



Pendle Education Trust



Safeguarding and Child Protection Policy 2025 - 2026

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1. Context and Rationale

West Craven High School is an 11 to 16 community school that serves a semi-rural population in North East Lancashire. The school is located in the small town of Barnoldswick. This policy has been shaped through discussions and consultation with staff and outside agencies we work with. The purpose of this safeguarding policy is to ensure every child who is a registered student at West Craven High School is safe and protected from harm.

West Craven High School fully recognises the contribution we can make to protect children from harm and to support and promote the welfare of all children who are students at our school. This policy applies to all stakeholders; this includes students, staff, parents, governors, volunteers, placement students and visitors.

This policy will give clear direction to all stakeholders about expectations and our legal and moral responsibility to safeguard and promote the welfare of all children at our school.

West Craven High School is committed to safeguarding and promoting the physical, mental and emotional welfare of every student. We implement a whole-school preventative approach to managing safeguarding concerns, ensuring that the wellbeing of students is at the forefront of all action taken. We recognise that no single professional 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.

This policy sets out a clear and consistent framework for delivering this promise, in line with safeguarding legislation and statutory guidance. It will be achieved by:

- Ensuring that members of the Academy Council, the Principal, staff and all stakeholders understand their responsibilities under safeguarding legislation and statutory guidance, are alert to the signs of child abuse, and know to refer concerns to the DSL. In addition, to ensure that staff are aware that ANYONE can make a referral.
- Teaching students how to keep safe and recognise behaviour that is unacceptable.
- Identifying and making provision for any student that has been subject to, or is at risk of, abuse, neglect, or exploitation.
- Creating a culture of safer recruitment by adopting procedures that help deter, reject or identify people who might pose a risk to children
- Endeavour to provide a safe and welcoming environment where children are respected and valued; where the voice of the child is listened to and is paramount
- Where it is believed that a child is at risk of or is suffering significant harm, the school will follow the procedures set out by the Children's Safeguarding Assurance Partnership CSAP arrangements.

https://panlancashirescb.proceduresonline.com/chapters/contents.html#ind_cases



2. Definitions

The terms “**children**” and “**child**” refer to anyone under the age of 18.

The purpose of this safeguarding policy is to ensure every student at West Craven High School is safe and protected from harm. The Department for Education (DfE) ‘Keeping Children Safe in Education’ (September 2025), states safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:

- Protecting children from maltreatment;
- Preventing 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; and
- Taking action to enable all children to have the best outcomes

Children can abuse other children. This is generally referred to as child-on-child abuse and can take many forms. This can include (but is not limited to) bullying (including cyberbullying); sexual violence and sexual harassment; physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm; sexting and initiating/hazing type violence and rituals.

For the purposes of this policy, “sexual violence” refers to the following offences as defined under the Sexual Offences Act 2003:

- **Rape:** A person (A) commits an offence of rape if they intentionally penetrate the vagina, anus or mouth of another person (B) with their penis, B does not consent to the penetration, and A does not reasonably believe that B consents.
- **Assault by penetration:** A person (A) commits an offence if they intentionally penetrate the vagina or anus of another person (B) with a part of their body or anything else, the penetration is sexual, B does not consent to the penetration, and A does not reasonably believe that B consents.
- **Sexual assault:** A person (A) commits an offence of sexual assault if they intentionally touch another person (B), the touching is sexual, B does not consent to the touching, and A does not reasonably believe that B consents.
- **Causing someone to engage in sexual activity without consent:** A person (A) commits an offence if they intentionally cause another person (B) to engage in an activity, the activity is sexual, B does not consent to engaging in the activity, and A does not reasonably believe that B consents. This could include forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party.

For the purposes of this policy, “sexual harassment” refers to unwanted conduct of a sexual nature that occurs online or offline, inside or outside of school. Sexual harassment is likely to violate a student’s dignity, make them feel intimidated, degraded or humiliated, and create a hostile, offensive, or sexualised environment. If left unchallenged, sexual harassment can create an atmosphere that normalises inappropriate behaviour and may lead to sexual violence. Sexual harassment can include, but is not limited to:

- Sexual comments, such as sexual stories, lewd comments, sexual remarks about clothes and appearance, and sexualised name-calling.



- Sexual “jokes” and taunting.
- Physical behaviour, such as deliberately brushing against someone, interfering with someone’s clothes, and displaying images of a sexual nature.
- Online sexual harassment, which may be standalone or part of a wider pattern of sexual harassment and/or sexual violence. This includes:
 - The consensual and non-consensual sharing of nude and semi-nude images and/or videos.
 - Sharing unwanted explicit content.
 - Up skirting.
 - Sexualised online bullying.
 - Unwanted sexual comments and messages, including on social media.
 - Sexual exploitation, coercion, and threats.

Up skirting refers to the act, as identified the Voyeurism (Offences) Act 2019, of taking a picture or video under another person’s clothing, without their knowledge or consent, with the intention of viewing that person’s genitals or buttocks, with or without clothing, to obtain sexual gratification, or cause the victim humiliation, distress or alarm. Up skirting is a criminal offence. Anyone, including students and staff, of any gender can be a victim of up skirting.

Consensual and non-consensual sharing of nude and semi-nude images and/or videos, colloquially known as “sexting” and “youth produced imagery”, is defined as the sharing between students of sexually explicit content, including indecent imagery. Indecent imagery is defined as an image which meets one or more of the following criteria:

- Nude or semi-nude sexual posing
- A child touching themselves in a sexual way
- Any sexual activity involving a child
- Someone hurting a child sexually
- Sexual activity that involves animals

Consent is defined as having the freedom and capacity to choose to engage in sexual activity. Consent may be given to one sort of sexual activity but not another and can be withdrawn at any time during sexual activity and each time activity occurs. A person only consents to a sexual activity if they agree by choice to that activity and has the freedom and capacity to make that choice. Children under the age of 13 can never consent to any sexual activity. The age of consent is 16.



3. Law and Guidance

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to:

Legislation

- Children Act 1989
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- The Education (School Teachers' Appraisal) (England) Regulations 2012 (as amended)
- Education Act 2002
- Sexual Offences Act 2003
- Female Genital Mutilation Act 2003 (as inserted by the Serious crime Act 2015)
- Apprenticeships, Children and learning Act 2009
- Equality Act 2010
- Counter-Terrorism and Security Act 2015
- The UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Voyeurism (Offences) Act 2019
- Domestic Abuse Act 2021
- Marriage and Civil Partnership (Minimum Age) Act 2022
- Keeping Children Safe in Education 2025
- Guidance for Safer Working Practice (with Addendum April 2020)
- The Prevent Duty
- Victims and Prisoners Act 2024

Statutory Guidance



- HM Government (2020) 'multi-agency statutory guidance on female genital



mutilation'

- HM Government (2013) 'Channel Duty Guidance: Protecting people vulnerable to being drawn into terrorism'
- HM Government (2013) 'Multi-agency practice guidelines: Handling cases of Forced Marriage'
- Home Office and Foreign, Commonwealth and development Office (2023) 'Multi agency statutory guidance for dealing with forced marriage and multi-agency practice guidelines: Handling cases of forced marriage'
- DFE (2025) 'Keeping Children Safe in Education'
- DFE (2023) 'Working together to safeguard children'
- Home Office (2022) 'Domestic Abuse Guidance'
- DFE (2023) 'The Prevent Duty Guidance'
- DFE (2018) 'Disqualification under the Childcare Act 2006'
- DFE (2023) 'Academy Trust Handbook 2023'
- DFE (2024) 'Working together to improve school attendance'

Non-statutory Guidance

- DfE (2015) 'What to do if you're worried a child is being abused'
- DfE (2018) 'Information sharing'
- DfE (2017) 'Child sexual exploitation'
- DfE (2021) 'Sexual violence and sexual harassment between children in schools and colleges'
- DfE (2021) 'Recruit teachers from overseas'
- DfE (2024) 'Sharing nudes and semi-nudes: advice for education settings working with children and young people'
- DfE (2024) 'Academy Trust Governance'
- DfE (2024) 'Behaviour in Schools'
- DfE (2021) Teachers' Standards'
- DfE (2024) 'Meeting digital and technology standards in schools and colleges'
- Department of Health and Social Care (2024) 'Virginity Testing and hymenoplasty: multi-agency guidance'



This policy operates in conjunction with the following school policies: Children Missing Education Policy

