



The Circle Trust Document: **Safeguarding Policy**

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Approver:	Trustees
Owner:	School Improvement Trustees
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Changes History:

Version	Date	Amended by:	Substantive changes:	Purpose
1.0			n/a	First release
1.1	4.10.18	Railton Blyth	Adding new guidance from "Keeping Children Safe in Education" September 2018	Compliance
1.2	10/19	Railton Blyth	Reference to "Keeping Children Safe in Education" September 2019	Compliance
1.3	10/20	Railton Blyth	Rewritten to include updates in "Keeping Children Safe in Education" September 2020" Legislation across all age ranges as outlined in section 2 Addition of new schools to the Trust in Appendix	Compliance

Glossary of Key Terms

SMSC	-	Spiritual, Moral Social and Cultural
LAB	-	Local Advisory Board
DSL	-	Designated Safeguarding Lead
PSHCE	-	Personal, Social Health and Citizenship Education
LADO	-	Local Authority Designated Officer
LA	-	Local Authority
LAC	-	Looked After Child
PLAC	-	Previously Looked After Child
WBC	-	Wokingham Borough Council
CPD	-	Continuous Professional Development
CME	-	Children Missing in Education
FGM	-	Female Genital Mutilation
HBV	-	Honour Based Violence
SEND	-	Special Educational Needs and Disabilities
SENCO	-	Special Education Needs Co-ordinator
CCE	-	Child Criminal Exploitation
UKCCIS	-	UK Council for Child Internet Safety
SLT	-	Senior Leadership Team
DBS	-	Disclosure & Barring Service

1. Aims

1.1. The Circle Trust aims to ensure that:

- 1.1.1. Appropriate action is taken in a timely manner to safeguard and promote children's welfare
- 1.1.2. All staff are aware of their statutory responsibilities with respect to safeguarding
- 1.1.3. Staff are properly training in recognising and reporting safeguarding issues

2. Legislation and statutory guidance

2.1. This policy is based

- 2.1.1. the Department for Education's statutory guidance [Keeping Children Safe in Education \(2020\)](#) and [Working Together to Safeguard Children \(2018\)](#), and the [Governance Handbook](#). We comply with this guidance and the arrangements agreed and published by our 3 local safeguarding partners.
- 2.1.2. This policy is also based on Part 3 of the schedule to the [Education \(Independent School Standards\) Regulations 2014](#), which places a duty on academies and independent schools to safeguard and promote the welfare of pupils at the school
- 2.1.3. [The Children Act 1989](#) (and [2004 amendment](#)), which provides a framework for the care and protection of children
- 2.1.4. Section 5B(11) of the Female Genital Mutilation Act 2003, as inserted by section 74 of the [Serious Crime Act 2015](#), which places a statutory duty on teachers to report to the police where they discover that female genital mutilation (FGM) appears to have been carried out on a girl under 18
- 2.1.5. [Statutory guidance on FGM](#), which sets out responsibilities with regards to safeguarding and supporting girls affected by FGM
- 2.1.6. [The Rehabilitation of Offenders Act 1974](#), which outlines when people with criminal convictions can work with children
- 2.1.7. Schedule 4 of the [Safeguarding Vulnerable Groups Act 2006](#), which defines what 'regulated activity' is in relation to children
- 2.1.8. [Statutory guidance on the Prevent duty](#), which explains schools' duties under the Counter-Terrorism and Security Act 2015 with respect to protecting people from the risk of radicalisation and extremism
- 2.1.9. The [Childcare \(Disqualification\) and Childcare \(Early Years Provision Free of Charge\) \(Extended Entitlement\) \(Amendment\) Regulations 2018](#) (referred to in this policy as the "2018 Childcare Disqualification Regulations") and [Childcare Act 2006](#), which set out who is disqualified from working with children

- 2.1.10. This policy also meets requirements relating to safeguarding and welfare in the [statutory framework for the Early Years Foundation Stage](#).
- 2.1.11. This policy also complies with our funding agreement and articles of association.

