

SUTTON GRAMMAR SCHOOL



SAFEGUARDING POLICY

The Board of Trustees and staff at Sutton Grammar School are committed to providing a safe and happy learning environment, promoting equality and diversity and ensuring the well-being of all members of the school community. It is their clear intention to promote good behaviour and to exercise their responsibilities in ensuring the safeguarding and welfare of all students and staff within this community.

Staff member with responsibility:	Kate Ross, Deputy Head
Nominated trustee:	Bob Murrill
Reviewed by:	Board of Trustees
Policy Agreed date:	September 2025
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Safeguarding Statement:

Sutton Grammar School recognises our moral and statutory responsibility to safeguard and promote the welfare of all students. We endeavour to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support and protection. We operate within a culture of openness and accept that abuse can happen in any organisation.

Safeguarding and promoting the welfare of children is **everyone's** responsibility. **Everyone** who comes into contact with children and their families has a role to play. To fulfil this responsibility effectively, all practitioners should make sure their approach is child centred. This means that they should consider, always, what is in the **best interests** of the child.

No single practitioner can have a full picture of a child's needs and circumstances. If children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action. A contextual safeguarding approach (for risks outside of the school) must also be considered when looking at individual cases. All assessments should include this wider picture.

All staff must have read and understood:

- Part 1 Keeping Children Safe in Education (2025)
- Staff Code of Conduct
- Behaviour, Rewards and Sanctions Policy

All staff must be aware of:

- The Safeguarding Policy (including Child Protection procedures and the procedures to deal with child-on-child abuse)
- Online Safety (including filtering and monitoring)
- Staff behaviour policy (Code of Conduct) including low level concerns, allegations against staff and whistleblowing
- The safeguarding response to children who go missing from education, on repeat occasions and/or prolonged periods or where absence is persistent or unexplainable; and
- The role of the Designated Safeguarding Lead (including the identity of the DSL and any deputies).

School leaders and staff that work directly with children must also have read Annex A and Annex B of KCSIE (2025).

Our policy applies to all staff, members of the Trust, and volunteers in the school. Parents/carers and all visitors are informed that our policies are available on the website or in the school office.

Key Safeguarding Personnel:

Our **Designated Safeguarding Lead (DSL)** is:

Ms Kate Ross

Deputy Head

Email: kateross@suttongrammar.school

M: 07841 615938 T: 020 8661 4501

Our Safeguarding Team also includes our Deputy Designated Safeguarding Leads (DDSLs):

Mr Alex Marsh
DDSL KS4

Head of Upper School
Email: alexmarsh@suttongrammar.school
T: 020 8642 3821 ex 205

Mr Chris Robson

Assistant Head
Email: chrisrobson@suttongrammar.school
T: 020 8642 3821 ex207

Ms Kerry Lapsley

Student Support Officer
Email: kerrylapsley@suttongrammar.school
T: 020 8642 3821 ex222

Other useful contacts:

Mr Ben Cloves

Headmaster
Email: bencloves@suttongrammar.school

Mr Bob Murrill

Nominated Trustee for Safeguarding and Child Protection
Email: cptrustee@suttongrammar.school.sch.uk

Mr Bob Murrill

Chair of the Trust
Email: chairman@suttongrammar.school.sch.uk

Key External Contacts:

Children's First Contact Service

T: 020 8770 6001/6072
Email: childrensfirstcontactservice@sutton.gov.uk
Operating 9.00am-5.00pm. In an emergency out of hours,
Referrals can be made to the Emergency Duty Team on
020 8770 5000 EX 9

Local Authority Designated
Officer (LADO)

Duty LADO
Email: lado@sutton.gov.uk
T: 020 8770 4776

The **NSPCC Whistle Blowing** helpline is available for staff who do not feel about to raise concerns about child protection failures internally. Staff can call: 0800 028 0285 – the line is available from 8.00am-8.00pm Monday to Friday or email: help@nspcc.org.uk

If you believe a child is at immediate risk of significant harm or injury, you must call the police on 999 .
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1. Policy Principles

Sutton Grammar School is committed to safeguarding and promoting the welfare of children; and believes the welfare of the child is paramount. We expect everyone who works at the school to share this commitment.

"The welfare of the Child is paramount"

The safety and welfare of our pupils and students is of the utmost importance, ensuring that they are protected from maltreatment, impairment of their mental and physical health or development and that they are growing up in circumstances consistent with the provision of safe and effective care. We take action to enable all children to have the best outcomes. We have created a culture of vigilance where pupils' welfare is actively promoted. Pupils are listened to and feel safe. We maintain an 'it could happen here' attitude.

We know children learn best when they are healthy, safe and secure, when their individual needs are met and when they have positive relationships with the people caring for them. We aim to have a school which is welcoming, safe and stimulating and where children are able to enjoy learning and grow in confidence. All necessary steps are taken to keep children safe and well.

Because of the day-to-day contact with children, our staff are trained to identify when a pupil may be at risk of harm and abuse and they report their concerns immediately. We have a duty to safeguard and promote the welfare of our pupils and students under the Education Act 2002 and Children Act 1989/2004 through identifying any child welfare concerns and taking action to address them in partnership with families and other agencies where appropriate.

Children are taught about safeguarding, including sensitive issues and online safety, through various teaching and learning opportunities, as part of providing a broad and balanced curriculum. We use the curriculum to ensure that children and young people understand how people with extreme views share these with others, especially using the internet. All children are taught to recognise when they are at risk and how to get help when they need it.

We are committed to ensuring that our pupils are taught a curriculum that aims to prepare them for life in modern Britain. Teaching the school's core values alongside the fundamental British Values supports quality teaching and learning, whilst making a positive contribution to the development of a fair, just and civil society.

Relevant issues for schools will be taught through Relationships Education and Sex Education and Health Education which became compulsory in September 2020 and was update in July 2025.

Please refer to the statutory guidance (currently under review) for more information:

<https://www.gov.uk/government/publications/relationships-education-relationships-and-sex-education-rse-and-health-education>

To be effective, we present this information in an age-appropriate way. We are sensitive to the specific needs and vulnerabilities of individual children, including children who are victims of abuse, and children with special educational needs or disabilities.

2. Policy Aims

The aim of this policy is:

- To ensure all our students are safe and protected from harm

- To provide an environment in which children and young people feel safe, secure, valued and respected; and feel confident and know how to approach adults if they are in difficulty, believing they will be listened to
- To develop a structured procedure within the school for dealing with safeguarding concerns which will be followed by all members of the school community
- To ensure appropriate action is taken in a timely manner to safeguard and promote children's welfare
- To ensure all staff are aware of their statutory responsibilities with respect to safeguarding
- To ensure staff are properly trained in recognising and reporting safeguarding issues
- To ensure safe recruitment practice in checking the suitability of all our staff and volunteers to work with children including the completion of risk assessments
- To raise awareness of safeguarding/child protection issues amongst all staff, supply, agency, and volunteers and of what to do if they have concerns
- To ensure all staff have an awareness of safeguarding issues that can put children at risk of harm. Behaviours linked to issues such as drug taking and/or alcohol misuse, unexplainable and/or persistent absences from education, serious violence (including that linked to county lines), radicalisation and consensual and non-consensual sharing of nude and semi-nude images and/or videos can be signs that children are at risk
- To ensure that volunteers are appropriately supervised.
- To ensure that our procedures and expectations for identifying and reporting/recording cases, or suspected cases, of abuse to relevant agencies are robust
- To ensure that our links with relevant agencies are effective and that we co-operate and work in a partnership regarding child protection matters, including attendance at case conferences and core group meetings
- To ensure that the curriculum and other provision, including opportunities in the Personal Development curriculum, develop and equip our pupils and students with the skills needed to feel safe and adopt safe practices to help them recognise risks and stay safe from abuse
- To ensure that we support pupils and students who have been abused or may be at risk of harm in accordance with any agreed child protection plan
- To ensure that we respond appropriately to any concern or allegation about a member of staff or volunteer
- To ensure that staff follow accepted "safe practice" principles when working with pupils and students
- To ensure that the school creates an environment where staff are encouraged and feel confident to self-refer, where, for example, 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

If there are Child Protection concerns, the London Child Protection Procedures (London Safeguarding Children Board, 7th edition, 2022 – last updated March 2025) must be followed. This can be found at www.londoncp.co.uk. The Local Safeguarding Children Partnership (LSCP) has adopted these procedures.

3. Links to other guidance

Although this list is not exhaustive, this policy and procedure is also in accords with:

- [Keeping children safe in education 2024 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)
- [Working together to safeguard children - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- [Early years foundation stage \(EYFS\) statutory framework - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- [Children Missing Education: statutory guidance for local authorities and schools GOV.UK](http://www.gov.uk)
- [Education inspection framework \(EIF\) - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- [Inspecting schools: guide for maintained and academy schools - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- [Inspecting further education and skills: guide for providers - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- [Early years inspection handbook - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- [The Prevent duty: safeguarding learners vulnerable to radicalisation - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- [Prevent duty guidance: England and Wales \(2023\) - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- [Prevent-Duty-Guidance-Schools-and-early-years-providers-briefing-note-1.pdf](#)
- [Disqualification under the Childcare Act 2006 - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- [Information sharing advice for safeguarding practitioners - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- [What to do if you think a child is being abused \(DfE March 2015\)](#)
- [Section 5B of the Female Genital Mutilation Act \(2003\) Section 74 of the Serious Crime Act 2015](#)
- [Female Genital Mutilation: Resource Pack \(Updated February 2023\)](#)
- [Regulated activity in relation to children \(2012\)](#)
- [Teacher Status Checks \(Updated June 2024\)](#)
- [Child sexual exploitation: definition and guide for practitioners - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- [Understanding sexualised behaviour in children | NSPCC Learning](#)
- [Searching, Screening and Confiscation \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)
- [The designated teacher for looked-after and previously looked-after children \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)
- [Promoting the education of looked-after children and previously looked-after children \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)
- [Criminal exploitation of children and vulnerable adults: county lines \(accessible version\) - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- [Data protection: The Data Protection Act - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- [Data protection in schools - Guidance - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- [Mental health and behaviour in schools \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)
- [young-people-who-self-harm-a-guide-for-school-staff.pdf \(rcpsych.ac.uk\)](https://rcpsych.ac.uk)

- [Safeguarding children and protecting professionals in early years settings: online safety considerations for managers - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- [Maintained schools governance guide - Guidance - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- [Academy trust governance guide - Guidance - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- [Teaching online safety in schools - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- [Education for a Connected World \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)
- [Reducing the need for restraint and restrictive intervention - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- [Relationships and sex education \(RSE\) and health education - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- [Positive environments where children can flourish - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- [Safeguarding and remote education - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

- [When-to-call-police-guidance-for-schools-and-colleges.pdf \(governmentevents.co.uk\)](#)
- [Sharing nudes and semi-nudes: how to respond to an incident \(overview\) \(updated March 2024\) - GOV.UK \(www.gov.uk\)](#)
- [After-school clubs, community activities and tuition: safeguarding guidance for providers - GOV.UK \(www.gov.uk\)](#)
- [Meeting digital and technology standards in schools and colleges - Guidance - GOV.UK \(www.gov.uk\)](#)
- [Implementation of the Marriage and Civil Partnership \(Minimum Age\) Act 2022 - GOV.UK \(www.gov.uk\)](#)
- [Working together to improve school attendance - GOV.UK \(www.gov.uk\)](#)
- [School suspensions and permanent exclusions - GOV.UK \(www.gov.uk\)](#)
- [Improving behaviour in schools - GOV.UK \(www.gov.uk\)](#)
- [Gender Questioning Children - non-statutory guidance \(education.gov.uk\)](#)
- [Mobile phones in schools - February 2024 \(publishing.service.gov.uk\)](#)
- [Mobile phones in schools - February 2024](#)
- [Alternative Provision - GOV.UK](#)
- [Artificial Intelligence - DfE Guidance](#)
- <https://www.gov.uk/government/publications/unregistered-independent-schools-and-out-of-school-settings>
- [Whistleblowing Policy DfE](#)
- [Out-of-school settings: safeguarding guidance for providers - GOV.UK](#)
- [Use of reasonable force in schools - GOV.UK](#)
- [Children's Wellbeing and Schools Bill](#)

4. Definition and scope

Safeguarding: is about every child

In relation to children and young people, safeguarding and promoting their welfare is defined in Keeping Children Safe in Education (September 2025) as:

- providing help and support to meet the needs of children as soon as problems emerge.
- protecting children from maltreatment, whether that is within or outside the home, including online.
- preventing the impairment of children's mental and physical health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care.
- taking action to enable all children to have the best outcomes.

Child Protection: Child protection is part of safeguarding and promoting the welfare of children and is defined for the purpose of this guidance as activity that is undertaken to protect specific children who are suspected to be suffering, or likely to suffer, significant harm. This includes harm that occurs inside or outside the home, including online (Working Together to Safeguard Children (December 2023)).

All school and college staff should be aware that abuse, neglect, exploitation, and safeguarding issues are rarely standalone events and cannot be covered by one definition or one label alone. In most cases, multiple issues will overlap.

All staff should be aware of the indicators of abuse, neglect, and exploitation (see below), understanding that children can be at risk of harm inside and outside of the school/college, inside and outside of home, and online. Exercising professional curiosity and knowing what to look for is

vital for the early identification of abuse and neglect so that staff are able to identify cases of children who may be in need of help or protection.

Abuse: a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse, including where they see, hear, or experience its effects. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children.

Physical abuse: a form of abuse which 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.

Emotional abuse: the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It 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. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations 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. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Sexual abuse: involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving 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. They may also include 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. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. The sexual abuse of children by other children is a specific safeguarding issue in education and all staff should be aware of it and of their school or college's policy and procedures for dealing with it.

If you have a concern or have received a disclosure that a child has been sexually abused, you must follow your reporting procedures and contact the Children's First Contact Service.

Please refer to the Sutton LSCP Multi-Agency Protocol for Child Sexual Abuse and LSCP, CSA Toolkit and resources from the CSA Centre for more information:

<https://www.suttonlscp.org.uk/lscp-protocols.php>

[CSA toolkit](#)

[CSA Centre](#)

In Working Together to Safeguard Children (December 2023, Page 160), the **definition of Neglect** is as follows:

Neglect: 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. 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; provide suitable education. It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.

For more information and to access Sutton’s Neglect Toolkit, please click the link below:

[Sutton Local Safeguarding Children Partnership - LSCP Policy & Practice \(suttonlscp.org.uk\)](https://suttonlscp.org.uk)

The term ‘safeguarding children’ also encompasses a preventative approach to keeping children safe that incorporates children’s health and safety; school behaviour and preventing bullying; supporting students with medical conditions; relationships education, relationships and sex education (RSE) and health education; e-safety; and site security.

This policy therefore links to the following policies relevant to the welfare and safety of our students:

- Behaviour, Rewards and Sanctions
- Anti-Bullying
- Drug and Substance Misuse
- Health and Safety
- Safer Recruitment
- Attendance
- Pupil Restraint
- SEND
- Pupil Premium
- Equality
- RSE
- ICT Acceptable Use
- Teaching and Learning
- Curriculum
- Online Safety
- Educational Visits
- Whistleblowing

5. Recognition

All staff know how to recognise, and are alert to, the signs of neglect and abuse. Definitions of abuse set out in ‘What to do if you are worried a child is being abused – Advice for Practitioners’ (2015) and ‘Keeping Children Safe in Education’ (2025), are important reference documents for all staff. Every member of staff is provided with a copy of Part 1 of ‘Keeping Children Safe in Education’ which they are required to read.

The first indication of concern about a pupil’s welfare is not necessarily the presence of a serious injury. Many other signs, could be an indication of abuse, these may include:

- Children whose behaviour changes – they may become aggressive, challenging, disruptive, withdrawn, or clingy, or they might have difficulty sleeping or start wetting the bed

- Children with clothes which are ill-fitting and/or dirty
- Children with consistently poor hygiene
- Children who make strong efforts to avoid specific family members or friends, without an obvious reason
- Children who don't want to change clothes in front of others or participate in physical activities
- Children who are having problems at school, for example, a sudden lack of concentration and learning or they appear to be tired and hungry
- Children who change friendships or have relationships with older individuals or groups
- Children who have a significant decline in performance
- Children who show signs of self-harm or a significant change in wellbeing
- Children who show signs of assault or unexplained injuries
- Children who have unexplained gifts or new possessions
- Children who talk about being left home alone, with inappropriate carers or with strangers
- Children who fail to reach developmental milestones, such as learning to speak or walk, late, with no medical reason
- Children who are regularly missing from school or home
- Children who are missing from education
- Children who are reluctant to go home after school
- Children with poor school attendance and punctuality, or who are consistently late being picked up
- Parents who are dismissive and non-responsive to practitioners' concerns
- Parents who collect their children from school when drunk, or under the influence of drugs
- Children who drink alcohol regularly from an early age
- Children who are concerned for younger siblings without explaining why
- Children who talk about running away
- Children who shy away from being touched or flinch at sudden movements.

Please note that this is not an exhaustive list.

Staff should share any concerns they have about a child with the Designated Safeguarding Lead. However it should be remembered that sometimes children will 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 are harmful. This should not prevent staff from having professional curiosity and speaking to the DSL.

6. Children who are particularly vulnerable

Sutton Grammar School recognises that some children are more vulnerable to abuse and neglect and that additional barriers exist when recognising abuse for some children. We understand that this increase in risk is due more to societal attitudes and assumptions or safeguarding procedures that fail to acknowledge children's diverse circumstances, rather than the individual child's personality, impairment or circumstances.

In some cases possible indicators of abuse such as a child's mood, behaviour or injury might be assumed to relate to the child's impairment or disability rather than giving a cause for concern. Or a focus may be on the child's disability, special educational needs or situation without considering the full picture. In other cases, such as bullying, the child may be disproportionately impacted by the behaviour without outwardly showing any signs that they are experiencing it.

Some children may also find it harder to disclose abuse due to communication barriers, lack of access to a trusted adult or not being aware that what they are experiencing is abuse.

We therefore are particularly alert to children who are: disabled or have special educational needs; young carers; affected by parental substance misuse, domestic violence or parental mental health needs; asylum seekers; living away from home; living in temporary accommodation; living in chaotic and unsupportive domestic situations; looked after children; vulnerable to be bullied or engaged in bullying; already viewed as a 'problem'; at risk of sexual exploitation; do not have English as a first language; vulnerable to discrimination on the grounds of race, ethnicity, religion, disability or sexuality; at risk of being drawn into extremism.

At Sutton Grammar School we recognise also that when a child has a social worker, it is an indicator that the child is at more risk than most students. This may mean that they are more vulnerable to further harm, as well as facing educational barriers to attendance, learning, behaviour and poor mental health. We take these needs into account when making plans to support students who have a social worker

7. Children with Special Educational Needs or Disabilities (SEND) or certain health conditions

Children with special educational needs or disabilities (SEND) or certain health conditions can face additional safeguarding challenges. Additional barriers can exist when recognising abuse, neglect or exploitation in this group of children. These can include:

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's condition without further exploration
- these children being more prone to peer group isolation or bullying (including prejudice-based bullying) than other children
- the potential for children with SEND or certain medical conditions being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs; and
- communication barriers and difficulties in managing or reporting these challenges

In our school we identify pupils and students who might need more support to be kept safe or to keep themselves safe. We do this in the following ways:

- Children will have a familiar adult to support with communication through simple language.
- Extra pastoral support is considered for children with SEN and disabilities.
- Use of visual aids and sign language to support understanding where required.
- Use of a familiar Speech and Language therapist to ensure that questioning and answers are put in a manner accessible to the child.
- Children are carefully monitored and observed to provide a full picture of their behaviour and mannerism so that any changes are noted, and a comparison can be made.
- The use of body maps, visuals and sign language are used to allow children to communicate their needs or concerns.
- The use of social stories is regularly used to support appropriate and inappropriate behaviour – such as bullying and keeping safe.
- Intervention groups teach children how to communicate and explain appropriate and inappropriate behaviour

When required to use reasonable force to calm a situation, 'reasonable' means 'using no more force than is needed'. Individual plans for vulnerable children will be drawn up to reduce the use of force.