- Child Sexual Exploitation (CSE) Policy
- Prevent Duty Policy
- Anti-Bullying Policy
- Online Safety Policy
- GDPR and Data Retention Policies
- Whistleblowing Policy
- Allegations of Abuse Against Staff procedures
- Complaints Policy
- Staff Code of Conduct
- Managing Discipline Policy
- Behaviour Policy, including searching and screening
- SEND Policy
- Supporting Students with medical conditions policy
- Careers Policy and provider Access
- Relationships and sex education Policy
- Educational Visits policy
- Attendance policy
- On-line safety Policy
- Prevent risk Assessment
- Recruitment procedures, including Safer recruitment

4. Roles and responsibilities

All staff have a responsibility to:

- Consider, at all times, what is in the best interests of the student with a child-centred approach
- Contribute to, and maintain a high safeguarding ethos within the setting, with safeguarding students at the forefront of practice at all times
- Ensure ALL children have opportunities to communicate and know that they are listened to
- Contribute to providing a curriculum which will equip children with the skills to keep themselves safe and develop an attitude which will enable them to enter adulthood successfully and reach their full potential
- Establish effective, supportive, and positive relationships with parents, carers, students and other professionals



- Maintain an attitude of **'it could happen here'** where safeguarding is concerned
- Be proactive to provide a safe environment in which students can learn
- Be prepared to identify students or families who may benefit from early help
- Be aware of the school's individual procedures that support safeguarding, including all policies, internal reporting procedures, information and training provided
- Be aware of the role and identity of the DSL and deputy DSLs and seek them for advice if required
- Undertake safeguarding training, including online safety training, during induction and subsequently on a regular basis, including receiving bulletins, emails and briefings
- Be aware of the local early help process and understand their role in it.
- Be aware of, and understand, the process for making referrals to Children's Social Care, understanding that anyone can make a referral
- Understand how to make a referral to CSC and/or the police immediately, if at any point there is a risk of immediate serious harm to a child
- Be aware of and understand the procedure to follow in the event that a child confides they are being abused, exploited or neglected, in a timely manner
- Maintain appropriate levels of confidentiality when dealing with individual cases
- Reassure victims that they are being taken seriously, that they will be supported, and that they will be kept safe.
- Be aware of safeguarding issues that can put students at risk of harm.
- Be aware of behaviours linked to issues such as drug-taking, alcohol misuse, deliberately missing education, and sharing indecent images, and other signs that students may be at risk of harm
be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation.
- Be fully aware of the importance of mental health in relation to safeguarding and that 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.

Be aware that a student may not feel ready or know how to tell someone that they are being abused, exploited or neglected, and/or may not recognise their experiences as harmful.

- Understand the process for reporting concerns over staff or adult conduct or behaviours.
- All staff will be aware of the indicators of abuse, neglect and exploitation and will understand that children can be at risk of harm both inside and outside of the school and home, and online. Staff will also be aware that students can be affected by seeing, hearing or experiencing the effects of abuse.

Teachers, including the Principal, have a responsibility to:

- Safeguard students' wellbeing and maintain public trust in the teaching profession as part of their professional duties, as outlined in the **'Teachers' Standards'**.
- Report, by law, any disclosures of FGM to the police.



The Academy Council has a duty to:

- Take strategic leadership responsibility for the school's safeguarding arrangements
- Ensure that the school complies with its duties under the above child protection and safeguarding legislation
- Comply with its obligations under section 14B of the Children Act 2004 to supply the local safeguarding arrangements with information to fulfil its functions
- Ensure that staff working directly with children read and understand Part One and Annex B of KCSIE September 2025.
- Ensure a named Governor takes leadership responsibility for safeguarding arrangements
- Attend Prevent Training at least every two years.
- Appoint a member of staff from the SLT to the role of DSL and one or more deputy DSLs to provide support and ensure that they are trained to the same standard as the DSL and that the roles are explicit in their job description(s). Ensure the provision of appropriate support, funding, training, resources, and time to carry out their role
- Facilitate and support a whole-school approach to safeguarding; this includes ensuring that safeguarding and child protection are at the forefront and ethos remains consistently high
- Ensure systems are in place so that children can confidently report abuse, knowing that their concerns will be treated seriously, and they can safely express their views and give feedback; these systems will be well-promoted, easily understood, and easily accessible. Ensure that the voice of the child is heard and acted upon.
- Ensure effective and appropriate policies and procedures in place
- Make sure that students are taught about safeguarding, including protection against dangers online (including when they are online at home), through teaching and learning opportunities, as part of providing a broad and balanced curriculum
- Adhere to statutory responsibilities by conducting pre-employment checks on staff who work with children, following safer recruitment protocol.
- Ensure the school has clear systems and processes in place for identifying possible mental health problems in students, including clear routes to escalate concerns and clear referral and accountability systems
- Make sure that at least one person on any recruitment panel has undertaken safer recruitment training
- Ensure that all staff receive safeguarding and child protection training updates, e.g., emails, as required, but at least annually, including a thorough induction
- Confirm that there are transparent procedures in place to handle allegations against staff, supply staff, volunteers and contractors
- Confirm that there are procedures in place to make a referral to the DBS and the Teaching Regulation Agency (TRA), where appropriate, if a person in regulated activity has been dismissed or removed due to safeguarding concerns or would have been had they not resigned
- Ensure that appropriate disciplinary procedures are in place, as well as policies pertaining to the behaviour of students and staff.
- Ensure that procedures are in place to eliminate unlawful discrimination, harassment



and victimisation, including those in relation to child-on-child abuse.

- Appoint a designated teacher to promote the educational achievement of CLA and ensure that this person has undergone appropriate training.
- Create a culture where staff are confident to challenge senior leaders over any safeguarding concerns or lack of action taken.
- Understand that online safeguarding is an interrelated and running theme through safeguarding practice. Ensure that children are safe online by ensuring that appropriate filters and monitoring systems are in place and regularly review their effectiveness, understanding those children that are potentially at greater risk of harm, along with the proportionality of costs versus safeguarding risks.
- Partake and complete the S175/157 audit tool on a two-yearly cycle (at least) as directed by the Local authority.
- Be aware of their obligations under the Human Rights Act 1998, the Equality Act 2010 and the local multi-agency safeguarding arrangements.
- Ensure there is an effective early help procedure and ensure all staff understand the procedure and their role in it.
- Ensure that all practice and procedures operate with the best interests of the child at the centre with a firm child centred approach.
- Ensure that the school contributes to multi-agency working in line with the statutory guidance 'Working Together to Safeguard Children 2023'.



The DSL has a duty to:

- Take lead responsibility for safeguarding and child protection, including online safety, creating and maintaining a safe environment for students to develop.
- Provide advice, support and expertise to other staff on child welfare, safeguarding and child protection matters.
- Take part in strategy discussions, inter-agency meetings and Child Protection Conferences and/or support other staff to do so.
- Contribute to the assessment of children, and/or support other staff to do so
- Be available during school hours for staff to discuss any safeguarding concerns
- Arrange, alongside the school, adequate and appropriate cover for any activities outside of school hours or terms.
- Refer cases:
 - To CSC where abuse and neglect are suspected, and support staff who make referrals to CSC
 - To the Channel programme where radicalisation concerns arise, and support staff who make referrals to the Channel programme
 - To the DBS where a person is dismissed or has left due to harm, or risk of harm, to a child.
 - To the police where a crime may have been committed, in line with the National Police Chiefs' Council (NPCC) guidance
 - And to any other appropriate identified agency or partner.
- Act as a point of contact with the multi-agency partners
- Ensure effective communication and information sharing (when appropriate) between Deputy DSL's/ Pastoral Team/ SLT/ Governors/ Principal.
- Liaise with staff 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 in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances
- Work with relevant staff, taking lead responsibility for promoting educational outcomes for children, by understanding the lasting impact that adversity and trauma can have on children's behaviour, mental health and wellbeing, knowing the 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 their attendance, engagement and achievement at school. This includes:
 - Ensuring that the school knows which students have or had a social worker
 - Understanding the academic progress and attainment of these students
 - Maintaining a culture of high aspirations for these students
 - Supporting teachers to provide additional academic support or reasonable adjustments to help these students reach their potential
- Ensure that child protection files are kept updated and secure, monitoring the quality and



accuracy of logs.

