Shawlands Primary School

Child Protection/Safeguarding Policy

REVIEWED Annually

Last reviewed September 2026

Designated Safeguarding Lead (DSL): Mrs C Athorn

Responsible Safeguarding Governor: Mrs Sarah White

Chair of Governors: Mrs Anita Bailey



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1. Purpose, Scope and Status

Shawlands Primary School is committed to safeguarding and promoting the welfare of every pupil. Safeguarding is everyone's responsibility. This policy applies to all staff, governors, volunteers, supply staff, contractors, agency workers, visitors and other adults working on behalf of or with the school.

The policy applies to all pupils, including pupils with SEND, pupils with medical or communication needs, pupils receiving alternative provision, looked-after and previously looked-after pupils, pupils with social workers, and pupils who may be vulnerable because of family, community, attendance, online or contextual factors.

The school will comply with statutory safeguarding requirements and have regard to current statutory guidance. Staff must follow this policy and the school's associated safeguarding procedures. Where a local safeguarding partnership or statutory agency procedure imposes a more specific requirement, the school will follow the applicable local procedure.

2. Core Safeguarding Principles

- Safeguarding is everyone's responsibility and it could happen here.
- The school will maintain a child-centred approach and will always consider what is best for the pupil.
- Pupils will be listened to and their wishes and feelings considered in an age- and developmentally appropriate way, while recognising that this does not mean a pupil determines the outcome.
- Children need the right help at the right time. The school will act early where concerns emerge and will escalate promptly where statutory intervention is required.
- The school will provide an inclusive, anti-discriminatory safeguarding culture and challenge racism, discrimination and harmful stereotypes.
- Information will be shared lawfully and proportionately where necessary to safeguard or promote a pupil's welfare.
- Safeguarding concerns will be acted on without delay. Internal timescales in this policy must never delay an immediate referral or protective action.
- All safeguarding decisions will be recorded with sufficient detail to show what was known, what was considered, what action was taken, by whom and why.

3. Staff Knowledge, Induction and Training

All staff, including those who do not work directly with pupils, volunteers and governors, will read and understand Part 1 of Keeping Children Safe in Education 2026 or the version applicable to their role. Staff will sign an acknowledgement on induction and annually thereafter. Records will be retained centrally.

All staff will receive safeguarding induction and annual refresher training. Training will cover the school's safeguarding systems, DSL arrangements, reporting routes, early help, statutory referral routes, abuse and neglect, exploitation, online harms, child-on-child abuse, information sharing, attendance-related safeguarding, allegations against adults and whistleblowing.

The school will provide additional training appropriate to its profile, including SEND safeguarding, contextual safeguarding, domestic abuse, sexual violence and harassment, exploitation including county lines/child criminal exploitation, Prevent, FGM, online safety and AI-related risks.

The DSL and deputies will complete appropriate DSL training and annual updates, with full multi-agency training at least every two years. Training records will be maintained centrally.

4. Designated Safeguarding Lead and Deputies

The school has a DSL with appropriate status, authority, time, funding, training and resources to carry out the role effectively. Deputies provide effective cover.

DSL: Mrs C Athorn. The school will maintain a current record of deputies and daily safeguarding cover. Staff will be told each day who is the on-site safeguarding lead and how to contact the DSL/deputy.

- Provide safeguarding advice and support to staff.
- Receive, assess and coordinate safeguarding concerns.
- Refer to Children's Social Care, police and other agencies where thresholds are met.
- Maintain and oversee safeguarding records.
- Coordinate early help and step-up/step-down arrangements.
- Oversee child-on-child abuse, online safety, exploitation, Prevent, FGM and other safeguarding risks.
- Ensure appropriate transfer of child protection records.
- Ensure staff training, induction and policy updates are completed.
- Liaise with the Local Authority Designated Officer (LADO) and other agencies as required.
- Ensure the voice, wishes and feelings of pupils are considered appropriately.

Where the DSL is unavailable, a deputy DSL will provide cover. If no DSL/deputy can be contacted and there is immediate risk of harm, staff must contact Children's Social Care and/or the police immediately and then notify the school.

DSL response times

The DSL will acknowledge CPOMS concerns within one working school day and make an initial recorded decision within 24 hours where practicable. These are internal management standards only. They must never delay an immediate referral, emergency action or contact with police/Children's Social Care.