For further support and guidance: <https://suttoninformationhub.org.uk/pages/send-local-offer>

8. Roles and responsibilities

Safeguarding and child protection is everyone's responsibility. This policy applies to all staff, volunteers and trustees in the school.

8.1 Individual staff:

The Teachers Standards (2012) state that all teachers, including Headteachers, should safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties.

All school staff have a responsibility to provide a safe environment in which children can learn. All staff should be prepared to identify children who may benefit from early help.

All members of school staff should be aware of systems within the school which support safeguarding, and these will be explained to them as part of their staff induction.

All members of school staff will receive appropriate safeguarding and child protection training (including online safety) at least annually. In addition all staff will receive safeguarding and child protection updates via staff meetings, the school staff CPD programme and the school's termly safeguarding newsletter. This ensures that they have the relevant skills and knowledge to safeguard children.

All staff will:

- Know the names of the DSL and the DDSs
- read and understand part 1 and Annex A and Annex B of the Department for Education's statutory safeguarding guidance 'Keeping Children Safe in Education' and review this guidance at least annually; and read the school's safeguarding newsletter
- read and understand the Staff Code of Conduct and the school's Behaviour, Rewards and Sanctions Policy; and Online Safety Policy
- understand that it is everybody's responsibility to safeguard and promote the welfare of children and that they have a role to play in identifying concerns, sharing information and taking prompt action
- consider, at all times, what is in the best interests of the child
- know our systems which support safeguarding, including the safeguarding policy, the staff code of conduct, the behaviour policy, the safeguarding response to children who go missing from education, and the role of the Designated Safeguarding Lead (DSL) (including the identity of the DSL and any deputies)
- be aware of the signs of abuse, neglect and exploitation so that they are able to identify cases of children who may need help or protection
- maintain an attitude of 'it could happen here' where safeguarding and child protection is concerned
- refer any safeguarding or child protection concerns to the DSL or if necessary where the child is at immediate risk to the police or Children's Social Care

- be aware of the Early Help¹ process and their role in it, including identifying emerging problems, liaising with the DSL, and sharing information with other professionals to support early identification and assessment
- be aware of the process for making referrals to children's social care and for statutory assessments under the Children Act 1989, especially section 17 (children in need) and section 47 (a child suffering, or likely to suffer, significant harm) that may follow a referral, along with the role they might be expected to play in such assessments
- know what to do if a child tells them he/she is being abused, exploited, or neglected. Staff should know how to manage the requirement to maintain an appropriate level of confidentiality. This means only involving those who need to be involved, such as the designated safeguarding lead (or a deputy) and children's social care. Staff should never promise a child that they will not tell anyone about a report of any form of abuse, as this may ultimately not be in the best interests of the child
- be able to reassure victims that they are being taken seriously and that they will be supported and kept safe. A victim should never be given the impression that they are creating a problem by reporting abuse, sexual violence, or sexual harassment. Nor should a victim ever be made to feel ashamed for making a report
- work to create an environment where students, parents and staff feel able to raise concerns

8.2 The Headmaster will ensure that:

- the safeguarding policy and procedures are implemented and followed by all staff; including ensuring staff undertake appropriate safeguarding training and update this regularly
- all staff (including temporary staff) and volunteers are informed of this policy as part of their induction
- the DSL and the Deputy DSL have appropriate time, funding, training and resources, to carry out their roles effectively, and that there is always adequate cover if the DSL is absent; including attendance at strategy discussions and other necessary meetings including Child Protection Conferences and Child in Need Meetings
- where there is a safeguarding concern that the child's wishes and feelings are taken into account when determining what action to take and what services to provide
- all staff feel able to raise concerns about poor or unsafe practice and that such concerns are handled sensitively and in accordance with the whistle-blowing procedures
- children are taught about safeguarding (including online safety) as part of a broad and balanced curriculum through Citizenship lessons, the Personal Development Programme and through relationship and sex education (RSE)
- children are taught to recognise when they are at risk and how to get help when they need it
- anyone who has harmed or may pose a risk to a child is referred to the Disclosure and Barring Service

¹ Detailed information on early help can be found in Chapter 1 'Working Together to Safeguard Children'; and an overview in the appendix of this policy

8.3 The Designated Safeguarding Lead (DSL):

See Annex C of KCSIE (2025) for more information.

Safeguarding is a standing item on all Trust meetings. The designated teacher and designated Governor meet termly.

All DSLs should lead on the completion of the annual S175 audit and return all requested information to the LSCP within the given time frame. This is a working document and should be used to inform future action planning and development around safeguarding.

The DSL has responsibility for Safeguarding and Child Protection - their key role is:

Manage referrals

The DSL (or deputies) will refer cases:

- of suspected abuse, neglect or exploitation to the local authority children's social care as required and support staff who make referrals to local authority children's social care
- to the Channel programme where there is a radicalisation concern as required and support staff who make referrals to the Channel programme
- where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required; and
- where a crime may have been committed to the Police as required where a child is thought to be in immediate danger, to the police as required
- [LSCP Sutton Threshold Guidance Oct 2020.pdf \(suttonlscp.org.uk\)](https://www.suttonlscp.org.uk/wp-content/uploads/2020/10/LSCP-Sutton-Threshold-Guidance-Oct-2020.pdf)

Working with others

The DSL (or deputies) will:

- act as a source of support, advice, and expertise for all staff
- act as a point of contact with the safeguarding partners
- liaise with the Headteacher and inform him of issues- especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations. This includes being aware of the requirement for children to have an Appropriate Adult
- as required, liaise with the "case manager" and the local authority designated officer(s) (LADO) for child protection concerns in cases which concern a staff member
- liaise with staff (especially teachers, pastoral support staff, school nurses, IT Technicians, senior mental health leads and special educational needs coordinators (SENCOs), and Senior Mental Health Leads) on matters of safety and safeguarding and welfare (including online and digital safety) and when deciding whether to make a referral by liaising with relevant agencies so that children's needs are considered holistically
- liaise with the senior mental health lead and, where available, the Mental Health Support Team, where safeguarding concerns are linked to mental health
- promote supportive engagement with parents and/or carers in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances
- work with the Headteacher and relevant strategic leads, taking lead responsibility for promoting educational outcomes by knowing the welfare, safeguarding and child protection issues that children in need are experiencing, or have experienced, and identifying the impact that these issues might be having on children's attendance, engagement, and achievement at school. This includes:

- ensuring that the school knows who its cohort of children who have or have had a social worker are, understanding their academic progress and attainment, and maintaining a culture of high aspirations for this cohort; and,
- supporting teaching staff to provide additional academic support or reasonable adjustments to help children who have or have had a social worker reach their potential, recognising that even when statutory social care intervention has ended, there is still a lasting impact on children’s educational outcomes
- from June 2021, the Virtual Headteacher has a responsibility to promote the education of children who have a social worker and regular conversations should be had to share the relevant information and to enable every opportunity for the child to reach their full potential

Information sharing and managing the child protection file

The guidance is clear that information may be shared where there are safeguarding concerns. Whilst consent to share is not necessarily required, there must be a legal basis to share.²

The DSL is responsible for ensuring that child protection files are kept up to date. Information should be kept confidential and stored securely. Concerns and referrals will be kept in a separate child protection file for each child.

Records will include:

- a clear and comprehensive summary of the concern
- details of how the concern was followed up and resolved
- a note of any action taken, decisions reached and the outcome

The file will only be accessed by those who need to see it.

Where children leave the school (including in year transfers) the designated safeguarding lead will ensure their child protection file is transferred to the new school or college as soon as possible, and within 5 days for an in-year transfer or within the first 5 days of the start of a new term. The child protection file will be transferred separately from the main student file, ensuring secure transit, and confirmation of receipt should be obtained.

Receiving schools and colleges should ensure key staff such as designated safeguarding leads and SENDCOs or the named person with oversight for SEN in colleges, are aware as required.

In addition to the child protection file, the designated safeguarding lead will also consider if it would be appropriate to share any additional information with the new school or college in advance of a child leaving to help them put in place the right support to safeguard this child and to help the child thrive in the school or college.

Raising Awareness

The DSL (or deputies) will:

- ensure each member of staff has access to, and understands, the school’s child protection policy and procedures, especially new and part-time staff.
- ensure the school’s Safeguarding and Child Protection Policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors regarding this.
- ensure the child protection policy is available publicly and parents and carers are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school in this.

² <https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharingadvice>

- link with the safeguarding partner arrangements to make sure staff are aware of any training opportunities and the latest local policies on local safeguarding arrangements; and
- help promote educational outcomes by sharing the information about the welfare, safeguarding and child protection issues that children who have or have had a social worker are experiencing with teachers and school leadership staff.

Training, knowledge, and skills

The DSL (and any deputies) will undergo training to provide them with the knowledge and skills required to carry out the role. The DSL will undertake Prevent awareness training. Training should provide designated safeguarding leads with a good understanding of their own role, how to identify, understand and respond to specific needs that can increase the vulnerability of children, as well as specific harms that can put children at risk, and the processes, procedures, and responsibilities of other agencies, particularly children's social care, so they:

- 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.
- understand the importance of the role the designated safeguarding lead has in providing information and support to children social care to safeguard and promote the welfare of children.
- understand the lasting impact that adversity and trauma can have, including on children's behaviour, mental health, and wellbeing, and what is needed in responding to this in promoting educational outcomes.
- are alert to the specific needs of children in need, those with special educational needs and disabilities (SEND), those with relevant health conditions and young carers.
- understand the importance of information sharing, both within the school, and with the safeguarding partners, other agencies, organisations, and practitioners.
- understand and support the school 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.
- are 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 at school or college.
- can recognise the additional risks that children with special educational needs and disabilities (SEND) face online, for example, from online bullying, grooming and radicalisation and are confident they have the capability to support children with SEND 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 may put in place to protect them.

In addition to the formal training set out above, their knowledge and skills should be refreshed (this might be via e-bulletins, meeting other designated safeguarding leads, or simply taking time to read and digest safeguarding developments) at regular intervals, as required, and at least annually, to allow them to understand and keep up with any developments relevant to their role.

[Event List : Safeguarding \(event-bookings.org\)](https://www.event-bookings.org)

[Bitesize Safeguarding Training Videos and Accompanying Slides – Cognus](#)

[Commonly asked questions – Cognus](#)

[Child Safeguarding Toolkit](#)

[LGfL Safeguarding Training](#)

<https://sites.google.com/sutton.gov.uk/childprotectionconferences/home>

Providing support to staff

Training will support the DSL in developing expertise, so they can support and advise staff and help them feel confident on welfare, safeguarding and child protection matters. This includes specifically to:

- ensure that staff are supported during the referrals processes; and
- support staff to consider how safeguarding, welfare and educational outcomes are linked, including to inform the provision of academic and pastoral support

Additional support:

[Reflective Safeguarding Supervision offer - Cognus](#)

<https://www.educationsupport.org.uk/resources/for-individuals/videos/teaching-in-2023-how-to-manage-the-emotional-impact/>

Understanding the views of children

It is important that children feel heard and understood. Therefore, designated safeguarding leads should be supported in developing knowledge and skills to:

- encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, and in any measures the school or college may put in place to protect them; and
- understand the difficulties that children may have in approaching staff about their circumstances and consider how to build trusted relationships which facilitate communication.

Holding and sharing information

The DSL will be equipped to:

- understand the importance of information sharing, both within the school, and with other schools and colleges on transfer including in-year and between primary and secondary education, and with the safeguarding partners, other agencies, organisations, and practitioners.
- understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR); and
- be able to keep detailed, accurate, secure written records of concerns and referrals and understand the purpose of this record-keeping.
- The most important consideration is whether sharing information is likely to safeguard and protect a child. The Data Protection Act 2018 and GDPR do not prevent, or limit, the sharing of information for the purposes of keeping children safe. This includes allowing practitioners to share information without consent where there is good reason to do so, and that the sharing of information will enhance the safeguarding of a child in a timely manner.
- **The Data Protection Act 2018 and UK GDPR do not prevent the sharing of information for the purposes of keeping children safe. Fears about sharing information must not be**

allowed to stand in the way of the need to safeguard and promote the welfare and protect the safety of children.

If the DSL is not available, staff should speak to a DDSL or member of the SLT/take advice from local children's social care and/or contact a member of the Education Safeguarding Team.

8.3 The Deputy Designated Safeguarding Leads (DDSL)

The DDSLs are trained to the same standard as the Designated Safeguarding Lead (DSL) and, in the absence of the DSL, carry out those functions necessary to ensure the ongoing safety and protection of the students.

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

8.4 All members of the Trust understand and fulfil their responsibilities:

The Governing Body has strategic leadership responsibility for the school's safeguarding arrangements and must ensure that they comply with their duties under legislation. They must ensure that policies, procedures, and training in the school is effective and always complies with the law; including ensuring that:

- there is a safeguarding policy together with a staff behaviour policy (code of conduct) which is reviewed annually
- a member of the Senior Leadership Team has been appointed as Designated Safeguarding Lead (DSL) who will take responsibility for safeguarding and child protection; and other members of staff will be appointed as Deputy Designated Safeguarding Leads (DDSLs)
- they nominate a member of the Trust to monitor the effectiveness of this policy in conjunction with the Trust. This is always a different person from the DSL
- all staff and members of the Trust are provided with a copy of the school's safeguarding policy and staff code of conduct
- all staff and members have read 'Keeping Children Safe in Education' (2024) Parts 1 and Annex A and Annex B
- all staff have safeguarding training updated as appropriate
- ensure that all governors and trustees receive appropriate safeguarding and child protection (including online) training at induction. This training should equip them with the knowledge to provide strategic challenge to test and assure themselves that the safeguarding policies and procedures in place in the school are effective and support the delivery of a robust whole school approach to safeguarding. Their training should be regularly updated
- the school operates a safer recruitment procedure that includes statutory checks on staff suitability to work with children and disqualification by association regulations and by ensuring that there is at least one person on every recruitment panel who has completed safer recruitment training
- children are taught about safeguarding (including online safety) as part of a broad and balanced curriculum through Citizenship lessons, the Personal Development Programme and through relationship and sex education (RSE)
- appropriate safeguarding responses are in place for children who go missing from education, particularly on repeat occasions, to help identify the risk of abuse or neglect and to help prevent the risks of the child going missing in the future

- The school has procedures in place for dealing with allegations of abuse against staff (including the Headmaster), volunteers and against other children and that a referral is made to the DBS if a person in regulated activity has been dismissed or removed due to safeguarding concerns, or would have they not resigned
- Enhanced DBS checks (without barred list checks, unless the Trust member is also a volunteer at the school) are in place for all members of the Trust
- Whilst considering their responsibility to safeguard and promote the welfare of children and provide them with a safe environment in which to learn, the Trust will do all that they reasonably can to limit children's exposure to the above risks from the school's IT system. As part of this process, the Governing Body should ensure the school has appropriate filters and monitoring systems in place and regularly review their effectiveness. They should ensure that the leadership team and relevant staff have an awareness and understanding of the provisions in place and manage them effectively and know how to escalate concerns when identified. The Governing Body should consider the age range of the children, the number of children, how often they access the IT system and the proportionality of costs verses safeguarding risks
- The designated safeguarding lead (DSL) takes responsibility for understanding the filtering and monitoring systems and processes in place as part of their role (KCSIE 2025)
- All staff understand their expectations, roles and responsibilities around filtering and monitoring as part of safeguarding training (KCSIE 2024)
- The school's child protection policy includes how your school approaches filtering and monitoring on school devices and school networks (KCSIE 2025)
- Review the DfE's filtering and monitoring standards. It should discuss with IT staff and service providers what needs to be done to support your school in meeting the standards (KCSIE 2025)
- any weaknesses in safeguarding are remedied immediately

9. Data Protection – Information and Records

The Data Protection Act 2018 and GDPR do not prevent or limit the sharing of information for the purposes of keeping children safe. This includes allowing practitioners to share information without consent.

All staff must maintain records and obtain and share information (with parents, carers, other professionals working with the child, police, social services, and Ofsted as appropriate) to ensure safe and efficient management of the school, and to help ensure the needs of all children are met. All staff must enable a regular two-way flow of information between parents and school.

Confidential information and records about children are held securely and only accessible and available to those who have a right or professional need to see them. The Head teacher is aware of responsibilities under the latest Data Protection Act in England, including those imposed under the General Data Protection Regulation (GDPR) passed by the European Union. As a school we believe that protecting the data we hold about our children is a fundamental part of our safeguarding process and treats this information with as much importance as protecting the child themselves.

All staff understand the need to protect the privacy of the children in their care as well as the legal requirements that exist to ensure that information relating to the child is handled in a way to ensure confidentiality. Parents and carers are given access to all records about their child provided that no relevant exemptions (information which could cause harm to the child or any other individual) apply to their disclosure under the DPA.

The GDPR imposes more stringent requirements on entities that deal with people's personal data. In school, this applies to all personally identifiable information held on staff, children, and parents. We are fully committed to ensuring that it upholds the new rights granted to a person under the GDPR. Parents and carers should be aware that there are legal requirements that supersede data protection regulations. The school is required to share data with certain agencies under legal obligations.

For more information:

Information sharing advice for safeguarding practitioners - GOV.UK (www.gov.uk)

10. Confidentiality of Records

Our pupils and students and their parents/carers have the right to expect that all staff will deal sensitively and sympathetically with their situation. It is important that information is only available to those who need to know it. Parents/carers and where appropriate pupils and students should be told their right to confidentiality may be breached if information comes to light suggesting possible harm to a child. Safeguarding/Child Protection issues relating to individual cases **must not be subject to open discussion** in the staff room or elsewhere in the school.

All personally identifiable information will be kept securely, following the school's obligations under the latest Data Protection Act in England and the General Data Protection Regulations (GDPR) set down by the European Union.

Members of staff should also remember not to promise to pupils and students to keep "secrets".

11. Working with children

We recognise that young people who are abused, neglected, exploited or who witness either of these things may find it difficult to develop a sense of self-worth. They may feel helplessness, humiliation and some sense of blame. The school may be the only stable, secure and predictable element in the lives of children at risk. When at school their behaviour may be challenging and defiant or they may be withdrawn. The school will endeavour to support the pupils and students through:

- the content of the curriculum
- the school ethos which promotes a positive, supportive and secure environment and gives pupils and students a sense of being valued
- the school behaviour policy which is aimed at supporting vulnerable pupils and students at school; we will ensure that students know that some behaviour is unacceptable and that they are valued and not blamed for any abuse which has occurred
- early help, where the Designated Safeguarding Lead supports staff in liaising with other agencies and setting up inter-agency assessment/support as appropriate. If early help and/or other support is appropriate the case will be kept under constant review and consideration given to a referral to Children's Social Care if the student's situation doesn't appear to be improving
- liaison with other agencies that support the student such as social services, the child and adolescent mental health service, and the borough school attendance service, and the educational psychology service
- ensuring that where a student with a Child Protection Plan leaves Sutton Grammar School, their information is transferred to any new school immediately and that the social worker is informed

12. Reasonable force

We recognise that there are circumstances when it is appropriate for staff to use reasonable force to safeguard children and young people. However, we acknowledge that staff must only ever use physical intervention as a last resort to prevent students from hurting themselves or each other, from damaging property or from causing disorder, and that at all times it must be the minimal force necessary to prevent injury to another person. Such events should be recorded and signed by a witness.

We also recognise that touch is appropriate in the context of working with children, and all staff are given 'Safe Practice' guidance to ensure they are clear about their professional boundary.³

13. Recruitment of staff

The safe recruitment of staff is the first step to safeguarding and promoting the welfare of children in education.

All staff are subject to safer recruitment processes and checks; and we at all times adhere to the government guidance contained within 'Working Together to Safeguard Children' (December 2023) and Part 3 of 'Keeping Children Safe in Education' (September 2025) and other relevant safeguarding recruitment guidance to ensure that no-one is employed within, by or on behalf of the school who is unsuitable to work with children.

Updated guidance, including the **Teacher Status Checks**, can be found at: <https://www.gov.uk/guidance/teacher-status-checks-information-for-employers>.

