and contact the NSPCC on:

Tel : 0800 800 5000

Email : [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

For further information please visit the NSPCC website

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

## 25. Contextual safeguarding

- 25.1 Safeguarding incidents and/or behaviours can be associated with factors outside the school and/or can occur between children outside the school.
- 25.2 **All** staff, but especially the DSL (and deputies) should be considering the context within which such incidents and/or behaviours occur. This is known as contextual safeguarding, which simply means that assessments of children should consider whether wider environmental factors are present in a child's life that are a threat to their safety and/or welfare.
- 25.3 Children's social care assessments should consider such factors so schools must provide as much information as possible as part of the referral process. This will allow any assessment to consider all the available evidence and the full context of any abuse.

## 26. Pupils with a Social Worker

- 26.1 Pupils may need a social worker due to safeguarding or welfare needs. We recognise that a child's experiences of adversity and trauma can leave them vulnerable to further harm, as well as potentially creating barriers to attendance, learning, behaviour, and mental health.
- 26.2 The DSL and all members of staff will work with and support social workers to help protect vulnerable children.
- 26.3 Where we are aware that a pupil has a social worker, the DSL will always consider this fact to ensure any decisions are made in the best interests of the pupil's safety, welfare, and educational outcomes. For example, it will inform decisions about:
- a) Responding to unauthorised absence or missing education where there are known safeguarding risks
  - b) The provision of pastoral and/or academic support.



## **27. Looked after children and previously looked after children (known in Nottingham as Children in Care)**

- 27.1 The Designated Teacher for children in care is Dan Siddons.
- 27.2 We will ensure that staff have the skills, knowledge and understanding to keep looked-after children and previously looked-after children safe. In particular, we will ensure that:
- a) Appropriate staff have relevant information about children's looked-after legal status, contact arrangements with birth parents or those with parental responsibility, and care arrangements
  - b) The DSL has details of children's social workers and relevant virtual school heads.
- 27.3 Our academy has an appointed designated teacher (please see 'Important contacts'), who is responsible for promoting the educational achievement of looked-after children and previously looked-after children (children in care - Nottingham) in line with statutory guidance.
- 27.4 The designated teacher is appropriately trained and has the relevant qualifications and experience to perform the role.
- 27.5 As part of their role, the designated teacher will:
- a) Work closely with the DSL to ensure that any safeguarding concerns regarding Children in Care and previously children in care are quickly and effectively responded to
  - b) The Designated teacher is a member of the safeguarding team and attends the weekly safeguarding meetings, has full access to safeguarding records and maintains up-to-date and accurate information about Children in care as it arises. The designated teacher attends all multi-agency meetings and reviews and provides a written report if required in advance. In the absence of the Designated Teacher, a DSL will attend reviews on their behalf. All minutes and notes of such reviews are uploaded to the pupil's file, preferably within 48 hours.
  - c) Work with virtual school heads to promote the educational achievement of looked-after and previously looked-after children, including discussing how pupil premium plus funding can be best used to support looked-after children and meet the needs identified in their personal education plans.

### **27.6 Private Fostering**

- 27.7 A private fostering arrangement is one that is made privately (without the involvement of a local authority) for the care of a child under the age of 16 years (under 18, if disabled) by someone other than a parent or close relative, in their own home, with the intention that it should last for 28 days or more. A close family relative is defined as a 'grandparent, brother, sister, uncle or aunt' and includes half-siblings and stepparents; it does not include great-aunts or uncles, great grandparents or cousins.
- 27.8 Parents and private foster carers both have a legal duty to inform the relevant local authority at least six weeks before the arrangement is due to start; not to do so is a criminal offence.
- 27.9 Whilst most privately fostered children are appropriately supported and looked after, they are a potentially vulnerable group who should be monitored by the local authority, particularly when the child has come from another country. In some cases, privately fostered children are affected by abuse and neglect, or be involved in trafficking, child sexual exploitation or modern-day slavery.

- 27.10 Schools have a mandatory duty to report to the local authority where they are aware or suspect that a child is subject to a private fostering arrangement. Although schools have a duty to inform the local authority, there is no duty for anyone, including the private foster carer or social workers to inform the school. However, it should be clear to the school who has parental responsibility.
- 27.11 School staff should notify the designated safeguarding lead when they become aware of private fostering arrangements. The designated safeguarding lead will speak to the family of the child involved to check that they are aware of their duty to inform the local authority.
- 27.12 On admission to the school, we will take steps to verify the relationship of the adults to the child who is being registered.

## **28. Online Safety and the use of mobile technology**

- 28.1 We recognise the importance of safeguarding children from potentially harmful and inappropriate online material, and we understand that technology is a significant component in many safeguarding and well-being issues.
- 28.2 To address this, our school aims to:
- a) Have robust processes in place to ensure the online safety of pupils, staff, volunteers, and governors
  - b) Protect and educate the whole school community in its safe and responsible use of technology, including mobile and smart technology (which we refer to as 'mobile phones')
  - c) Set clear guidelines for the use of mobile phones for the whole school community
  - d) Establish clear mechanisms to identify, intervene in and escalate any incidents or concerns, where appropriate
  - e) Be alerted to breaches or attempted breaches in website security and safety by the software company (Fly Wheel IT services -Tel 020 39 858585) and to test robustness with termly checks by governance. Fly Wheel IT support can also be accessed at [helpdesk@flywheel-it.co.uk](mailto:helpdesk@flywheel-it.co.uk)

### **28.3 Mobile phones and cameras**

- 28.4 Pupils are discouraged from bringing mobile phones and other mobile devices to school; however, we recognise there are occasions where this cannot be avoided. Therefore, all electronic devices must be handed in at the start of each day.
- 28.5 Staff will not take pictures or recordings of pupils on their personal phones, smartwatches, or cameras.
- 28.6 We will follow the General Data Protection Regulation and Data Protection Act 2018 when taking and storing photos and recordings for use in the school.

### **28.7 The 4 key categories of risk**

- 28.8 Our approach to online safety is based on addressing the following categories of risk:

- a) **Content** – being exposed to illegal, inappropriate, or harmful content, such as pornography, fake news, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation, extremism, misinformation, disinformation (including fake news) and conspiracy theories.
- b) **Contact** – being subjected to harmful online interaction with other users, such as peer-to-peer pressure, commercial advertising and adults posing as children or young adults to groom or exploit them for sexual, criminal, financial or other purposes.
- c) **Conduct** – personal online behaviour that increases the likelihood of, or causes, harm, such as making, sending, and receiving explicit images (e.g., consensual, and non-consensual sharing of nudes and semi-nudes and/or pornography), sharing other explicit images and online bullying; and
- d) **Commerce** – risks such as online gambling, inappropriate advertising, phishing and/or financial scams.