- Ensure that a student's child protection file is transferred as soon as possible, and within five days, when transferring to a new school, and consider any additional information that should be shared to support a child's journey
- Ensure all stakeholders understand the Child Protection Policy, Keeping Children Safe in Education 2025 and internal procedures to report any concerns are transparent and understood by all. Ensure this information is given in induction and at regular intervals/ training
- Work with the governing board to ensure the school's Child Protection and Safeguarding Policy is reviewed annually, and the procedures are updated and reviewed regularly
- Ensure the school's Child Protection and Safeguarding Policy is available publicly, ensure that parents are aware of schools' responsibilities regarding safeguarding and child protection
- Undergo DSL training, and update this training at least every two years to remain compliant
- Ensure opportunities for further training and opportunities for upskilling are taken
- Encourage a culture of listening to children promoting the voice of the child
- Recognise the importance of information sharing, including within school, with other schools and with the safeguarding partners and other agencies by understanding relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the UK GDPR
- Undertake Prevent awareness training
- Be provided with appropriate support and supervision in order to carry out the role safely and effectively
- Liaise with the Local Authority Personal Advisors for any Care Leavers.

West Craven High School recognises that Deputy DSL's must be trained to the same standard as the DSL.

The designated teacher has a responsibility for promoting the educational achievement of CLA and previously CLA (PLAC), and for children who have left care through adoption, special guardianship or child arrangement orders or who were adopted from state care outside England and Wales. This is Deputy Principal, Mrs A Smith.



5. Training and Induction

West Craven High School recognises the importance of ongoing staff training and development to keep staff aware of emerging issues and keeping the ethos of safeguarding high. Everybody has a role to play in safeguarding our children and we strive to ensure all staff are well informed and know what to do if they have any concerns. Staff members will undergo safeguarding and child protection training at induction, which will be updated on a regular basis and/or whenever there is a change in legislation.

The induction training will cover:

- The Child Protection and Safeguarding Policy
- The Child-on-child Abuse and procedures.
- The Staff Code of Conduct
- Part one of 'Keeping children safe in education' (KCSIE 2025) and Annex B
- The Behaviour Policy.
- The Children Missing Education Policy and / or The Attendance Policy, including the safeguarding response to children who go missing from education.
- Appropriate child protection and safeguarding training, including online safety training.
- Information about the role and identity of the DSL and deputy DSL(s)
- How to record concerns in your setting.

Following induction, West Craven High School recognizes the need to ensure continual, effective training to staff and other stakeholders. We will ensure that:

- ALL staff and volunteers will receive Safeguarding Training (at least) annually
- The DSL/s will provide ALL staff, volunteers, and governors with regular safeguarding updates
- Records are kept of all inductions
- ALL staff, volunteers and governors will read and show an understanding of any updates that are provided
- DSLs will attend DSL training every 2 years and update their knowledge, skills and understanding of relevant safeguarding issues on a regular basis
- The DSL will undertake Prevent awareness training
- At least one member of staff and one governor will attend Safer Recruitment Training. This will be renewed at least every 5 years
- ALL staff, volunteers and governors will undertake any additional specialised training on matters such as Child Sexual Exploitation, Prevent, Child on child abuse, Online Safety, FGM etc as is deemed necessary by the SLT/DSL and that is particularly relevant to the context and needs of the setting
- any staff member will discuss any specific training requirements or gaps in knowledge or understanding with the DSL/s
- Staff will receive opportunities to contribute towards and inform the safeguarding arrangements in the school
- Detailed records will be held of staff safeguarding training and ensure that no training becomes out of date.
 - Following induction, West Craven High School recognises the need to ensure continual, effective training to staff and other stakeholders. We will ensure:
 - - • ALL staff, Local Academy Council and Trust Board members will receive Safeguarding Training (at least) annually
 - • The DSL/s will provide ALL staff with regular safeguarding updates

- ALL staff will read and show an understanding of this policy and any significant updates that are provided
- DSLs will attend DSL training every 2 years and update their knowledge, skills and understanding of relevant safeguarding issues on a regular basis
- The DSL, along with Local Academy Council and Trust Board members and all staff will undertake Prevent awareness training (at least) every two years
- That at least one person on any recruitment panel has undertaken safer recruitment training
- ALL staff will undertake any additional specialised training on matters such as Child Sexual Exploitation, Prevent, Child-on-Child abuse, Online Safety, FGM etc as is deemed necessary by the Principal/DSL/SLT line manager and that is particularly relevant to the context and needs of the setting
- Any staff member will discuss any specific training requirements or gaps in knowledge or understanding with the DSL/s
- Staff will receive opportunities to contribute towards and inform the safeguarding arrangements in the school
- Detailed records will be held of staff safeguarding training and ensure that no training becomes out of date.

Initial Teacher Training (ITT) placements undergo induction, which includes:

- The Child Protection and Safeguarding Policy
- The Staff Code of Conduct
- The Behaviour Policy
- Information about the role and identity of the DSL, Deputy DSLs and Safeguarding Team
- How to report concerns in our setting.

All ITT placements have a Service Level Agreement (SLA) in place with their main institution which includes that they will have an enhanced DBS check with barred list information, which will be presented and checked at the start of their placement.

Volunteers, including those who are completing work experience placements with us, will undergo basic induction training which includes being made aware of the Safeguarding Team and who to report any concerns to. All volunteers are treated the same as visitors to school and are always accompanied by a member of staff at all times.

6. Multi-Agency Working

The school contributes to multi-agency working as part of its statutory duty. The school is aware of and will follow the local safeguarding arrangements. Further details on www.lancshiresafeguarding.org.uk

The school will be fully engaged, involved, and share information with local safeguarding arrangements. Once the school is named as a relevant agency by local safeguarding partners, it will follow its statutory duty to cooperate with the published arrangements in the same way as other relevant agencies.

The school will work with Children & Family Well-Being Team, CSC, the Police, Health services and other relevant partners and agencies for the benefit of families and children ensuring contribution to multi-agency plans to provide additional support.

Where a need for early help is identified, the school will allow access for CSC from the host LA and, where appropriate, a placing LA, for that LA to conduct (or consider whether to conduct) a section 17 or 47 assessment.

West Craven High School also recognises the particular importance of inter-agency working in identifying and preventing CSE and CCE.

The DSL will liaise with The Principal to inform them of ongoing enquiries under section 47 of the Children Act 1989 and police investigations. This will include occasions that school are required to provide an Appropriate Adult.

Information sharing

The school recognises the importance of proactive information sharing between professionals and local agencies to effectively meet students' needs and identify any need for early help.

Considering the above, staff will be aware that whilst the UK GDPR and the Data Protection Act 2018 place a duty on schools to process personal information fairly and lawfully, they also allow for information to be stored and shared for safeguarding purposes – data protection regulations do not act as a barrier to sharing information where failure to do so would result in the student being placed at risk of harm.

Staff members will ensure that fear of sharing information does not stand in the way of their responsibility to promote the welfare and safety of students. If staff members are in doubt about sharing information, they will speak to the DSL or Deputy DSL(s) or The Principal.

7. Early help

Early help means providing support as soon as the need emerges, at any point in a child's life. Staff at West Craven High School recognise that any professional can provide early help. Any student or family may benefit from an early help assessment, but staff will be alert to the potential need specifically for early help for students who:

- Are disabled, have certain health conditions, or have specific additional needs
- Have SEND, regardless of whether they have a statutory EHC plan
- Have mental health needs
- Are young carers.
- Show signs of being drawn into anti-social or criminal behaviour, including gang involvement and association with organised crime groups or county lines
- Are frequently missing or going missing from care or from home



Are at risk of modern slavery, trafficking, or sexual or criminal exploitation

Are at risk of being radicalised

Is misusing drugs or alcohol

Have family members in custody, or are affected by parental offending

Are in a family circumstance presenting challenges for them, such as drug and alcohol misuse, adult mental health problems or domestic abuse.

Have returned home to their family from care

Are at risk of HBA, such as FGM or forced marriage

Are privately fostered

Are displaying harmful sexual behaviours which may pose a risk to other children and themselves.

Are persistently absent from education, including persistent absences for the part of the school day, or not in receipt of full-time education.

Show any other early signs of abuse, neglect or any other identified reason not listed above that requires extra support or intervention to improve outcomes for families and children

Have experienced multiple suspensions and are at risk of, or have been, permanently excluded from school, alternative provision or a PRU

Have experienced bereavement

Viewing problematic or inappropriate online content or developing inappropriate relationships online.