We scrutinise all applications for paid or voluntary posts; we undertake interviews and ensure that at least one member of the interview panel has completed safer recruitment training; we always follow up gaps in previous employment; we require two written references from employers for the last 5 years; and ensure that the appropriate checks are made through the Disclosure and Barring Service (DBS). In addition to obtaining the DBS certificate, anyone who is employed to teach will undergo an additional check to ensure that they are not prohibited from teaching. We carry out online checks for shortlisted candidates and have updated our Safer Recruitment Policy to reflect this. This may help identify any incidents or issues that have happened, and are publicly available online, which the school or college might want to explore with the applicant at interview. Schools and colleges should inform shortlisted candidates that online searches may be done as part of due diligence checks.

Enhanced DBS checks, which include barred list information, will be required for any member of staff or volunteer engaging in regulated activity. A person will be considered to be engaging in regulated activity if as a result of their work they:

- will be responsible, on a regular basis in the school, for teaching, training, instructing, caring for or supervising children;
- will carry out paid, or supervised unpaid, work regularly in the school where that work provides an opportunity for contact with children;
- engage in an overnight activity, even if it happens only once

The Headmaster will risk assess any volunteers to decide whether to obtain an enhanced DBS certificate for any volunteer not engaging in regulated activity.

More information on DBS Checks can be found here:

³ Guidance on Safer Working Practices is available on the DfE website

[Commonly asked questions - Cognus](#)

The Trust maintains a single central record (SCR) of all trustees and staff, of whether the essential checks as set out in 'Keeping Children Safe in Education' have been carried out and certificates obtained. The SCR is reviewed on a termly basis by the DSL and the Nominated Trustee for Safeguarding, Mr B Murrill.

14. Contractors and outside services

We expect all contractors providing services within the school whose staff have access to school premises to comply with this policy and its procedures. The contractor or individual must agree to this in writing.

In particular we require any contractor or organisation delivering a service on behalf of the school or using our premises to provide evidence they adhere to the above requirements in terms of recruitment, selection, training and supervision of their staff and any volunteers, in particular DBS information. Checks are usually only required if a contractor's member of staff will be left unsupervised. Under no circumstances will a contractor in respect of whom no checks have been obtained be allowed to work unsupervised or engage in regulated activity. All visitors to the school must provide proof of identity (e.g. photo identity) and sign in the visitor's book in the school office.

This policy and procedure will also apply to any organisation using school facilities during the hours when students are normally on site. They must agree to this in writing.

Where the Trust hires or rents out the school facilities/premises to organisations or individuals (for example to community groups, sports associations, and service providers to run community or extra-curricular activities) they will ensure that appropriate arrangements are in place to keep children safe. The Trust will seek assurance that the body concerned has received relevant safeguarding training and that appropriate safeguarding and child protection policies and procedures in place (including inspecting these as needed); and ensure that there are arrangements in place to liaise with the school on these matters where appropriate. The Trust will also ensure safeguarding requirements are included in any transfer of control agreement (i.e., lease or hire agreement), as a condition of use and occupation of the premises; and that failure to comply with this would lead to termination of the agreement.

If school receive allegations about staff using their premises to run activities for children, they should follow their own Safeguarding Policy, including contacting the LADO.

For more information on regulated activity:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/550197/Regulated_activity_in_relation_to_children.pdf

15. Visitors

Please refer to the school's Visitor Safeguarding Procedures.

16. Site Security

All people on the site must adhere to the guidelines within this policy. Laxity can cause potential safeguarding issues to arise. Therefore:

- Gates should be locked at playtimes and lunchtimes.
- All Exit Doors should be closed to prevent intrusion.
- The school will not request DBS checks and barred list checks, or ask to see DBS certificates, for visitors (for example children's relatives or other visitors attending a sports day). The

Headteacher will use his/her professional judgment about the need to escort or supervise visitors.

- For visitors who attend in a professional capacity, their ID will be checked, and assurance will be sought that the visitor has had the appropriate DBS check (or that the visitor's employers have confirmed that their staff have appropriate checks).
- Children will only be allowed home with adults with parental responsibility or confirmed permission.
- Children should never be allowed to leave school alone during school hours, and if collected by an adult, are signed out.
- Should a child leave the school premises without permission then staff have been informed never to chase after a child, but rather to report immediately to the office. Then parents and police will be informed of the circumstances.
- All visitors are required to sign in at the main school reception where they will be given a visitor's badge and a lanyard. These will be returned to the main school reception on departure. Visitors will also be given a safeguarding and health and safety information leaflet to read.

17. Training, practice and support

The Designated Safeguarding Lead (DSL) and the Deputy Designated Safeguarding Leads (DDSLs) attend training at least every two years and in addition to formal training, their knowledge and skills is refreshed at regular intervals, at least annually.

Induction training for staff is mandatory and includes:

- the Safeguarding and Child Protection policy and procedures
- Online Safety (including Filtering and Monitoring)
- the Behaviour Policy
- the Staff Code of Conduct
- the safeguarding response to children who go missing from education, on repeat occasions and/or prolonged periods or where the absence is persistent or unexplainable
- the role of the designated safeguarding lead (including the identity of the designated safeguarding lead and any deputies)

All staff receive safeguarding and child protection training which is regularly updated in accordance with the Sutton Local Safeguarding Children's Board guidance. All staff also receive safeguarding updates (e.g. via e-mail, staff meetings, the termly school's safeguarding newsletter), as required, but at least annually, to provide them with the relevant skills and knowledge to safeguard children effectively.

All staff and governors will be asked to sign to say that they have read and understood Part 1 and Annex A and Annex B of 'Keeping Children Safe in Education' (2025). Mechanisms to assist staff in understanding this include regular updates in staff meetings and targeted staff INSET sessions. As part of their induction all newly appointed staff, including part-time, temporary and voluntary staff, receive training in safeguarding issues including: the safeguarding policy; the behaviour policy; 'Keeping Children Safe in Education (2024) Part 1; the staff code of conduct; 'What to do if you are worried a child is being abused – advice for practitioners' (2015); the school's Whistleblowing policy; and the role and names of the Designated Safeguarding Lead and deputies.

The school will train those students in a position of pastoral responsibility (e.g. academic mentors) in basic safeguarding procedures. They will have clear guidance through their training that their role is not to investigate or 'keep secrets' but to refer the matter if they receive any allegations of abuse.

All members of the Trust receive training about safeguarding, to make sure that they have the knowledge and information needed to perform their functions and understand their responsibilities.

Safer Recruitment training is available to all relevant staff and members of the Trust who are involved in the recruitment process.

A record is kept of staff training – type of training and dates which is recorded alongside the SCR.

The SCR is checked regularly by a member of the Senior Leadership Team. The Safeguarding Governor also assists in this process.

We recognise that staff working in the school who have become involved with a child who has suffered harm, or appears likely to suffer harm, may find the situation stressful and upsetting. We will support such staff by providing an opportunity to talk through their anxieties with the Designated Safeguarding Lead and to seek further support as appropriate.

18. Whistleblowing

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.

All staff and volunteers should feel able to raise concerns about poor or unsafe practice and potential failures in the school's safeguarding regime and know that such concerns will be taken seriously by the Senior Leadership Team.

Where there are concerns about the way that safeguarding is carried out in the school, staff should refer to the Whistle-blowing Policy.

A whistleblowing disclosure must be about something that affects the general public such as:

- A criminal offence has been committed, is being committed or is likely to be committed
- A legal obligation has been breached
- There has been a miscarriage of justice
- The health and safety of any individual has been endangered
- The environment has been damaged
- Information about any of the above has been concealed

If a member of staff feels unable to raise concerns regarding child protection failures internally, or feels that their genuine concerns are not being addressed, other whistleblowing channels are open to them:

- The NSPCC whistleblowing helpline. Staff can call: 0800 028 0285 from: 08.00 to 20.00, Monday to Friday, or email help@nspcc.org.uk
- A member of the Trust: Mr B Murrill

Whistleblowing with regards the Headmaster should be made to the Trust Chairman.

For more information please visit:

[DfE Whistleblowing Policy](#)

[Blowing the Whistle to the Department for Education](#)

19. Concern about a member of school staff/supply/agency or volunteer

At Sutton Grammar School we recognise the possibility that adults working in the school may harm children, including members of the Trust, volunteers, supply teachers and agency staff.

Allegations or concerns about a member of staff, worker or volunteer must immediately be notified to the Headmaster (or the Chair of Governors if the concern is about the Headmaster). This guidance should be followed where it is alleged that anyone working in the school including supply teachers, volunteers and contractors has:

- 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.

All staff must remember that the welfare of a child is paramount and must not delay in raising concerns by a report that could jeopardise their colleague's career.

The Headmaster (or Trust Chairman) will always consult the Designated Officer For Allegations (in Sutton this person is still known as the Local Authority Designated Officer or LADO) within one working day. The LADO will conduct any investigation, convene a senior Strategy Meeting and involve other agencies as appropriate.

Following consultation, the Headmaster (or Trust Chairman) will decide on appropriate action which may include consideration of disciplinary proceedings. It is important to bear in mind that although the concern may relate to an individual student, other students may also be at risk.

The school will promote an open and transparent culture in which all concerns about all adults working in or on behalf of the school (including supply teachers, volunteers and contractors) are dealt with promptly and appropriately. This should encourage an open and transparent culture; enable the school to identify concerning, problematic or inappropriate behaviour early; minimise the risk of abuse; and ensure that adults working in or on behalf of the school are clear about professional boundaries and act within these boundaries, and in accordance with the ethos and values of the school.

If a member of staff believes a reported allegation or concern is not being dealt with appropriately, they should report the matter to the LADO to get support and direction on how to proceed.

Allegations or concerns about an adult working in the school whether as a teacher, supply teacher, other staff, volunteers, or contractors

We recognise the possibility that adults working in the school may harm children, including governors, volunteers, supply teachers and agency staff. Any concerns about the conduct of other adults in the school should be taken to the headteacher without delay; any concerns about the headteacher should go to the Chair of Governors who can be contacted by email: chairman@suttongrammar.school.sch.uk

Any concerns about the conduct of a member of staff, supply teachers, volunteers or contractors should be reported to the headteacher/principal. If the school receives allegations about staff using their premises to run activities for children, they should follow the school's safeguarding policy, including contacting the LADO (KCSIE, 2025).

Keeping Children Safe during Community activities, after school clubs and Tuition

This is non-statutory guidance from the Department for Education (DfE). It aims to:

help providers of out-of-school settings (OOSS) understand best practice for creating a safe environment for children in their care and give parents and carers confidence that their child is in a safe activity or learning environment.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/940872/Keeping_children_safe_code_of_practice.pdf

Concerns may come from various sources, for example, a suspicion; complaint; or disclosure made by a child, parent, or other adult within or outside of the organisation; or as a result of vetting checks undertaken.

The headteacher must decide whether the concern is an allegation or low-level concern, and this should be done in consultation with the LADO. The term 'low-level' concern does not mean that it is insignificant, it means that the behaviour towards a child does not meet the threshold for referral to the Local Authority Designated Officer (LADO) (see below). By having a discussion with the LADO, the school is able to get assurance that the necessary action has been taken.

Allegations

It is an allegation if the person* has:

- 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 (also includes behaviour outside the school).

(*Person could be anyone working in the school or a college that provides education for children under 18 years of age, including supply teachers, volunteers, and contractors.)

Allegations should be reported to the LADO 'without delay'.

Before contacting the LADO, schools and colleges should conduct basic enquiries in line with local procedures to establish the facts to help them determine whether there is any foundation to the allegation, being careful not to jeopardise any future police investigation.

The LADO's role is not to investigate the allegation, but to ensure that an appropriate investigation is carried out, whether that is by the police, children's social care, the school or college, or a combination of these.

Low-level Concerns

Concerns may be graded Low-level if the concern does not meet the criteria for an allegation; and the person* has acted in a way that is inconsistent with the staff code of conduct, including inappropriate conduct outside of work.

Example behaviours include, but are not limited to:

- being over friendly with children
- having favourites
- taking photographs of children on their mobile phone
- engaging with a child on a one-to-one basis in a secluded area or behind a closed door; or,

- humiliating children

If the Headteacher in any doubt as to whether the information which has been shared about a member of staff as a low-level concern in fact meets the harm threshold, they will consult with their LADO. The LADO will be called to talk concerns through for support and assurance purposes in all cases.

If the concern has been raised via a third party, the Headmaster should collect as much evidence as possible by speaking:

- directly to the person who raised the concern unless it has been raised anonymously
- to the individual involved and any witnesses

Reports about supply staff and contractors should be notified to their employers, so any potential patterns of inappropriate behaviour can be identified.

Staff should be encouraged and feel confident to self-refer, where, for example, 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.

Low-level concerns should be recorded in writing, including:

- name* of individual sharing their concerns
- details of the concern
- context in which the concern arose
- action taken

(* if the individual wishes to remain anonymous then that should be respected as far as reasonably possible)

Records must be kept confidential, held securely and comply with the Data Protection Act 2018. Schools and colleges should decide how long they retain such information, but it is recommended that it is kept at least until the individual leaves their employment.

Records should be reviewed so that potential patterns of concerning, problematic or inappropriate behaviour can be identified.

If a concerning pattern of behaviour is identified and now meets the criteria for an allegation, then the matter should be referred to the LADO.

The records' review might identify that there are wider cultural issues within the school or college that enabled the behaviour to occur. This might mean that policies or processes could be revised or extra training delivered to minimise the risk of it happening again.

See also Developing and implementing a low-level concerns policy (Farrer & Co):

<https://www.farrer.co.uk/globalassets/clients-and-sectors/safeguarding/low-level-concerns-guidance-2020.pdf>

- The procedures in 'Keeping Children Safe in Education' (DfE, September 2024), 'Working Together to Safeguard Children' (December 2023) and the Sutton Local Safeguarding Children Partnership procedures will be followed in all such cases

- When appropriate (*see guidance above*), consideration will be given to referral of a member of staff to the DBS for consideration of the case
- If a member of staff believes a reported allegation or concern is not being dealt with appropriately, they should report the matter to the Local Authority Designated Officer (LADO) to give support and direction on how to proceed
- [LADO Protocol 2022 \(suttonlscp.org.uk\)](https://www.suttonlscp.org.uk)

For further training on the role of the LADO:

[Sutton Local Safeguarding Children Partnership - Induction Modules \(suttonlscp.org.uk\)](https://www.suttonlscp.org.uk)

20. Allegations against other children

If an allegation of abuse is made against other children by children then this must be reported immediately, in accordance with this policy.

This will then be reported to the Children's First Contact Service (CFCS) by the Designated Safeguarding Lead (DSL) or the Deputy Designated Safeguarding Lead (DDSL).

Abuse or concerns about a risk of abuse or harm by other children/young people is subject to the same safeguarding procedures as in respect of children or young people being abused by an adult.

Professionals responding should be alert to the risk a child/young person may pose to children/young people other than any 'current' victim; and children or young people who harm others are likely to have considerable needs themselves (e.g. they may have been subjected to abuse, witnessed domestic violence or committed criminal offences).

21. Monitoring and review

This policy will be reviewed annually by the Designated Safeguarding Lead. At every review, it will be approved by the Trust.

The school's Safeguarding and Child Protection Policy and Procedures will also be monitored and evaluated by:

- Discussions with children and staff
- Student surveys and questionnaires
- Scrutiny of attendance data
- Logs of bullying/racist/behaviour incidents for SLT and Trust to monitor
- Review of parental concerns

22. Prevention/Protection

We recognise that the school plays a significant part in the prevention of harm to our children by providing children with good lines of communication with trusted adults, supportive friends and an ethos of protection.

The school community will therefore:

- work to establish and maintain an ethos where children feel secure, are encouraged to talk and are always listened to
- ensure that children know there is an adult in the school whom they can approach if they are worried or in difficulty

- include safeguarding across the curriculum, including Personal Development lessons, and other opportunities which equip children with the skills they need to stay safe from harm and to know to whom they should turn for help

23. Specific Safeguarding Issues

Any child in any family in any school could become the victim of abuse. Staff should always maintain an attitude of 'it could happen here'.

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in their family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults; or by another child or children.

Further information about the four categories of abuse: physical, emotional, sexual and neglect, can be found in Appendix 3.

There are also a number of specific safeguarding concerns that we recognise our students may experience. Further information on some of these concerns can be found in the Appendices and in 'Keeping Children safe in Education (2025); Annex B'.

Please note this is not an exhaustive list – but are an indicator if some of the key issues of which staff may become aware.

- Child who are absent from education
- Body Confidence and Self-Esteem
- Children who are home schooled
- Children with family members in prison
- Children and the court system
- Child abduction and community safety incidents
- Child sexual exploitation (CSE)
- Child criminal exploitation (CCE) and gangs: county lines
- Bullying, including cyber-bullying
- Cyber crime
- Domestic abuse
- Drugs and substance misuse
- Faith abuse
- Fabricated or induced illness
- Female genital mutilation (FGM)
- FGM mandatory reporting duty for teachers
- Forced marriage
- Gangs and youth violence
- Gender-based violence/violence against women and girls (VAWG)
- So-called 'Honour-Based' abuse
- Breast ironing
- Modern slavery and the National Referral Mechanism
- Homelessness
- Mental health
- Child on child abuse
- Private fostering
- Preventing Radicalisation
- The Prevent duty
- Channel

- Racism, disability, homophobic or transphobic abuse
- Serious Violent Crime (including gang violence and knife crime)
- Sexual violence and sexual harassment
- Sexual violence and sexual harassment (harmful sexual behaviour) between children including sending nudes and semi-nude images and/or videos; and up skirting
- Teenage relationship abuse
- Youth produced sexual imagery
- Online Safety – new risks (misinformation; disinformation; conspiracy theories)
- Urban exploring

Staff are aware that behaviours linked to drug taking, alcohol abuse, truanting and youth produced sexual imagery (sexting) put children in danger and that safeguarding issues can manifest themselves via child on child abuse.

We also recognise that abuse, neglect and safeguarding issues are complex and are rarely standalone events that can be covered by one definition or label. Staff are aware that in most cases multiple issues will overlap one another.

Staff are also aware of current local risks: Anti-Social Behaviour; domestic abuse; cost of living – neglect; anxiety and mental health/self-harm – both parent and child; and exploitation.

24. Early Help

Every family can go through difficult or challenging times at some point during their lives. If you are aware of a family that is experiencing problems, they may require support to help them to deal with difficult situations and make things better. Early Help services and support should be offered as soon as a problem or difficulty starts. This is to stop things from getting worse, and to make sure that the family gets the help that they need. The Early Help Assessment Tool (EHAT) is used to find out about the family so that we can understand the difficulties that they may be experiencing. The EHAT is used when a family would like support to help them with a difficulty; when a professional working with a family recognises that they may require extra support; when a family have lots of professionals working with them and services and information needs to be organised to help make things clearer for them, where the needs of the family are unknown or unmet. The EHAT is entirely consent based and the family can decide at any point that they no longer wish to engage with the process. An EHAT is confidential except where there is a risk of serious harm to a child or young person.

Early Help means providing support as soon as a problem emerges at any point in a child's life, from the foundation years through to the teenage years.

All school staff should be prepared to identify children who may benefit from Early Help. Early Help means providing support as soon as a problem emerges at any point in a child's life, from the foundation years through to the teenage years. In the first instance staff should discuss early help requirements with the designated safeguarding lead. Staff may be required to support other agencies and professionals in an early help assessment.

Any child may benefit from early help, but all school staff should be particularly alert to the potential need for early help for a child who:

- is disabled or has certain health conditions and has specific additional needs.
- has special educational needs (whether they have a statutory Education, Health, and Care Plan).

