

**Child protection policy – executive summary of key principles for staff and parents  
2024-2025**

**Date of publication:** Autumn 2024

**Review date:**

Autumn 2025

**Key principles**

1. The William Lilley Child Protection Policy for 2024-2025 is consistent with statutory guidance **HM Working Together to Safeguard Children 2023 (published December 2023 updated February 2024)** and **DfE Keeping Children Safe in Education 2024 (KCSiE published 26<sup>th</sup> May 2024)**; and local inter-agency safeguarding procedures issued by Nottinghamshire Safeguarding Children Partnership -  
<https://nottinghamshirescb.proceduresonline.com/>
2. All staff and volunteers must read Part One of **DfE Keeping Children Safe in Education 2024** or Annex A as decided by the Head teacher and Governing body. All SLT members and staff who work directly with children (e.g. teachers, teaching assistants, lunchtime supervisors, pastoral support staff) should also read Part Five and Annex A and B.  
All staff, supply staff and volunteers must have a full and active understanding of KCSiE 2024 Part One and/or Annex A and all sections of the full school/college child protection policy - concerning child protection procedures, definitions, impact, indicators of abuse and referrals - in order to safeguard children at school effectively.
3. All staff including supply staff and volunteers will be safely recruited in-line with all legal requirements as outlined in KCSiE 2024 Part Three: Safer Recruitment, and our Governors will ensure our School creates a culture that is safe and safeguards the welfare of children. We will adopt robust recruitment procedures that deter and prevent people who are unsuitable to work with children from applying for or securing employment, or volunteering opportunities in our School. We will maintain

an ongoing vigilance which considers matters inside and outside the workplace, including online.

4. The school seeks to ensure that only 'safe' staff and 'safe' supply teaching staff and volunteers are recruited and employed to work with children by adopting the advice and guidance provided locally by NCC HR Services. Safer Recruitment is embedded into our school safeguarding culture, through recruitment and induction processes and the ongoing management and support for all staff and volunteers. We have a duty to verify candidates' identity, right to work and required qualifications and keep on staff personnel files. Any potential or shortlisted employees will be informed that online searches, including social media, will be carried out as part of our safer working and recruitment practice in line with guidance in KCSiE 2024.
5. The Senior DSL will also ensure any contractors working at the school and visitors are informed of where and who to report any safeguarding concerns or incidents to whilst on the school site and be given sight of our school Visitors and VIP guidance.
6. All staff, teaching, supply, support staff and volunteers will be required to read the full Child Protection Policy and the Staff Behaviour Policy/Code of Conduct before starting work with children and will be informed of the procedures in place to address and manage any safeguarding concerns, allegations about staff members including low-level concerns. KCSiE 2024 has provided additional clarity on the process for sharing low-level concerns which we have included in our school Staff Behaviour Policy/ Code of Conduct.
7. Regarding organisations or individuals using school/college premises:- Where individuals or organisations use school/college premises for the purpose of running activities for children (for example community groups, sports associations, or service providers that run extra-curricular activities), will be guided by our procedures as detailed in our Lettings Policy, so should an incident or allegations occur during the use of the school premises, as with any safeguarding allegation, our child protection and safeguarding policies and procedures will be applied and information/referral to the LADO Service will be made. KCSiE 24 (paragraph 384) has now made this a statutory requirement.

8. Our school has a whistleblowing policy that enables staff to raise concerns or allegations, initially in confidence, and for a sensitive enquiry to take place. Staff are expected to report all concerns about poor practice or possible child abuse by colleagues to the headteacher, including low-level concerns. The school **whistleblowing** policy enables staff to raise concerns or allegations, initially in confidence, and for a sensitive enquiry to take place.
9. Concerns or complaints about the Head Teacher should be reported to the chair of governors. Staff can also contact the Designated Officer in the Local Authority (LADO), who is responsible for the coordination of responses to allegations against people who work with children. The LADO can be contacted on Tel: 0115 8041272. For staff who do not feel able to raise concerns internally, advice and support can be accessed through the NSPCC whistleblowing helpline Tel: 0800 028 0285.
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11. This document serves only as a brief reference point for staff, parents, supply teachers, volunteers, governors, and other stakeholders and should be read alongside our school Child Protection Policy 2024-2025 and Flow Chart, which informs of the actions to be taken where there are concerns about a child inside and outside of the school environment.
12. All governors, school leaders, staff and volunteers have a responsibility to establish and maintain a culture of safeguarding in order to safeguard and promoting the welfare of children effectively and maintain an attitude '**it could happen here**' where safeguarding is concerned. When concerned about the welfare of a child, staff should always act in the '**best interests of the child**.'
13. Everyone who works in or with our school has a responsibility to safeguard and promote the welfare of children and respond to concerns, incidents, or disclosures and should **always** speak with the Senior Designated Safeguarding Lead or Deputy DSL to inform them of any safeguarding or child protection concerns without delay.