A member of the Pastoral Team or Inclusion Team, who are most likely also DSL trained and part of the Safeguarding Team, will take the lead where early help is appropriate and consent has been gained. This includes liaising with other agencies and setting up an inter-agency assessment as appropriate. The Local early Help process will be followed as required to help provide the right, effective support at the right time.

[Early Help Assessment - information for professionals - Lancashire County Council](#)

Staff may be required to support other agencies and professionals in an Early Help Assessment, in some cases acting as the lead practitioner. Any such cases will be kept under constant review assessing the impact of the support.

We therefore ensure that:

- All staff and volunteers can identify the risk factors that indicate a family, or student may benefit from Early Help and can follow school procedures to share this with the Safeguarding and Pastoral Team.
- A member of the Pastoral Team or Inclusion Team, who are most likely also DSL trained, and part of the Safeguarding Team will:
 - Undertake a Family Early Help Assessment, when appropriate, to identify what Early Help is required
 - signpost and refer to appropriate support agencies
 - lead on TAF meetings where it is appropriate for them to do so
- - DSLs will follow the local safeguarding processes and refer to Children's Social Care where

Early Help has not been successful in reducing risk and meeting unmet needs using [Lancashire Continuum of Need and Thresholds Guidance](#)

8. Abuse and neglect

Abuse is defined as a form of maltreatment of a child which involves inflicting harm or failing to act to prevent harm. Children may be abused in a family, institutional or community setting by those known to them or by others, e.g. via the internet. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by one or multiple adults or other children.

Physical abuse is defined as a form of abuse which may involve actions such as hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical abuse can also be caused when a parent fabricates the



symptoms of, or deliberately induces, illness in a child. Staff are aware of Female Genital Mutilation, a form of Physical abuse.

Emotional abuse is defined as the persistent emotional maltreatment of a child such as causing severe and adverse effects on the child's emotional development. This may involve conveying to a child that they are worthless, unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child the opportunities to express their views, deliberately silencing them, 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children, such as interactions that are beyond their developmental capability, 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 the child to frequently 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, but it may also occur alone.

Sexual abuse is defined as abuse that involves forcing or enticing a child to take part in sexual activities, not necessarily involving violence, and regardless of whether the child is aware of what is happening. This may involve physical contact, including assault by penetration, or non-penetrative acts, such as masturbation, kissing, rubbing, and touching outside of clothing. It may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can be perpetrated by people of any gender and age.

Neglect is defined as the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in serious impairment of a child's health or development. This may involve a parent or carer failing to provide a child with adequate food, clothing or shelter (including exclusion from home or abandonment); failing to protect a child from physical or emotional harm or danger; failing to ensure adequate supervision (including through the use of inappropriate caregivers); or failing to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to a child's basic emotional needs.

- All staff will be aware of the indicators of abuse and neglect and be vigilant and always raise concerns with the DSL. All staff, especially the DSL and deputy DSL(s), will be aware that safeguarding incidents and/or behaviours can be associated with contextual factors outside the school and/or can occur between children outside of these environments; this includes being aware that students can be at risk of abuse or exploitation in situations outside their families (extra-familial harms.)
- All staff will be aware that technology is a significant component in many safeguarding and wellbeing issues, including online abuse, cyberbullying, radicalisation and the sharing of indecent images.
- ALL staff understand that children who perpetrate abuse or display harmful behaviour should be treated as victims first and foremost and supported in the same way a victim of abuse would be supported - Risk Assessments will be undertaken where a child's behaviour poses a risk to others, themselves or the environment.



- ALL staff and volunteers understand that there are specific and emerging ways in which children can be abused and are aware of these specific issues, reporting any concerns, in the appropriate manner to the DSL. Specific issues include (but are not limited to):

9. Domestic abuse

In line with the Domestic Abuse Act 2021, domestic abuse is defined as abusive behaviour of a person towards another person where both are aged 16 or over and are personally connected. Abusive behaviour includes physical or sexual abuse, violent or threatening behaviour, controlling or coercive behaviour, economic abuse, psychological or emotional abuse, or another form of abuse.

The school will recognise the serious, long lasting emotional impact of domestic abuse on children, as victims in their own right, if they see, hear or experience the effects of domestic abuse. Students may suffer domestic abuse in their own intimate relationships (teenage relationship abuse). All staff will be aware of the signs of domestic abuse and follow the appropriate safeguarding procedures where concerns arise.

West Craven High School has a commitment to Operation Encompass and informing all stakeholders of the initiative. The lead person for Operation Encompass is Deputy Principal, Mrs A Smith.

www.operationencompass.org

10. Homelessness

The DSL and deputy DSL(s) are aware of the contact details and referral routes into the Local Housing Authority so that concerns and support over homelessness can be raised as early as possible. Indicators that a family may be at risk of homelessness include:

- Household debt
- Rent arrears
- Domestic abuse
- Anti-social behaviour
- Any mention of a family moving home because “they have to” or frequent moves.

Referrals to the Local Housing Authority do not replace referrals to CSC where a child is being harmed or at risk of harm. For 16- and 17-year-olds, homelessness may not be family-based and referrals to CSC will be made as necessary where concerns are raised.

11. Children missing from education

Staff must be aware that 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'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.

Staff will monitor students that go missing from the school, particularly on repeat occasions, and report them to the DSL following normal safeguarding procedures, in accordance with the Attendance / Children Missing Education Policy. The school will inform the LA of any student who fails to attend regularly or has been absent without the school's permission for a continuous period of 10 school days or more.

Where possible schools **will hold more than one emergency contact number for their students and students.**

12. Children attending an approved educational activity

An approved educational activity is where a student is attending another school at which they are registered or taking part in off-site activity such as field trips, educational visits, work experience or unregistered alternative provision. Students can only be recorded as attending an off-site activity if it is approved by the school, of an educational nature and supervised by someone authorised by the school. Ultimately, schools are responsible for the safeguarding and welfare of students taking part in an off-site educational activity so it would be reasonable to expect that the school would only authorise someone who was answerable to the school to supervise an activity. Such activities include:

- Attending a place other than the school
- Participating in a supervised sporting activity
- Educational visit or trip
- Work experience.

All relevant school policies continue to apply throughout any approved educational activity. Any activity which is approved will be risk assessed (where relevant) and school will ensure that attendance at any activity is monitored, and robust communication is agreed with the provider/accompanying adults. Remote education is not considered an approved educational activity. As set out in the DfE's guidance on 'Providing remote education', students who are absent from school and receiving remote education will be recorded as absent using the most appropriate absence code. School will monitor and record a student's engagement with remote education, but this is not formally tracked in the attendance register.



13. Child criminal exploitation (CCE)

Child criminal exploitation is defined as a form of abuse where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child into taking part in criminal activity, for any of the following reasons:

- a. In exchange for something the victim needs or wants
- b. For the financial advantage or other advantage of the perpetrator or facilitator
- c. Through violence or the threat of violence (this could be online or through technology)

Specific forms of CCE can include:

- d. Being forced or manipulated into transporting drugs or money through county lines.
- e. Working in cannabis factories.
- f. Shoplifting or pickpocketing.
- g. Committing vehicle crime.
- h. Committing, or threatening to commit, serious violence to others.

The school will recognise that students involved in CCE are victims themselves, regardless of whether they have committed crimes, and even if the criminal activity appears consensual. The school will also recognise that students of any gender are at risk of CCE.

School staff will be aware of the indicators that a student is the victim of CCE, including:

- i. Associating with other children involved in exploitation
- j. Suffering from changes in emotional wellbeing
- k. Misusing drugs or alcohol
- l. Going missing for periods of time or regularly coming home late
- m. Regularly missing school or education
- n. Appearing with unexplained gifts, money, or new possessions.

Criminal exploitation of children can include County Lines. This is a geographically widespread form of harm that is a typical feature of county lines criminal activity: drug networks or criminal networks / gangs groom and exploit children and young people to carry drugs and money into one or more areas. Key to identifying potential involvement in county lines are missing episodes when the victim may have been trafficked or the purpose of transporting drugs and a referral to the [National Referral Mechanism](#) should be considered in addition to normal safeguarding procedures.

As well as the general indicators for CCE, school staff will be aware of the specific indicators that a student may be involved in county lines, including:

- o. Going missing and subsequently being found in areas away from their home.
- p. Having been the victim or perpetrator of serious violence, e.g. knife crime.
- q. Receiving requests for drugs via a phone line, moving drugs, collecting money
- r. Being found in accommodation they have no connection
- s. Owing a 'debt bond' to their exploiters
- t. Having their bank account used to facilitate drug dealing.