- has a mental health need.
- is a young carer.
- is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups or county lines.
- is frequently missing/goes missing from education, home, or care.
- has experienced multiple suspensions, is at risk of being permanently excluded from schools, colleges and in Alternative Provision or a Pupil Referral Unit.
- is at risk of modern slavery, trafficking, sexual or criminal exploitation.
- is at risk of being radicalised or exploited.
- has a parent or carer in custody, or is affected by parental offending.
- is in a family circumstance presenting challenges for the child, such as drug and alcohol misuse, adult mental health issues and domestic abuse.
- is misusing drugs or alcohol themselves.
- has returned home to their family from care.
- is at risk of 'honour'-based abuse such as Female Genital Mutilation or Forced Marriage.
- is a privately fostered child; and
- is persistently absent from education, including persistent absences for part of the school day.
- [Early Help for families and professionals - Sutton Council](#)
- [Schools EHC list](#)
- [Eligibility Criteria for Targeted Early Help Support in Sutton.docx](#)

Signposting for families in times of need is vital, especially with the impact of the cost-of-living crisis. For further support please visit: [Together for Sutton - Together for Sutton](#)

25. Mental Health

We aim to promote positive mental health and wellbeing for our whole school community; pupils and students, staff, parents, and careers, and recognise how important mental health and emotional wellbeing is. We recognise that children's mental health is a crucial factor in their overall wellbeing and can affect their learning and achievement. Through a whole-school approach, we actively seek to promote emotional health and wellbeing by helping pupils and students to understand their feelings and the feelings of others.

Our role in school is to help our pupils and students to succeed and reach their potential by supporting them to be resilient and mentally healthy. We also have a role to ensure that pupils and students learn about what they can do to maintain positive mental health, what affects their mental health, how they can help reduce the stigma surrounding mental health issues and where they can go if they need help and support.

All staff should also be aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. If staff have a mental

health concern about a child that is also a safeguarding concern, immediate action should be taken by speaking to the designated safeguarding lead or a deputy.

Only appropriately trained professionals should attempt to make a diagnosis of a mental health problem. Staff, however, are well placed to observe children day-to-day and identify those whose behavior suggests that they may be experiencing a mental health problem or be at risk of developing one.

Where children have suffered abuse, neglect, exploitation, or other potentially traumatic adverse childhood experiences, this can have a lasting impact throughout childhood.

Schools have an important role to play in supporting the mental health and wellbeing of their pupils and students.

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. Governing bodies and proprietors should ensure they have clear systems and processes in place for identifying possible mental health problems, including routes to escalate and clear referral and accountability systems.

Schools can access a range of advice to help them identify children in need of extra mental health support, this includes working with external agencies.

If you have a concern regarding the Mental Health of a child, contact your Designated Safeguarding Lead and SENCO immediately to enable the required support to be put in place as soon as possible.

For more information and support: <https://giveusashout.org/>

See: Appendix 41 for further definitions

26. Role of the responsible adult

Police and Criminal Evidence Act (1984) – Code C

The Designated Safeguarding Lead (and deputies) are aware of the requirement for children to have an appropriate adult when in contact with Police officers who suspect them of an offence.

PACE states that anyone who appears to be under 18, shall, in the absence of clear evidence that they are older, be treated as a child for the purposes of this Code and any other Code.

PACE also states that if at any time an officer has any reason to suspect that a person of any age may be vulnerable, then that person is entitled to be accompanied by an appropriate adult at any point.

The Designated Safeguarding (or deputy) will communicate any vulnerabilities known by the school to any police officer who wishes to speak to a pupil about an offence they may suspect. This communication will be recorded on CPOMS.

If having been informed of the vulnerabilities, the designated safeguarding lead (or deputy) does not feel that the officer is acting in accordance with PACE, they should ask to speak with the Headmaster or contact 101 to escalate their concerns.

A person whom there are grounds to suspect of an offence must be cautioned⁴ before questioned about an offence⁵, or asked further questions if the answers they provide the grounds for suspicion, or when put to them the suspect's answers or silence, (i.e. failure or refusal to answer or answer satisfactorily) may be given in evidence to a court in a prosecution.

A Police Officer must not caution a juvenile or a vulnerable person unless the appropriate adult is present. If a child or a vulnerable person is cautioned in the absence of the appropriate adult, the caution must be repeated in the appropriate adult's presence.

The appropriate adult' means, in the case of a child:

1. the parent, guardian or, if the juvenile is in the care of a local authority or voluntary organisation, a person representing that authority or organisation.
2. a social worker of a local authority
3. failing these, some other responsible adult aged 18 or over who is not:
 - a. a police officer;
 - b. employed by the police;
 - c. under the direction or control of the chief officer of a police force; or
 - d. a person who provides services under contractual arrangements (but without being employed by the chief officer of a police force), to assist that force in relation to the discharge of its chief officer's functions,

Further information can be found in the Statutory guidance - PACE Code C 2019.

<https://www.gov.uk/government/publications/pace-code-c-2019/pace-code-c-2019-accessible>

27. Child Protection Procedures

If staff notice any indicators of abuse/neglect or signs that a child may be experiencing a safeguarding issues, they should discuss their concerns **immediately** with the DSL or DDSL and then details of their concern should be recorded on the school's online safeguarding reporting system – CPOMS- as soon as possible.

There will be occasions when staff may suspect that a student may be at risk but could have no 'real' evidence. The student's behaviour may have changed, their artwork could be bizarre, they may write stories or poetry that reveal confusion or distress, or physical or inconclusive signs may have been noticed. In these cases, staff must refer any cause for concern to the DSL/DDSLS. If the DSL or one of the DDSLS is not available, staff should speak to a member of the SLT and/or take advice from children's social care.

Early referral gives more time to offer help to the student and family before the situation becomes more serious. When the matter is more serious, early referral gives more time for others to protect the student.

⁴ The police caution is: *"You do not have to say anything. But it may harm your defence if you do not mention when questioned something which you later rely on in Court. Anything you do say may be given in evidence."*

⁵ A person need not be cautioned if questions are for other necessary purposes, e.g.: (a) solely to establish their identity or ownership of any vehicle; to obtain information in accordance with any relevant statutory requirement; in furtherance of the proper and effective conduct of a search, e.g. to determine the need to search in the exercise of powers of stop and search or to seek co-operation while carrying out a search; or to seek verification of a written record.

If staff are concerned that the child or family involved have been exposed to radicalisation or extremist behaviour, then they will make a Prevent referral. The referral form for Prevent can be found here:

[Statutory Prevent Duty - Sutton Council](#)

If a student discloses to a member of staff:

We recognise that it takes a lot of courage for a child to disclose they are being abused. They may feel ashamed, guilty or scared, their abuser may have threatened them that something will happen if they tell, they may have lost all trust in adults or believe what has happened is their fault. Sometimes they may not be aware that what is happening to them is abuse.

A child who makes a disclosure may have to tell their story on a number of subsequent occasions to the police and/or social workers. Therefore it is vital that their first experience of talking to a trusted adult is a positive one.

During their conversation with the student, staff will:

- Listen to what the child has to say and allow them to speak freely
- Remain calm and not overreact or act shocked or disgusted – the student may stop talking if they feel they are upsetting the listener
- Reassure the child that it is not their fault and they have done the right thing in telling someone
- Not to be afraid of silences – staff must remember how difficult it is for the student and allow them time to talk
- Take what the child is disclosing seriously
- Ask open questions and avoid asking leading questions
- Avoid jumping to conclusions, speculation or making accusations
- Not automatically offer physical touch as comfort. It may be anything but comforting to a child who is being abused
- Avoid admonishing the child for not disclosing sooner
- Tell the child what will happen next

If a student talks to any member of staff about any risks to their safety or wellbeing, that staff member will let the child know that they will have to pass the information on – staff are not allowed to keep secrets.

The member of staff should write up their conversation as soon as possible in the child's own words and upload it on the school's safeguarding online reporting system – CPOMS. Staff should make this a matter of priority. Staff should not take photographs of any physical injuries, these must be recorded on the body map on CPOMS. The record should be signed and dated, the members of staff's name should be printed and it should also detail where the disclosure was made and who else was present. The record should be uploaded on to CPOMS.

In Summary

Receive – listen to what the student wants to tell you

Reassure – that they are believed, and their concern will be followed up

React – ask open questions and then speak to the DSL

Record – make a written record of the conversation and pass it to the DSL

Refer – via the DSL and using the local referral process

It is important to remember that students may not find it easy to tell staff about their abuse verbally. Children can show signs or act in ways that they hope adults will notice and react to. In some cases, the victim may not make a direct report. For example, a friend may make a report, or a member of school or college staff may overhear a conversation that suggests a child has been harmed or a child's own behaviour might indicate that something is wrong.

If staff have any concerns about a child's welfare, they should act on them immediately rather than wait to be told.

Contact with the family:

Contact with the family **should always be** discussed with the Designated Safeguarding Lead, who may consult the Children's First Contact Service (CFCS) or the Education Safeguarding Team.

In cases where a minor physical injury causes concern, then the school's policy for dealing with accidents should be followed. If the explanation suggests a non-accidental cause for the injury (or a failure to protect the pupil from harm), advice must be taken immediately from the Children's First Contact Service (CFCS).

In cases of possible neglect or emotional abuse, the concern may have built up over a period of time. There may have been discussion previously between school staff and the family about sources of help, but if concerns persist, the Designated Safeguarding Lead will need to refer to the Children's First Contact Service and will normally advise the family of this unless specifically told otherwise.

In cases where there are suspicions of sexual abuse or physical chastisement, the Designated Safeguarding Lead will unpick with the child first and then seek immediate advice from the Children's First Contact Service before discussing this with the family.

A flow chart on how to manage disclosures of Physical Chastisement is now included in Sutton's threshold guidance.

Making a referral:

Concerns about a child or a disclosure should be discussed with the DSL or DDSL who will help decide whether a referral to CFCS is necessary.

If a child is in immediate danger or is at risk of harm, a referral should be made to CFCS and/or the police immediately. Anybody can make a referral. Where referrals are not made by the DSL, the DSL should be informed as soon as possible.

If a referral is needed, then the DSL or DDSL should make it. However, anyone can make a referral and if for any reason a staff member thinks a referral is appropriate and one has not been made they can and should consider making a referral themselves.

The child (subject to their age and understanding) and the parents/carers should be told that a referral is being made, unless to do so would increase the risk to the child.

If, after a referral has been made, the child's situation does not appear to be improving, the DSL or DDSL (or the person who made the referral) should press for re-consideration to ensure their concerns have been addressed and, most importantly, the child's situation improves.

In making referrals, the school will recognise that safeguarding incidents can be related to factors outside school and will seek to include these contexts within their safeguarding practices. (See Appendix 25)

Remember

- If in doubt, consult.
- Do not ignore concerns, even if these are vague.
- The first responsibility of staff is to the pupil.
- If you need help or support to manage your own feelings, this can usually be provided.

28. Records

Our pupils and their parents/carers have the right to expect that all staff will deal sensitively and sympathetically with their situation. It is important that information is only available to those who need to know it. Parents/carers and where appropriate pupils should be told their right to confidentiality may be breached if information comes to light suggesting possible harm to a child. Safeguarding/Child Protection issues relating to individual cases must not be subject to open discussion in the staff room or elsewhere in the school.

- all records relating to child welfare concerns will be kept on the student's confidential file and the file will be kept securely – a chronology of concern will be kept by the DSL
- the Designated Safeguarding Lead will be responsible for ensuring that a cause for concern and Child Protection records are kept separately and securely from the student's main school file
- Written records of any concerns about students are kept, even where there is no need to refer the matter immediately
- information from the records will only be accessed on a 'need to know' basis; access is strictly controlled by the DSL
- staff will need to know when a child is subject to a Child Protection Plan, so that they can monitor the student's welfare;
- records relating to the student's welfare will remain on the file as long as a student is at the school
- Records will be kept until the child is 25 years old for secondary schools
- when the student leaves the school, the new school will be informed that the school's records contain information about child protection concerns even where these are no longer current. Records should be sent to the new school in a way that is lawful in terms of data protection requirements

29. Requests for assistance by other agencies

School staff have a legal duty to assist local authority Children's Social Care or the police when they are making enquiries about the welfare of students. Information about a student must therefore be shared on a 'need to know' basis with other agencies.

When telephone requests for information are received staff must **always maintain security** by checking the enquirer's identity (e.g. returning the call to a known telephone number listing for the caller or preferably by initiating secure emails) **before** giving information or confirming the student is on roll at Sutton Grammar School. Always advise the Designated Safeguarding Lead about any requests for information.

Requests for attendance at meetings (e.g. child protection conferences) should be notified to the Designated Safeguarding Lead, who will arrange for the preparation of a report and attendance at the meeting.

Reports should contain the following information about the student: academic progress; attendance; behaviour; relationships with other children and adults; family; any other relevant matter. Reports should be objective, distinguishing between fact, observation, allegation and opinion. Reports will normally be made available to the student's family, unless you specify otherwise.

30. Pupils and students subject to a Child Protection Plan

The school will be told by the relevant local authority's Children's Social Care when a student is subject to a Child Protection Plan whether through the London Borough of Sutton or another local authority. The name of the key social worker must be clearly recorded on the student's record.

The school will:

- participate fully in the work of Core Groups for these students, to assist with the objectives of the Child Protection Plan for the student;
- report all unexplained absences even if only of 1 day;
- report all behavioural changes or other concerns to the key social worker;
- transfer all the child protection information to any new school if the student leaves the school.

31. Child's need for a social worker

Local authorities should share the fact a child has a social worker, and the designated safeguarding lead should hold and use this information so that decisions can be made in the best interests of the child's safety, welfare, and educational outcomes. This should be considered as a matter of routine. There are clear powers to share this information under existing duties on both local authorities and schools and colleges to safeguard and promote the welfare of children

Where children need a social worker, this should inform decisions about safeguarding (for example, responding to unauthorised absence or missing education where there are known safeguarding risks) and about promoting welfare (for example, considering the provision of pastoral and/or academic support, alongside action by statutory services).

All staff must always observe the above policy and procedure. They will be reviewed annually and as required in line with changes in local (LSCP) or national guidance.

APPENDIX 1: TERMINOLOGY

Safeguarding and promoting the welfare of all children is defined as:

- providing help and support to meet the needs of children as soon as problems emerge.
- protecting children from maltreatment, whether that is within or outside the home, including online.
- preventing the impairment of children's mental and physical health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care.
- taking action to enable all children to have the best outcomes.

Child Protection is a part of safeguarding and promoting welfare. It refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

Staff refers to all individuals working in or for the school in either a paid or voluntary capacity including full or part-time, temporary or permanent, supply, contractors, volunteers working with children and members of the Trust.

Child includes everyone under the age of 18.

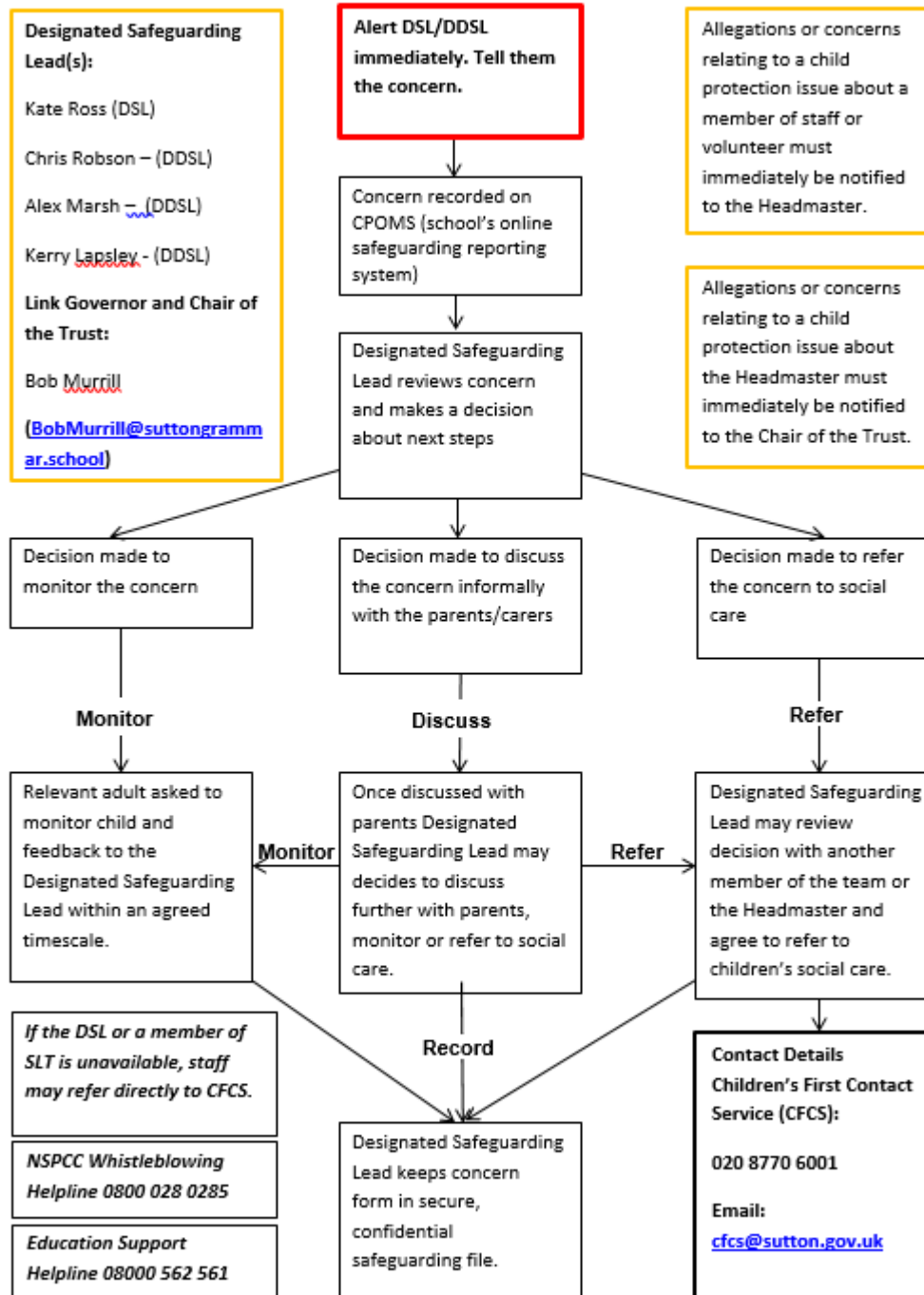
Parents/carers refers to birth parents and other adults who are in a parenting role, for example step-parents, foster carers and adoptive parents.

APPENDIX 2: FLOWCHART FOR RAISING CONCERNS ABOUT A CHILD

Sutton Grammar School

Safeguarding procedures

FLOW CHART FOR RAISING SAFEGUARDING CONCERNS ABOUT A CHILD



APPENDIX 3:

Safeguarding Children and Child Protection: Guidance for Visitors

Sutton Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all members of the school community (including staff, parents, members of the Trust, contractors, visitors and volunteers) to share this commitment and maintain a vigilant and safe environment.

A copy of the school's Safeguarding Policy is available in reception.

Please sign in on your arrival and collect a visitor's badge and lanyard. This must be worn at all times. Remain with your host at all times unless we confirm we have prior DBS clearance for you. If you have a red lanyard you must be accompanied by a member of staff when on the school site. On your departure please sign out and return your badge and lanyard.

This guidance contains important information about our safeguarding and child protection procedures that all adults working with and around children and young people at the school must observe.

Please see below the Safeguarding Team at Sutton Grammar School:

The Designated Safeguarding Lead (DSL) is: Kate Ross – Deputy Headteacher

The Deputy Designated Leads (DDSL) are:

Mr Alex Marsh – Head of Upper School

Mr Chris Robson – Assistant Head **Mrs Kerry Lapsley – Student Support Officer**

The DSL or DDSLs can be contacted via the school office

What should you do if you are worried about a child or young person?

Safeguarding is everybody's responsibility. If you have any concerns about the welfare of a child at the school, you should share this information immediately with the DSL or a DDSL. Please do not leave the school without having shared your concerns, even if you feel you are reporting a small matter. In some cases, small pieces of information, when placed alongside information from other colleagues can add up to a serious cause for concern. It is vital therefore that all information is shared with the Safeguarding Team.

Child Protection Procedures

Everybody who works with children has a responsibility for keeping them safe and protecting them from abuse. Please be aware that a child may disclose abuse to you; they may do this by telling you what happened or indirectly telling friends, or by asking for advice about a situation, say involving another person. In school you may observe physical signs, notice changes in the child's behaviour or presentation, application to study, friendships, or pick up signs of emotional distress.