3. Definitions

- 3.1. Safeguarding and promoting the welfare of children means:
 - 3.1.1. Protecting children from maltreatment
 - 3.1.2. Preventing impairment of children’s mental and physical health or development
 - 3.1.3. Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
 - 3.1.4. Taking action to enable all children to have the best outcomes
- 3.2. **Child protection** is part of this definition and refers to activities undertaken to prevent children suffering, or being likely to suffer, significant harm.
- 3.3. **Abuse** is a form of maltreatment of a child, and may involve inflicting harm or failing to act to prevent harm. Appendix 1 explains the different types of abuse.
- 3.4. **Neglect** is a form of abuse and is the persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development. Appendix 1 defines neglect in more detail.
- 3.5. **Sexting** (also known as youth produced sexual imagery) is the sharing of sexual imagery (photos or videos) by children
- 3.6. **Children** includes everyone under the age of 18.
- 3.7. The following 3 **safeguarding partners** are identified in Keeping Children Safe in Education (and defined in the Children Act 2004, as amended by chapter 2 of the Children and Social Work Act 2017). They will make arrangements to work together to safeguard and promote the welfare of local children, including identifying and responding to their needs:
 - 3.7.1. The local authority (LA)
 - 3.7.2. The clinical commissioning group within the LA
 - 3.7.3. The chief officer of police for a police area in the LA area

4. Equality statement

- 4.1. Some children have an increased risk of abuse, and additional barriers can exist for some children with respect to recognising or disclosing it. We are committed to anti-discriminatory practice and recognise children's diverse circumstances. We ensure that all children have the same protection, regardless of any barriers they may face.
- 4.2. We give special consideration to children who:
 - 4.2.1. Have special educational needs (SEN) or disabilities (see section 9)
 - 4.2.2. Are young carers
 - 4.2.3. May experience discrimination due to their race, ethnicity, religion, gender identification or sexuality
 - 4.2.4. Have English as an additional language
 - 4.2.5. Are known to be living in difficult situations – for example, temporary accommodation or where there are issues such as substance abuse or domestic violence
 - 4.2.6. Are at risk of FGM, sexual exploitation, forced marriage, or radicalisation
 - 4.2.7. Are asylum seekers
 - 4.2.8. Are at risk due to either their own or a family member's mental health needs
 - 4.2.9. Are looked after or previously looked after (see section 11)

5. Roles and responsibilities

- 5.1. Safeguarding and child protection is **everyone's** responsibility. This policy applies to all staff, volunteers, Local Advisors and Trustees in The Circle Trust and is consistent with the procedures of the 3 safeguarding partners. Our policy and procedures also apply to extended school and off-site activities.
- 5.2. All staff, volunteers, Local Advisors and Trustees will read and understand part 1 and Annex A of the Department for Education's statutory safeguarding guidance, [Keeping Children Safe in Education](#), and review this guidance at least annually.
- 5.3. All staff, volunteers, Local Advisors and Trustees in The Circle Trust will be aware of:
 - 5.3.1. The Safeguarding and Child Protection Policy
 - 5.3.2. The Staff Code of Conduct Please refer to [The Circle Trust's Code of Conduct](#).
 - 5.3.3. The Behaviour Policy Please refer to [The Circle Trust's Behaviour Policy](#).