28.9 To meet our aims and address the risks above we will:

- a) Using the Jigsaw programme, educate pupils about online safety as part of our curriculum. For example,
  - i. The safe use of social media, the internet and technology
  - ii. Keeping personal information private
  - iii. How to recognise unacceptable behaviour online
  - iv. How to report any incidents of cyber-bullying, ensuring pupils are encouraged to do so, including where they are a witness rather than a victim.
- b) Ensure staff complete relevant training as part of their induction on safe internet use and online safety issues, including cyberbullying and the risks of online radicalisation. All staff members will receive refresher training at least once each academic year.
- c) Educate parents/carers about online safety via our website, communications sent directly to them and during parents' evenings. We will also share clear procedures with them, so they know how to raise concerns about online safety
- d) Make sure all staff, pupils and parents/carers are aware that staff have the power to search pupils' phones, as set out in the [DfE's guidance on searching, screening and confiscation](#)
- e) Put in place robust filtering and monitoring systems to limit children's exposure to the 4 key categories of risk (described above) from the school's IT systems.
  - i. 'Smoothwall' provides robust filtering and sends alerts to key staff in the academy to respond accordingly.
- f) Carry out an annual review of our approach to online safety, supported by an annual risk assessment that considers and reflects the risks faced by our school community.
- g) Review the Safeguarding and Child Protection Policy, including online safety, annually and ensure the procedures and implementation are updated and reviewed regularly.

28.10 For further information please refer to the academy's Online Safety/E-Learning Policy.

## 29. Artificial intelligence (AI)

- 29.1 Generative artificial intelligence (AI) tools are now widespread and easy to access. Staff, pupils and parents/carers may be familiar with generative chatbots such as ChatGPT and Google Gemini.
- 29.2 The Academy recognises that AI has many uses, including enhancing teaching and learning, and in helping to protect and safeguard pupils. However, AI may also have the potential to facilitate abuse (e.g. bullying and grooming) and/or expose pupils to harmful content. For example, in the form of 'deepfakes', where AI is used to create images, audio or video hoaxes that look real.
- 29.3 Staff will treat any use of AI to access harmful content or bully pupils in line with this policy and our behaviour policy. Staff should be aware of the risks of using AI tools whilst they are still being developed and should carry out risk assessments for any new AI tool being used by the school.

## 30. Pupils who are lesbian, gay, bisexual or gender questioning

- 30.1 We recognise that pupils who are (or who are perceived to be) lesbian, gay, bisexual or gender questioning (LGBTQ+) can be targeted by other children. See our behaviour policy for more detail on how we prevent bullying based on gender or sexuality.
- 30.2 We also recognise that LGBTQ+ children are more likely to experience poor mental health. Any concerns should be reported to the DSL.
- 30.3 When families/carers are making decisions about support for gender questioning pupils, they should be encouraged to seek clinical help and advice. This should be done as early as possible when supporting pre-pubertal children.
- 30.4 When supporting a gender questioning pupil, we will take a cautious approach as there are still unknowns around the impact of social transition, and a pupil may have wider vulnerability, such as complex mental health and psychosocial needs, and in some cases, autism and/or attention deficit hyperactivity disorder (ADHD).
- 30.5 We will also consider the broad range of their individual needs, in partnership with their parents/carers (other than in rare circumstances where involving parents/carers would constitute a significant risk of harm to the pupil). We will also include any clinical advice that is available and consider how to address wider vulnerabilities, such as the risk of bullying.
- 30.6 Risks can be compounded where children lack trusted adults with whom they can be open. We therefore aim to reduce the additional barriers faced and create a culture where pupils can speak out or share their concerns with members of staff.

## 31. Complaints and concerns about school

- 31.1 Complaints against staff that are likely to require a child protection investigation will be handled following our procedures for dealing with allegations of abuse made against staff.
- 31.2 Also, please refer to the Trust's complaints policy.

## 32. Whistle-blowing

- 32.1 Please see Trust's [Whistle-blowing policy](#).

NSPCC Whistle-blowing helpline: 0800 0280285

## 33. Record keeping

- 33.1 We will hold records in line with our records retention schedule.
- 33.2 All safeguarding concerns, discussions, decisions made and the reasons for those decisions must be recorded via the electronic safeguarding system (CPOMS). This should include instances where referrals were or were not made to another agency, such as local authority children's social care or the Prevent programme, etc. If you are in any doubt about whether to record something, discuss it with the DSL.
- 33.3 Non-confidential records will be easily accessible and available. Confidential information and records will be held securely and only available to those who have a right or professional need to see them.
- 33.4 Safeguarding records relating to individual children will be retained in line with KCSIE 2025 and the Trust's retention schedule.
- 33.5 If a child for whom the school has, or has had, safeguarding concerns moves to another school, the DSL will ensure that their child protection file is forwarded promptly and securely, and separately from the main pupil file.
- 33.6 Also, if the concerns are significant or complex, and/or social services are involved, the DSL will speak to the DSL of the receiving school and provide information to enable them to have time to make any necessary preparations to ensure the safety of the child.

## 34. Training

### 34.1 All staff

- 34.2 All staff members will undertake safeguarding and child protection procedures training at induction, including whistle-blowing procedures and online safety, to ensure they understand the school's safeguarding systems and their responsibilities and can identify signs of possible abuse or neglect.
- 34.3 New staff will receive safeguarding training within the first half term, should any existing training received be old or out of date. This training will be regularly updated and will be in line with advice from the 3 safeguarding partners. The training must include an understanding of the expectations for online safety, roles and responsibilities around filtering and monitoring.
- 34.4 All staff will complete the Trust's mandatory safeguarding e-learning modules scheduled throughout the academic year. Safeguarding training will be tracked via the academy's staff MIS.
- 34.5 All staff will have training on the government's anti-radicalisation strategy, Prevent, to enable them to identify children at risk of being drawn into terrorism and to challenge extremist ideas. This training will be refreshed annually via TES or the Home Office online course.
- 34.6 All staff will also receive regular safeguarding and child protection updates, including online safety, for example, through emails, e-bulletins and staff meetings, as required, but at least annually.
- 34.7 All staff are to receive annual and ongoing contextualised safeguarding training, which includes specific safeguarding issues such as neglect, domestic abuse, and the impact of parental mental ill health.
- 34.8 All staff are aware that a child may not be ready to disclose concerns. Staff should maintain professional curiosity and report to the DSL.
- 34.9 Volunteers will receive the appropriate level of training, if applicable.

## 34.10 The Designated Safeguarding Lead (DSL) and Deputy DSL(s)

34.11 The DSL will undertake child protection and safeguarding training at least every 2 years.

34.12 In addition, they will update their knowledge and skills at regular intervals and at least annually (for example, through Nottingham city DSL termly networks, e-bulletins, meeting other DSLs, or taking time to read and digest safeguarding developments).