5. Recognising Abuse, Neglect and Exploitation

Staff must know the main categories of abuse and neglect and remain alert to indicators, including changes in behaviour, attendance, presentation, injuries, disclosures, online threats and changes in relationships.

Physical abuse

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning, drowning, suffocating or otherwise causing physical harm.

Emotional or psychological abuse

Persistent emotional maltreatment that causes or is likely to cause adverse effects on emotional development, including conveying that a pupil is worthless, unloved or inadequate, imposing inappropriate expectations, or causing fear or exploitation.

Sexual abuse

Forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. It includes contact and non-contact abuse and online sexual abuse.

Neglect

The persistent failure to meet a pupil's basic physical and/or psychological needs, likely to result in serious impairment of health or development.

Exploitation

Situations where a pupil is manipulated, coerced or pressured into activities for another person's benefit, including sexual exploitation, criminal exploitation and group-based exploitation.

Staff must also remain alert to domestic abuse, coercive control, honour-based abuse, forced marriage, FGM, teenage relationship abuse, child sexual abuse, serious violence, county lines, trafficking, online harms and other contextual safeguarding risks.

6. Reporting and Responding to Concerns

Any safeguarding concern must be reported to the DSL or deputy without delay and recorded on CPOMS as soon as reasonably possible and within the same working day.

If CPOMS is inaccessible, staff must email the DSL/deputy and record the concern on CPOMS when access is restored. Staff must not wait for access to CPOMS before taking urgent safeguarding action.

If a pupil is in immediate danger, staff must call 999. Staff must then inform the DSL as soon as possible.

Decision making

- Manage through school support/early help where appropriate.
- Refer to Children's Social Care/Request for Service where threshold is met.
- Take immediate protective action and contact police where required.
- Record the decision, rationale, actions and outcome.

If staff believe a referral has not been progressed appropriately, they must use the local escalation procedure and inform the DSL. The school will record escalation and outcome.

7. Early Help and Family Help

The school will identify needs early and seek to prevent escalation. The DSL may initiate or contribute to a multi-agency Family Help/Early Help assessment and will maintain evidence of step-up and step-down decisions.

The school will work with pupils and families respectfully and proportionately, keeping the pupil's needs central to planning.

8. Children Who May Require Additional Safeguarding Support

- Pupils with SEND or communication difficulties.
- Looked-after and previously looked-after pupils.
- Pupils with a social worker or subject to a child protection or child in need plan.
- Pupils experiencing domestic abuse.

- Pupils who are young carers.
- Pupils affected by parental substance misuse, mental ill-health, imprisonment or family breakdown.
- Pupils who are missing education or persistently absent.
- Pupils vulnerable to exploitation, trafficking, radicalisation or serious violence.
- Pupils receiving alternative provision.
- Pupils experiencing racism, discrimination, bullying or other harmful treatment.

The school will make reasonable adjustments, use interpreters or alternative communication methods where needed, and ensure that safeguarding assessments and plans reflect individual vulnerabilities.

9. Attendance, Absence and Children Missing Education

Attendance is a safeguarding matter. Staff will consider whether absence or patterns of non-attendance may indicate neglect, exploitation, abuse, mental health difficulties, bullying, family difficulties or other safeguarding concerns.

The Attendance Lead/Education Welfare Officer will follow the school's Attendance Policy and Children Missing Education procedures, maintain records of enquiries and actions, and notify the Local Authority where required.

Where a pupil disappears from education or there is concern about their whereabouts, the school will follow local CME procedures without delay.

10. Alternative Provision

Where a pupil attends alternative provision, the school will undertake appropriate due diligence before placement and satisfy itself that the provider has suitable safeguarding, safer recruitment, attendance, behaviour, health and safety and information-sharing arrangements.

The school will maintain appropriate oversight of the pupil's attendance, welfare and safeguarding. Concerns will be shared promptly with the provider, DSL and statutory agencies as appropriate.

The school will retain records of checks and reviews. Where alternative provision is not used, this section remains as the school's framework should a placement be made.

11. Safer Recruitment and Single Central Record

The school will operate safer recruitment procedures consistent with statutory requirements. Checks will be completed and evidenced before employment or regulated activity commences, subject to lawful exceptions.