The Senior Designated Safeguarding Lead (DSL) is Mrs Sally Beardsley  
(Head Teacher).

The Deputy DSL(s) is Trudy McMahon (Deputy Head Teacher).

The Assistant DSLs are Helen Jeffery (Early Years Lead) and Victoria Yard  
(Pastoral Support and Administration Assistant).

The Safeguarding Governor is Anthea Tainton.

The Chair of Governors is Bev Cameron.

14. Our Governors are now required to receive appropriate safeguarding and child protection training at induction. This training should equip them with the knowledge to provide us with strategic challenge, as a 'critical friend' and test and assure themselves that the safeguarding policies and procedures in place in our school are effective and support the delivery of a robust whole. This training must only focus on their strategic role and not on operational procedures.
15. The Senior DSL will ensure that all staff including supply staff and volunteers receive a robust induction into the *school* safeguarding arrangements, which will include a requirement that they read the key statutory guidance and safeguarding policies including the Child Protection Policy, Relational Schools Policy, Child on Child Abuse Policy, Anti-Bullying Policy and children who go missing from education or are 'absent from education' before starting work with children. They must also maintain an understanding of the expectations applicable to their roles and responsibilities in relation to our filtering and monitoring and online safety procedures before starting work with children.
16. The Senior DSL, who is the Head Teacher, will work with the Chair of Governors, to ensure all who hold responsibility for the child protection and safeguarding of children have access to high quality safeguarding training, the training should be regularly updated. In addition, **all** staff should receive safeguarding and child protection (including online safety) updates (for example, via email, e-bulletins, and staff meetings) as required, and at least annually, to continue to provide them with relevant skills and knowledge to safeguard children effectively.
17. All safeguarding policies, procedures and practice guidance are overseen by the Senior Designated Safeguarding Lead and put in place and signed off in consultation with the Senior Leadership team, Governing body, and staff at the beginning of the autumn term and reflect the statutory guidance within KCSiE and our local Nottinghamshire Safeguarding Children Partnership (NSCP).
18. The Governing body will ensure they maintain oversight of the Online Safety Policy contained within our main child protection policy, and the arrangements put in place to ensure appropriate filtering and monitoring on school devices and school

network, including the 360 audit. The appropriateness of any filtering and monitoring systems will in part be informed by the risk assessment required by the Prevent Duty and statutory guidance in KCSiE 2024 pages 156 to 158. This will include:

- identify and assign roles and responsibilities to manage filtering and monitoring systems.
- review filtering and monitoring provision at least annually.
- block harmful and inappropriate content without unreasonably impacting teaching and learning.
- have effective monitoring strategies in place that meet the school/ colleges safeguarding need.
- review and discuss the standards with the leadership team, IT staff and service providers to ensure the school/college meets the standard published by the [Department for Education filtering and monitoring standards](#).

19. We acknowledge technology brings many benefits to our school, staff, and pupils but we also recognise the risks and harms related to the use of technology, the internet and social media platforms which evolve and change rapidly. In accordance with Government guidance, we will carry out an annual review of our online safety, supported by an annual risk assessment that considers and reflects the risk children can face. We will continue to ensure appropriate levels of security protection are in place, to safeguard our systems, staff and learners and review the effectiveness of our procedures to keep up to date with evolving cyber-crime technologies. We will ensure our learners and parents/carers are kept informed especially where remote learning is required and put in place.

20. Our school will remain committed to offering early help to children and families as soon as the need arises, as informed by Working Together to Safeguard Children 2023. All staff are encouraged and trained to be vigilant and to record and report all concerns and issues that indicate there may be a safeguarding concern to the Senior DSL without delay.

21. The Senior DSL will consider all such concerns and issues and will make a judgement about whether and when to discuss with parents/carers, provide pastoral care and support, offer early help, or make referrals to safeguarding services. The DSLs will record actions and decisions taken and referrals that are

made. If early help is appropriate the Senior DSL will keep the case under constant review, and support child and family's access to additional help and support.