34.13 They will also undertake Prevent awareness training annually.

34.14 The DSLs will be supported by the Trust Safeguarding Lead and the Safeguarding Network.

## 34.15 Board of Trustees/ Governors

34.16 All trustees/governors receive safeguarding training at induction, which is updated annually. This is to make sure that they:

- a) Have the knowledge and information needed to perform their functions and understand their responsibilities, such as providing strategic challenge.
- b) Can be assured that safeguarding policies and procedures are effective and support the school to deliver a robust whole-school approach to safeguarding

34.17 As the chair of the Trustees may be required to act as the 'case manager' in the event that an allegation of abuse is made against the Principal, they receive training in managing allegations for this purpose.

## 34.18 Recruitment – interview panels

34.19 Please refer to the Trust's [Safer Recruitment Policy](#).

# 35. Staff who have contact with pupils and families

35.1 All staff who have contact with children and families will have supervisions which will provide them with support, coaching and training, promote the interests of children and allow for confidential discussions of sensitive issues.

35.2 At least one person conducting any interview for any post at the school will have undertaken safer recruitment training. This will cover, as a minimum, the contents of Keeping Children Safe in Education, and will be in line with local safeguarding procedures.

# 36. Restrictive Physical Intervention

36.1 Restraint may be necessary to safeguard the individual and/or others from serious injury or harm, and sometimes it will be the only realistic option, for example, to prevent a child from running into a busy road.

36.2 We aim to promote a positive and proactive approach to behaviour, including de-escalation techniques appropriate to the child or young person, to minimise the likelihood of or avoid the need to use restraint.

36.3 The use of restraint is based on an assessment of risk and to safeguard the individual or others.

36.4 Restraint should only be used where it is necessary to prevent the risk of serious harm, including injury to the child or young person.

36.5 For further details, please read the Trust Relationships & Positive Behaviour, and Restrictive Physical Intervention policies.

## 37. Screening and searching process

37.1 Please refer to the [Trust Relationships & Positive Behaviour Policy](#)

## 38. Monitoring arrangements

38.1 This policy will be reviewed annually by the Trust. At every review, it will be approved by the full governing board.

## 39. Links with other policies

39.1 This policy links to the following policies and procedures:

- a) Relationships & Positive Behaviour Policy, and the academy's behaviour guidance
- b) Anti-bullying
- c) Restrictive Positive Intervention
- d) Staff Code of Conduct (also known as staff behaviour policy)
- e) Whistleblowing
- f) Complaints
- g) Health and Safety
- h) Attendance
- i) Online safety/E-learning
- j) Equality
- k) Sex and relationship education
- l) First aid
- m) Curriculum
- n) Privacy notices
- o) Safer Recruitment
- p) GDPR, Data protection
- q) Disciplinary
- r) SEND & Information Report





## Appendices

These appendices are based on the Department for Education's statutory guidance, Keeping Children Safe in Education & Working Together to Safeguard Children.

### Appendix 1: Types of abuse

1. **Abuse**, including neglect, and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases, multiple issues will overlap.
2. **Physical abuse** may involve hitting, shaking, throwing, poisoning, burning, or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of or deliberately induces, illness in a child.
3. **Emotional abuse** is the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Emotional abuse may involve:

- Conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person
  - Not giving the child opportunities to express their views, deliberately silencing them or 'making fun of what they say or how they communicate
  - Age or developmentally inappropriate expectations are being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child from participating in normal social interaction
  - Seeing or hearing the ill-treatment of another
  - Serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children
4. **Sexual abuse** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve:
    - Physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing, and touching outside of clothing
    - Non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet)
  5. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

6. **Neglect** is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse.
7. Once a child is born, neglect may involve a parent or carer failing to:
  - Provide adequate food, clothing, and shelter (including exclusion from home or abandonment)
  - Protect a child from physical and emotional harm or danger
  - Ensure adequate supervision (including the use of inadequate caregivers)
  - Ensure access to appropriate medical care or treatment
8. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.
9. Up skirting as defined by the "The Voyeurism (Offences) Act, which is commonly known as the Up-skirting Act, came into force on 12 April 2019. 'Up skirting' is where someone takes a picture under a person's clothing (not necessarily a skirt) without their permission and or knowledge, with the intention of viewing their genitals or buttocks (with or without underwear) to obtain sexual gratification, or cause the victim humiliation, distress, or alarm. It is a criminal offence. Anyone of any gender can be a victim." (Keeping Children Safe in Education Sept 2020).
10. Fabricated-induced illness (FII) is a form of child abuse, It occurs when a parent or carer, usually the child's biological mother exaggerates or deliberately causes symptoms of illness in the child. FII is also known as Munchausen's syndrome by proxy. FII is a child protection issue and cannot be treated by the NHS alone. Therefore, if staff suspect FII they must follow their Academies safeguarding procedures by reporting concerns through the safeguarding electronic system and informing the DSL immediately, the DSL will refer the concerns to the Children and Families direct (Social Care). If you suspect that someone you know may be fabricating or inducing illness in their child, it is not recommended that you confront them directly. A direct confrontation is unlikely to make a person admit to wrongdoing, and it may allow them to dispose of any evidence of abuse.

## Appendix 2: Specific Safeguarding Issues

Some children and young people may be particularly vulnerable to abuse and harm. The designated safeguarding lead should be aware of the range of guidance that is available and vigilant to concerns being raised by staff and children which need to be reported in accordance with national (Government) and local (Safeguarding Partnership) procedures without delay. The lead should also ensure staff working with children are alert to signs which may indicate possible abuse or harm.

Annex B of [Keeping Children Safe in Education 2025](#) (page 149) contains important additional information about specific forms of abuse and safeguarding issues.

## Appendix 3: Information and Support

There is a wealth of information available to support schools, colleges, and parents/carers to keep children safe online. The following list is not exhaustive but should provide a useful starting point:

- [Childnet](#) provide guidance for schools on cyberbullying
- [Educateagainstate](#) provides practical advice and support on protecting children from extremism and radicalisation
- [London Grid for Learning](#) provides advice on all aspects of a school or college's online safety arrangements
- [NSPCC](#) provides advice on all aspects of a school or college's online safety arrangements
- [Safer recruitment consortium](#) "guidance for safe working practice", which may help ensure staff behaviour policies are robust and effective
- [Searching screening and confiscation](#) is departmental advice for schools on searching children and confiscating items such as mobile phones
- [South West Grid for Learning](#) provides advice on all aspects of a school or college's online safety arrangements
- [Use of social media for online radicalisation](#) - A briefing note for schools on how social media is used to encourage travel to Syria and Iraq
- [UK Council for Internet Safety](#) have provided advice on [sharing nudes and semi-nudes: advice for education settings working with children and young people](#) and [using external expertise to enhance online safety education](#)
- Remote education, virtual lessons, and live streaming
- Case studies on remote education practice are available for schools to learn from each other
- Departmental guidance on safeguarding and remote education including planning remote education strategies and teaching remotely
- [London Grid for Learning](#) guidance, including platform-specific advice