14. Child sexual exploitation (CSE)

Child sexual exploitation is defined as a form of sexual abuse where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child into sexual activity, for any of the following reasons:

- a. In exchange for something the victim needs or wants
 - b. For the financial advantage, increased status or other advantage of the perpetrator or facilitator
 - c. Through violence or the threat of violence, this could be online or through technology.

The school will recognise that CSE can occur over time or be a one-off occurrence, and may happen without the student's immediate knowledge, e.g. through others sharing videos or images of them on social media. The school will recognise that CSE can affect any student who has been coerced into engaging in sexual activities, even if the activity appears consensual; this includes students aged 16 and above who can legally consent to sexual activity. The school will also recognise that students may not realise they are being exploited, and they believe they are in a genuine romantic relationship.

School staff will be aware of the key indicators that a student is the victim of CSE, including:

- d. Appearing with unexplained gifts, money or new possessions.
- e. Associating with other children involved in exploitation.
- f. Suffering from changes in emotional wellbeing.
- g. Misusing drugs or alcohol.
- h. Going missing for periods of time or regularly coming home late.
- i. Regularly missing school or education or not taking part.
- j. Having older boyfriends or girlfriends.
- k. Suffering from sexually transmitted infections.
- l. Displaying sexual behaviours beyond expected sexual development.
- m. Becoming pregnant.

Where CSE, or the risk of it, is suspected, staff will discuss the case with the DSL. If after discussion a concern remains, local safeguarding procedures will be triggered.

15. Concealed and Denied pregnancy

A concealed pregnancy is when a woman knows she is pregnant but does not tell anyone; or when she tells a professional but conceals the fact that she is not accessing antenatal care; or when she tells another person or persons and together they conceal the fact from all agencies. A denied pregnancy is when an expectant mother is unaware of or unable to accept the existence of her pregnancy. Physical changes to the body may not be present or be misconstrued; they may be intellectually aware of the pregnancy but continue to think, feel and behave as though they were not pregnant. There may be a number of reasons why a pregnancy is concealed or denied, including, but not limited to; fear of stigma or shame, in cases of rape, sexual or domestic abuse, forced or sham marriage, fear of a child being removed or asylum seekers and illegal immigrants who may be reluctant to come to the attention of authorities. In some cases, the woman may be truly unaware that she is pregnant. In some cases, an expectant mother may be in denial of her pregnancy. Where there is a suspicion of a concealed or denied pregnancy, the school will follow the procedures set out by our local Safeguarding Children Partnership arrangements. Page 21 of 38 Blackburn with Darwen, Blackpool and Lancashire Children's Safeguarding Assurance Partnership (proceduresonline.com) Further training is available for staff regarding concealed or denied pregnancy Concealed-and-Denied-Pregnancy-2020-7MB.pdf (lancshiresafeguarding.org.uk)

16. Modern slavery

Modern slavery encompasses human trafficking and slavery, servitude, and forced or compulsory labour. This can include CCE, CSE, and other forms of exploitation.

All staff will be aware of and alert to the signs that a student may be the victim of modern slavery. Staff will also be aware of the support available to victims of modern slavery and how to refer them to the National Referral Mechanism. (From The Modern Slavery Act 2015, Section 52) The public authority (including schools) bears this obligation where it has 'reasonable grounds to believe that a person may be a victim of slavery or human trafficking':

School would liaise with a 'First Responder Organisation' as details in Part 4 of the guidance to support and request a referral to the NRM.

17. FGM

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

All staff will be alert to the possibility of a student being at risk of FGM or already having suffered FGM. If staff are worried about someone who is at risk of FGM or who has been a victim of FGM, they are required to share this information with CSC and/or the police. The school's procedures relating to managing cases of FGM and protecting students will reflect multi-agency working arrangements.

As outlined in Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015), teachers are legally required to report to the police any discovery, whether through disclosure by the victim or visual evidence, of FGM on a student under the age of 18. Teachers failing to report such cases may face disciplinary action. Teachers will not examine students, and so it is rare that they will see any visual evidence, but they must personally report to the police where an act of FGM appears to have been carried out. Unless the teacher has a good reason not to, they should also consider and discuss any such case with the DSL and involve CSC as appropriate. NB: This does not apply to any suspected or at-risk cases, nor if the individual is over the age of 18. In such cases, local safeguarding procedures will be followed.

All staff will be aware of the indicators that students may be at risk of FGM. While some individual indicators they may not indicate risk, the presence of two or more indicators could signal a risk to the student. It is important to note that the student may not yet be aware of the practice or that it may be conducted on them, so staff will be sensitive when broaching the subject.

Indicators that a student may be at heightened risk of undergoing FGM include:

- a. The socio-economic position of the family and their level of integration into UK society
- b. The student coming from a community known to adopt FGM
- c. Any girl with a mother or sister who has been subjected to FGM
- d. Any girl withdrawn from PSHE
- e. Travel abroad or a long holiday with relatives to a country known to practice FSM.

FGM is included in the definition of honour-based' abuse (HBA) which involves crimes that have been committed to defend the honour of the family and/or community. All forms of HBA are forms of abuse and will be treated and escalated as such. Staff will be alert to the signs of HBA, including concerns that a child is at risk of HBA, or has already suffered from HBA, and will consult with the DSL who will activate local safeguarding procedures if concerns arise.

18. Forced marriage

Forced marriage is defined as a marriage that is entered into without the full and free consent of one or both parties, and where violence, threats or any other form of coercion is used to cause a person to enter into the marriage. Threats can be physical, emotional, or psychological. A lack of full and free consent can be where a person does not consent or where they cannot consent, e.g. due to some form of SEND. Forced marriage is a crime in the UK and a form of HBA.

Staff who have any concerns regarding a student who may have undergone, is currently undergoing, or is at risk of forced marriage will speak to the DSL and local safeguarding procedures will be followed – this could include referral to CSC, the police or the Forced Marriage Unit.

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.

19. Extremism & Radicalisation

Extremism refers to the vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty, and the mutual respect and tolerance of different faiths and beliefs. Extremism also includes calling for the death of members of the armed forces. **Radicalisation** refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.

Terrorism refers to an action that endangers or causes serious violence to a person or people, serious damage to property, or seriously interferes with or disrupts an electronic system. The use or threat of these actions must be designed to influence the government or intimidate the public and be made for the purpose of advancing a political, religious or ideological cause.

Protecting students from the risk of radicalisation is part of the school's wider safeguarding duties. The school will actively assess the risk of students being radicalised and drawn into extremism and/or terrorism. Staff will be alert to changes in students' behaviour which could indicate that they may need help or protection. Staff will use their professional judgement to identify students who may be at risk of radicalisation and act appropriately, which may include contacting the DSL or making a Prevent referral. The school will work with local safeguarding arrangements as appropriate.

The school will ensure that they engage with parents and families, as they are in a key position to spot signs of radicalisation. In doing so, the school will assist and advise family members who raise concerns and provide information for support mechanisms. Any concerns over radicalisation will be discussed with the student's parents, unless the school has reason to believe that the child would be placed at risk as a result.

The DSL will undertake Prevent awareness training to be able to provide advice and support to other staff on how to protect students against the risk of radicalisation. The DSL will hold formal training sessions with all members of staff to ensure they are aware of the risk indicators and their duties regarding preventing radicalisation. The Online Safety Policy will ensure the safety of children by ensuring they cannot access terrorist and extremist material when using the internet and that suitable filtering software is in place

- DSLs understand when it is appropriate to make a referral to the Channel Panel and are aware of how to do so.

The Prevent Duty

Under section 26 of the Counter-Terrorism and Security Act 2015, all schools are subject to a duty to have “due regard to the need to prevent people from being drawn into terrorism”, known as **the Prevent duty**, forming part of the school’s wider safeguarding obligations.

The school’s procedures for carrying out the Prevent Duty, including how it will engage and implement the Channel programme, are outlined in the Prevent Duty Policy.

West Craven High School will ensure that ALL Staff, Governors and volunteers are informed and have 'due regard to the need to prevent people from being drawn into terrorism', known as the 'Prevent Duty.'

Prevent Lead	Mrs A Smith
Prevent Governor Lead	Ms. E Richardson

20. Private fostering

Where a period of UK homestay lasts 28 days or more for a child aged under 16, or under 18 for a child with SEND, this may amount to private fostering under the Children Act 1989. Where the school becomes aware of a student being privately fostered, they will notify the LA as soon as possible to allow the LA to conduct any necessary checks.

