



**Safeguarding Children Procedures  
2023 / 2024**

**An information leaflet for contractors, volunteers  
and visitors to the school**

Neston Primary School follows the child protection procedures set out by the Wiltshire Safeguarding Vulnerable People Partnership - <https://wiltshiresvpp.org.uk/p/children/about-safeguarding-children>

We take account of guidance issued by the Department for Education in *keeping Children Safe in Education* September 2023.

If you have any queries regarding information contained in this leaflet, or require further clarification of any points, please do not hesitate to contact DSL or Deputy DSL.

**Designated Safeguarding Lead:** Mr Gary Risdale

**Deputy Designated Safeguarding Lead:** Ms Natasha Patrick & Mrs Juanita Morgan

**Designated Safeguarding Governor:** Ms Gillian Pratt



## SAFEGUARDING CHILDREN PROCEDURES



Children and young people have a fundamental right to be protected from harm. Families have a right to expect schools to provide a safe and secure environment. All schools have a legal duty to work with other agencies, for example social services and the police, to safeguard children's welfare.

### Aim of this leaflet

To ensure that all contractors and visitors are aware and undertake their responsibility to promote equal opportunities, tackle bullying and help protect students from significant harm.

### Guidelines for all contractors and visitors

As a visitor to the school, either as a contractor, supply teacher or someone who has come to work with our children in any other capacity, it is important that you are aware of our child protection procedures.

- Our Designated Safeguarding Lead (DSL) is **Mr Gary Risdale**. The Deputy DSL is **Ms Natasha Patrick & Mrs Juanita Morgan**. If you cannot locate these people, you should refer any concerns to any other member of the Senior Leadership Team, via the main school office.
- If there is any reason to suspect that a student has suffered from bullying or discrimination, or is likely to suffer significant harm, you must inform the DSL above immediately.

### What is Discrimination?

Discrimination occurs when people receive less favourable treatment on any grounds which cannot be justified. This covers race, ethnic or national origin, language, religion or belief, gender reassignment, sexual orientation, disability, responsibility for other dependants, social class or where the person lives.

### What is bullying?

Bullying is a wilful, conscious attack on the self-esteem or the person of an individual person. It includes teasing, name-calling, jibes, silence/exclusion from the social circle, emphasising differences, threatening behaviour, racial/sexual harassment, extortion and physical attack. Bullying may vary in its severity, frequency and in the numbers of people involved.

### What is Abuse?

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to harm or injury. It commonly occurs within a relationship of trust or responsibility and is an abuse of power or a breach of trust. Abuse can happen to any child regardless of their age, gender, race or ability.

There are four categories of abuse; **physical abuse, sexual abuse, emotional abuse and neglect**. Child sexual exploitation (CSE), radicalisation and female genital mutilation (FGM) are also types of abuse which we have a duty to safeguard against.

## Possible Signs of Abuse

<p><b>Signs of Physical Abuse</b></p> <ul style="list-style-type: none"> <li>• Children with frequent injuries</li> <li>• Children with unexplained or unusual fractures or broken bones</li> <li>• Children with unexplained bruises, cuts, burns or scald or bite marks</li> </ul>	<p><b>Signs of Emotional Abuse</b></p> <ul style="list-style-type: none"> <li>• Children who are excessively withdrawn, fearful or anxious about doing something wrong</li> <li>• Parents or carers blaming their problems on their child</li> <li>• Parents or carers who humiliate their child, for example, by name-calling or making negative comparisons</li> </ul>
<p><b>Signs of Sexual Abuse</b></p> <ul style="list-style-type: none"> <li>• Children who display knowledge or interest in sexual acts inappropriate to their age</li> <li>• Children who use sexual language or have sexual knowledge that you wouldn't expect them to have</li> <li>• Children who ask others to behave sexually or play sexual games</li> <li>• Children with physical sexual health problems, including soreness in the genital and anal areas, sexually transmitted infections and underage pregnancy</li> </ul>	<p><b>Signs of Neglect</b></p> <ul style="list-style-type: none"> <li>• Children who are living in a home that is indisputably dirty or unsafe</li> <li>• Children who are left hungry or dirty</li> <li>• Children who are left without adequate clothing e.g. not having a winter coat</li> <li>• Children who are living in dangerous conditions</li> <li>• Children who are often angry, aggressive or self-harm</li> <li>• Children who fail to receive basic health care</li> <li>• Parents who fail to seek medical treatment when their children are ill or injured</li> </ul>
<p><b>Signs of CSE (Child Sexual Exploitation)</b></p> <ul style="list-style-type: none"> <li>• Children who appear with unexplained gifts or new possessions children who have older boyfriends or girlfriends</li> <li>• Children who suffer from sexual transmitted infections or become pregnant</li> <li>• Children who suffer from changes in emotional well-being</li> <li>• Children who misuse drugs and alcohol</li> <li>• Children who go missing from home for prolonged periods of time or regularly come home late</li> <li>• Children who regularly miss school or education or don't take part in education</li> </ul>	<p><b>Signs of Radicalisation</b> Recognising Extremism – early indicators may include:</p> <ul style="list-style-type: none"> <li>• Showing sympathy for extremist causes</li> <li>• Glorifying violence</li> <li>• Evidence of possessing illegal or extremist literature</li> <li>• Advocating messages similar to illegal organisations</li> <li>• Out of character changes in dress, behaviour and peer relationships (but there are also very powerful narratives, programmes and networks that young people can come across so involvement with particular groups may not be apparent)</li> </ul>
<p><b>Signs of FGM (Child Sexual Female Genital Mutilation)</b></p> <ul style="list-style-type: none"> <li>• The child may talk about a special procedure/ceremony that is going to take place or a special occasion to 'become a woman'</li> <li>• Prolonged absence from school or other activities with noticeable behaviour change on return, possibly with bladder or menstrual problems</li> <li>• Difficulty walking, sitting or standing and look uncomfortable. Spend longer than normal in the bathroom</li> <li>• May complain about pain between their legs, or talk of something somebody did to them that they are not allowed to talk about</li> </ul>	