We ask that you report anything that might worry you to the DSL or a DDSL immediately.

SPECIFIC SAFEGUARDING ISSUES: safeguarding action may be needed to protect children and learners from specific safeguarding issues such as those identified in Appendices 5-29.

Please note that this is not an exhaustive list but an indicator of some of the key issues of which staff need to be aware.

APPENDIX 4: BODY CONFIDENCE AND SELF-ESTEEM

Promoting positive body image and self-esteem is crucial for safeguarding children's wellbeing, as it can help prevent negative mental health outcomes like depression and eating disorders. By fostering a culture of self-acceptance and resilience, children can develop a healthy relationship with their bodies and build confidence in their overall self.

For more information please visit: <https://seed.charity/>

APPENDIX 5: BULLYING

Bullying may be defined as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, but the four main types of bullying are: physical (e.g. hitting, kicking, theft), verbal (e.g. racist or homophobic remarks, threats, name calling), social (e.g. isolating an individual from the activities, lying and spreading rumours, damaging someone's reputation and carrying out acts behind a person's back to cause humiliation) and cyber (e.g. sending abusive or hurtful texts, emails, posts, images or videos, deliberately excluding others online, spreading gossip or rumours and imitating others online or using their log-in details).

APPENDIX 6: CHILD ABDUCTION AND COMMUNITY SAFETY INCIDENTS

Child abduction is the unauthorised removal or retention of a minor from a parent or anyone with legal responsibility for the child. Child abduction can be committed by parents or other family members; by people known but not related to the victim (such as neighbours, friends and acquaintances); and by strangers.

Other community safety incidents in the vicinity of a school can raise concerns amongst children and parents, for example, people loitering nearby or unknown adults engaging children in conversation.

As children get older and are granted more independence (for example, as they start walking to school on their own) it is important they are given practical advice on how to keep themselves safe. Many schools provide outdoor-safety lessons run by teachers or by local police staff.

It is important that lessons focus on building children's confidence and abilities rather than simply warning them about all strangers. Further information is available at: www.actionagainstabduction.org/ and www.clevernevergoes.org.

APPENDIX 7: CHILDREN WHO ARE LESBIAN, GAY, BISEXUAL, OR GENDER QUESTIONING

IMPORTANT NOTE This section remains under review, pending the outcome of the gender questioning children guidance consultation, and final gender questioning guidance documents being published. Schools should ensure they are using the guidance on (KCSIE 2025) page 56.

A child or young person being lesbian, gay, or bisexual is not in itself an inherent risk factor for harm, however, they can sometimes be targeted by other children. In some cases, a child who is perceived by other children to be lesbian, gay, or bisexual (whether they are or not) can be just as vulnerable as children who are.

However, the Cass review identified that caution is necessary for children questioning their gender as there remain many unknowns about the impact of social transition and children may well have wider vulnerabilities, including having complex mental health and psychosocial needs, and in some

cases additional diagnoses of autism spectrum disorder and/or attention deficit hyperactivity disorder.

It is recommended that when families/carers are making decisions about support for gender questioning children, they should be encouraged to seek clinical help and advice. When parents are supporting pre-pubertal children, clinical services should ensure that they can be seen as early as possible by a clinical professional with relevant experience.

As such, when supporting a gender questioning child, schools should take a cautious approach and consider the broad range of their individual needs, in partnership with the child's parents (other than in the exceptionally rare circumstances where involving parents would constitute a significant risk of harm to the child), including any clinical advice that is available and how to address wider vulnerabilities such as the risk of bullying. Schools should refer to our Guidance for Schools and Colleges in relation to Gender Questioning Children, when deciding how to proceed.

Risks can be compounded where children lack trusted adults with whom they can be open. It is therefore vital that staff endeavour to reduce the additional barriers faced and create a culture where they can speak out or share their concerns with members of staff.

APPENDIX 8: CHILD ON CHILD ABUSE

Staff should be aware that safeguarding issues can manifest themselves via child-on-child abuse/harm. This is most likely to include, but not limited to:

- bullying (including cyberbullying, prejudice-based and discriminatory bullying).
- abuse in intimate personal relationships between peers.
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (this may include an online element which facilitates, threatens and/or encourages physical abuse).
- sexual violence, such as rape, assault by penetration and sexual assault; (this may include an online element which facilitates, threatens and/or encourages sexual violence).
- sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be standalone or part of a broader pattern of abuse.
- 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.
- consensual and non-consensual sharing of nudes and semi nudes images and or videos (also known as sexting or youth produced sexual imagery).
- up skirting, which typically involves taking a picture under a person's clothing without their permission, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm; and
- 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).

Abuse is abuse and should never be tolerated or passed off as "banter" or "part of growing up" as this can lead to a culture of unacceptable behaviours and an unsafe environment for children.

Child on child abuse/harm can be a one-off serious incident or an accumulation of incidents. It can involve physical, emotional or sexual abuse. Child on child abuse/harm involves someone who

abuses a 'vulnerability' or power imbalance to harm another and have the opportunity or be in an environment where this is possible. While perpetrators of child-on-child abuse/harm pose a risk to others, they are often victims of abuse themselves.

We recognise that even if there are no reported cases of child-on-child abuse, such abuse may still be taking place and is simply not being reported.

We recognise that it is more likely that girls will be victims and boys' perpetrators, but that all child-on-child abuse is unacceptable and will be taken seriously

In cases where nudes or semi-nudes have been shared, we follow guidance given to schools and colleges by the UK Council for Internet Safety (UKCIS): Sharing nudes and semi-nudes (December 2020)

All child on child abuse is unacceptable and will be taken seriously. Consequently, it is dealt with under the school's behaviour policy.

As a school we will minimise the risk of child on child abuse by:

- providing a developmentally appropriate PSHE curriculum through our Personal Development curriculum which develops students' understanding of healthy relationships, acceptable behaviour, consent and keeping themselves safe; as well as ensuring that students feel safe expressing themselves regardless of their sex, disability, race, religion, sexual orientation or gender identity
- having high expectations of behaviour
- having clear consequences for unacceptable behaviour
- having systems for students to raise concerns with staff, knowing that they will be listened to, valued and believed
- having robust risk assessments and providing targeted work for students identified as a potential risk to others

Allegations against other students which are safeguarding issues

Abuse, or concerns about abuse, by other young people will be subject to the same safeguarding procedures as for young people suspected of being abused by an adult:

- professionals responding should be alert to the risk a child may pose to any other children apart from the 'current' victim; and
- children or young people who harm others are likely to have considerable needs themselves (e.g. they may have been subjected to abuse at home, witnessed domestic violence or committed criminal offences)

In such cases:

- there will usually be a need to refer the alleged perpetrator of harm to the CFCS
- parents, of both the student being complained about and the alleged victim, should be informed and kept updated on the process of referral
- the Designated Safeguarding Lead will make a record of concern, the discussion and any outcome recorded
- it may be appropriate to exclude the student being complained about for a period of time according to the school's behaviour policy and procedures

- where neither social services nor the police accept the complaint, a thorough school investigation should take place into the matter using the school's usual disciplinary procedures
- in situations where the school considers a safeguarding risk present, a risk assessment should be prepared along with a preventative, supervision plan
 - both the alleged perpetrator and victim should be offered a programme of support appropriate to their individual needs and closely monitored. A date should be set for a follow-up evaluation with everyone concerned

APPENDIX 9: CONSENT

Consent is about having the freedom and capacity to choose. Consent to sexual activity may be given to one sort of sexual activity but not another.

Consent can be withdrawn at any time during sexual activity and each time activity occurs

- a child under the age of 13 can never consent to any sexual activity
- the age of consent is 16
- Sexual intercourse without consent is Rape

For more information please visit:

[Talk Consent](#)

APPENDIX 10: UP SKIRTING – VOYEURISM OFFENCES ACT (2019)

The Voyeurism (Offences) Act, which is commonly known as the Up-skirting Act, came into force on 12th April 2019. Up skirting typically involves taking a picture under a person's clothing (not necessarily a skirt) without their permission 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.

APPENDIX 11: SEXUAL VIOLENCE AND SEXUAL HARASSMENT

The school will follow the guidance in 'Keeping Children Safe in Education' (DfE, September 2025): Responding to reports of sexual violence and sexual harassment.

All school staff should be aware that students 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, they 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.

All school staff, but especially the designated safeguarding lead (and deputies) should consider whether children are at risk of abuse or exploitation in situations outside their families. Extra-familial harms take a variety of different forms and children can be vulnerable to multiple harms including (but not limited to) sexual abuse (including harassment and exploitation), domestic abuse in their own intimate relationships (teenage relationship abuse), criminal exploitation, serious youth violence, county lines, and radicalisation.

Sexual violence and sexual harassment can occur between two children of any age and sex from primary to secondary stage and into colleges. It can also occur online. It can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children.

Children who are victims of sexual violence and sexual harassment will likely find the experience stressful and distressing. This will, in all likelihood, adversely affect their educational attainment and will be exacerbated if the alleged perpetrator(s) attends the same school or college. Sexual violence and sexual harassment exist on a continuum and may overlap, they can occur online and face to face (both physically and verbally) and are never acceptable.

It is important to note that Children with Special Educational Needs and Disabilities can be especially vulnerable. Disabled and deaf children are three times more likely to be abused than their peers.

It is essential that **all victims** are reassured that they are being taken seriously and that they will be supported and kept safe. A victim should never be given the impression that they are creating a problem by reporting sexual violence or sexual harassment. Nor should a victim ever be made to feel ashamed for making a report.

When there has been a report of sexual violence, the DSL (or a deputy) should make an immediate risk and needs assessment. Where there has been a report of sexual harassment, the need for a risk assessment should be considered on a case-by-case basis. Toolkits that will support the risk assessment process include: Brook: traffic light tool.

The Designated Safeguarding Lead (DSL) or Deputy, should ensure they are engaging with children's social care and specialist services as required. Where there has been a report of sexual violence, it is likely that professional risk assessments by social workers and or sexual violence specialists will be required.

Support available if a child has been harmed, or is in immediate danger or at risk of harm

If a child has been harmed, is in immediate danger or is at risk of harm, a referral will be made to the Children's First Contact Service.

Support available if early help, section 17 and/or section 47 statutory assessments are appropriate

If early help, section 17 and/or section 47 statutory assessments (assessments under the Children Act 1989) are appropriate, school staff may be required to support external agencies. The DSL and deputies will support staff as required.

Support available if a crime may have been committed

Rape, assault by penetration and sexual assaults are crimes. Where a report includes such an act, the police will be notified, often as a natural progression of making a referral to the Children's First Contact Service (CFCS). The DSL will be aware of the local process for referrals to both the Children's First Contact Service (CFCS) and the police.

Whilst the age of criminal responsibility is 10 years of age, if the alleged perpetrator is under 10, the principle of referring to the police remains. In these cases, the police will take a welfare approach rather than a criminal justice approach.

The school has a close relationship with the local police force and the DSL will liaise closely with the local police presence.

Support available if reports include online behaviour

Online concerns can be especially complicated. The school recognises that there is potential for an online incident to extend further than the local community and for a victim, or the alleged perpetrator,

to become marginalised and excluded both online and offline. There is also strong potential for repeat victimisation if the content continues to exist.

If the incident involves sexual images or videos held online, the [Internet Watch Foundation](#) will be consulted to have the material removed.

Staff will not view or forward illegal images of a child. If they are made aware of such an image, they will contact the DSL.

Managing disclosures

Victims will always be taken seriously, reassured, supported and kept safe. Victims will never be made to feel like they are causing a problem or made to feel ashamed.

If a friend of a victim makes a report or a member of staff overhears a conversation, staff will act – they will never assume that someone else will deal with it. The basic principles remain the same as when a victim reports an incident; however, staff will consider why the victim has not chosen to make a report themselves and the discussion will be handled sensitively and with the help of CSCS where necessary. If staff are in any doubt, they will speak to the DSL.

Where an alleged incident took place away from the school or online but involved pupils from the school, the school's duty to safeguard pupils remains the same.

All staff will be trained to handle disclosures.

The DSL will be informed of any allegations of abuse against pupils with SEND. They will record the incident in writing and, working with the SENCO, decide what course of action is necessary, with the best interests of the pupil in mind at all times.

Confidentiality

The school will only engage staff and agencies required to support the victim and/or be involved in any investigation. If a victim asks the school not to tell anyone about the disclosure, the school cannot make this promise. Even without the victim's consent, the information may still be lawfully shared if it is in the public interest and protects children from harm.

The DSL will consider the following when making confidentiality decisions:

- Parents will be informed unless it will place the victim at greater risk.
- If a child is at risk of harm, is in immediate danger or has been harmed, a referral will be made to the Children's First Contact Service.
- Rape, assault by penetration and sexual assaults are crimes – reports containing any such crimes will be passed to the police.
- The DSL will weigh the victim's wishes against their duty to protect the victim and others. If a referral is made against the victim's wishes, it will be done so extremely carefully and the reasons for referral will be explained to the victim. Appropriate specialist support will always be offered.

Anonymity

There are legal requirements for anonymity where a case is progressing through the criminal justice system. The school will do all it can to protect the anonymity of children involved in any report of sexual violence or sexual harassment. It will carefully consider, based on the nature of the report, which staff will be informed and what support will be in place for the children involved.

When deciding on the steps to take, the school will consider the role of social media in potentially exposing victims' identities and facilitating the spread of rumours.

Risk assessment

The DSL or a deputy will make an immediate risk and needs assessment any time there is a report of sexual violence. For reports of sexual harassment, a risk assessment will be considered on a case-by-case basis. Risk assessments are not intended to replace the detailed assessments of experts, and for incidents of sexual violence it is likely that a professional risk assessment by a social worker or sexual violence specialist will be required.

Risk assessments will consider:

- The victim.
- The alleged perpetrator.
- Other children at the school, especially any actions that are appropriate to protect them.
- Risk assessments will be recorded (either on paper or electronically) and kept under review in accordance with the school's Data Protection Policy.

Acting following a disclosure

The DSL or a deputy will decide the school's initial response, taking into consideration:

- The victim's wishes.
- The nature of the incident.
- The ages and developmental stages of the children involved.
- Any power imbalance between the children.
- Whether the incident is a one-off or part of a pattern.
- Any ongoing risks.
- Any related issues and the wider context, such as whether there are wider environmental factors in a child's life that threaten their safety and/or welfare.
- The best interests of the child.

Sexual violence and sexual harassment are always unacceptable and will not be tolerated.

Immediate consideration will be given as to how to support the victim, alleged perpetrator and any other children involved.

For reports of rape and assault by penetration, whilst the school establishes the facts, the alleged perpetrator will be removed from any classes shared with the victim. The school will consider how to keep the victim and alleged perpetrator apart on school premises and on transport where applicable. These actions will not be seen as a judgement of guilt on the alleged perpetrator.

For reports of sexual violence and sexual harassment, the proximity of the victim and alleged perpetrator and the suitability of shared classes, premises and transport will be considered immediately.

In all cases, the initial report will be carefully evaluated and the wishes of the victim, nature of the allegations and requirement to protect all children will be taken into consideration.

Managing the report

The decision of when to inform the alleged perpetrator of a report will be made on a case-by-case basis. If a report is being referred to the police, the school will speak to the relevant agency to discuss informing the alleged perpetrator.

There are four likely outcomes when managing reports of sexual violence or sexual harassment:

- Managing internally
- Providing early help
- Referring to CSCS
- Reporting to the police

Whatever outcome is chosen, it will be underpinned by the principle that sexual violence and sexual harassment is never acceptable and will not be tolerated. All concerns, discussion, decisions and reasons behind decisions will be recorded either on paper or electronically.

The following situations are statutorily clear and do not allow for contrary decisions:

- A child under the age of 13 can never consent to sexual activity.
- The age of consent is 16.
- Sexual intercourse without consent is rape.
- Rape, assault by penetration and sexual assault are defined in law.
- Creating and sharing sexual photos and videos of children under 18 is illegal – including children making and sending images and videos of themselves.

Managing internally

In some cases, e.g., one-off incidents, the school may decide to handle the incident internally through behaviour and bullying policies and by providing pastoral support.

Providing Early Help

The school may decide that statutory interventions are not required, but that pupils may benefit from early help – providing support as soon as a problem emerges. This approach can be particularly useful in addressing non-violent harmful sexual behaviour and may prevent escalation of sexual violence.

[Harmful sexual behaviour framework: an evidence-informed operational framework for children and young people displaying harmful sexual behaviours \(suttonscps.org.uk\)](https://www.suttonscps.org.uk)

Referral to CFCS

If a child has been harmed, is at risk of harm or is in immediate danger, the school will make a referral to the Children's First Contact Service (CFCS). Parents will be informed unless there is a compelling reason not to do so (if referral will place the victim at risk). This decision will be made in consultation with the Children's First Contact Service (CFCS).

The school will not wait for the outcome of an investigation before protecting the victim and other children.

The DSL will work closely with the Children's First Contact Service (CFCS) to ensure that the school's actions do not jeopardise any investigation. Any related risk assessment will be used to inform all decisions.

If the Children's First Contact Service (CFCS) decide that a statutory investigation is not appropriate, the school will consider referring the incident again if they believe the child to be in immediate danger or at risk of harm.

If the school agrees with the decision made by the Children's First Contact Service (CFCS) they will consider the use of other support mechanisms such as early help, pastoral support and specialist support.

Reporting to the police

Reports of rape, assault by penetration or sexual assault will be passed on to the police – even if the alleged perpetrator is under 10 years of age. Generally, this will be in parallel with referral to the Children's First Contact Service (CFCS). The DSL and deputies will follow the local process for referral.

Parents will be informed unless there is a compelling reason not to do so. Where parents are not informed, it is essential for the school to support the child with any decision they take, in unison with the Children's First Contact Service (CFCS) and any appropriate specialist agencies.

The DSL and Trust will agree what information will be disclosed to staff and others, in particular the alleged perpetrator and their parents. They will also discuss the best way to protect the victim and their anonymity.

The DSL will be aware of local arrangements and specialist units that investigate child abuse.

In some cases, it may become clear that the police will not take further action, for whatever reason. In these circumstances, the school will continue to engage with specialist support for the victim as required.

Bail conditions

Police bail is only used in exceptional circumstances. It is unlikely that a child will be placed on police bail if alternative measures can be used to mitigate risks.

The school will work with the Children's First Contact Service (CFCS) and the police to support the victim, alleged perpetrator and other children (especially witnesses) during criminal investigations. The school will seek advice from the police to ensure they meet their safeguarding responsibilities.

The term 'released under investigation' (RUI) is used to describe alleged perpetrators released in circumstances that do not warrant the application of bail.

Where bail is deemed necessary, the school will work with the Children's First Contact Service (CFCS) and the police to safeguard children – ensuring that the victim can continue in their normal routine and continue to receive a suitable education.

Managing delays in the criminal justice system

The school will not wait for the outcome (or even the start) of criminal proceedings before protecting the victim, alleged perpetrator and other children. The associated risk assessment will be used to inform any decisions made.

The DSL will work closely with the police to ensure the school does not jeopardise any criminal proceedings, and to obtain help and support as necessary.

The end of the criminal process

Risk assessments will be updated if the alleged perpetrator receives a caution or is convicted. If the perpetrator remains in the same school as the victim, the school will set out clear expectations regarding the perpetrator, including their behaviour and any restrictions deemed reasonable and proportionate with regards to the perpetrator's timetable.

The school will ensure that the victim and perpetrator remain protected from bullying and harassment (including online).

Where an alleged perpetrator is found not guilty or a case is classed as requiring "no further action", the school will offer support to the victim and alleged perpetrator for as long as is necessary. The victim is likely to be traumatised and the fact that an allegation cannot be substantiated does not necessarily mean that it was unfounded. The school will discuss decisions with the victim and offer support.

The alleged perpetrator is also likely to require ongoing support, as they have also been through a difficult and upsetting experience.

Ongoing support for the victim

Any decisions regarding safeguarding and supporting the victim will be made with the following considerations in mind:

- The terminology the school uses to describe the victim
- The age and developmental stage of the victim
- The needs and wishes of the victim
- Whether the victim wishes to continue in their normal routine
- The victim will not be made to feel ashamed about making a report
- What a proportionate response looks like
- Victims may not disclose the whole picture immediately and they may be more comfortable talking about the incident on a piecemeal basis; therefore, a dialogue will be kept open and the victim can choose to appoint a designated trusted adult.