21. Students with family members in prison

Students with a family member in prison will be offered pastoral support as necessary. They will receive a copy of [‘Are you a young person with a family member in prison?’](#) from Action for Prisoners’ Families where appropriate and allowed the opportunity to discuss questions and concerns.

22. Child on child abuse including sexualised abuse

Child on child abuse is defined as abuse between children.

West Craven High School has a **zero-tolerance approach to abuse**, including child on child abuse.

West Craven High School will refer to specific guidance in Keeping Children Safe in Education Part five: Child on Child Sexual Violence and Sexual Harassment and Lancashire Procedures.

[5.31 Peer Abuse \(proceduresonline.com\)](http://proceduresonline.com)

All staff will be aware that peer-on-peer abuse can occur between students of any age and gender, both inside and outside of school, as well as online. All staff will be aware of the indicators of peer-on-peer abuse, how to identify it, and how to respond to reports. All staff will also recognise that even if no cases have been reported, this is not an indicator that peer-on-peer abuse is not occurring. All staff will speak to the DSL if they have any concerns about peer-on-peer abuse.

All staff will understand the importance of challenge inappropriate behaviour between peers and will not tolerate abuse as “banter” or “part of growing up”.

Peer-on-peer abuse can be manifested in many different ways, including:

- Bullying, including cyberbullying and prejudice-based or discriminatory bullying.
- Abuse in intimate personal relationships between peers.
- Physical abuse – this may include an online element which facilitates, threatens and/or encourages physical abuse.
- Sexual violence – this may include an online element which facilitates, threatens and/or encourages sexual violence.
- Sexual harassment, including online sexual harassment, which may be standalone or part of a broader pattern of abuse.
- Causing someone to engage in sexual activity without consent.
- The consensual and non-consensual sharing of nude and semi-nude images and/or videos.
- Upskirting.
- Initiation- and hazing-type violence and rituals, which can 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.

All staff will be clear as to the school’s policy and procedures regarding peer-on-peer abuse and the role they must play in preventing it and responding where they believe a child may be at risk from it.

All staff will be made aware of the heightened vulnerability of students with SEND, who evidence suggests are more likely to be abused than their peers. Staff will not assume that possible indicators of abuse relate to the student’s SEND and will always explore indicators further.

All staff will be made aware of the heightened vulnerability of LGBTQ+ students, who evidence suggests are also more likely to be targeted by their peers. In some cases, students who are perceived to be LGBTQ+, regardless of whether they are LGBTQ+, can be just as vulnerable to abuse as LGBTQ+ students. The school’s response to sexual violence and sexual harassment between students of the same sex will be equally as robust as it is for incidents between children of the opposite sex.

Students will be made aware of how to raise concerns or make a report and how any reports will be handled. This includes the process for reporting concerns about friends or peers. Students will also be reassured that they will be taken seriously, be supported, and kept safe.

The school’s procedures for managing allegations of peer-on-peer abuse are outlined in the Behaviour Policy. Staff will follow these procedures, as well as the procedures outlined in the school’s Anti-Bullying Policy where relevant.

West Craven High School and DSL will consider:

- the wishes of the victim in terms of how they want to proceed
- the nature of the alleged incident
- the ages of the children involved

- the development stages of the children involved
- any power imbalance between the children
- is the incident a one-off or a sustained pattern of abuse
- are there ongoing risks to the victim, other children, school or college staff
- contextual safeguarding issues.

Following a report of sexual violence, the designated safeguarding lead (or Deputy DSL's) will make an immediate risk and needs assessment, considering:

- the victim
- the alleged perpetrator
- all other children
- Risk assessments (if required) will be recorded and kept under review as a minimum termly
- Refer to Keeping Children safe in Education September 2025, Part 5.
-

Where relevant, risk assessments will be written, informed by the voice of the children involved, consulted on with parents and shared on a need-to-know basis with relevant staff and kept under review as a minimum, termly.

Examples of risk Assessments and Guidance below:



Lancashire Education Lancashire Risk
Risk Management Pla Management Plans

23. Serious violence

Through training, all staff will be made aware of the indicators which may signal a student is at risk from, or is involved with, serious violent crime. These indicators include, but are not limited to:

- Increased absence from school.
- A change in friendships.
- Relationships with older individuals or groups.
- A significant decline in academic performance.
- Signs of self-harm.
- A significant change in wellbeing.
- Signs of assault.
- Unexplained injuries.
- Unexplained gifts or new possessions.

Staff will be made aware of some of the most significant risk factors that could increase a student's vulnerability to becoming involved in serious violence. These risk factors include, but are not limited to:

- Being male.
- Having been frequently absent from school.

- Having been permanently excluded from school.
- Having experienced child maltreatment or trauma.
- Having been involved in offending, such as theft or robbery.

Staff members who suspect a student may be vulnerable to, or involved in, serious violent crime will immediately report their concerns to the DSL and log the details on CPOMS.

24. Online safety and personal electronic devices

West Craven High School will adhere to the Online Safety Policy at all times and is committed to keeping children safe online.

As part of a broad and balanced curriculum, all students will be made aware of online risks and taught how to stay safe online. The breadth of issues classified within on-line safety is considerable and ever evolving but can be categorised into 4 areas of risk: Content (including misinformation,



Disinformation and conspiracy theories) Contact, Conduct and Commerce.

The school will ensure that suitable filtering systems are in place on ICT equipment to prevent children accessing inappropriate material. This system will be monitored and reviewed with any inappropriate behaviours or searches being followed up appropriately.

Further information regarding the school's approach to online safety can be found in the Online Safety Policy.

- When school become aware of an online safety issue that has occurred outside of school, it is managed in accordance with the school Online Safety Policy

Personal electronic devices

The use of personal electronic devices, including mobile phones and cameras, by staff and students is closely monitored by the school, in accordance with the Staff Code of Conduct and Behaviour Policy.

Where photographs and videos will involve students who are CLA, adopted students, or students for whom there are security concerns, the principal will liaise with the DSL to determine the steps involved. The DSL will, in known cases of students who are CLA or who have been adopted, liaise with the students' social workers, carers or adoptive parents to assess the needs and risks associated with the students.

Staff will report any concerns about students' or other staff members' use of personal electronic devices to the DSL, following the appropriate procedures. insert school name] is committed to

keeping students safe by ensuring that electronic devices such as cameras, phones and tablets are

used in an appropriate manner.

School will therefore ensure that:

- parental consent is obtained to take and use photographs and/or videos of children, for use in school, to market the school or to share on social media / internet
- staff, visitors, volunteers and students do not use their own mobile phones or devices to take or record any images of children.

Up skirting

Under the Voyeurism (Offences) Act 2019, it is an offence to operate equipment for the purpose of up skirting. **“Operating equipment”** includes enabling, or securing, activation by another person without that person’s knowledge, e.g. a motion-activated camera.

Up skirting will not be tolerated by the school. Any incidents of up skirting will be reported to the DSL, who will then decide on the next steps to take, which may include police involvement.

25. Sharing nude and semi-nude images

Formerly referred to as “sexting”, sharing nudes and semi-nudes is defined as *the sending or posting of nude or semi-nude images, videos or live streams online by young people under the age of 18. This could be via social media, gaming platforms, chat apps or forums.* (UKCIS, 2020)

UKCIS – sharing nudes and semi-nudes : advice for education settings (UKCIS 2024)

The school will ensure that staff are aware to treat the sharing of indecent images, including through sexting as a safeguarding concern. Staff will receive appropriate training regarding child sexual development and will understand the difference between sexual behaviour that is considered normal and expected for the age of the student, and sexual behaviour that is inappropriate and harmful. Staff will receive appropriate training around how to deal with instances of sexting in the school community, including understanding motivations, assessing risks posed to students depicted in the images, and how and when to report instances of sexting.

Staff will be aware that creating, possessing, and distributing indecent imagery of children is a criminal offence, regardless of whether the imagery is created, possessed, and distributed by the individual depicted; however, staff will ensure that students are not unnecessarily criminalised.

Where a member of staff becomes aware of an incidence of sexting that involves indecent images of a student, they will refer this to the DSL as soon as possible. Where a student confides in a staff member about the circulation of indecent imagery, depicting them or someone else, the staff member will:

- a. Refrain from viewing, copy, printing, sharing, storing or saving the imagery.
- b. Tell the DSL immediately if they accidentally view an indecent image and seek support.
- c. Explain to the student that the incident will need to be reported.
- d. Respond positively to the student without blaming or shaming anyone involved and reassuring them that they can receive support from the DSL.
- e. Report the incident to the DSL.