- [National cybersecurity centre](#) guidance on choosing, configuring, and deploying video conferencing
- [UK Safer Internet Centre](#) guidance on safe remote learning

## Support for children

- [Childline](#) for free and confidential advice
- [UK Safer Internet Centre](#) to report and remove harmful online content
- [CEOP](#) for advice on making a report about online abuse

## Parent Support:

- [Child net](#) offers a toolkit to support parents and carers of children of any age to start discussions about their online life, to set boundaries around online behaviour and technology use, and to find out where to get more help and support
- [Commonsense media](#) provide independent reviews, age ratings, & other information about all types of media for children and their parent/carers
- Government advice about protecting children from specific online harms such as child sexual abuse, sexting, and cyberbullying
- Government advice about security and privacy settings, blocking unsuitable content, and parental controls
- [Internet Matters](#) provide age-specific online safety checklists, guides on how to set parental controls on a range of devices, and a host of practical tips to help children get the most out of their digital world
- [London Grid for Learning](#) provides support for parents and carers to keep their children safe online, including tips to keep primary-aged children safe online
- Lucy Faithfull Foundation [StopItNow](#) resource can be used by parents and carers who are concerned about someone's behaviour, including children who may be displaying concerning sexual behaviour (not just about online)
- National Crime Agency/CEOP [Thinkuknow](#) provides support for parents and carers to keep their children safe online
- [Parentzone](#) provides help for parents and carers, and UK Safer Internet Centre provide tips, advice, guides, and other resources to help keep children safe online.
- Parent info from [Parentzone](#) and the [National Crime Agency](#) provides support and guidance for parents from leading experts and organisations

## Appendix 4 – Role of the Lead Designated Safeguarding Lead and Deputy Designated Safeguarding Lead

### Role of the Designated Safeguarding Lead

The designated safeguarding lead should take **lead responsibility** for safeguarding and child protection (including online safety and understanding the filtering and monitoring systems and processes in place). **The DSL must be a member of the senior leadership team.**

Whilst the activities of the designated safeguarding lead can be delegated to appropriately trained deputies, the ultimate lead responsibility for safeguarding and child protection, as set out above, remains with the designated safeguarding lead. This responsibility should not be delegated.

The designated safeguarding lead should liaise with the three safeguarding partners and work with other agencies in line with Working Together to Safeguard Children.

The DSL should understand when they should consider calling the Police and what to expect when they do.

During term time, the DSL should always be available (during school or college hours) for staff in the school or college to discuss any safeguarding concerns.

The DSL should undergo training to provide them with the knowledge and skills required to carry out the role. The training should be updated every two years. In addition to their formal training as set out above, their knowledge and skills should be updated (for example via ebulletins, meeting other designated safeguarding leads, or taking time to read and digest safeguarding developments), at regular intervals, and at least annually, to keep up with any developments relevant to their role.

### Deputy Designated Safeguarding Leads

The Deputy Designated Safeguarding Leads should be trained to the same standard as the Designated Safeguarding Lead, and the role should be explicit in their job description. The deputy (or multiple deputies) must be able to perform the role of the DSL in the absence of the DSL.

The job descriptions are as follows for both DSL and DDSL.

## Job description Designated Safeguarding Lead

### **JOB DESCRIPTION**

**JOB TITLE:** Designated Safeguarding Lead (DSL)

**LOCATION:** Based at the academy

**REPORTING TO:** Principal/Director of Education

**CONTRACT:** Permanent. Full time.

The Designated Safeguarding Lead will take lead responsibility for safeguarding and child protection (including online safety and understanding the filtering and monitoring systems and processes in place). The DSL will have a leadership position in the academy. They will be given the time, funding, training, resources, and support to provide advice and support to other staff on child welfare and child protection matters, to take part in strategy discussions and inter-agency meetings, and/or to support other staff to do so, and to contribute to the assessment of children.

#### **Key Accountabilities:**

##### **Manage referrals**

The Designated Safeguarding Lead will:

- Refer cases of suspected abuse to the local authority children's social care as required.
- Support staff who make referrals to local authority children's social care.
- Refer cases to the Channel programme where there is a radicalisation concern
- Refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required and to the local authority's designated officer.
- Refer cases where a crime may have been committed to the Police.

##### **Work with others**

The Designated Safeguarding Lead will:

- Liaise with the Raleigh Education Trust Safeguarding Lead to inform them of issues especially ongoing enquiries under section 47 of the Children Act 1989 and Police investigations.
- As required, liaise with the "case manager" and the designated officer(s) at the local authority for child protection concerns in cases which concern a staff member.
- Liaise with staff on matters of safety and safeguarding (including online and digital safety) and when deciding whether to make a referral by liaising with relevant agencies; and
- Act as a source of support, advice and expertise for all staff.
- Link closely with the three local safeguarding partners.

## Training

The Designated Safeguarding Lead will undergo training to provide them with the knowledge and skills required to carry out the role. This training should be updated at least every two years. The Designated Safeguarding Lead will undertake Prevent awareness training.

The DSL will keep up-to-date with latest information about safeguarding so that their knowledge and skills are refreshed (this might be via e-bulletins, meeting other designated safeguarding leads, or simply taking time to read and digest safeguarding developments).

### **The DSL will:**

- understand the assessment process for providing early help and statutory intervention, including local criteria for action and local authority children's social care referral arrangements
- have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so
- ensure each member of staff has access to, and understands, the academy child protection policy and procedures, especially new and part time staff
- be alert to the specific needs of children in need, those with special educational needs and young carers
- be able to keep detailed, accurate, secure written records of concerns and referrals
- understand and support the academy with regards to the requirements of the Prevent duty and provide advice and support to staff on protecting children from the risk of radicalisation
- be able to understand the unique risks associated with online safety and be confident that they have the relevant knowledge and up to date capability required to keep children safe whilst they are online
- have an overview of the filtering arrangements across the academy and be responsible for the monitoring arrangements for online safety.
- can recognise the additional risks that children with SEN and disabilities (SEND) face online, for example, from online bullying, grooming and radicalisation and are confident they have the capability to support SEND children to stay safe online
- obtain access to resources and attend any relevant or refresher training courses; and
- encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school or college may put in place to protect them.
- Ensure the academic/pastoral progress of all children who need a social worker by ensuring regular reviews of their holistic progress

### **Raise Awareness**

The Designated Safeguarding Lead will:

- ensure the academy child protection policy is known, understood and used appropriately and is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, working with the Trust Safeguarding lead.
- ensure the child protection policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the academy.
- link with the Local Safeguarding Partners to make sure staff are aware of any training opportunities and the latest local policies on local safeguarding arrangements
- provide appropriate reports and information to the academy and the trust

## Child Protection File

The DSL, where children leave the academy, will ensure their child protection file is transferred to the new school or college within 5 days. This should be transferred separately from the main pupil file, ensuring secure transit, and confirmation of receipt should be obtained (if CPOMS is not the tool for transfer). Receiving schools and colleges should ensure key staff such as designated safeguarding leads and SENCOs or the named person with oversight for SEND in colleges, are aware as required.