- 5.3.4. The role of the Designated Safeguarding Leads
- 5.3.5. The safeguarding response to children who go missing from education
- 5.3.6. The early help process (sometimes known as the common assessment framework) and their role in it, including identifying emerging problems, liaising with the DSL, and sharing information with other professionals to support early identification and assessment
- 5.3.7. The process for making referrals to the local authority children's social care and for statutory assessments that may follow a referral, including the role they might be expected to play
- 5.3.8. What to do if they identify a safeguarding issue or a child tells them they are being abused or neglected, including specific issues such as FGM, and how to maintain an appropriate level of confidentiality while liaising with relevant professionals
- 5.3.9. The signs of different types of abuse and neglect, as well as specific safeguarding issues, such as child sexual exploitation (CSE), indicators of being at risk from or involved with serious violent crime, FGM and radicalisation
- 5.4. The Trustees
 - 5.4.1. Agree the Safeguarding and Child Protection Policy, ensuring that the policy is in line with The Circle Trust's core values
 - 5.4.2. The Trustees will approve this policy at each review, ensure it complies with the law and hold the executive headteacher to account for its implementation.
 - 5.4.3. The Circle Trust will appoint a Trustee to lead and monitor the effectiveness of this policy in conjunction with the Trustees across Trust.
- 5.5. The Local Advisory Board (LAB)
 - 5.5.1. Each school within the Trust will appoint a Local Advisor to monitor the effectiveness of this policy in conjunction with the Local Advisors within the school.
 - 5.5.2. The chair of local advisors will act as the 'case manager' in the event that an allegation of abuse is made against the headteacher, where appropriate (see appendix 3).
 - 5.5.3. All local advisors will have read the latest version of Part A: Keeping Children Safe in Education.
- 5.6. The Executive Headteacher
 - 5.6.1. The Executive Headteacher will quality assure safeguarding practice and procedures

5.7. Headteachers will:

- 5.7.1. Cultivate an ethos within their school community where everyone in the school's community feels confident, competent, comfortable and supported to draw safeguarding issues to the attention of the Headteacher, the Designated Safeguarding Lead (DSL) or the Designated Safeguarding Local Advisor so that anyone is able to pose safeguarding questions with "respectful uncertainty" as part of their shared responsibility to safeguard children and young people
- 5.7.2. Maintain an environment where children or young people feel secure and are encouraged to talk and are listened to
- 5.7.3. Promote adults in the school to children or young people whom they can approach if they are worried
- 5.7.4. Appoint a Designated Safeguarding Lead (and if appropriate Deputy Designated Safeguarding Lead) and provide them such time as to discharge their responsibilities in relation to Child Protection and Safeguarding; ensuring they are appropriately trained and have the capacity and authority to undertake this role
- 5.7.5. Ensure that all employees and visitors have appropriate training and/or guidance on appropriate safeguards and procedures for raising safeguarding issues
- 5.7.6. Take all reasonable measures to ensure risks of harm to children or young people's welfare are minimised
- 5.7.7. Promote health and safety, promoting safe practice and challenge unsafe practice
[Please refer to The Circle Trust's Health and Safety Policy](#)
- 5.7.8. Include opportunities in the Personal, Social, Health and Citizenship Education (PSHCE) curriculum for children and young people to develop the skills they need to recognise and stay safe from abuse
- 5.7.9. Put in place and promote robust anti-bullying, including cyber bullying, strategies
- 5.7.10. Meet the health needs of children and young people with medical conditions
- 5.7.11. Provide first aid
- 5.7.12. Maximise school security
- 5.7.13. Tackle drugs and substance misuse
- 5.7.14. Ensure that procedures are followed in dealing with allegations of abuse against staff and volunteers
- 5.7.15. Ensuring the relevant staffing ratios are met, where applicable

- 5.7.16. Follow [The Circle Trust's Selection and Recruitment policy](#) in respect to safer recruitment
- 5.7.17. Refer immediately, and through the proper procedure, any concern relating to staff to the Local Authority Designated Officer (LADO)
- 5.7.18. If appropriate, making sure each child in the Early Years Foundation Stage is assigned a key person
- 5.8. The Designated Safeguarding Lead (DSL)
- 5.8.1. The DSL within each Trust school is a member of the senior leadership team. The Trust has an appointed DSL to ensure compliance across all schools. The DSL's take lead responsibility for child protection and wider safeguarding.
- 5.8.2. During term time, the DSL will be available during school hours for staff to discuss any safeguarding concerns.
- 5.8.3. The details for safeguarding procedures in each school can be seen in appendix 5
- 5.8.4. When the DSL is absent, the DDSL's will act as cover.
- 5.8.5. If the DSL and DDSL's are not available, The Circle Trust DSL will act as cover (for example, during out-of-hours/out-of-term activities).
- 5.8.6. The DSL will be given the time, funding, training, resources and support to:
- Provide advice and support to other staff on child welfare and child protection matters
 - Take part in strategy discussions and inter-agency meetings and/or support other staff to do so
 - Contribute to the assessment of children
 - Refer suspected cases, as appropriate, to the relevant body (local authority children's social care, Channel programme, Disclosure and Barring Service, and/or police), and support staff who make such referrals directly
 - help promote educational outcomes by sharing the information about the welfare, safeguarding and child protection issues that children, including children with a social worker, are experiencing, or have experienced, with teachers and school and college leadership staff.
- 5.8.7. The DSL will also keep the headteacher informed of any issues, and liaise with local authority case managers and designated officers for child protection concerns as appropriate.