Victims may struggle in a normal classroom environment. Whilst it is important not to isolate the victim, the victim may wish to be withdrawn from lessons and activities at times. This will only happen when the victim wants it to, not because it makes it easier to manage the situation.

The school will provide a physical space for victims to withdraw to.

Victims may require support for a long period of time and the school will be prepared to offer long-term support in liaison with relevant agencies.

Everything possible will be done to prevent the victim from bullying and harassment as a result of any report they have made.

If the victim is unable to remain in the school, alternative provision or a move to another school will be considered – this will only be considered at the request of the victim and following discussion with their parents.

If the victim does move to another school, the DSL will inform the school of any ongoing support needs and transfer the child protection file.

Ongoing support for the alleged perpetrator

When considering the support required for an alleged perpetrator, the school will consider:

- The terminology they use to describe the alleged perpetrator or perpetrator.
- The balance of safeguarding the victim and providing the alleged perpetrator with education and support.
- The reasons why the alleged perpetrator may have abused the victim – and the support necessary.
- Their age and developmental stage.
- What a proportionate response looks like.
- Whether the behaviour is a symptom of their own abuse or exposure to abusive practices and/or materials.
- When making a decision, advice will be taken from CSCS, specialist sexual violence services and the police as appropriate.

If the alleged perpetrator moves to another school (for any reason), the DSL will inform the destination school of any ongoing support needs and transfer the child protection file.

The school will work with professionals as required to understand why the abuse took place and provide a high level of support to help the pupil understand and overcome the reasons for their behaviour and reduce the likelihood of them abusing again.

Disciplining the alleged perpetrator

Disciplinary action can be taken whilst investigations are ongoing and the fact that investigations are ongoing does not prevent the school reaching its own conclusion and imposing an appropriate penalty.

The school will make such decisions on a case-by-case basis, with the DSL taking a leading role. The school will take into consideration whether any action would prejudice an investigation and/or subsequent prosecution. The police and CSCS will be consulted where necessary.

The school will also consider whether circumstances make it unreasonable or irrational for the school to decide about what happened while an investigation is considering the same facts.

Disciplinary action and support can take place at the same time.

The school will be clear whether action taken is disciplinary, supportive or both.

Once the DSL has decided to progress a report, they will again consider whether the victim and alleged perpetrator will be separated in classes, on school premises and on school transport – balancing the school's duty to educate against its duty to safeguard. The best interests of the pupil will always come first.

Where there is a criminal investigation into rape or assault by penetration, the alleged perpetrator will be removed from classes with the victim and potential contact on school premises and transport will be prevented.

Where a criminal investigation into rape or assault by penetration leads to a conviction or caution, in all but the most exceptional circumstances, this will constitute a serious breach of discipline and result in the view that allowing the perpetrator to remain in the school would harm the education or welfare of the victim and potentially other pupils.

Where a criminal investigation into sexual assault leads to a conviction or caution, the school will consider suitable sanctions and permanent exclusion. If the perpetrator will remain at the school, the school will keep the victim and perpetrator in separate classes and manage potential contact on school premises and transport. The nature of the conviction or caution, alongside the wishes of the victim, will inform any discussions made.

Where a report of sexual assault does not lead to a police investigation, this does not mean that the offence did not happen or that the victim has lied. Both the victim and alleged perpetrator will be affected, and appropriate support will be provided. Considerations regarding sharing classes and potential contact will be made on a case-by-case basis.

In all cases, the school will record its decisions and be able to justify them. The needs and wishes of the victim will always be at the heart of the process.

Working with parents and carers

In most sexual violence cases, the school will work with the parents of both the victim and alleged perpetrator. For cases of sexual harassment, these decisions will be made on a case-by-case basis.

The school will meet the victim's parents with the victim present to discuss the arrangements being put in place to safeguard the victim, and to understand their wishes in terms of support arrangements and the progression of the report.

Schools will also meet with the parents of the alleged perpetrator to discuss arrangements that will impact their child, such as moving them out of classes with the victim. Reasons behind decisions will be explained and the support being made available will be discussed. The DSL or a deputy will attend such meetings, with agencies invited as necessary.

Clear policies regarding how the school will handle reports of sexual violence and how victims and alleged perpetrators will be supported will be made available to parents.

Safeguarding other children

Children who have witnessed sexual violence, especially rape and assault by penetration, will be provided with support.

It is likely that children will "take sides" following a report and the school will do everything in its power to protect the victim, alleged perpetrator and witnesses from bullying and harassment.

The school will keep in mind that contact may be made between the victim and alleged perpetrator and that harassment from friends of both parties could take place via social media and do everything in its power to prevent such activity.

As part of the school's risk assessment following a report, transport arrangements will be considered, as it is a potentially vulnerable place for both a victim and alleged perpetrator. Schools will consider any additional support that can be put in place.

What to do if you are informed that a parent is on the sex offenders register

In this situation the Head teacher will be guided by parole conditions where relevant to keep children safe in school. This information must be treated as strictly confidential and will only be shared with the Designated Safeguarding Lead if appropriate.

Please refer to the LSCP CSA Toolkit for more information:

<https://www.suttonlscp.org.uk/lscp-protocols>

APPENDIX 12: CHILD SEXUAL EXPLOITATION (CSE) AND CHILD CRIMINAL EXPLOITATION (CCE)

We know that different forms of harm often overlap, and that perpetrators may subject children and young people to multiple forms of abuse, such as criminal exploitation (including county lines) and sexual exploitation.

In some cases, the exploitation or abuse will be in exchange for something the victim needs or wants (for example, money, gifts, or affection), and/or will be to the financial benefit or other advantage, such as increased status, of the perpetrator or facilitator.

Children can be exploited by adult males or females, as individuals or in groups. They may also be exploited by other children, who themselves may be experiencing exploitation – where this is the case, it is important that the child perpetrator is also recognised as a victim.

Whilst the age of the child may be a contributing factor for an imbalance of power, there are a range of other factors that could make a child more vulnerable to exploitation, including, sexual identity, cognitive ability, learning difficulties, communication ability, physical strength, status, and access to economic or other resources.

Some of the following can be indicators of both child criminal and sexual exploitation where children:

- Appear with unexplained gifts, money or new possessions;
- Associate with other children involved in exploitation;
- Suffer from changes in emotional well-being;
- Misuse alcohol and other drugs;
- Go missing for periods of time or regularly come home late; and
- Regularly miss school or education or do not take part in education.
- Children who have been exploited will need additional support to help keep them in education.

Child Sexual Exploitation (CSE) can be a one-off occurrence or a series of incidents over time and range from opportunistic to complex organised abuse. It can involve force and/or enticement-based methods of compliance and may, or may not, be accompanied by violence or threats of violence.

Some additional specific indicators that may be present in CSE are children who:

Have older boyfriends or girlfriends; and

Suffer from sexually transmitted infections, display sexual behaviours beyond expected sexual development or become pregnant.

COUNTY LINES

County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs using dedicated mobile phone lines or other form of “deal line”. This activity can happen locally as well as across the UK - no specified distance of travel is required. Children and vulnerable adults are exploited to move, store and sell drugs and money. Offenders will often use coercion, intimidation, violence (including sexual violence) and weapons to ensure compliance of victims.

Children can be targeted and recruited into county lines in a number of locations including any type of schools (including special schools), further and higher educational institutions, pupil referral units, children’s homes and care homes.

Children are also increasingly being targeted and recruited online using social media. Children can easily become trapped by this type of exploitation as county lines gangs can manufacture drug debts which need to be worked off or threaten serious violence and kidnap towards victims (and their families) if they attempt to leave the county lines network.

A number of the indicators for CSE and CCE as detailed above may be applicable to where children are involved in county lines. Some additional specific indicators that may be present where a child is criminally exploited through involvement in county lines are children who:

- Go missing and are subsequently found in areas away from their home;
- Have been the victim or perpetrator of serious violence (e.g. knife crime);
- Are involved in receiving requests for drugs via a phone line, moving drugs, handing over and collecting money for drugs;
- Are exposed to techniques such as 'plugging', where drugs are concealed internally to avoid detection;
- Are found in accommodation that they have no connection with, often called a 'trap house or cuckooing' or hotel room where there is drug activity;
- Owe a 'debt bond' to their exploiters;
- Have their bank accounts used to facilitate drug dealing.

Further information on the signs of a child's involvement in county lines is available in guidance published by the [Home Office and The Children's Society County Lines Toolkit For Professionals](#)

APPENDIX 13: DANGEROUS DOGS

The benefits of owning pets are well established. Having a pet can have physical and emotional benefits for a child as well as teaching them about responsibility and caring for living creatures. However, in recent years a number of children and adults have been seriously injured or have died from attacks by dogs, and it is important therefore that professionals working with children and families are aware of the issues around dangerous dogs and the risks they can pose to children and young people.

For more information please visit: PG11. Dangerous Dogs and Safeguarding Children

APPENDIX 14: FEMALE GENITAL MUTILATION (FGM)

FGM comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long-lasting harmful consequences.

Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) places a statutory duty upon teachers, along with regulated health and social care professionals in England and Wales, to report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18. Those failing to report such cases may face disciplinary sanctions. It will be rare for teachers to see visual evidence, and they should not be examining pupils or students, but the same definition of what is meant by "to discover that an act of FGM appears to have been carried out" is used for all professionals to whom this mandatory reporting duty applies. Information on when and how to make a report can be found at: [Mandatory reporting of female genital mutilation procedural information](#).

Teachers must personally report to the police cases where they discover that an act of FGM appears to have been carried out. Unless the teacher has good reason not to, they should still consider and discuss any such case with the school's DSL (or a deputy) and involve local authority children's social care as appropriate. The duty does not apply in relation to at risk or suspected cases (i.e. where the

teacher does not discover that an act of FGM appears to have been carried out, either through disclosure by the victim or visual evidence) or in cases where the woman is 18 or over. In these cases, teachers should follow local safeguarding procedures. The following is a useful summary of the FGM mandatory reporting duty: [FGM Fact Sheet](#).

Further information can be found in the [Multi-agency statutory guidance on female genital mutilation](#) and the [FGM resource pack](#) particularly section 13.

Please click here to access Sutton's FGM resources:

[Sutton Local Safeguarding Children Partnership - LSCP Policy & Practice \(suttonlscp.org.uk\)](#)

APPENDIX 15: HONOUR BASED ABUSE (INCLUDING FGM AND FORCED MARRIAGE)

So-called 'honour'-based abuse (HBA) encompasses incidents or crimes which have been committed to protect or defend the honour of the family and/or the community, including female genital mutilation (FGM), forced marriage, and practices such as breast ironing. Abuse committed in the context of preserving 'honour' often involves a wider network of family or community pressure and can include multiple perpetrators. It is important to be aware of this dynamic and additional risk factors when deciding what form of safeguarding action to take. All forms of HBA are abuse (regardless of the motivation) and should be handled and escalated as such. Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a child being at risk of HBA, or already having suffered HBA.

If staff have a concern regarding a child who might be at risk of HBA or who has suffered from HBA, they should speak to the designated safeguarding lead (or a deputy). As appropriate, the designated safeguarding lead (or a deputy) will activate local safeguarding procedures, using existing national and local protocols for multi-agency liaison with the police and local authority children's social care.

In addition, since February 2023 it has also been a crime to carry out any conduct whose purpose is to cause a child to marry before their eighteenth birthday, even if violence, threats, or another form of coercion are not used. As with the existing forced marriage law, this applies to non-binding, unofficial 'marriages' as well as legal marriages.

APPENDIX 16: BREAST IRONING

Breast Ironing is practiced in some African countries, notably Cameroon. Girls aged between 9 and 15 have hot pestles, stones or other implements rubbed on their developing breasts to stop them growing further. Breast Ironing is usually carried out by mothers or other women to protect girls from men. It is believed that the reason they carry out this procedure is to reduce the risk of sexual harassment, rape, kidnap and forced marriage. Indicators that Breast Ironing has been carried out are chest pains or other discomfort, changes in behaviour and fear of undressing.

APPENDIX 17: DISGUISED COMPLIANCE

Parents who appear to cooperate to avoid professionals getting too close or asking too many questions. There is a tendency by professionals to confuse participation with cooperation. Indicators include parents that put little effort into making changes, limited improvement despite significant input, conflicting views of child and parent, parents align with certain professionals and only engage with part of the plan. The risks of disguised compliance are that cases may drift and lack focus, significant issues may be missed, risks may increase, cases may be closed too early, and the child remains at risk of harm. It is important to keep an open mind, use an investigative approach and effective questioning. As professionals we must look beyond the obvious.

APPENDIX 18: HIDDEN CHILDREN

Children who do not attend school can become hidden, which means that we are less able to help and protect them. Some of these children may experience risks within their family, such as abuse, neglect or exploitation. There may also be risks outside their family, such as radicalisation or exploitation. Protecting children from these external risks is known as contextual safeguarding. Children who do not attend school may be at further risk of not achieving their educational potential. They may not be able to access formal education or employment in the future if they have not gained recognised qualifications. They will also not benefit from the role that schools play in developing children's skills to participate fully and constructively in society.

So which children are we talking about?

1. Children not attending school nor on a school roll, including children who have been excluded both on a permanent or an informal basis and for whom no suitable alternative provision is arranged.
2. Children who fall under the heading 'educated at home', but may not be receiving effective, efficient, and suitable education or any education. This includes some children who may not be known to their local authority (LA) or any agencies.
3. Children attending unregistered schools, sometimes under the guise of being electively home educated.
4. Children in alternative provision that is of insufficient quality or is not provided for the required hours.
5. Children without a school place in LAs in which the protocols are not working well enough for hard-to-place children.

APPENDIX 19: CHILDREN MISSING IN EDUCATION, CME, AND ELECTIVE HOM EDUCATION (EHE)

Knowing where children are during school hours is an extremely important aspect of Safeguarding. Children being absent from education for prolonged periods and/or on repeat occasions can act as a vital warning sign to a range of safeguarding issues including neglect, child sexual and child criminal exploitation - particularly county lines. It is important the school or college's response to persistently absent pupils and children missing education supports identifying such abuse, and in the case of absent pupils, helps prevent the risk of them becoming a child missing education in the future. This includes when problems are first emerging but also where children are already known to local authority children's social care and need a social worker (such as a child who is a child in need or who has a child protection plan, or is a looked after child), where being absent from education may increase known safeguarding risks within the family or in the community (KCSIE, 2025).

We monitor attendance carefully and address poor or irregular attendance without delay.

We will always follow up with parents/carers when pupils and students are not at school. This means we need to have at least two up to date contacts numbers for parents/carers. Parents should remember to update the school as soon as possible if the numbers change.

Please note this is different to children who leave the school premises. If this happens, call the police, and follow the child where possible. Do not chase.

A child on a school roll with attendance concerns, and no reason to off roll to CME, as detailed in Children Missing Education 2024. For advice, please contact attendance@cognus.org.uk .

'Children missing education are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school. Children missing education are at significant risk of underachieving, being victims of harm, exploitation, or radicalisation, and

becoming NEET (not in education, employment, or training) later in life' (Children Missing Education, September 2025).

For further guidance:

<https://www.suttonlsc.org.uk/lscp-protocols>

[Children Missing Education - statutory guidance for local authorities and schools](#)

In response to the guidance in Keeping Children Safe in Education (September 2025) the school has:

1. Staff who understand what to do when children do not attend regularly
2. Appropriate policies, procedures and responses for pupils and students who go missing from education (especially on repeat occasions).
3. Staff who know the signs and triggers for travelling to conflict zones as well as an awareness of breast-ironing and honour-based abuse (including FGM and forced marriage).
4. Procedures to inform the local authority when we plan to take pupils and students off-roll when they:
 - a. leave school to be home educated
 - b. move away from the school's location
 - c. remain medically unfit beyond compulsory school age
 - d. are in custody for four months or more (and will not return to school afterwards); or
 - e. are permanently excluded

We will ensure that pupils and students who are expected to attend the school but fail to take up the place will be referred to the local authority.

When children are added to the admissions register, the school must record the expected start date of the pupil. If the young person does not arrive on the start date, the school should contact the local authority at the earliest opportunity. For admissions to the school, apart from at the "start of the school's youngest year", schools are required to notify the local authority "within five days when a pupil's name is added to the admission register and provide all the information held within the admission register about the pupil".

When a pupil leaves the school, the admission register must also record:

- the name of the pupil's new school; and
- the expected start date at the new school

The school must inform the local authority and supply the following information:

- the full name of the pupil.
- the full name and address of any parent with whom the pupil lives.
- at least two contact telephone numbers for the child.
- if applicable, the full name and address of the parent with whom the pupil is going to live, and the date the pupil is expected to start living there.
- the name of pupil's destination school and the pupil's expected start date there, if applicable; and
- the grounds under which the pupil's name is to be deleted from the admission register.

If this information is not provided by the parent or carer, then a Child Missing Education (CME) form is completed and sent to the local authority

[Children Missing Education - Cognus](#)

Elective Home Education

When a parent/carer expresses their intention to remove a child from school with a view to educating at home, we will make it clear that this is not a decision we would ever recommend. We will liaise with other professionals to coordinate further discussion with parents/carers where possible. This will be particularly important where a child has SEND, is vulnerable, and/or has a social worker. Where the decision to home educate raises safeguarding concerns the DSL (or deputies) will seek further advice from Children's Social Care.

[Elective Home Education - Cognus](#)

APPENDIX 20: ATTENDANCE

In accordance with Keeping Children Safe in Education (2025) and the new statutory DfE guidance "Working Together to Improve School Attendance", attendance concerns are treated as potential safeguarding indicators.

Persistent or unexplained absence is escalated through safeguarding protocols and may trigger a referral to Children's Social Care, particularly if the child has a social worker, is CLA/post-CLA, or is at risk of exploitation, domestic abuse, neglect or criminal involvement.

See the school's Attendance Policy.

APPENDIX 21: CHILDREN AND THE COURT SYSTEM

Children are sometimes required to give evidence in criminal courts, either for crimes committed against them or for crimes they have witnessed. There are two age appropriate guides to support children [5-11-year olds](#) and [12-17 year olds](#).

The guides explain each step of the process, support and special measures that are available. There are diagrams illustrating the courtroom structure and the use of video links is explained.

Making child arrangements via the family courts following separation can be stressful and entrench conflict in families. This can be stressful for children. The Ministry of Justice has launched an online [child arrangements information tool](#) with clear and concise information on the dispute resolution service. This may be useful for some parents and carers.

APPENDIX 22: CHILDREN WITH FAMILY MEMBERS IN PRISON

Approximately 200,000 children in England and Wales have a parent sent to prison each year. These children are at risk of poor outcomes including poverty, stigma, isolation and poor mental health. The National Information Centre on Children of Offenders, [NICCO](#) provides information designed to support professionals working with offenders and their children, to help mitigate negative consequences for those children.

APPENDIX 23: HOMELESSNESS

Being homeless or being at risk of becoming homeless presents a real risk to a child's welfare. The designated safeguarding lead (and any deputies) should be aware of contact details and referral routes into the Local Housing Authority so they can raise/progress concerns at the earliest opportunity. Indicators that a family may be at risk of homelessness include household debt, rent arrears, domestic abuse and anti-social behaviour, as well as the family being asked to leave a property. Whilst referrals and/or discussion with the Local Housing Authority should be progressed as appropriate, and in accordance with local procedures, this does not, and should not, replace a referral into local authority children's social care where a child has been harmed or is at risk of harm.

The Homelessness Reduction Act 2017 places a new legal duty on English councils so that everyone who is homeless or at risk of homelessness will have access to meaningful help including an assessment of their needs and circumstances, the development of a personalised housing plan, and

work to help them retain their accommodation or find a new place to live. The following factsheets usefully summarise the new duties: [Homeless Reduction Act Factsheets](#). The new duties shift the focus to early intervention and encourages those at risk to seek support as soon as possible, before they are facing a homelessness crisis.