- Identity, right to work and relevant qualifications.
- References and employment history, with gaps explored.
- Appropriate DBS checks, including barred list checks where legally required.
- Other legally required pre-employment checks.
- Online searches of shortlisted candidates where undertaken under the school's recruitment procedure, with the process applied consistently and fairly.
- Accurate and maintained Single Central Record (SCR).
- Appropriate risk assessment and supervision where checks are outstanding or not legally required.

The school will make any required DBS referral where it has permanently removed an individual from regulated activity, or would have removed them had they not left, and the statutory conditions for referral are met.

Recruitment records will be retained in accordance with DfE guidance and the school's retention schedule.

12. Volunteers, Contractors, Visitors and Lettings

Volunteers undertaking regulated activity will receive the appropriate checks. Where checks are not legally required, the school will assess risk and ensure appropriate supervision.

Contractors, agency staff, supply staff and third-party providers will be subject to appropriate safeguarding arrangements and checks.

Lettings and third-party providers must provide evidence of appropriate safeguarding arrangements, insurance and DBS checks where relevant. Contracts and service-level agreements will identify safeguarding responsibilities and a named contact.

13. Staff Code of Conduct, Low-Level Concerns and Whistleblowing

All staff must follow the school's Staff Code of Conduct. The Code covers professional boundaries, relationships with pupils, communications, social media, gifts, physical contact, online contact, use of technology and reporting concerns.

A low-level concern is any concern, however small, that an adult working with pupils may have acted inconsistently with the Staff Code of Conduct or may not have met the threshold for an allegation of harm. Low-level concerns must be reported using the school's low-level concerns procedure.

The Headteacher will review low-level concerns for patterns. Where a concern may meet the harm threshold, it will be managed under the allegations procedure and referred to the LADO as appropriate.

Whistleblowing

Staff must raise concerns about safeguarding practice. Concerns should normally be raised with the DSL, Headteacher or appropriate senior leader. Where the concern concerns the DSL or Headteacher, the concern should be raised with the Chair of Governors or another appropriate route.

If a member of staff feels unable to raise a concern internally, they may seek independent advice and use the NSPCC Whistleblowing Advice Line or other appropriate external safeguarding route. No member of staff will be penalised for raising a genuine safeguarding concern in good faith.

14. Allegations Against Staff, Volunteers, Governors or Contractors

The school will follow KCSIE Part Four and local LADO procedures where an allegation is made that an adult working with pupils has:

- possibly committed a criminal offence against or related to a pupil;
- behaved in a way that has harmed or may have harmed a pupil; or
- behaved in a way that indicates they may pose a risk of harm to children.

Allegations must be reported immediately to the Headteacher. If the allegation concerns the Headteacher, it must be reported to the Chair of Governors, Mrs Anita Bailey.

The Headteacher/Chair will contact the LADO without delay for advice. The school will not undertake an internal investigation or question the accused in a way that could prejudice the process before appropriate advice is received.

Where the allegation meets the harm threshold, the LADO will coordinate the multi-agency response. The school will follow local procedures regarding suspension, risk management, communication, records, confidentiality and DBS referral.

15. Child-on-Child Abuse

The school recognises that children can abuse other children. This may include bullying, sexual violence, sexual harassment, physical abuse, coercive behaviour, online abuse, sharing of sexual imagery, initiation/hazing, exploitation and other harmful behaviour.

All allegations will be taken seriously. The school will not dismiss harmful behaviour as 'banter', 'part of growing up' or 'boys being boys'.

- Record concerns on CPOMS and preserve relevant evidence.
- Consider immediate protection and support for all pupils involved.
- Refer to Children's Social Care and/or police where thresholds are met.
- Complete risk assessments and support plans.
- Consider the needs of SEND/EAL pupils and make reasonable adjustments.
- Provide pastoral, therapeutic or other appropriate support.
- Use restorative approaches only where safe and appropriate.

16. Child-Produced Sexual Imagery / Sharing Nudes and Semi-Nudes

Following a report, the DSL will conduct an initial review within 24 hours where practicable, considering immediate risk, statutory referrals, parental involvement and support.

Images must not be viewed, copied, downloaded or shared unnecessarily. Where viewing is necessary to safeguard the pupil, it will be undertaken only by an appropriately authorised senior safeguarding professional and in accordance with current national guidance.

All decisions, rationale, actions and outcomes will be recorded on CPOMS. Where no statutory referral is made, the rationale and review arrangements will be recorded.