In addition to the child protection file, the DSL should also consider if it would be appropriate to share any information with the new school or college in advance of a child leaving. For example, information that would allow the new school or college to continue supporting victims of abuse and have that support in place for when the child arrives.

## Availability

During term time the Designated Safeguarding Lead should always be available (during academy hours) for staff in the academy to discuss any safeguarding concerns.

## Job Description Deputy Designated Safeguarding Lead:

### JOB DESCRIPTION

**JOB TITLE:** Deputy Designated Safeguarding Lead (DDSL)

**LOCATION:** Based at the academy

**REPORTING TO:** The DSL and the Principal

The Deputy Designated Safeguarding Lead will support the DSL to safeguard and protect children (including online safety). The DDSL will be given the time, funding, training, resources, and support to provide advice and support to other staff on child welfare and child protection matters, to take part in strategy discussions and inter-agency meetings, and/or to support other staff to do so, and to contribute to the assessment of children.

### **Key Accountabilities:**

#### **Manage referrals**

The deputy designated safeguarding lead will when the DSL is unavailable or out of the academy:

- refer cases of suspected abuse to the local authority children's social care as required
- support staff who make referrals to local authority children's social care.
- refer cases to the Channel programme where there is a radicalisation concern
- refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required and to the local authority's designated officer.
- refer cases where a crime may have been committed to the Police.



## Work with others

The deputy designated safeguarding lead will support the DSL to:

- liaise with the Headteacher to inform her/him of issues especially ongoing enquiries under section 47 of the Children Act 1989 and Police investigations.
- as required, liaise with the “case manager” and the designated officer(s) at the local authority for child protection concerns in cases which concern a staff member.
- liaise with staff on matters of safety and safeguarding (including online and digital safety) and when deciding whether to make a referral by liaising with relevant agencies; and
- act as a source of support, advice, and expertise for all staff.

## Training

The deputy designated safeguarding lead will undergo training to provide them with the knowledge and skills required to carry out the role. This training should be updated at least every two years.

The deputy designated safeguarding lead will undertake Prevent awareness training.

The DDSL will keep up-to-date with latest information about safeguarding so that their knowledge and skills are refreshed (this might be via e-bulletins, meeting other designated safeguarding leads, or simply taking time to read and digest safeguarding developments).

The DDSL will:

- understand the assessment process for providing early help and statutory intervention, including local criteria for action and local authority children’s social care referral arrangements
- have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so
- ensure each member of staff has access to, and understands, the school or college’s child protection policy and procedures, especially new and part time staff
- be alert to the specific needs of children in need, those with special educational needs and young carers
- be able to keep detailed, accurate, secure written records of concerns and referrals
- understand and support the school or college with regards to the requirements of the Prevent duty and are able to provide advice and support to staff on protecting children from the risk of radicalisation
- be able to understand the unique risks associated with online safety and be confident that they have the relevant knowledge and up to date capability required to keep children safe whilst they are online
- recognise the additional risks that children with SEN and disabilities (SEND) face online, for example, from online bullying, grooming and radicalisation and are confident they have the capability to support SEND children to stay safe online

- obtain access to resources and attend any relevant or refresher training courses; and
- encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the academy may put in place to protect them.

### **Availability**

During term time the DDSL will always be available (during academy hours) for staff in the academy to discuss any safeguarding concerns. The DDSL will assume responsibility for safeguarding in the academy when the DSL is absent.

## Appendix 5: Online Safeguarding/ Filtering and Reporting

The Raleigh Education Trust has deployed Smoothwall as the border firewalls and internet filtering and safeguarding solution for the staff and learners for protection of their online digital learning environment. This provides real-time, content-aware, and granular filtering control of all users and devices. A baseline 'block' list of categories has been pre-defined by the Trust and implemented across all schools and does vary between staff users and pupil users.

The following details are based on the initial deployment of Smoothwall across the schools, and both the filtering and reporting will be developed and enhanced through usage and feedback from the schools and safeguarding leads as the systems become further established to meet your teaching and learning needs.

There are a wealth of reports and logging features available, but the safeguarding elements are summarised in this document:

### Immediate Safeguard Reporting:

Should an online activity trigger one of the pre-determined categories:

*Abuse, Adult content, Bullying, Criminal activity, Radicalisation, Substance abuse and suicide.*

The notification gives a baseline for further in-depth analysis if required of the user's browsing history. It is important to be aware that a trigger does not mean the user was explicitly searching for the content.

When multiple breaches occur against the same user and ruleset, and instant alert is only sent every ten minutes, so as not to bombard the safeguarding leads with message.

### Reporting:

Smoothwall logs all internet activity, and these logs are identifiable to the individual user. Many reports can be generated (example below in figure 1), these are currently on request and are being developed to allow wider access to these logs from any authorised user, from any location.

- Specific User or User Group
- Date / Time
- General Activity / Specific Categories or Specific URL

To simplify the understanding of user's activities online activity, the traffic is categorised by Smoothwall into pre-defined, recognisable category names.

Colwyn have configured the Smoothwall Cloud filter as per section 136 in the KCSIE Statutory guidance for schools and colleges released on 1 September 2023, addressing the following categories:

- Content: being exposed to illegal, inappropriate, or harmful content, for example: pornography, fake news, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation, extremism, misinformation, disinformation (including fake news) and conspiracy theories.
- Contact: being subjected to harmful online interaction with other users; for example, peer to peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes.
- Conduct: online behaviour that increases the likelihood of, or causes, harm; for example, making, sending and receiving explicit images (e.g. consensual and non-consensual sharing

of nudes and semi-nudes and/or pornography, sharing other explicit images and online bullying, and

- Commerce: risks such as online gambling, inappropriate advertising, phishing and or financial scams. If you feel your pupils or staff are at risk, please report it to the Anti-Phishing Working Group (<https://apwg.org/>)

Test reports are conducted regularly to confirm compliance with the DFE's filtering and monitoring standards in schools.

Figure 1: Example of a Safeguarding alert

**From:** [noreply@smoothwall.com](mailto:noreply@smoothwall.com) <[noreply@smoothwall.com](mailto:noreply@smoothwall.com)>  
**Sent:** 31 August 2023 5:00 PM  
**To:** Safe Guarding Lead <[safeguardinglead@school.co.uk](mailto:safeguardinglead@school.co.uk)>  
**Subject:** New Safeguarding Alerts for [studentuser@school.co.uk](mailto:studentuser@school.co.uk)



<sup>1</sup> Safeguarding Alerts have been created for the user [studentuser@school.co.uk](mailto:studentuser@school.co.uk). All of the individual alerts have been bundled together for you to view in the Alert Details section.