In most cases school and college staff will be considering homelessness in the context of children who live with their families, and intervention will be on that basis. However, it should also be recognised in some cases 16 and 17 year olds could be living independently from their parents or guardians, for example through their exclusion from the family home, and will require a different level of intervention and support. Local authority children's social care will be the lead agency for these children and the designated safeguarding lead (or a deputy) should ensure appropriate referrals are made based on the child's circumstances. The Department for Levelling Up, Housing and Communities have published joint statutory guidance on the provision of accommodation for 16 and 17 year olds who may be homeless and/or require accommodation: [here](#).

APPENDIX 24: DOMESTIC ABUSE

The Domestic Abuse Act 2021 received Royal Assent on 29 April 2021. The Act introduces the first ever statutory definition of domestic abuse and recognises the impact of domestic abuse on children, as victims in their own right, if they see, hear or experience the effects of abuse. The statutory definition of domestic abuse, based on the previous cross-government definition, ensures that different types of relationships are captured, including ex-partners and family members. The definition captures a range of different abusive behaviours, including physical, emotional and economic abuse and coercive and controlling behaviour. Under the statutory definition, both the person who is carrying out the behaviour and the person to whom the behaviour is directed towards must be aged 16 or over and they must be "personally connected" (as defined in section 2 of the 2021 Act).

Types of domestic abuse include intimate partner violence, abuse by family members, teenage relationship abuse and child to parent abuse. Anyone can be a victim of domestic abuse, regardless of sexual identity, age, ethnicity, socio-economic status, sexuality or background and domestic abuse can take place inside or outside of the home. The government has issued statutory guidance to provide further information for those working with domestic abuse victims and perpetrators, including the impact on children.

All children can witness and be adversely affected by domestic abuse in the context of their home life where domestic abuse occurs between family members. Experiencing domestic abuse can have a serious, long lasting emotional and psychological impact on children. In some cases, a child may blame themselves for the abuse or may have had to leave the family home as a result.

Young people can also experience domestic abuse within their own intimate relationships. This form of child-on-child abuse is sometimes referred to as 'teenage relationship abuse'. Depending on the age of the young people, this may not be recognised in law under the statutory definition of 'domestic abuse' (if one or both parties are under 16). However, as with any child under 18, where there are concerns about safety or welfare, child safeguarding procedures should be followed and both young victims and young perpetrators should be offered support.

Advice on identifying children who are affected by domestic abuse and how they can be helped is available:

Transform Sutton - 020 8092 7569 / transformsutton@cranstoun.org.uk

[Not Alone in Sutton](#)

National Domestic Abuse Helpline:

Refuge runs the National Domestic Abuse Helpline, which can be called free of charge and in confidence, 24 hours a day on 0808 2000 247. Its website provides guidance and support for potential victims, as well as those who are worried about friends and loved ones. It also has a form through which a safe time from the team for a call can be booked.

Additional advice on identifying children who are affected by domestic abuse and how they can be helped is available at:

- [NSPCC - UK domestic-abuse Signs Symptoms Effects;](#)
- [Refuge what is domestic violence/effects of domestic violence on children;](#)
- [Safe Young Lives: Young people and domestic abuse | Safelives;](#)
- [Domestic abuse: specialist sources of support - GOV.UK \(www.gov.uk\)](#) (includes information for adult victims, young people facing abuse in their own relationships and parents experiencing child to parent violence/abuse);
- [Home: Operation Encompass](#) (includes information for schools on the impact of domestic abuse on children).

Operation Encompass:

In May 2024, the Victims and Prisoner’s Act received Royal Assent. This places a statutory duty on all police forces in England and Wales to participate in Operation Encompass.

[Operation Encompass](#) operates in all police forces across England. It helps police and schools work together to provide emotional and practical help to children. The system ensures that when the police are called to an incident of domestic abuse, where there are children in the household who have experienced the domestic incident, the police will inform the key adult (usually the designated safeguarding lead (or a deputy)) in school before the child or children arrive at school the following day. This ensures that the school has up to date relevant information about the child’s circumstances and can enable immediate support to be put in place, according to the child’s needs. Operation Encompass does not replace statutory safeguarding procedures. Where appropriate, the police and/or schools should make a referral to local authority children’s social care if they are concerned about a child’s welfare. More information about the scheme and how schools can become involved is available on the Operation Encompass website.

Operation Encompass provides an advice and helpline service for all staff members from educational settings who may be concerned about children who have experienced domestic abuse. The helpline is available 8AM to 1PM, Monday to Friday on 0204 513 9990 (charged at local rate).

Operation Encompass is currently under review in Sutton.

APPENDIX 25: RADICALISATION AND EXTREMISM

Children may be susceptible to extremist ideology and radicalisation. Similar to protecting children from other forms of harms and abuse, protecting children from this risk should be a part of a schools or colleges safeguarding approach.

Extremism [147] is the vocal or active opposition to our fundamental values, including democracy, the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. This also includes calling for the death of members of the armed forces.

Radicalisation [148] refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.

Terrorism [149] is an action 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.

[147] As defined in the Government's Counter Extremism Strategy www.gov.uk/government/publications/counter-extremism-strategy.

[148] As defined in the Government's Prevent Duty Guidance for England and Wales. www.gov.uk/government/publications/prevent-duty-guidance/revise-prevent-duty-guidance-for-england-and-wales

[149] As defined in the Terrorism Act 2000 (TACT 2000) www.legislation.gov.uk/ukpga/2000/11/contents

Although there is no single way of identifying whether a child is likely to be susceptible to an extremist ideology, there are [possible indicators](#) that should be taken into consideration alongside other factors and contexts. Background factors combined with specific influences such as family and friends may contribute to a child's vulnerability.

Similarly, radicalisation can occur through many different methods (such as social media or the internet) and settings (such as within the home).

However, it is possible to protect people from extremist ideologies and intervene to prevent those at risk of radicalisation being drawn to terrorism. As with other safeguarding risks, staff should be alert to changes in children's behaviour, which could indicate that they may be in need of help or protection. Staff should use their judgement in identifying children who might be at risk of radicalisation and act proportionately which may include the designated safeguarding lead (or a deputy) making a Prevent referral.

Although not a cause for concern on their own, possible indicators when taken into consideration alongside other factors or context may be a sign of being radicalised.

The Prevent duty

All schools and colleges are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015 (the CTSA 2015), in the exercise of their functions, to have "due regard [150] to the need to prevent people from being drawn into terrorism". [151] This duty is known as the Prevent duty.

The Prevent duty should be seen as part of schools' and colleges' wider safeguarding obligations. Designated safeguarding leads (and deputies) and other senior leaders in schools should familiarise themselves with the revised [Prevent duty guidance: for England and Wales](#), especially [paragraphs 57-76](#), which are specifically concerned with schools (and also covers childcare). Designated safeguarding leads (and deputies) and other senior leaders in colleges should familiarise themselves with the [Prevent duty guidance: for further education institutions in England and Wales](#). The guidance is set out in terms of four general themes: risk assessment, working in partnership, staff training, and IT policies.

The school's or college's designated safeguarding lead (and any deputies) should be aware of local procedures for making a Prevent referral.

[150] According to the Prevent duty guidance 'having due regard' means that the authorities should place an appropriate amount of weight on the need to prevent people being drawn into terrorism when they consider all the other factors relevant to how they carry out their usual functions.

[151] "Terrorism" for these purposes has the same meaning as for the Terrorism Act 2000 (section 1(1) to (4) of that Act).

All staff will undertake Prevent awareness training.

All staff are aware that any Prevent concern is dealt with in the same way as a safeguarding concern, and reported immediately to the DSL. The DSL will then contact CFCS for advice and guidance.

Martyn's Law and Protective Security

Martyn's Law – formally the Terrorism (Protection of Premises) Act 2025 – is named in memory of Martyn Hett, one of the 22 people killed in the 2017 Manchester Arena bombing. The law introduces new duties to help reduce harm from terrorist attacks. All UK schools, including early years, primary, secondary and further education, are classed as 'standard tier' premises and have two years to prepare before enforcement begins in 2027.

For more information see:

[Martyn's Law - Factsheet - Home Office](#)

Further resources:

[Educate Against Hate - Prevent Radicalisation & Extremism](#)

[The Prevent duty: safeguarding learners vulnerable to radicalisation - GOV.UK \(www.gov.uk\)](#)

[Prevent duty self-assessment tool for schools - GOV.UK \(www.gov.uk\)](#)

[Prevent duty training - GOV.UK \(www.gov.uk\)](#)

[Prevent duty guidance - GOV.UK \(www.gov.uk\)](#)

At Sutton Grammar School we use the curriculum to ensure that children and young people understand how people with extreme views share these with others, especially using the internet. We are committed to ensuring that our students are offered a broad and balanced curriculum that aims to prepare them for life in modern Britain. Teaching the school's core values alongside fundamental British Values supports quality teaching and learning, whilst making a positive contribution to the development of a fair, just and civil society.

What Prevent is and how to respond

[How Prevent Works](#)

More information can be found here including the Sutton Prevent Roadmap:

[Commonly asked questions - Cognus](#)

APPENDIX 26: PRIVATE FOSTERING ARRANGEMENTS

A private fostering arrangement is one that is made privately (without the involvement of the local authority) for the care of a child under the age of 16 years (under 18, if disabled) by someone other than their 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 'grandparent, brother, sister, uncle or aunt' and includes half-siblings and step-parents. It does not include great-aunts or uncles, great grandparents or cousins.

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.

Once the local authority has been notified, children's services have a duty to visit and speak to the child, the parent and the foster carer; and everyone in the foster carers household. Children's services will then undertake a range of suitability checks including DBS checks on everyone in the household over the age of 16.

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 where 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.

Schools have a mandatory duty to report to the local authority where they are aware or suspect 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 school who has parental responsibility.

Staff should notify the Designated Safeguarding Lead (DSL) when they become of private fostering arrangements. The DSL will speak to the family of the child involved to check they are aware of the duty to inform the LA. The school itself has a duty to inform the local authority of the private fostering arrangements.

From a safeguarding perspective, many private fostering arrangements are 'hidden' and, it appears, are rarely brought to the attention of local authorities, even though it is an offence not to inform them. The penalty for non-reporting is a maximum £5,000 fine, but it seems that convictions are very rare.

[Sutton Local Safeguarding Children Partnership - Private Fostering \(suttonlscp.org.uk\)](http://suttonlscp.org.uk)

Overseas Students

If an overseas student under the age of 16 (or 18 if disabled) stays with a host for 28 days or more, there is a legal requirement for the host, guardianship agency, language school, agent, or other company involved in placing the student, to inform their local authority.

APPENDIX 27: CHILDREN LOOKED AFTER (CLA)

The Designated Teacher for Looked After Children (LAC) is the Deputy Head, Mrs Kate Ross, and is responsible for supporting the educational achievement of children who are looked after. All looked after children have a Personal Education Plan (PEP), which is part of the child's care plan. This is reviewed termly. The Designated Safeguarding Lead has details of the child's social worker and the name of the virtual school head in the authority that looks after the child.

The Designated Teacher for Looked After Children works with the virtual school head to discuss how best to support the progress of looked after children in the school and meet the needs in the child's personal education plan.

[Sutton Virtual School – Cognus](#)

The role of the Virtual School Head (VSH) now extends to promoting the educational outcomes of:

- Looked-after children (CLA)
- Previously looked-after children
- Children with a social worker
- Children in kinship care or informal care arrangements

The school works closely with the Virtual School to ensure this wider group receives targeted support, has high academic expectations, and benefits from stable education pathways (KCSIE, 2025).

Children in Kinship Care

Sutton Virtual School acts as a local authority champion to promote the educational outcomes of children in kinship care. This includes children in kinship care through child arrangement orders, special guardianship and those living in kinship care who are or were looked after.

“Kinship carers are family or friends who step up, often during an unexpected crisis, to care for a child when their parents aren’t able to.” Kinship.org.uk

Kinship carers are usually grandparents, aunts or uncles, brothers or sisters, a stepparent, stepbrother or stepsister, or someone who isn’t related but knows the child well.

[Kinship - Cognus](#)

APPENDIX 28: PREVIOUSLY CHILDREN LOOKED AFTER (POST-CLA)

The Designated Teacher for Previously Looked After Children (Post-LAC) is the Deputy Head, Mrs Kate Ross.

The designated lead staff and governors are responsible for Previously Children Looked-After.

A previously child looked-after is one who is no longer looked after in England and Wales because s/he is the subject of an adoption, special guardianship or child arrangements order which includes arrangements relating to with whom the child is to live, or when the child is to live with any person, or has been adopted from ‘state care’ outside England and Wales; and a child is in ‘state care’ outside England and Wales if s/he is in the care of or accommodated by a public authority, a religious organisation or any other organisation the sole or main purpose of which is to benefit society.

Post-CLA support arrangements are distinct to those for CLA and are responsive to the needs of the child and family using the appropriate school support systems which will include PPG but not the PEP process.

We aim to help raise previously children looked-after parents’ and guardians’ awareness of the PP+ and other support for previously children looked-after – this includes encouraging parents of eligible previously children looked-after to tell the school if their child is eligible to attract PP+ funding; and play a key part in decisions on how the PP+ is used to support previously children looked after.

As a school we recognise that not all Post- CLA are underachieving, while some may be underachieving and not eligible for funding. We plan to use our funding creatively to support any individual in which any area of under-performance is evident.

Refer to Pupil Premium Statement for further information.

[Sutton Virtual School – Cognus](#)

APPENDIX 29: ONLINE SAFETY

All staff should be aware that technology is a significant component in many safeguarding and wellbeing issues. Children are at risk of abuse and other risks online as well as face to face. In many cases abuse and other risks will take place concurrently both online and offline. Children can also abuse other children online, this can take the form of abusive, harassing, and misogynistic/misandrist

messages, the non-consensual sharing of indecent images, especially around chat groups, and the sharing of abusive images and pornography to those who do not want to receive such content.

Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse (KCSIE, 2025).

Online Safety – New risks (misinformation, disinformation, conspiracy theories)

Online safeguarding risks increasingly include exposure to misinformation, disinformation and conspiracy theories, which may undermine children’s trust in adults, promote harmful ideologies, or increase their vulnerability to radicalisation. As part of our digital safeguarding education, pupils and students are taught to critically assess content, verify sources, and report unsafe material (KCSIE, 2025).

Online Safety Act – all staff are aware of recent changes.

Mandatory Age Verification on Pornographic Websites: From 25th July 2025, all pornographic websites accessible in the UK must have effective age verification systems in place (such as ID checks or facial age estimation).

New Offences:

Cyberflashing: illegal to send unsolicited sexual images intended to alarm or distress.

Epilepsy trolling: criminal to send flashing images aiming to trigger seizures or cause distress.

Threatening communications: sending threats of serious harm, death or violence is a standalone offence.

Encouraging serious self-harm: offence to promote or encourage self-harm online, even if harm doesn’t occur.

Sharing intimate images (including deepfakes): offence to share or threaten to share sexual images without consent, including AI-generated content.

For more information please visit: [AI CSAM Guides for Professionals - IWF & NCA](#)

Please see the school’s **Online Safety Policy** which explains how we try to keep students safe in school; how we respond to online safety incidents; and how students are taught about online safety through the curriculum.

Through training all staff members will be made aware of the following:

- Pupil attitudes and behaviours which may indicate that they are at risk of potential harm online.
- The procedure to follow when they have a concern regarding a pupil’s online activity.

The school will ensure that the use of filtering and monitoring systems does not cause ‘over blocking’ which may lead to unreasonable restrictions as to what pupils can be taught regarding online teaching.

As schools increasingly work online, it is essential that children are safeguarded from potentially harmful and inappropriate online material, including when they are online at home. Appropriate filters and appropriate monitoring systems should be in place. Where children are being asked to learn online at home, the Department for Education has provided advice to support schools and colleges to do so safely.

APPENDIX 30: FILTERING AND MONITORING SYSTEMS

Internet provide: London Grid For Learning via Virgin

Internet access is filtered in three groups:

- Staff
- Students
- Staff authenticated

All staff receive appropriate safeguarding and child protection training (including online safety which, amongst other things, includes an understanding of the expectations, applicable roles, and responsibilities in relation to filtering and monitoring at induction. The training is 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.

We fully adhere to:

[Meeting digital and technology standards in schools and colleges - Guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/meeting-digital-and-technology-standards-in-schools-and-colleges)

[Filtering and Monitoring \(Safeguarding in Schools\)](#)

As outlined in KCSIE 2025, schools must consider the implications of emerging technologies, including generative AI, when reviewing filtering and monitoring effectiveness. Our safeguarding team and DSL evaluate tools such as ChatGPT, image generators, and large language models to ensure their use aligns with the school's safeguarding framework.

We use LGfL's online safety audit and risk assessment tool to self-assess digital infrastructure, including firewall, filtering, and monitoring tools. Our reviews ensure systems are effective, age-appropriate, and proportionate without creating unnecessary restrictions on learning.

See the school's **Online Safety Audit and Risk Assessment**.

APPENDIX 31: FABRICATED OR INDUCED ILLNESS

Fabricated or induced illness (FII) is a rare 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.

APPENDIX 32: ADVERSE CHILDHOOD EXPERIENCES

1 in 3 diagnosed mental health conditions in adulthood are directly related to adverse childhood experiences. ACEs can include maltreatment, violence and coercion, adjustment, prejudice, family adversity, inhumane treatment, adult responsibilities and bereavement and survivorship. If you have witnessed or experienced any of the following before the age of 18 you have suffered an adverse childhood experience: domestic violence, sexual abuse, alcohol abuse, physical abuse, parental separation, drug abuse, verbal abuse, mental ill-health, or imprisonment.

Protective factors:

1. Positive and supportive family
2. Safe relationships with peers
3. Access to a supportive community
4. Ability to regulate emotions
5. Acquisition of problem-solving skills
6. Compassionate, professional response
7. Early intervention from services

8. Trauma-informed systems

When talking to someone who has suffered an ACE, don't ask, what is wrong with you? But, what has happened to you?

APPENDIX 33: TRAUMA AND ATTACHMENT

A significant number of children are exposed to traumatic life events. A traumatic event is one that threatens injury, death, or the physical integrity of self or others and also causes fear, terror, or helplessness at the time it occurs. Traumatic events include sexual abuse, physical abuse, domestic violence, community and school violence, medical trauma, car accidents, acts of terrorism, war experiences, natural and human-made disasters, suicides, and other traumatic losses.

If a child has experienced trauma, they are likely to develop other related behaviours.

These include:

1. the development of new fears
2. separation anxiety (particularly in young children)
3. sleep disturbance, nightmares
4. sadness
5. loss of interest in normal activities
6. reduced concentration
7. decline in schoolwork
8. anger
9. somatic complaints
10. Irritability

APPENDIX 34: SHARING OF NUDES OR SEMI-NUDES

The practice of children sharing images and videos via text message, email, social media or mobile messaging apps has become commonplace. However, this online technology has also given children the opportunity to produce and distribute sexual imagery in the form of photos and videos. Such imagery involving anyone under the age of 18 is illegal.

Youth produced sexual imagery refers to both images and videos where:

- A person under the age of 18 creates and shares sexual imagery of themselves with a peer under the age of 18
- A person under the age of 18 shares sexual imagery created by another person under the age of 18 with a peer under the age of 18 or an adult
- A person under the age of 18 is in possession of sexual imagery created by another person under the age of 18

All incidents of this nature should be treated as a safeguarding concern and in line with the UKCCIS guidance 'Sharing nudes and semi-nudes: advice for education settings working with young people' March 2024 ⁶

Cases where sexual imagery of people under 18 has been shared with adults and where sexual imagery of a person of any age has been shared by an adult to a child is child sexual abuse and should be responded to accordingly.

⁶ <https://www.gov.uk/government/publications/sharing-nudes-and-semi-nudes-advice-for-education-settings-working-with-children-and-young-people/sharing-nudes-and-semi-nudes-advice-for-education-settings-working-with-children-and-young-people>

If a member of staff becomes aware of an incident involving youth produced sexual imagery, they should follow the child protection procedures and refer to the DSL as soon as possible. The member of staff should confiscate the device involved and set it to flight mode or, if this is not possible, turn it off. Staff should not view, copy or print the youth produced sexual imagery.