6. Confidentiality

- 6.1. The Trust's approach to confidentiality and data protection is outlined in the Parent's/Carer's Privacy Notice
- 6.2. Timely information sharing is essential to effective safeguarding
- 6.3. Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare, and protect the safety, of children
- 6.4. The Data Protection Act (DPA) 2018 and GDPR do not prevent, or limit, the sharing of information for the purposes of keeping children safe
- 6.5. If staff need to share 'special category personal data', the DPA 2018 contains 'safeguarding of children and individuals at risk' as a processing condition that allows practitioners to share information without consent if it is not possible to gain consent, it cannot be reasonably expected that a practitioner gains consent, or if to gain consent would place a child at risk
- 6.6. Staff should never promise a child that they will not tell anyone about a report of abuse, as this may not be in the child's best interests
- 6.7. If staff are in any doubt about sharing information, they should speak to the designated safeguarding lead (or deputy)
- 6.8. Confidentiality is also addressed in this policy with respect to record-keeping in section 14, and allegations of abuse against staff in appendix 3

7. Recognising abuse and taking action

- 7.1. Staff, volunteers and local advisors must follow the procedures set out below in the event of a safeguarding issue.
- 7.2. Please note – in this and subsequent sections, you should take any references to the DSL to mean "the DSL (or deputy DSL)".
- 7.3. If a child is suffering or likely to suffer harm, or in immediate danger
 - 7.3.1. Make a referral to children's social care and/or the police **immediately** if you believe a child is suffering or likely to suffer from harm, or in immediate danger. **Anyone can make a referral.**
 - 7.3.2. Tell the DSL as soon as possible if you make a referral directly.
 - 7.3.3. Local Procedures for making a referral in each Trust school can be viewed in appendix 5
- 7.4. If a child discloses a safeguarding issue to you, adults within Trust schools should:

- 7.4.1. Listen to and believe them. Allow them time to talk freely and do not ask leading questions
 - 7.4.2. Remember that the school within the Trust is not the investigator – their role is to collect information and share if required with the appropriate agency/ies
 - 7.4.3. Stay calm and do not show that you are shocked or upset
 - 7.4.4. Tell the child they have done the right thing in telling you. Do not tell them they should have told you sooner
 - 7.4.5. Explain what will happen next and that you will have to pass this information on. Do not promise to keep it a secret
 - 7.4.6. Write up the conversation as soon as possible in the child’s own words. Stick to the facts, and do not put your own judgement on it
 - 7.4.7. Sign and date the write-up and pass it on to the DSL. Alternatively, if appropriate, make a referral to children’s social care and/or the police directly and tell the DSL as soon as possible that you have done so
- 7.5. If you discover that FGM has taken place or a pupil is at risk of FGM
- 7.5.1. The Department for Education’s Keeping Children Safe in Education explains that FGM comprises “all procedures involving partial or total removal of the external female genitalia, or other injury to the female genital organs”.
 - 7.5.2. FGM is illegal in the UK and a form of child abuse with long-lasting, harmful consequences. It is also known as ‘female genital cutting’, ‘circumcision’ or ‘initiation’.
 - 7.5.3. Possible indicators that a pupil has already been subjected to FGM, and factors that suggest a pupil may be at risk, are set out in appendix 4.
 - 7.5.4. **Any teacher** who discovers (either through disclosure by the victim or visual evidence) that an act of FGM appears to have been carried out on a **pupil under 18** must immediately report this to the police, personally. This is a statutory duty, and teachers will face disciplinary sanctions for failing to meet it.
 - 7.5.5. Unless they have been specifically told not to disclose, they should also discuss the case with the DSL and involve children’s social care as appropriate.
 - 7.5.6. **Any other member of staff** who discovers that an act of FGM appears to have been carried out on a **pupil under 18** must speak to the DSL and follow our local safeguarding procedures.
 - 7.5.7. The duty for teachers mentioned above does not apply in cases where a pupil is *at risk* of FGM or FGM is suspected but is not known to have been carried out. Staff **must not** examine pupils.