#### User Details:

**Username:** [studentuser@school.co.uk](mailto:studentuser@school.co.uk)  
**Local Groups:** Trust - School Student Users  
**Serial Number:** XXX111XXX111XXX  
**Tenant Name:** XXX Academy  
**Tenant ID:** 01180f6b-00e7-437b-91b8-9cd7528ff174

#### Alert Details:

**Date/time:** Thu Aug 31 2023 16:51:47 GMT+0100 (British Summer Time)  
**Theme:** Adult content  
**Level:** 7  
**Blocked:** True  
**Search terms:**  
**URL:** <https://sex.com/>  
**Categories:** Adult Sites, Pornography

Table 1: Category List (Subject to change).

Name	Example URL	Description
Legal & Liability Issues		Sites which could cause legal or liability issues
Child Abuse		Child abuse keywords contributed by the IWF
Drugs	www.weedguru.com	Sites pertaining to the sale, manufacture, promotion or use of recreational and prescription drugs
Intolerance	www.stormfront.org	Sites related to or promoting intolerance of any kind
Piracy and Copyright Infringement		Sites containing pirated copyrighted material for illegal download or streaming
Self-Harm	www.sanctioned-suicide.org	Sites relating to self-harm, suicide and eating disorders
Pornography	www.pornhub.com	Sites dedicated to Pornographic content, whether audio/visual or textual
Terrorism		Sites provided by the Office of Security and Counter-Terrorism branch of the UK Home Office, containing pro-terrorism material
Violence	www.hockeyfights.com	Sites dedicated to violence, whether this is through sport or bullying
Adult Themes		Sites which may be unsuitable for a younger audience.
Abortion	optionsforabortions.com	Sites which refer to abortion, including "pro-life" and "pro-choice".
Adult entertainers		Use in conjunction with search term filtering to prevent pornographic web searches.
Adult Sites	www.urbandictionary.com	Content which is primarily adult in nature, content such as bad language or adult jokes, but not pornography.
Alcohol and Tobacco	www.guinness.com/	Sites pertaining to the use, sale, production and promotion of alcoholic drinks and tobacco (including e-cigarettes)
Body piercing and Tattoos	www.tattoos.com	Sites which promote, sell, advertise or discuss any body modification such as piercing and tattoos.
Criminal Activity	www.myfakeid.biz	Sites providing either instruction or tools facilitating illegal activity, such as lock picking, fake IDs and fraud.
Fireworks	www.fireworks.us	Purchase and manufacture of fireworks & pyrotechnic devices
Gambling	www.888.com	Sites providing gambling and gambling related services, casino's, sports betting etc.
Gore		Sites describing or displaying gory content.
Inappropriate/Vulgar Search Terms		Contains lists of Inappropriate/Vulgar/Swear words, only search terms, no content or URLs
Naturism and Nudism	www.clothesfree.com	Sites that contain nudist pictures and/or promote a nudist lifestyle
Non-pornographic Nudity	parkerpfister.com	Sites containing nudity that is not pornographic, e.g. artistic nudity
Provocative Images	www.yummylook.com	Sites which contain pictures of intimate, alluring, revealing attire or other types of suggestive clothing, such as lingerie and swimsuits.
Restricted to Adults	www.rtalabel.org	Category containing the "Restricted to Adults" special tag; see <a href="http://www.asacp.org/">http://www.asacp.org/</a>

Sexuality Sites	<a href="http://www.lovepanky.com">www.lovepanky.com</a>	Content based primarily on sexuality which may be unsuitable for a younger audience.
Weapons: Hunting and Sporting	<a href="http://www.thehuntinglife.com">www.thehuntinglife.com</a>	Hunting and target shooting weapons.
Weapons: Military	<a href="http://www.nps.gov/spar">www.nps.gov/spar</a>	Sites describing weapons of war, including those in a historical context.
Weapons: Personal Weapons	<a href="http://www.gunsite.com">www.gunsite.com</a>	Sites discussing and/or selling of weapons, including firearms, blades, explosives and incendiaries.
Business and Corporate		Businesses and organisations, including government and non-profits.
Agriculture	<a href="http://masseyferguson.com">masseyferguson.com</a>	Sites related to agriculture - Machinery, livestock, crops
Business and Corporate	<a href="http://www.abc.xyz">www.abc.xyz</a>	Sites for businesses and commercial organisations, where the organisation provides paid for goods or services.
Charity and Non-profit	<a href="http://www.christianaid.org.uk">www.christianaid.org.uk</a>	Charity and non-profit organisations
Crowdfunding	<a href="http://patreon.com">patreon.com</a>	URLs of sites that their primary business is to raise capital for a project or venture via crowdfunding
Government	<a href="http://www.gov.uk">www.gov.uk</a>	Government websites and websites related to governmental organisations
Household Utilities	<a href="http://www.britishgas.co.uk">www.britishgas.co.uk</a>	Gas/Water/Electricity utilities websites, including phone & Internet
Law	<a href="http://www.lawsociety.org.uk">www.lawsociety.org.uk</a>	Lawyer/Solicitor/Barrister websites, law societies and sites whose whole theme is Law

Travel and Transport Services	<a href="http://www.nationalrail.co.uk">www.nationalrail.co.uk</a>	Information or booking sites related to transportation such as trains, taxis, or airlines
Entertainment		Entertainment, sport and online games
Books	<a href="http://www.lrb.co.uk">www.lrb.co.uk</a>	Sites selling, reviewing or discussing books or audio books in any format
Celebrity	<a href="http://www.perezhilton.com">www.perezhilton.com</a>	Sites relating to any celebrity media, fan sites or news
Computer Games	<a href="http://www.ign.com">www.ign.com</a>	Sites related to computer games but not in browser playable games
Desktop Customisation	<a href="http://www.screensavers.com">www.screensavers.com</a>	Sites providing screen savers, wallpapers, desktop themes and similar content
Events	<a href="http://www.chicagothemusical.com">www.chicagothemusical.com</a>	Sites that promote and discuss live events e.g. live dramatic/theatrical productions and festivals
Graphic novels	<a href="http://www.tokyopop.com">www.tokyopop.com</a>	Graphic novels, Manga, Anime, and other illustrated works, excluding Hentai as this is Pornography
Jokes and Humour	<a href="http://www.ajokeaday.com">www.ajokeaday.com</a>	Sites dedicated to humour, including jokes, video, amusing images and satire
Magazines	<a href="http://www.horsemagazine.com">www.horsemagazine.com</a>	Sites selling, reviewing or discussing magazine content, printed or online
Movies and Film	<a href="http://www.imdb.com">www.imdb.com</a>	Movie sites, reviews and discussion
Museums and Art galleries	<a href="http://www.vam.ac.uk">www.vam.ac.uk</a>	Sites that promote, exhibit, and/or display works of art or objects of historical and or cultural significance
Music	<a href="http://www.lyrics.com">www.lyrics.com</a>	Sites that discuss, promote/market and distribute music. Including fan sites, lyrics sites, playlist sites, artist and musical subjects' sites