### Disclosure of Abuse by a Child

If a child 'discloses' information about significant harm, you must;

- Listen and ask the minimum questions necessary
- Tell the child that you need to inform someone else. Absolute confidentiality is impossible in these circumstances and you should never agree to keep a promise of secrecy
- Make accurate notes of exactly what was said by the child and pass these onto the DSL immediately
- Do not question a child; try to limit your involvement to listening. A child can be interviewed only once

**It is important to remember that it is not your responsibility to investigate suspected cases of abuse, only to report them to a Designated Safeguarding Lead (DSL).**



## Allegations and concerns against adults in education settings – February 2024 (including schools, early years and alternative provision settings)

If you become aware that a member of staff/volunteer/supply/contractor/bank staff and those from organisations or individuals using the school premises, MAY have:

- behaved in a way that has harmed a child, or may have harmed a child and/or
- possibly committed a criminal offence against or related to a child, and/or
- behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children, and/or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children

If you have any concern – no matter how small, and even if no more than causing a sense of unease or a ‘nagging doubt’ - that an adult working in or on behalf of the school may have acted in a way that:

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

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

- Being over friendly with children
- Having favourites
- Taking photographs of children on their mobile phone, contrary to school policy
- Engaging with a child on a one-to-one basis in a scheduled area or behind a closed door; or,
- Humiliating pupils

Where a child also discloses abuse or neglect by a member of staff/volunteer/supply/contractor/bank staff and those from organisations or individuals using the school premises:

- Listen; take their allegation seriously; reassure that you will take action to keep them safe
- Inform them what you are going to do next
- Do not promise confidentiality
- Do not question further or approach/inform the person/alleged abuser

Staff should self-refer to their line manager or Designated Safeguarding Lead where they have found themselves in a situation which could be misinterpreted, might appear compromising to others, and/or on reflection they believe they have behaved in such a way that they consider falls below the expected professional standards.

Report immediately to the person in charge: **Mr Gary Risdale (Interim Head Teacher)**

Eg headteacher, principal, manager

Any concern or allegation against the person in charge will be reported to:

**Ms Gillian Pratt – Chair of Governors**

Eg chair of governor, owner, chair of committee, nominated trustee

Unless there is clear evidence to prove that the allegation is incorrect, the person in charge will decide on the nature of the allegation/concern

### Allegations that may meet the harm threshold

If the behaviour towards the child may have met the harm threshold (KCSiE, 2023, p.87) report the allegation **within one working day** to the Designated Officer for Allegations (DOFA) and your HR provider

- Contact the Multi-Agency Safeguarding Hub (MASH): **0300 456 0108** and select Option 6 or email [dofaservice@wiltshire.gov.uk](mailto:dofaservice@wiltshire.gov.uk)
- Out of Hours Emergency Duty Service: **0300 456 0100** (5pm to 9am weekdays, 4pm Friday to 9am Monday)

### Allegations/concerns that do not meet the harm threshold (low-level concerns)

Refer to the allegation/concerns that do not meet the harm threshold, or ‘low level’ concerns addendum flowchart (below).