17. Sexual Harassment, Sexual Violence and Sexism

All reports of sexual harassment and sexual violence will be taken seriously, recorded and responded to promptly. The school will provide appropriate support and protection and will consider statutory referral where required.

Responses will be proportionate, trauma-informed and consistent with behaviour and safeguarding procedures. Staff will receive training on recognising sexual harassment and sexual violence.

18. Online Safety, Filtering, Monitoring and AI

The school will maintain effective filtering and monitoring arrangements. Filtering and monitoring will be reviewed at least annually using the DfE self-assessment approach, with actions reported to governors.

Online safety will be included in annual safeguarding training and reinforced through regular staff communications.

The school will maintain guidance for staff on AI-generated harmful content, deepfakes, manipulated imagery and AI-enabled abuse. Suspected AI-enabled abuse will be treated as a safeguarding concern.

Personal devices, mobile networks, remote learning and approved platforms will be managed under the school's Online Safety and Acceptable Use arrangements.

19. Domestic Abuse, Exploitation, Serious Violence and Contextual Safeguarding

- The school recognises domestic abuse and coercive control as safeguarding concerns and will consider their impact on pupils.
- Operation Encompass notifications will be recorded and used to inform appropriate support.
- The school recognises child sexual abuse, sexual exploitation, criminal exploitation, trafficking, county lines, group-based exploitation and serious violence as safeguarding risks.
- Staff will be alert to risks in the home, school, peer group, community and online environments.
- The DSL will liaise with police, social care, youth services and other agencies as appropriate.

20. Prevent, Radicalisation and FGM

The school will fulfil its Prevent duty by assessing risks, providing appropriate training, recognising vulnerability and using local referral routes including Channel where appropriate. Concerns will be recorded and escalated.

Staff will comply with the mandatory reporting duty for known cases of FGM in girls under 18 and contact police and the DSL immediately. Suspicion or disclosure will be recorded and referred to Children's Social Care where appropriate.

21. Private Fostering

Staff will remain alert to arrangements where a child under 16, or under 18 if disabled, is cared for and provided with accommodation by someone who is not a parent, close relative or person with parental responsibility, for the required period. Where staff become aware of a possible private fostering arrangement, they will inform the DSL, who will contact the Local Authority in accordance with the relevant statutory procedure.

22. Information Sharing and Confidentiality

The school will share information when it is necessary, proportionate, lawful and in the best interests of safeguarding and promoting a pupil's welfare. Data protection is not a barrier to safeguarding.

Staff must not allow uncertainty about consent or data protection to delay urgent safeguarding action. The DSL will record decisions to share or withhold information, including the rationale, relevant legal basis where appropriate, and outcome.

The school will comply with the statutory information-sharing duty and applicable local information-sharing agreements and procedures.

23. Record Keeping, Retention and Transfer

Safeguarding records will be accurate, contemporaneous, secure and access-limited. CPOMS records will include, where relevant, the concern, date/time, source, actions, decisions, rationale, referrals and outcomes.

Child protection files will be kept separately from the main pupil record and retained in accordance with applicable guidance and the school's retention schedule.

When a pupil transfers, safeguarding information will be transferred securely and separately in accordance with statutory guidance and local arrangements, with a record of transfer retained.

24. Physical Contact and Reasonable Force

Staff will use physical intervention only when necessary, proportionate and lawful to prevent harm or maintain safety, in accordance with the school's Positive Handling Policy.

Staff who may need to use physical intervention will receive appropriate training. Incidents will be recorded and parents informed as soon as reasonably practicable, normally on the same day.

25. Safeguarding in Curriculum and Pupil Voice

The curriculum will help pupils understand how to keep themselves and others safe, including relationships, consent, online safety, harmful sexual behaviour, exploitation, bullying, discrimination, abuse and how to seek help.

Provision will be accessible to pupils with SEND and EAL. Pupils will be given appropriate opportunities to express their views about safeguarding and the safety of the school.

26. Governance, Monitoring and Assurance

The governing body has strategic responsibility for safeguarding. It will ensure that safeguarding arrangements are effective, properly resourced and subject to appropriate challenge.