Online Games	www.miniclip.com	Sites providing games that can be played in a browser
Radio and TV	www.radiotimes.com	Non-news related radio and television, including radio streaming sites
Sport	www.eurosport.co.uk	Sites discussing or promoting any sport, including sports team homepages
File and Image Hosting		Sites which provide file hosting services.
File Hosting	www.mega.io	Sites that offer online file storage services on remote servers for backup or exchange purposes
Image Hosting: Moderated	www.photobucket.com	Sites that provide image/gif hosting services that are vetted or controlled with a conditions of use policy or moderated by humans
Image Hosting: Unmoderated	www.imgur.com	Sites that provide image/gif hosting services that include potentially pornographic or otherwise offensive content
Finance		Finance related sites, including banks and other financial service providers.
Cryptocurrency	www.bitfinex.com	Cryptocurrency websites
Financial Services	www.hsbc.com	Finance sites including investment advice, but not Online Banking portals
Online Banking	www.onlinebanking.natwest.com	Sites providing online banking access, or online credit card management
Payday Loans	www.cashasap.co.uk	Online providers of "Payday Loans"; short term cash loans typically with high rates of interest
IT & Technical		Sites relating to computing, technology and the Internet.
Collaboration Software	www.lucidchart.com	Sites that allow collaboration on documents/projects via shared link/software
Computing	www.slashdot.org	Sites related to computing but not games. e.g. programming languages
DNS over HTTPS	dns.google	Subdomains/URLs used to facilitate the use of DNS over HTTPS
Games Consoles	www.playstation.com	Sites that provide authentication for, and content used in, games consoles
Microsoft Office 365	www.office.com	Domains required for Microsoft Office 365 to function. Warning: Includes live.com, msn.com and outlook.com
Mobile Apps : ClassDojo App	www.classdojo.com	URLs used by the ClassDojo App
Mobile Apps : Covid-19 Exposure Notification Apps		Mobile applications developed by public health authorities which use the Covid-19 Exposure Notification System developed by Google and Apple
Mobile Apps : Emile Education	https://emile-education.com	
Mobile Apps : Facebook App	www.facebook.com	URLs used by the Facebook Mobile App
Mobile Apps : Snapchat App	www.snapchat.com	URLs used by the Snapchat Mobile App
Mobile Apps : TikTok APP	tiktok.com	Domains and URLs used by the TikTok Android and iOS mobile application
Mobile Apps : Twitter App	www.twitter.com	URLs used by the Twitter Mobile App

Mobile Apps : WhatsApp	whatsapp.com	Used to allow or block the WhatsApp mobile application
Mobile/Cell Phones	www.o2.co.uk	Sites providing content about mobile/cell phones, reviews, ratings, providers etc...
Peer-to-peer Networking	www.1337x.to	Peer-to-peer network sites
Remote Desktop	www.teamviewer.com	Sites offering remote desktop and remote administration software tools
Software : Adobe Creative Cloud		URLs/IPs necessary for Adobe Creative Cloud to function properly
Software : AEM Web Portal		IP and URLs that are used by AEM (Autotask Endpoint Management)
Software : Google Drive	drive.google.com	URLs used by Google Drive/Docs/Sheets/Slides
Software : Google Meet	meet.google.com	Domains and URLs used by Google Meet
Software : GoTo Software Suite	www.gotomypc.com	Contains URLs for GoTo products (GoToMeeting, GoToWebinar, GoToTraining, GoToAssist, GoToMyPC, and OpenVoice)
Software : Hudl App	www.hudl.com	Domains/URLs used by the sports APP Hudl
Software: Lightspeed MDM	lsmdm.com	Domains and URLs used by Lightspeed's Mobile Device Management software
Software : Loom	loom.com	URLs necessary for Loom Screen Recording Software to work
Software : Senso		Domains used by the Senso platform
Software : Skype	www.skype.com	Domains and IPs that are used by Skype
Software : youHQ	https://www.youhq.co.uk	Domains, URLs, and YouTube videos used by the youHQ school wellbeing platform.
Software : Zoom	www.zoom.us	List of URLs & IPs provided by Zoom's KB article
Web hosting	www.godaddy.com	Sites which offer domain names and web hosting services
Webmail	mail.google.com	Sites dedicated to email/webmail
What's my IP services	www.myip.com	Sites and services which display your public IP address
Information and Reference		Informational sites and reference materials
Academic institutions	www.harvard.edu	Sites of schools, universities, colleges and other learning centres
AI Tools	openai.com	General AI (AGI) tools are a set of software and technology that aims to simulate or replicate human-like intelligence across a wide range of tasks. These tools are designed to be flexible, adaptable and able to learn and improve on their own. They can be used for autonomous vehicles, chatbots, and virtual assistants. Examples include machine learning frameworks, NLP libraries and deep learning architectures.
Education and Reference	www.sparknotes.com	Sites that provide materials and information that aid in learning
Mapping	google.com/maps	Sites which provide geographical mapping services including those that promote or provide opportunity for travel planning



News	<a href="http://www.bbc.co.uk/news">www.bbc.co.uk/news</a>	Sites whose primary aim is to present local, national, or international news, or news relating to a specific topic.
Plagiarism	<a href="http://www.ukessays.com">www.ukessays.com</a>	Sites offering paid help and/or pre-written homework material for pupils
Politics	<a href="http://labour.org.uk">labour.org.uk</a>	Sites belonging to a Political party or wholly political based sites
Sex Education	<a href="http://www.sexeducationforum.org.uk">www.sexeducationforum.org.uk</a>	Educational sites relating to sexual activity including reproduction, contraception and safe sex
Translation	<a href="http://translate.google.com">translate.google.com</a>	Sites which provide translation services, such as blocks of text or providing entire site translation
Weather	<a href="http://www.weather.org">www.weather.org</a>	Sites dedicated to weather information and forecasts
Wikipedia: Editing		Block this category to deny Wikipedia changes and Wikipedia logins.
Lifestyle		Various inoffensive yet non-work-related sites
Clothing & Accessories	<a href="http://www.tiffany.com">www.tiffany.com</a>	Sites selling, promoting and discussing clothing, shoes, jewellery and fashion
Food and Dining	<a href="http://www.snackworks.com">www.snackworks.com</a>	Sites relating to food reviews, recipes, restaurants and catering
Gardening	<a href="http://www.crocus.co.uk">www.crocus.co.uk</a>	Sites dedicated to gardening as a hobby, selling gardening products or reviewing gardening methods/techniques