22. Our Designated Teacher is Sally Beardsley, Head Teacher, and the DSL team, will work with the local authority virtual school and the child's social worker to promote the educational achievement of registered pupils who have looked after status, and will promote the educational achievement of children who have left care through adoption, special guardianship or child arrangement orders.
23. Our Designated Teacher is also our Senior Designated Safeguarding Lead and our SENDCo is our Deputy DSL. This will ensure all children and particularly our vulnerable children and those with SEND are fully supported and any plans such as Pastoral Support Plans or Education Health and Care Plans in place are regularly reviewed in consultation with specialist services and in accordance with the SEND Code of Practice and SENDIASS - KCSiE 2024 paragraph 204.
24. Our Designated Teacher will have the relevant qualifications and appropriate training to carry out the role and responsibilities required of the role, and we will support them in maintaining an up to date understanding of the needs of children with looked after status and SEND, and the resources to review any plans in place with the child and parents.
25. Our school will adhere to the provisions within the Equality Act and ensure reasonable adjustments for disabled children and young people are in place. We will not unlawfully discriminate against pupils or students because of their sex, race, disability, religion or belief, gender reassignment, pregnancy and maternity, or sexual orientation (protected characteristics), as informed in KCSiE 2024 (paragraphs 84 to 88).
26. All our staff will be aware of the indicators of abuse, neglect and exploitation and understand that children can be vulnerable and at risk of harm inside and outside of the school, inside and outside of home, and online and so more likely to require early help or safeguarding interventions and support. All concerns will be shared with the Designated Safeguarding Lead, so that further considerations and actions will be made.
27. Our School is committed to supporting improving the mental health and wellbeing of all children. We will do this by recognising mental health needs and offering

support and signposting to families and children to further services. Full details can be seen within our Mental Health and Wellbeing Policy.

28. The school recognises that children who run away, go missing and/or are absent from school are potentially vulnerable to abuse, exploitation, offending and placing themselves and possibly others (friends) in situations where they may suffer physical harm, abuse or risk of child sexual exploitation (CSE), Harmful Sexualised Behaviour (HSB), criminal child exploitation (CCE) or at risk of being radicalised or involved in all types of child exploitation.
29. The school will therefore work actively in partnership with parents/carers and other agencies to understand and improve poor school attendance and address issues of children running away and going missing from home. This will now also include children who are 'deliberately absent from education,' particularly on repeat occasions and/or for those children who have unexplainable and/or persistently absent from education, as defined in KCSiE 2024 paragraph 29
30. The school has a duty to teach children about safeguarding and how to understand and recognise risk (on-line and off-line) and the support available to them; as part of a 'broad and balanced curriculum'. This will include Relationships Education and Health Education.
31. Child protection issues warrant a high level of confidentiality. Staff will ensure confidentiality protocols are adhered to and information is shared appropriately. Although staff will discuss day-to-day concerns about pupils with colleagues, they should report all child protection and safeguarding concerns to the Senior DSL or deputy DSLs without delay, so that actions can be taken to address the concerns and put in place an appropriate safeguarding response. In the case of concerns about the Head Teacher these should be taken to the Chair of Governors. However, any member of staff can contact and/or make a referral to Children's Social care or MASH.
32. The DSL should inform the parents/carers of any concerns, unless to do so would put the child at further risk, the reason for not informing the parent /carers should be shared with social care should a referral or contact to social care be made.
33. We also recognise in line with NSCP safeguarding procedures, any member of staff or agency working with children can contact and/or make a referral to Nottinghamshire Children's Social Care or Multi-Agency Safeguarding Hub

(MASH), or to the social care for those children who attend county schools but reside elsewhere.

34. The MASH has a Consultation Line which is staffed by a qualified social worker and is available to all professionals working with children and young people in Nottinghamshire who do not already have an allocated social worker. The MASH Consultation Line telephone contact number is: 0115 9774247.
35. Safeguarding and child protection concerns/disclosures for children not already open to social care will be made to the MASH. For cases already open to social care and the child has an allocated social worker, contact will be made directly with the social worker or social work team.  
Our school/academy/college will support social workers and other agencies following any referrals for a child or family.
36. As a school, we acknowledge we have clear powers to share, hold and use information to tackle all forms of abuse, neglect and exploitation, to promote children's welfare and their educational outcomes. All staff, including supply teachers and volunteers must be mindful of specific requirements in relation to the use of technology including on-line behaviour and the taking, storing and use of images of children. All staff will be conversant with our school/academy/college information sharing protocols and be able to apply the required DPA/UKGDPR statutory guidance in-line (KCSiE 24 paragraph 92) and other school/academy/college procedures list here:
37. The Senior DSL is responsible for ensuring that all staff, including supply teachers and volunteers have a meaningful awareness of a range of specific safeguarding issues and vulnerabilities as defined in Annex A of Keeping Children Safe in Education 2024, and be able to discharge their responsibilities for children effectively by raising concerns with appropriate staff and or the DSL team to keep children safe. All staff will need to understand issues and risks in relation to physical and mental health and well-being, criminal child exploitation, gang and knife crime, serious youth violence, radicalisation, extremism, and child sexual exploitation and all forms of exploitation that impact on children.
38. Disclosures by children may be made or become know to any staff member but staff know to report all safeguarding concerns, disclosure and incidents of risk, harm or abuse to the Senior DSL or deputy DSL this includes occasions when staff



believe something is not quite right and they may have what is sometimes called 'a gut feeling' or see a change in the child's behaviour, presentation or engagement with learning. This is recognised as sometimes because children may not feel ready or know how to tell someone that they are being abused, exploited, or neglected, and/or they may not recognise their experiences as harmful. For example, children may feel embarrassed, humiliated, or being threatened. This could be due to their vulnerability, disability and/or sexual orientation or language barriers. This should not prevent staff from having a professional curiosity and speaking to the DSL if they have concerns about a child. It is also important that staff determine how best to build trusted relationships with children and young people which facilitate communication.