The DSL will attempt to understand what the image contains without viewing it and the context surrounding its creation and distribution – they will categorise the incident into one of two categories:

- f. **Aggravated:** incidents which involve additional or abusive elements beyond the

creation and distribution of indecent images of students, including where there is an adult involved, where there is an intent to harm the student depicted, or where the images are used recklessly.

- g. **Experimental:** incidents involving the creation and distribution of indecent images of students where there is no adult involvement or apparent intent to cause harm or embarrassment to the student.

Where it is necessary to view the imagery, e.g. if this is the only way to make a decision about whether to inform other agencies, the DSL should:

- h. Discuss this decision with the principal or member of the SLT.
- i. Ensure the image is, where possible, viewed by someone of the same sex as the individual depicted.
- j. Ensure viewing takes place on school premises and with another member of staff present in the room – this staff member does not need to view the imagery.
- k. Record how and why the decision was made to view the imagery in accordance with the Records Management Policy.

Where the incident is categorised as ‘aggravated’, the situation will be managed in line with the school’s Peer-on-Peer Abuse Policy. Where the incident is categorised as ‘experimental’, the students involved are supported to understand the implications of sharing indecent imagery and to move forward from the incident. Where there is reason to believe that indecent imagery being circulated will cause harm to a student, the DSL escalates the incident to CSC.

Where indecent imagery of a student has been shared publicly, the DSL will work with the student to report imagery to sites on which it has been shared and will reassure them of the support available.

- **Sextortion**

There has been a large increase in reports of children and young people being forced into paying money or meeting another financial demand after an offender has threatened to release nudes or semi-nudes of them. This is financially motivated sexual extortion, a type of online blackmail often referred to as ‘sextortion’. It is a form of child sexual abuse. The DSL will ensure that staff are aware that this can happen and the school will follow guidance issued by the National Crime Agency

[Sextortion - National Crime Agency](#)

26. Context of safeguarding incidents

Safeguarding incidents can occur outside of school and can be associated with outside factors. All staff, particularly the DSL and deputy DSL(s), will always consider the context of safeguarding incidents. Assessment of students’ behaviour will consider whether there are wider environmental factors that are a threat to their safety and/or welfare. The school will provide as much contextual information as possible when making referrals to CSC or external agencies.

27. Students potentially at greater risk of harm

West Craven High School recognises that some groups of students can face additional safeguarding challenges, and understands that further barriers may exist when determining abuse and neglect in these groups of students. Additional considerations for managing safeguarding concerns and incidents amongst these groups are outline below

- **Students who need social workers**

Students may need social workers due to safeguarding or welfare needs. These needs can leave students vulnerable to further harm and educational disadvantage. As a matter of routine, the DSL within each school will hold and use information from their LA about whether a student has a social worker in order to make decisions in the best interests of the student's safety, welfare, and educational outcomes. Where a student needs a social worker, this will inform decisions about safeguarding, e.g. responding to unauthorised absence, and promoting welfare and educational outcomes, e.g. considering the provision of pastoral or academic support and support with behaviour.

- **Home-educated children**

Parents may choose elective home education (EHE) for their children. In some cases, EHE can mean that children are less visible to the services needed to safeguard and support them. In line with the Education (Student Registration) (England) Regulations 2006, West Craven High School will ensure it informs their LA of all deletions from the admissions register when a student is taken off roll.

Where a parent has expressed their intention to remove a student from a school within the trust for EHE, the school and other key professionals, will coordinate a meeting with the parent, where possible, before the final decision has been made, particularly if the student has SEND, is vulnerable, and/or has a social worker. Where children are removed from roll for Elective Home Education and there are safeguarding concerns, school will ensure that concerns are shared with the LA.

- **Children who are Looked After (CLA)**

Children most commonly become looked after because of abuse and/or neglect. Because of this, they can be at potentially greater risk in relation to safeguarding. Previously CLA, also known as care leavers, can also remain vulnerable after leaving care. The school will ensure that the appropriate staff have the information they need, such as

: • Looked after legal status, i.e. whether they are looked after under voluntary arrangements with consent of parents, or on an interim or full care order.

- Contact arrangements with parents or those with parental responsibility.

- Care arrangements and the levels of authority delegated to the carer by the authority looking after the student.

Students with SEND

When managing safeguarding in relation to students with SEND, staff will be aware of the following:

- a. Students with SEND or disabilities are nearly 4 times more likely to be a victim of abuse
- b. Certain indicators of abuse, such as behaviour, mood and injury, may relate to the student's disability without further exploration; however, it should never be assumed that a student's indicators relate only to their disability
- c. Students with SEND can be disproportionately impacted by issues such as bullying, without outwardly showing any signs
- d. Communication barriers may exist, as well as difficulties in overcoming these barriers

When reporting concerns or making referrals for students with SEND, the above factors will always be taken into consideration. When managing a safeguarding issue relating to a student with SEND, the

DSL will liaise with the school's SENCO, as well as the student's parents where appropriate, to ensure that the student's needs are met effectively.

LGBTQ+ students

The fact that a student may be LGBTQ+ is not in itself an inherent risk factor for harm; however, staff will be aware that LGBTQ+ students can be targeted by other individuals. Staff will also be aware that, in some cases, a student who is perceived by others to be LGBTQ+ (whether they are or not) can be just as vulnerable as students who identify as LGBTQ+

Staff will also be aware that the risks to these students can be compounded when they do not have a trusted adult with whom they can speak openly with. All staff will endeavour to reduce the additional barriers faced by these students and provide a safe space for them to speak out and share any concerns they have

• Adverse Childhood Experiences and trauma

We acknowledge that children who have experienced adverse childhood experiences and trauma may be at increased risk of developing health and social difficulties. All staff will be made aware of the long-lasting impact of experiencing adversity and the lasting effect trauma can have on a child's development.

Where a student is known to have experienced trauma, appropriate arrangements will be made to provide support based on the needs of the student and in line with all relevant guidance and policies. This may include close multi-agency working with external services. Members of the Senior Leadership Team, the Pastoral and Inclusion Teams have completed Trauma Training for children with adverse childhood experiences.

28. Extracurricular activities and clubs

Extra-curricular activities and clubs hosted by external bodies, e.g. charities or companies, will work in collaboration with the school to effectively safeguard students and adhere to local safeguarding arrangements.

Staff and volunteers running extracurricular activities and clubs are aware of their safeguarding responsibilities and promote the welfare of students. Paid and volunteer staff understand how they should respond to child protection concerns and how to make a referral to CSC or the police, if necessary.

All national governing bodies of sport that receive funding from either Sport England or UK Sport must aim to meet the Standards for Safeguarding and Protecting Children in Sport.

29. Alternative provision

The school will remain responsible for a student's welfare during their time at an alternative provider. When placing a student with an alternative provider, the school will obtain written confirmation that the provider has conducted all relevant safeguarding checks on staff, have effective policies and ensure clear communication procedures in place in view of attendance. The checks will be regularly updated and stored centrally. The school will regularly review AP placements in order to provide assurance that:

The child is regularly attending

The placement continues to be safe and meet the child's needs.

Where Safeguarding concerns arise, the placement will be immediately reviewed and terminated, if necessary, unless or until those concerns have been satisfactorily addressed.

30. Work experience

When a student is sent on work experience, the school will ensure that the provider has appropriate safeguarding policies and procedures in place. Where the school has students conduct work experience at the school, an enhanced DBS check will be obtained if the student is over the age of 16.

31. Managing referrals

All staff members, in particular the DSL, will be aware of the LA's arrangements in place for managing referrals. The DSL will provide staff members with clarity and support where needed. When making a referral to CSC or other external agencies, information will be shared in line with confidentiality requirements and will only be shared where necessary to do so.

The DSL will work alongside external agencies, maintaining continuous liaison, including multi-agency liaison where appropriate, in order to ensure the wellbeing of the students involved. 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.

Where a student has been harmed or is in immediate danger or at risk of harm, the referrer will be notified of the action that will be taken within one working day of a referral being made. Where this information is not forthcoming, the referrer will contact the assigned social worker for more information.