Health and Fitness	<a href="http://puregym.com">puregym.com</a>	Sites dedicated to health and fitness, gyms, fitness blogs, health sites
Household and DIY	<a href="http://www.diynot.com">www.diynot.com</a>	Sites dedicated to DIY projects, tools and household content
Online Auctions	<a href="http://www.ebay.co.uk">www.ebay.co.uk</a>	Online auction sites where auction style sales are carried
Online Shopping	<a href="http://www.sainsburys.co.uk">www.sainsburys.co.uk</a>	Sites where purchases can be made, of any kind
Parenting and Baby	<a href="http://www.mamasandpapas.com">www.mamasandpapas.com</a>	Sites providing information or products for parenting, pregnancy, babies and infants
Pets	<a href="http://www.petsathome.com">www.petsathome.com</a>	Sites selling or discussing pets or pet related goods
Real estate and Property	<a href="http://www.realtor.com">www.realtor.com</a>	Sites that discuss, promote/market and provide information on renting, buying, or selling real estate or properties
Religion	<a href="http://www.newchristian.com">www.newchristian.com</a>	Sites where the main theme/content is religion
Time-wasting	<a href="http://www.isitchristmas.com">www.isitchristmas.com</a>	Unproductive sites popular with children
Toys and Games	<a href="http://www.thetoyshop.com">www.thetoyshop.com</a>	Sites which promote, discuss and sell toys and games
Vacations	<a href="http://www.kayak.co.uk">www.kayak.co.uk</a>	Sites related to travel and holidays
Vehicles and Motoring	<a href="http://www.harley-davidson.com">www.harley-davidson.com</a>	Sites which advertise, promote, discuss and offer information on vehicles and automobiles
Wedding	<a href="http://www.weddingplanner.co.uk">www.weddingplanner.co.uk</a>	Sites discussing weddings or selling wedding related items or services
Malware and Hacking		Hacking, warez and phishing sites, including sites containing information on how to bypass web filters

Hacking	www.kitploit.com	Sites with the main theme of hacking/cracking, regardless of "whitehat" or "black-hat"
Internationalised Domain Names	www.xn--strmsel-c1a.se	Domains that include non-ASCII characters which are translated to punycode
Malware and Phishing		Sites hosting viruses, malware, adware, spyware or trojans
Web Proxies	www.proxysite.com	Web proxy sites and other tools designed to circumvent filtering
Medical	www.nhs.uk	Medical and childcare sites
Medical Information	www.nhs.uk	Sites containing content about health and medical matters
Multimedia		Audio/video, radio, peer-to-peer and other multimedia sites
Amazon Prime	www.amazon.com/PrimeVideo	Amazon Prime instant video and Amazon Prime music
Audio and Video	www.vimeo.com	Sites providing audio or video downloads or streaming
BBC iPlayer	www.bbc.co.uk/iplayer	Domains and URLs for the BBC iPlayer service
Disney+	disneyplus.com	Sites used by Disney's streaming service Disney+ (Disney Plus)
iTunes	www.apple.com/itunes	Domains and URLs for Apple's iTunes service
ITV Player	www.itv.com/hub/itv	Domains and URLs for the ITV Player service
Live Streaming	www.livestream.com	Domains and URLs that stream live video
Netflix	www.netflix.com	Domains and URLs for Netflix
Spotify	spotify.com	Domains and URLs used by the Spotify client and Web app
Vimeo	vimeo.com	URLs used by Vimeo, to be used with Force Mature content filter content modification
YouTube	www.youtube.com	Domains and URLs for YouTube
YouTube Allowed Videos and Playlists		Allowed YouTube video and playlist IDs
YouTube HD streaming		Domains and URLs for high-definition streams from YouTube
Search Engines		Search Engines
Google Instant Previews		Thumbnail previews of Google web search results
Google Search		URLs used by the Google search engine
Image Search	images.google.co.uk	URLs used for image search
Job Search	www.monster.com	Sites for job search
Question & Answer	www.wikihow.com	How To, instructional and Q&A sites
Reverse Image Search	www.tineye.com	Reverse image search engines which offer query-by-image and image similarity functions
Search Suggestions		Disables automatic search suggestions on Google, Bing, Ask and YouTube search engines
Secure Search	www.google.com	SSL encrypted search services
Web Search	www.google.com	Sites providing web search functionality

Web Search POST		Search engines that use the body of POST requests to contain search terms
Social Media		Social networking, dating and chat sites
Blogs	www.blogspot.com	Sites hosting blog content of any kind
Dating and Companionship Sites	www.match.com	Domains and URLs that provide dating and companionship services
Discussion Forums	www.edugeek.net/forums	Sites dedicated to discussion forums, e.g. phpBB
Facebook	www.facebook.com	Domains and URLs for the Facebook network
Facebook: Posts & Updates		Block this category to deny Facebook changes such as posts, comments, likes, uploading of photos, videos or notes. Requires HTTPS interception
Instagram	instagram.com	URLs used by Instagram
Instant Messaging VoIP and Web Conferencing	www.trillian.im	Sites which contain messenger clients and web-based messaging sites, as well as any form of Voice over IP based chat service
Social Networking Sites	www.facebook.com	Social Networking sites
Twitter: Updates		Block this category to deny Twitter changes such as tweets, retweets, follows, posting of photos, videos, or account changes. Requires HTTPS interception
Web Infrastructure		Web infrastructure and miscellaneous domains.
Adverts	ads.whatsonstage.com	Advert servers and advert URLs
APIs & Web Libraries	api.twitter.com	Domains and URLs used by APIs and web libraries
Connect for Chromebooks	googleusercontent.com	Domains and URLs used for Google's service Connect for Chromebooks
Content Delivery	www.akamai.com	Content Delivery Networks and supplementary infrastructure servers for various existing sites
Internet Speed Tests	www.speedtest.net	Public web services used to measure the speed of an internet connection
Parked Domains	sedoparking.com	Inactive web domains "parked" by a registrar, advertiser, or domain owner
Smoothwall Products		This category contains the Domains that the Smoothwall Suite uses.
Software Updates	windowsupdate.microsoft.com	Domains used to download software updates
SSL / CRL	crl.verisign.com	Support domains for SSL services including Certificate Authorities, Certificate Revocation Lists, OCSP and Extended Validation servers
Transparent HTTPS incompatible sites		Sites used by clients which do not support HTTPS server name indication (SNI)
URL Shortening	bit.ly	Sites which provide a URL shortening and forwarding / link service
User tracking and Site stats	doubleclick.net	Sites known to track visitor statistics for analytics and reporting purposes

## Appendix 6 Quality Assurance

To ensure safeguarding procedures consistently meet established standards and to support the continuous improvement and development of safeguarding practices in alignment with the Safeguarding Golden Threads, schools are required to undertake a range of quality assurance activities as part of their ongoing safeguarding responsibilities.

### Academy level activities:

- Review of CPOMS records and actions
- Review active cases
- Safeguarding dashboard
- Testing of staff knowledge
- Single Central Record check
- Pupil voice
- Section 175 Local Safeguarding Partnership Audit

### Trust level activities:

- Review of CPOMS records and actions
- Safeguarding dashboard
- Single Central Record check
- Trust Safeguarding Culture Review