- 7.5.8. **Any member of staff** who suspects a pupil is *at risk* of FGM or suspects that FGM has been carried out or discovers that a pupil **aged 18 or over** appears to have been a victim of FGM must speak to the DSL and follow our local safeguarding procedures.
- 7.6. If you have concerns about a child (as opposed to believing a child is suffering or likely to suffer from harm, or is in immediate danger):
 - 7.6.1. Staff should follow the local procedures for their school as shown in appendix 5
 - 7.6.2. Where possible, speak to the DSL first to agree a course of action.
 - 7.6.3. If in exceptional circumstances the DSL is not available, this should not delay appropriate action being taken. Speak to a member of the senior leadership team and/or take advice from local authority children's social care. You can also seek advice at any time from the NSPCC helpline on 0808 800 5000. Share details of any actions you take with the DSL as soon as practically possible.
 - 7.6.4. Make a referral to local authority children's social care directly, if appropriate (see 'Referral' below). Share any action taken with the DSL as soon as possible.
- 7.7. Early help
 - 7.7.1. If early help is appropriate, the DSL will lead on liaising with other agencies and setting up an inter-agency assessment as appropriate. Staff may be required to support other agencies and professionals in an early help assessment, in some cases acting as the lead practitioner.
 - 7.7.2. The DSL will keep the case under constant review and the trust school will consider a referral to local authority children's social care if the situation does not seem to be improving. Timelines of interventions will be monitored and reviewed.
- 7.8. Referral
 - 7.8.1. If it is appropriate to refer the case to local authority children's social care or the police, the DSL will make the referral or support you to do so.
 - 7.8.2. If you make a referral directly, you must tell the DSL as soon as possible.
 - 7.8.3. If the child's situation does not seem to be improving after the referral, the DSL or person who made the referral must follow local escalation procedures to ensure their concerns have been addressed and that the child's situation improves.
 - 7.8.4. Staff should follow the local procedures for their school as shown in appendix 5
- 7.9. If you have concerns about extremism
 - 7.9.1. If a child is not suffering or likely to suffer from harm, or in immediate danger, where possible speak to the DSL first to agree a course of action.

- 7.9.2. If in exceptional circumstances the DSL is not available, this should not delay appropriate action being taken. Speak to a member of the senior leadership team and/or seek advice from local authority children's social care. Make a referral to local authority children's social care directly, if appropriate (see 'Referral' above). Inform the DSL or deputy as soon as practically possible after the referral.
- 7.9.3. Where there is a concern, the DSL will consider the level of risk and decide which agency to make a referral to. This could include [Channel](#), the government's programme for identifying and supporting individuals at risk of being drawn into terrorism, or the local authority children's social care team.
- 7.9.4. The Department for Education also has a dedicated telephone helpline, 020 7340 7264, which school staff and Local Advisors can call to raise concerns about extremism with respect to a pupil. You can also email counter.extremism@education.gov.uk. Note that this is not for use in emergency situations.
- 7.9.5. In an emergency, call 999 or the confidential anti-terrorist hotline on 0800 789 321 if you:
- Think someone is in immediate danger
 - Think someone may be planning to travel to join an extremist group
 - See or hear something that may be terrorist-related

7.10. If you have a mental health concern

- 7.10.1. 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.
- 7.10.2. Staff will be alert to behavioural signs that suggest a child may be experiencing a mental health problem or be at risk of developing one.
- 7.10.3. If you have a mental health concern about a child that is also a safeguarding concern, take immediate action by following the steps in the local procedures for their school as shown in appendix 5
- 7.10.4. If you have a mental health concern that is **not** also a safeguarding concern, speak to the DSL to agree a course of action.