The DSL should hold an initial review meeting with appropriate school staff and subsequent interviews with the children involved (if appropriate). Parents/carers should be informed at an early stage and involved in the process unless there is reason to believe that involving parents/carers would put the child at risk of harm. At any point in the process, if there is concern a young person has been harmed or is at risk of harm, a referral should be made to Children's Social Care and/or the Police as appropriate.

Immediate referral at the initial review stage should be made to Children's Social Care/Police if:

- The incident involves an adult
- There is good reason to believe that a young person has been coerced, blackmailed or groomed or if there are concerns about their capacity to consent (e.g. owing to special education needs)
- What you know about the imagery suggests the content depicts sexual acts which are unusual for the child's development stage or are violent
- The imagery involves sexual acts
- The imagery involves anyone aged 12 or under
- There is reason to believe a child is at immediate risk of harm owing to the sharing of the imagery, for example the child is presenting as suicidal or self-harming

If none of the above apply, then the DSL will use their professional judgement to assess the risk to students involved and may decide, with input from the Headteacher, to respond to the incident without escalation to Children's Social Care or the Police.

In applying judgement, the DSL will consider if:

- There is a significant age difference between the sender/receiver
- There is any coercion or encouragement beyond the sender/receiver
- The imagery was shared and received with the knowledge of the child in the imagery
- The child is more vulnerable than usual i.e. at risk
- There is a significant impact on the children involved
- The image is of a severe or extreme nature
- The child involved does not understand consent
- The situation is isolated or if the image has been more widely distributed
- There are other circumstances relating to either the sender or recipient that may add cause for concern i.e. difficult home circumstances
- The children have been involved in incidents relating to youth produced imagery before

If any of these circumstances are present, the situation will be escalated according to our child protection procedures, including reporting to the Police or Children's Social Care. Otherwise, the situation will be managed within the school.

The DSL will record all incidents of youth produced sexual imagery, including both the actions taken, actions not taken, reasons for doing so and the resolution in line with safeguarding recording procedures.

APPENDIX 35: FOREIGN EXCHANGE VISITS AND HOSTING EXCHANGE VISITS

We will seek the consent of our host families to carry out checks with the appropriate Local Authority to ensure suitability.

If a host family has been subject of concern, unless there is satisfactory resolution, the family will be regarded as unsuitable to receive or continue to host a student from overseas. We will take responsible steps to ensure that a comparable approach is taken with our or by our comparison schools abroad.

KCSIE 2025, Annex D explains in full the requirements for schools to follow their statutory duties regarding hosting and exchange visits.

When the school is arranging for a visiting child/young person to be provided with care and accommodation in the UK in a home of a family to which the child/young person is not related, the responsible adults are in regulated activity for the period of the stay.

In such cases the school is the regulated activity provider; therefore, the school will obtain the necessary information required including a DBS with barred list information to inform its assessment of the suitability of responsible adults.

APPENDIX 36: 'HOME-STAYS' IN THE UK

If the school arranges the homestay, they should obtain an enhanced DBS for everyone in the home over 18 years old.

(Please refer to KCSIE, 2025 for further information)

APPENDIX 37: ALTERNATIVE PROVISION

For all pupils and students placed in Alternative Provision (AP), the school must:

- Obtain written confirmation from the AP provider that all safeguarding checks have been completed.
- Provider must notify the school of any staff changes or risks.
- Keep accurate records of where the child is, including all sites attended.
- Review placements every half-term to ensure safety and suitability.
- Immediately review or end placements if safeguarding concerns arise.

These measures ensure that every child in offsite provision remains safe and receives an education aligned with their needs.

The school will remain responsible for a pupil's welfare during their time at an alternative provider (KCSIE, 2025).

APPENDIX 38: WORK EXPERIENCE

When a pupil is sent on work experience, the school will ensure that the provider has appropriate safeguarding policies and procedures in place.

APPENDIX 39: SERIOUS VIOLENCE

There are a number of indicators, which may signal children are at risk from, or are involved with, serious violent crime. These may include:

- Increased absence from school;
- A change in friendships or relationships with older individuals or groups;

- A significant decline in performance;
- Signs of self-harm or a significant change in wellbeing, or signs of assault or unexplained injuries;
- Unexplained gifts or new possessions could also indicate that children have been approached by, or are involved with, individuals associated with criminal networks or gangs and may be at risk of criminal exploitation.
- The likelihood of involvement in serious violence may be increased by factors such as:
 - Being male;
 - Having been frequently absent or permanently excluded from school;
 - Having experienced child maltreatment and having been involved in offending, such as theft or robbery.
- A fuller list of risk factors can be found in the Home Office's [Serious Violence Strategy](#).

Professionals should also be aware that violence can often peak in the hours just before or just after school, when pupils are travelling to and from school. These times can be particularly risky for young people involved in serious violence.

Advice for schools and colleges is provided in the Home Office's [Criminal exploitation of children and vulnerable adults: county lines](#) guidance. The [Youth Endowment Fund \(YEF\) Toolkit](#) sets out the evidence for what works in preventing young people from becoming involved in violence.

Home Office funded Violence Reduction Units (VRU) operate in the 20 police force areas across England and Wales that have the highest volumes of serious violence, as measured by hospital admissions for injury with a sharp object. A list of these locations can be found [here](#). As the strategic co-ordinators for local violence prevention, each VRU is mandated to include at least one local education representative within their Core Membership group, which is responsible for setting the direction for VRU activity. Schools and educational partners within these areas are encouraged to reach out to their local VRU, either directly or via their education Core Member, to better ingrain partnership working to tackle serious violence across local areas and ensure a joined up approach to young people across the risk spectrum.

The Police, Crime, Sentencing and Courts Act will introduce early in 2023 a new duty on a range of specified authorities, such as the police, local government, youth offending teams, health and probation services, to work collaboratively, share data and information, and put in place plans to prevent and reduce serious violence within their local communities. Educational authorities and prisons/youth custody authorities will be under a separate duty to co-operate with core duty holders when asked, and there will be a requirement for the partnership to consult with all such institutions in their area.

The Duty is not intended to replace or duplicate existing safeguarding duties. Local partners may choose to meet the requirements of the Duty through existing multi-agency structures, such as multi-agency safeguarding arrangements, providing the correct set of partners are involved.

APPENDIX 40: CONTEXTUAL SAFEGUARDING

All staff, but especially the designated safeguarding lead (and deputies) should consider whether children are at risk of abuse or exploitation in situations outside their families. Extra-familial harms take a variety of different forms and children can be vulnerable to multiple harms including (but not limited to) sexual abuse (including harassment and exploitation), domestic abuse in their own intimate relationships (teenage relationship abuse), criminal exploitation, serious youth violence, county lines, and radicalisation.

Contextual Safeguarding is an approach to understanding, and responding to, young people's experiences of significant harm beyond their families. It recognises that the different relationships

that young people form in their neighbourhoods, schools and online can feature violence and abuse. Parents and carers have little influence over these contexts, and young people's experiences of extra-familial abuse can undermine parent-child relationships.

Therefore, children's social care practitioners, child protection systems and wider safeguarding partnerships need to engage with individuals and sectors who do have influence over/within extra-familial contexts, and recognise that assessment of, and intervention with, these spaces are a critical part of safeguarding practices. Contextual Safeguarding, therefore, expands the objectives of child protection systems in recognition that young people are vulnerable to abuse beyond their front doors.

All staff should be aware that safeguarding incidents and/or behaviours can be associated with factors outside the school or college and/or can occur between children outside of these environments. All staff but especially the designated safeguarding lead (and deputies) should consider whether children are at risk of abuse or exploitation in situations outside of their families. Extra-familial harms take a variety of different forms and children can be vulnerable to multiple harms including (but not limited to) sexual exploitation, criminal exploitation and serious youth violence.

To access Sutton's Safeguarding Adolescents Protocol, please click on the link below:

[Sutton Local Safeguarding Children Partnership - LSCP Protocols \(suttonlscp.org.uk\)](https://www.suttonlscp.org.uk)

For further information:

[Contextual Safeguarding Research Durham University](#)

APPENDIX 41: MODERN SLAVERY AND THE NATIONAL REFERRAL MECHANISM

Modern Slavery and the National Referral Mechanism Modern slavery encompasses human trafficking and slavery, servitude and forced or compulsory labour. Exploitation can take many forms, including: sexual exploitation, forced labour, slavery, servitude, forced criminality and the removal of organs. Further information on the signs that someone may be a victim of modern slavery, the support available to victims and how to refer them to the NRM is available in the Modern Slavery Statutory Guidance. Modern slavery: how to identify and support victims - GOV.UK (www.gov.uk)

APPENDIX 42: CYBER CRIME

Cybercrime is criminal activity committed using computers and/or the internet. It is broadly categorised as either 'cyber-enabled' (crimes that can happen off-line but are enabled at scale and at speed on-line) or 'cyber dependent' (crimes that can be committed only by using a computer). Cyber-dependent crimes include:

- Unauthorised access to computers (illegal 'hacking'), for example accessing a school's computer network to look for test paper answers or change grades awarded;
- 'Denial of Service' (Dos or DDoS) attacks or 'booting'. These are attempts to make a computer, network or website unavailable by overwhelming it with internet traffic from multiple sources; and
- Making, supplying or obtaining malware (malicious software) such as viruses, spyware, ransomware, botnets and Remote Access Trojans with the intent to commit further offence, including those above.

Children with particular skills and interest in computing and technology may inadvertently or deliberately stray into cyber-dependent crime.

If there are concerns about a child in this area, the designated safeguarding lead (or a deputy), should consider referring into the Cyber Choices programme. This is a nationwide police programme

supported by the Home Office and led by the National Crime Agency, working with regional and local policing. It aims to intervene where young people are at risk of committing, or being drawn into, low-level cyber-dependent offences and divert them to a more positive use of their skills and interests.

Note that Cyber Choices does not currently cover 'cyber-enabled' crime such as fraud, purchasing of illegal drugs on-line and child sexual abuse and exploitation, nor other areas of concern such as on-line bullying or general on-line safety.

Additional advice can be found at: [Cyber Choices](#), and [National Cyber Security Centre - NCSC.GOV.UK](#).

APPENDIX 43: ONLINE SAFETY – NEW RISKS (misinformation, disinformation, conspiracy)

KCSIE 2025 now treats misinformation, disinformation (including fake news), and conspiracy theories as formal categories of safeguarding risks under Online Safety.

Generally accepted definitions:

- **Misinformation:** false/inaccurate information spread without intent to deceive.
- **Disinformation:** false/misleading information spread deliberately to deceive.
- **Conspiracy theories:** speculative narratives asserting secret plots by powerful groups without credible evidence.

APPENDIX 44: URBAN EXPLORING

Urban exploring, also known as urbex, is the exploration of man-made structures, particularly abandoned or derelict ones, often with a focus on photography and historical documentation. It involves venturing into places that are typically off limits, sometimes requiring trespassing. While it can be a thrill and a way to explore, it is important to be aware of the potential risks, including safety hazards and legal consequences.

(Please refer to Annex B of KCSIE, 2025 for further information and links to resources and support - [Annex B: Further information \(keepingchildrensafeineducation.co.uk\)](#))

APPENDIX 45: MENTAL HEALTH DEFINITIONS

Schools and colleges have an important role to play in supporting the mental health and wellbeing of their pupils. All staff should be aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. Governing bodies and proprietors should ensure they have clear systems and processes in place for identifying possible mental health problems, including routes to escalate and clear referral and accountability systems (KCSIE, 2024).

Anxiety

Anxiety problems can significantly affect a child's ability to develop, to learn or to maintain and sustain friendships.

Children and young people may feel anxious for several reasons – for example because of worries about things that are happening at home or at school, or because of a traumatic event. Symptoms of anxiety include feeling fearful or panicky, breathless, tense, fidgety, sick, irritable, tearful or having difficulty sleeping. If they become persistent or exaggerated, then specialist help, and support will be required.

Clinical professionals refer to several diagnostic categories:

- Generalised anxiety disorder (GAD) – a long-term condition which causes people to feel anxious about a wide range of situations and issues, rather than one specific event.
- Panic disorder – a condition in which people have recurring and regular panic attacks, often for no obvious reason.
- Obsessive-Compulsive Disorder (OCD) – a mental health condition where a person has obsessive thoughts (unwanted, unpleasant thoughts, images or urges that repeatedly enter their mind, causing them anxiety) and compulsions (repetitive behaviour or mental acts that they feel they must carry out to try to prevent an obsession coming true).
- Specific phobias – the excessive fear of an object or a situation, to the extent that it causes an anxious response, such as panic attack.
- Separation Anxiety Disorder (SAD) – worry about being away from home or about being far away from parents/carers, at a level that is much more than normal for the child's age.
- Social Phobia – intense fear of social or performance situations.
- Agoraphobia – a fear of being in situations where escape might be difficult, or help wouldn't be available if things go wrong.
-

Depression

Feeling low or sad is a common feeling for children and adults, and a normal reaction to experiences that are stressful or upsetting. When these feelings dominate and interfere with a person's life, it can become an illness.

Depression can significantly affect a child's ability to develop, to learn or to maintain and sustain friendships.

Clinicians making a diagnosis of depression will generally use the categories major depressive disorder (MDD – where the person will show a number of depressive symptoms to the extent that they impair work, social or personal functioning) or dysthymic disorder (DD – less severe than MDD but characterised by a daily depressed mood for at least two years).

Hyperkinetic Disorders

(e.g., disturbance of activity and attention)

Although many children are inattentive, easily distracted or impulsive, in some children these behaviours are exaggerated and persistent, compared with other children of a similar age and stage of development. When these behaviours interfere with a child's family and social functioning and with progress at school, they become a matter for professional concern.

Attention Deficit Hyperactivity Disorder (ADHD) is a diagnosis used by clinicians. It involves three characteristic types of behaviour – inattention, hyperactivity and impulsivity. Whereas some children show signs of all three types of behaviour (this is called 'combined type' ADHD), other children diagnosed show signs only of inattention or hyperactivity/impulsiveness.

Hyperkinetic disorder is another diagnosis used by clinicians. It is a more restrictive diagnosis but is broadly like severe combined type ADHD, in that signs of inattention, hyperactivity and impulsiveness must all be present. These core symptoms must also have been present before the age of seven and must be evident in two or more settings.

Attachment disorders

Attachment is the affectionate bond children have with special people in their lives that lead them to feel pleasure when they interact with them and be comforted by their nearness during times of stress. Researchers generally agree that there are four main factors that influence attachment security: opportunity to establish a close relationship with a primary caregiver; the quality of caregiving; the child's characteristics; and the family context. Secure attachment is an important protective factor for

mental health later in childhood, while attachment insecurity is widely recognised as a risk factor for the development of behaviour problems.

Eating disorders

The most common eating disorders are anorexia nervosa and bulimia nervosa. Eating disorders can emerge when worries about weight begin to dominate a person's life. Someone with anorexia nervosa worries persistently about being fat and eats very little. They lose a lot of weight and if female, their periods may stop. Someone with bulimia nervosa also worries persistently about weight. They alternate between eating very little, and then bingeing. They vomit or take laxatives to control their weight. Both eating disorders affect girls and boys but are more common in girls.

Self-harm

Self-harm is a serious public health problem and is the reason behind many admissions to accident and emergency departments every year. Self-harm and suicidal threats by a child/young person put them at risk of significant harm and should always be taken seriously and responded to without delay.

Common examples of deliberate self-harm include 'overdosing' (self-poisoning), hitting, cutting or burning oneself, pulling hair or picking skin, or self-strangulation. The clinical definition includes attempted suicide, though some argue that self-harm only includes actions which are not intended to be fatal. It can be a coping mechanism, a way of inflicting punishment on oneself and a way of validating the self or influencing others.

Self-harming is NOT attention seeking behaviour, it is attention NEEDING behaviour.

The school will follow the Sutton Self-Harm protocol in responding to concerns about self-harm: [Sutton Local Safeguarding Children Partnership - LSCP Protocols \(suttonlscp.org.uk\)](https://www.suttonlscp.org.uk)

Post-traumatic stress

If a child experiences or witnesses something deeply shocking or disturbing they may have a traumatic stress reaction. This is a normal way of dealing with shocking events and it may affect the way the child thinks, feels and behaves. If these symptoms and behaviours persist, and the child is unable to come to terms with what has happened, then clinicians may make a diagnosis of post-traumatic stress disorder (PTSD).

APPENDIX 46: KEY CONTACTS

Sutton

Children's First Contact Service (CFCS) – 020 8770 6001

childrensfirstcontactservice@sutton.gov.uk

Social Care - Out of Hours – Emergency Duty Team – 0208 770 5000 x9

Sutton Local Safeguarding Children's Partnership: 020 8770 4879

suttonlscp@sutton.gov.uk

Website: www.suttonlscp.org.uk

Sutton LA LADO (Local Authority Designated Officer – complaints against staff) –

0208 770 4776 (LADO@sutton.gov.uk)

LBS Prevent and Hate Crime Manager – 0208 649 0672

Education Safeguarding Manager – 07736 338 180

Escalation procedures - [Sutton LSCB Escalation Policy September 2015.pdf \(suttonlscb.org.uk\)](#)

For the Sutton CFCS Operating Protocol which includes guidance on what to do in relation to a serious incident or child death: [Child Death Review – Operating Protocol and Guidance](#)

General Contacts:

Ofsted 0300 123 1231

Ofsted whistle blowing line – 0300 123 3155

Police 999

NSPCC 0808 8005000

NSPCC whistle blowing helpline number – 0800 028 0285

ChildLine 0800 11 11

APPENDIX 47: IN THE EVENT OF AN EXTENDED SCHOOL CLOSURE DUE TO EXCEPTIONAL CIRCUMSTANCES

In the event of an extended school closure due to exceptional circumstances

The way in which the school can operate in response to an extended school closure due to exceptional circumstances is fundamentally different to 'business as usual'. However, a number of important safeguarding principles will remain the same:

- the best interests of children must always continue to come first
- if anyone in a school has a safeguarding concern about any child they should continue to act and act immediately
- a DSL or deputy should be available
- it is essential that unsuitable people are not allowed to enter the children's workforce and/or gain access to children
- children should continue to be protected when they are online

This means that the school will continue to implement these Child Protection Policy and Procedures as we have always done.

We will also be mindful that an extended school closure will impact on our interaction with students.

As when the school is open, safeguarding concerns must be reported immediately - verbally in the first instance and then followed up with an e-mail. Do not assume that sending an e-mail means it has been read.

Staff will only use agreed platforms and work e-mail addresses to communicate with students (in line with the school's remote learning expectations). Any communications must be professional. Staff will continue to follow the school's Staff ICT Acceptable Use Policy. In practice, this means:

- If you are on camera, you must be appropriately dressed, and in an appropriate area against a neutral background (no personal information should be seen). Staff should not be seen on camera from a bedroom. There should be no confidential items on display. Please note use of cameras for live lessons should be kept to a minimum.
- Language must be professional and appropriate, including any of your family members in the background.
- Be mindful of who else may be in the background or listening to the lesson in the student's home.
- Lessons must be set in line with the school timetable – and any contact with students should be during school hours unless this has been otherwise agreed with SLT.
- If students are not fully dressed, they should be removed from the lesson.
- There should be no 1:1 remote meetings with students – without prior agreement of the Headteacher or DSL.
- When presenting to the class, take care to ensure you only share information appropriate to the lesson – particularly if you have other screens open simultaneously.
- Live lessons should *not* be recorded.
- Any breaches should be reported to the Headteacher or DSL immediately.

This also has implications for students accessing the learning as well. In particular:

- Only use Satchel One, Microsoft Teams and work e-mail addresses to communicate with staff.
- If you are on camera, you must be appropriately dressed. If not, you will be removed from the lesson.
- Language must be appropriate, including any of your family members in the background.
- Live lessons should *not* be recorded or shared in any way.

In the event of an extended school closure due to exceptional circumstances, the school will:

- Follow any national and local statutory guidance and advice
- Communicate with parents and carers on a regular basis ensure that they are signposted to appropriate support and advice
- Communicate with students and ensure that they are signposted to appropriate support and advice