The school will not wait for the start or outcome of an investigation before protecting the victim and other students: this applies to criminal investigations as well as those made by CSC. Where CSC decide that a statutory investigation is not appropriate, the school will consider referring to the incident again if it is believed that the student is at risk of harm. Where CSC decide that a statutory investigation is not appropriate and the school agrees with this decision, the school will consider the use of other support mechanisms, such as early help and pastoral support.

At all stages of the reporting and referral process, the student will be informed of the decisions made, actions taken and reasons for doing so. Discussions of concerns with parents will only take place where this would not put the student or others at potential risk of harm. The school will work closely with parents to ensure that the student, as well as their family, understands the arrangements in place, such as in-school interventions, is effectively supported, and knows where they can access additional support.

32. Concerns about staff and safeguarding practices

If a staff member has concerns about another member of staff (including supply staff and volunteers), it will be raised with The Principal. If the concern is with regard to The Principal, it will be referred to the chair of governors.

Any concerns regarding the safeguarding practices at the school will be raised with the SLT, and the necessary whistleblowing procedures will be followed, as outlined in the Whistleblowing Policy. If a staff member feels unable to raise an issue with the SLT, they should access other whistleblowing channels such as the NSPCC whistleblowing helpline (0800 028 0285).

33. Allegations of abuse against staff

All allegations against staff, supply staff, volunteers and contractors will be managed in line with the school's Whistleblowing Policy – a copy of which will be provided to, and understood by, all staff. The school will ensure all allegations against staff, including those who are not employees of the school, are dealt with appropriately and that the school liaises with the relevant parties.

When managing allegations against staff, the school will recognise the distinction between allegations that meet the harm threshold and allegations that do not, also known as "low-level concerns". Allegations that meet the harms threshold include instances where staff have:

- a. Behaved in a way that has harmed a child or may have harmed a child.
- b. Committed or possibly committed a criminal offence against or related to a child.
- c. Behaved towards a child in a way that indicates they may pose a risk of harm to children.
- d. Behaved, or may have behaved, in a way that indicates they may not be suitable to work with children.

All staff at West Craven High School are aware of these procedures and aware of the following expectations and protocol:-

- e. ALL staff and volunteers are aware that they must refer allegations or concerns around staff (including supply staff) conduct to The Principal
- f. ALL staff and volunteers are aware of the requirement to, and process of referring allegations or concerns around The Principal to the nominated Governor and how to contact them
- g. The Principal and/or Chair of Governors will discuss the allegation with the Local Authority Designated Officer (LADO)
- h. CSAP procedures for dealing with allegations against staff will be followed
http://panlancashirescb.proceduresonline.com/chapters/p_allegations.html
- i. All staff and volunteers remember that the welfare of the child is paramount and that they have a duty to inform DSL / Principal if any adult's conduct gives cause for concern
- j. All low-level concerns surrounding staff or any adult in a position of trust should be reported to the DSL/Principal.
- k. ALL staff are aware of the school's Whistle Blowing Policy enables staff to raise concerns or allegations in confidence and for a sensitive enquiry to take place
- l. Staff are fully aware of Guidance for Safer Working Practice and Staff Code of Conduct and are aware of professional expectations of their own behaviour and conduct.
- m. Further information, LADO information and flowchart of how allegations are managed: -

2020 LADO LADO Details



and Allegations Notifica
Managing Allegatio

West Craven High School recognises that children may make disclosures against someone

34. Safer recruitment

West Craven High School is committed to keeping students safe by ensuring that adults who work or volunteer in school are safe to do so. We therefore ensure that:

- Lancashire County Council Human Resources Guidance is adhered to, to ensure that there is a strong reference and commitment to safeguarding during advertisement, selection and recruitment of new staff

An enhanced DBS check with barred list information will be undertaken for all staff members engaged in regulated activity. A person will be considered to be in 'regulated activity' if, as a result of their work, they:

- Are responsible on a daily basis for the care or supervision of children.
- Regularly work in the school at times when children are on the premises.
- Regularly come into contact with children under 18 years of age.

The DfE's [DBS Workforce Guides](#) will be consulted when determining whether a position fits the child workforce criteria.

The governing board will conduct the appropriate pre-employment checks for all prospective

employees, including internal candidates and candidates who have lived or worked outside the UK.

School will ensure that:

- The appropriate DBS and suitability checks will be carried out for all governors, volunteers, and contractors.
- The original DBS certificate is seen for all appointees to the school, even where the on-line DBS system indicates that the check is clear
- There are sufficient staff/Governors who have undertaken appropriate Safer Recruitment training in the last 5 years to enable at least one person on every recruitment panel to be appropriately trained and there are at least 2 people on each selection panel
- Covering (umbrella) letters will be obtained from agencies and other employers that provide staff to work in school to confirm that appropriate checks have been undertaken. Agencies will be requested to complete the checklist found at Appendix Q of the R&S



Guidance.

Appendix Q -
Agency R&S
checkli

- Individual identity checks will be undertaken; this includes digital screening on those staff detailed above to ensure they are employees of the named agency/employer

- Adults who are involved in the management or provision of childcare of children in Early Years, or in out of school provision for children up to 8 years old, will make a declaration that they are not disqualified under the Child Care Act 2006.
- With regard to Disqualification Under the Childcare Act we will adhere to Guidance from [Lancashire County Council Human Resources](#)
- This declaration will be renewed annually and evidenced using the LCC staff declaration form May 2021. This form will be retained and stored securely. Documents below.



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Guidance
and
FAQs.doc
x



Staff
declaration
form May
2021.docx

- When an issue is declared, advice will be sought from Ofsted about the need to apply for a waiver. If a waiver is necessary, a risk assessment will be carried out and proportionate measures put in place until a waiver has been issued, or matters resolved. If it is not resolved, this must be reported: - disqualification@ofsted.gov.uk
- Advice will be sought from Human Resources, LADO and/or Schools Safeguarding Officers if any staff are unclear about any aspects of Safer Recruitment.

Referral to the DBS

The school will refer to the DBS anyone who has harmed a child or poses a risk of harm to a child, or if there is reason to believe the member of staff has committed an offence and has been removed from working in regulated activity. The duty will also apply in circumstances where an individual is deployed to another area of work that is not in regulated activity, or they are suspended.

35. Single central record (SCR)

The school keeps an SCR which records all staff, including agency and third-party supply staff, and teacher trainees on salaried routes, who work at the school.

All members of the proprietor body are also recorded on the SCR.

West Craven High School holds a central SCR containing information that is easily accessible and recorded in such a way that allows for details for each individual academy to be provided separately, and without delay, to all who need to see it, including Ofsted.

The following information is recorded on the SCR:

- An identity check
- A barred list check
- An enhanced DBS check
- A prohibition from teaching check

- A check to determine the individual's right to work in the UK
- Additional checks for those who have lived or worked outside of the UK
- A section 128 check for those in management positions
- Any other information deemed relevant.

If any checks have been conducted for volunteers, this will also be recorded on the SCR. If risk assessments are conducted to assess whether a volunteer should be subject to an enhanced DBS check, the risk assessment will be recorded.

The details of an individual will be removed from the SCR once they no longer work at the school.

36. Review

This Policy is subject to ongoing review; however, will be reviewed no later than September 2022.

Key Contacts, Roles and Training		
Designated Safeguarding Lead	Deputy Principal, Mrs A Smith	Annual Safeguarding training 02.09.25 DSL training 11.10.25
Deputy DSL (s)	Mrs D. Gartland Mr J Brook Mr B Hughes Mrs N Robertson	Annual Safeguarding training 02.09.25
Principal	Mr J Bates	Annual Safeguarding training 02.09.25
Chair of Academy Council	Mrs J Sharpe	Annual Safeguarding training 13.10.25
Safeguarding Governor	Ms. E. Richardson	
Prevent Lead	Deputy Principal, Mrs A Smith	Annual Safeguarding training 02.09.25 DSL training 11.10.25



LCC School Safeguarding Officers Victoria Wallace & Heather Fowler	01772 531196 school.safeguarding@lancashire.gov.uk
LCC MASH Education Officers Matt Chipchase & Jennifer Ashton	Jennifer Ashton 01772 531643 jennifer.ashton@lancashire.gov.uk



	Matt Chipchase 01254 220989 matt.chipchase@lancashire.gov.uk
LADO – Local Authority Designated Officer Tim Booth, Donna Green & Shane Penn	01772 536694 LADO.admin@lancashire.gov.uk
MASH – Multi-Agency Safeguarding Hub	0300 123 6720 0300 123 6722 between 5.00pm - 8.00am