7.11. Concerns about a staff member, supply teacher or volunteer

- 7.11.1. If you have concerns about a member of staff (including a supply teacher or volunteer), or an allegation is made about a member of staff (including a supply teacher or volunteer) posing a risk of harm to children, speak to the headteacher. If the concerns/allegations are about the headteacher, speak to the chair of local advisors.

7.11.2. Further details of raising concerns about staff can be viewed in the [Whistleblowing Policy](#)

7.12. Allegations of abuse made against other pupils

7.12.1. We recognise that children are capable of abusing their peers. Abuse will never be tolerated or passed off as “banter”, “just having a laugh” or “part of growing up”.

7.12.2. We also recognise the gendered nature of peer-on-peer abuse. However, all peer-on-peer abuse is unacceptable and will be taken seriously.

7.12.3. Most cases of pupils hurting other pupils will be dealt with under our school’s behaviour policy, but this child protection and safeguarding policy will apply to any allegations that raise safeguarding concerns. This might include where the alleged behaviour:

- Is serious, and potentially a criminal offence
- Could put pupils in the school at risk
- Is violent
- Involves pupils being forced to use drugs or alcohol
- Involves sexual exploitation, sexual abuse or sexual harassment, such as indecent exposure, sexual assault, upskirting or sexually inappropriate pictures or videos (including sexting)

7.12.4. If a pupil makes an allegation of abuse against another pupil:

- You must record the allegation and tell the DSL, but do not investigate it
- The DSL will contact the local authority children’s social care team and follow its advice, as well as the police if the allegation involves a potential criminal offence
- The DSL will put a risk assessment and support plan into place for all children involved (including the victim(s), the child(ren) against whom the allegation has been made and any others affected) with a named person they can talk to if needed
- The DSL will contact the children and adolescent mental health services (CAMHS), if appropriate

7.12.5. We will minimise the risk of peer-on-peer abuse by:

- Challenging any form of derogatory or sexualised language or behaviour, including requesting or sending sexual images
- Being vigilant to issues that particularly affect different genders – for example, sexualised or aggressive touching or grabbing towards female pupils, and initiation or hazing type violence with respect to boys
- Ensuring our curriculum helps to educate pupils about appropriate behaviour and consent

- Ensuring pupils know they can talk to staff confidentially
- Ensuring staff are trained to understand that a pupil harming a peer could be a sign that the child is being abused themselves, and that this would fall under the scope of this policy

7.13. Sexting

7.13.1. If you are made aware of an incident involving sexting (also known as ‘youth produced sexual imagery’), you must report it to the DSL immediately.

7.13.2. You must **not**:

- View, download or share the imagery yourself, or ask a pupil to share or download it. If you have already viewed the imagery by accident, you must report this to the DSL
- Delete the imagery or ask the pupil to delete it
- Ask the pupil(s) who are involved in the incident to disclose information regarding the imagery (this is the DSL’s responsibility)
- Share information about the incident with other members of staff, the pupil(s) it involves or their, or other, parents and/or carers
- Say or do anything to blame or shame any young people involved

7.13.3. You should explain that you need to report the incident, and reassure the pupil(s) that they will receive support and help from the DSL.

7.13.4. The DSL will make an immediate referral to police and/or children’s social care if:

- The incident involves an adult
- There is reason to believe that a young person has been coerced, blackmailed or groomed, or if there are concerns about their capacity to consent (for example owing to special educational needs)
- What the DSL knows about the imagery suggests the content depicts sexual acts which are unusual for the young person’s developmental stage, or are violent
- The imagery involves sexual acts and any pupil in the imagery is under 13
- The DSL has reason to believe a pupil is at immediate risk of harm owing to the sharing of the imagery (for example, the young person is presenting as suicidal or self-harming)

7.13.5. If none of the above apply then the DSL, in consultation with the headteacher and other members of staff as appropriate, may decide to respond to the incident without involving the police or children’s social care.