- The safeguarding governor will conduct termly monitoring and report to governors.
- Safeguarding training compliance will be monitored.
- The SCR will be checked termly.
- CPOMS trends, referrals, low-level concerns, online safety incidents and safeguarding actions will be reviewed.
- LADO referrals and outcomes will be monitored.
- Filtering and monitoring audits will be reviewed.
- Local safeguarding contacts will be kept current.
- Safeguarding actions will be tracked to completion.

27. Policy Framework and Associated Documents

This policy should be read alongside the school's current versions of:

- Staff Code of Conduct
- Whistleblowing Policy
- Behaviour and Anti-Bullying Policy
- Online Safety / Acceptable Use Policy
- Attendance Policy and Children Missing Education procedures
- SEND Policy and Accessibility Plan
- RSHE Policy
- Positive Handling Policy
- Safer Recruitment procedure
- Managing Allegations Against Adults procedure
- Complaints Policy
- Data Protection and Information Sharing arrangements
- Health and Safety and Medical Conditions policies
- Prevent and Channel procedures
- Educational Visits and Risk Assessment procedures
- Alternative Provision arrangements, where applicable

28. Parents, Carers and Accessibility

The school will work openly and appropriately with parents and carers, subject to safeguarding considerations. The policy will be published on the school website and made available in accessible formats where required. A concise safeguarding summary will be available to parents and carers.

The school will not share information with parents/carers where doing so would increase risk or prejudice a safeguarding process.

Appendix 1 – Reporting a Concern

1. Report the concern to the DSL/deputy without delay.
2. Record the concern factually on CPOMS the same working day.
3. If there is immediate danger, call 999.
4. If the DSL/deputy cannot be reached and immediate harm is a concern, contact Children's Social Care or police and then inform the school.
5. Do not investigate the concern yourself or promise confidentiality.
6. Record subsequent actions and decisions.

Appendix 2 – DSL Availability

A trained DSL or deputy should normally be available on site. Where this is not possible, a trained DSL/deputy will be contactable by telephone or video and a senior leader on site will coordinate safeguarding arrangements. Staff will be told each day who the safeguarding lead is and how to contact them.

Appendix 3 – Local Safeguarding Contacts

Service	Local contact
Children's Social Care / MASH / Referral Team	01226772423
Out-of-hours Emergency Duty Team	01226 787789
Local Authority Designated Officer (LADO)	Sian Christian 01226772341
Local Police Safeguarding Team / non-emergency	101
Prevent referral contact	preventsouth@ctpne.police.co.uk
Education Welfare / Children Missing Education	01226 773535 cme@barnsley.gov.uk
Early Help Team	0800345340
CAMHS / Single Point of Access	01226 107377
Chair of Governors – allegations concerning Headteacher	Mrs Anita Bailey a.bailey@shawlandsprimaryschool.co.uk

This appendix must be checked at least termly and immediately whenever contact information changes.

Appendix 4 – Safeguarding Governor Assurance Checklist

- Policy current, approved and published.
- DSL/deputy arrangements and training current.
- All staff have completed required safeguarding induction and KCSIE Part 1 acknowledgement.
- SCR complete and monitored.
- CPOMS trends and significant issues reviewed.
- LADO referrals and outcomes monitored.
- Low-level concerns recorded and reviewed.
- Whistleblowing arrangements understood by staff.
- Filtering and monitoring audit completed.
- Attendance/CME safeguarding issues reviewed.
- Alternative provision arrangements checked where applicable.
- Local contacts current.
- Termly safeguarding monitoring visit completed.

- Actions tracked to completion.

Appendix 5 – Implementation Actions

7. Complete and verify the Local Contacts appendix.
8. Publish the policy and associated safeguarding documents.
9. Ensure all staff receive and acknowledge KCSIE Part 1.
10. Confirm DSL/deputy cover arrangements and daily communication.
11. Update the SCR and safeguarding training log.
12. Confirm whistleblowing and low-level concerns procedures are available to all staff.
13. Review alternative provision arrangements where applicable.
14. Review attendance/CME procedures against this policy.
15. Ensure staff understand the revised information-sharing arrangements.
16. Test child protection file transfer arrangements.
17. Complete the first termly safeguarding governor assurance review.

Review and Approval

This policy will be reviewed annually and sooner where legislation, statutory guidance, local safeguarding arrangements, school circumstances or safeguarding learning indicate that an earlier review is necessary.

September 2026 | Next review: September 2027