39. The Senior DSL will ensure all staff understand the seriousness of child on child abuse and the indicators and risks associated with children who display sexually violent and sexually harmful behaviours, or inappropriate behaviour including sexting or other forms of on-line abuse or behaviours linked to issues such as drug taking and or alcohol misuse, and consensual and non-consensual sharing of nudes and semi-nudes images and /or videos can be signs that children are at risk, or inappropriate behaviour including sexting. They will also ensure all staff including supply staff and volunteers are aware of how to respond and report any indicators or incidents of peer on peer also known as 'child on child' abuse, so that actions can be taken swiftly and effectively to ensure children can be kept safe. We acknowledge that it can happen both inside and outside of School and online and all staff have a responsibility to report **any** concerns regarding child on child abuse to the Senior Designated Safeguarding Lead or one of the Deputy DSLs. We understand the importance of challenging inappropriate behaviours between peers that are actually abusive in nature and not dismiss them as "just banter", "just having a laugh" or "part of growing up".
40. We will adopt the Government statutory guidance for a '**zero tolerance**' approach to abuse and will hold to account and challenge anyone who acts in a way which harms children or situations which could lead to a culture of unacceptable behaviours, an unsafe environment for children for children and in worst case scenario a culture that normalises abuse leading to children accepting it as normal and not coming forward to report it. Clarify here your school/academy or colleges response to child-on-child abuse and inform whether you have a separate policy which can be attached as an Appendix to your child protection policy or is included

within the body of your schools/colleges child protection policy, see KCSiE 2024 Part Five- Child on Child sexual violence and sexual harassment.

41. We acknowledge the specific legal duty placed on teachers should they become aware that an act of FGM (Female Genital Mutilation) appears to have been carried out **on a girl under the age of eighteen for the teacher to report to the police.** The Senior DSL will ensure all staff, but particularly all with teacher status, are conversant with the procedures required of mandatory reporting for concerns and risks related to honour-based abuse, female genital mutilation, forced marriage and 'up skirting' which all have a mandatory reporting requirement. All teaching staff will complete FGM training in line with statutory guidance.
42. We acknowledge the requirements placed on our school/academy/college for children who have complex needs and attend alternative provision. For those children we will ensure the safeguarding lead within the alternative education placement is fully aware of the child's strengths, needs and vulnerabilities, to help the child have a successful transition and engage with their education.
43. Where a parent or carer expresses their intention to remove a child from our school/academy/college with a view to educating at home, we will work together with key professionals to coordinate meetings with parents/carers where possible and carry out the required arrangements detailed in the Education (Pupil Registration) Regulations September 2016, before deleting the child from our admission register and before a child is taken off roll.
44. All staff including the Head Teacher, supply teachers, volunteers and governors will receive appropriate and regularly updated safeguarding and child protection training and at least annual updates to provide them with the requisite skills and knowledge to safeguard children and maintain and revise where required, appropriate 'safeguarding arrangements' in our school.
45. The Senior DSL and Deputy DSL's will attend bespoke training for newly appointed DSL's and refresher training every two years delivered by Nottinghamshire County Council. In addition, new DSL's will attend the NSCP Working Together to Safeguard Children course which compliments the DSL training and informs of the arrangements for child protection conferences, reviews and core group meetings, ensuring all our DSLs are fully conversant with the principles of good safeguarding partnership practices to keep children safe and respond to safeguarding and child protection concerns.

46. The Senior DSL and Deputy DSLs will also update their knowledge and skills at least annually (as a minimum) to keep up to date with new safeguarding developments and guidance relevant to their role. The Senior DSL or one of the Deputy DSLs will look to attending the LA's DSL Focus Group network meetings to cascade information and any updates to guidance back to the DSL team and all School staff. All DSLs will also attend, where appropriate, other safeguarding training opportunities to ensure their knowledge and experience in safeguarding remains current and can address any emerging threats.
  
47. New concern/disclosures for children not already open to social care should be made to the MASH. For cases already open to social care and the child has an allocated social worker, contact should be made directly with the social worker or social work team, if it is believed that it is the only effective way to safeguard a child. Our School will support social workers and other agencies following any referrals for a child or family.

Additional support is available from the  
Safeguarding Children in Education Officer by emailing  
[cheryl.stollery@nottsc.gov.uk](mailto:cheryl.stollery@nottsc.gov.uk) or by phoning: 0115 8041047.