7.13.6. All sexting incidents and the decisions made in responding to them will be recorded. The record-keeping arrangements set out in section 14 of this policy also apply to recording incidents of sexting.

7.13.7. Pupils are taught about the issues surrounding sexting as part of our PSHCE and RSE programmes. Teaching covers the following in relation to sexting:

- What it is
- How it is most likely to be encountered
- The consequences of requesting, forwarding or providing such images, including when it is and is not abusive
- Issues of legality
- The risk of damage to people's feelings and reputation

8. Notifying parents

8.1. Where appropriate, we will discuss any concerns about a child with the child's parents. The DSL will normally do this in the event of a suspicion or disclosure however as per section 6, there are cases where his contact will not have taken place prior to a referral and **staff should act without delay**

8.2. Where there is a split family, the DSL will endeavour to ensure that all those that hold Parental responsibility are kept informed although if we believe that notifying the parents would increase the risk to the child, a referral can be made without doing so.

8.3. Other staff will only talk to parents about any such concerns following consultation with the DSL or DDSL.

8.4. In the case of allegations of abuse made against other children, we will normally notify the parents of all the children involved however as per section 6, there are cases where his contact will not have taken place prior to a referral.

8.5. The child's wishes will **always** be taken into account when dealing with a disclosure although in some cases, action may have to be taken against their wishes to ensure that they or others are kept safe.

9. Pupils with special educational needs and disabilities

9.1. We recognise that pupils with special educational needs and disabilities (SEND) can face additional safeguarding challenges. Additional barriers can exist when recognising abuse and neglect in this group, including:

9.1.1. Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration

9.1.2. Pupils being more prone to peer group isolation than other pupils

9.1.3. The potential for pupils with SEN and disabilities being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs

9.1.4. Communication barriers and difficulties in overcoming these barriers

10. Pupils with a social worker

- 10.1. Pupils may need a social worker due to safeguarding or welfare needs. We recognise that a child's experiences of adversity and trauma can leave them vulnerable to further harm as well as potentially creating barriers to attendance, learning, behaviour and mental health.
- 10.2. The DSL and all members of staff will work with and support social workers to help protect vulnerable children.
- 10.3. Where we are aware that a pupil has a social worker, the DSL will always consider this fact to ensure any decisions are made in the best interests of the pupil's safety, welfare and educational outcomes. For example, it will inform decisions about:
 - 10.3.1. Responding to unauthorised absence or missing education where there are known safeguarding risks
 - 10.3.2. The provision of pastoral and/or academic support

11. Looked-after and previously looked-after children

- 11.1. We will ensure that staff have the skills, knowledge and understanding to keep looked-after children and previously looked-after children safe. In particular, we will ensure that:
 - 11.1.1. Appropriate staff have relevant information about children's looked after legal status, contact arrangements with birth parents or those with parental responsibility, and care arrangements
 - 11.1.2. The DSL has details of children's social workers and relevant virtual school heads
- 11.2. Each school within the Trust has appointed a designated teacher, who is responsible for promoting the educational achievement of looked-after children and previously looked-after children in line with [statutory guidance](#).
- 11.3. The designated teacher is appropriately trained and has the relevant qualifications and experience to perform the role.
- 11.4. As part of their role, the designated teacher will:
 - 11.4.1. Work closely with the DSL to ensure that any safeguarding concerns regarding looked-after and previously looked-after children are quickly and effectively responded to
 - 11.4.2. Work with virtual school heads to promote the educational achievement of looked-after and previously looked-after children, including discussing how pupil premium plus funding can be best used to support looked-after children and meet the needs identified in their personal education plans
 - 11.4.3. The designated teacher for LAC and PLAC students can be the DSL

12. Mobile phones and cameras

- 12.1. Staff are allowed to bring their personal phones to school for their own use, but will limit such use to non-contact time when pupils are not present. Staff members' personal phones will remain in their bags or cupboards during contact time with pupils.
- 12.2. Staff will not take pictures or recordings of pupils on their personal phones or cameras.
- 12.3. We will follow the General Data Protection Regulation and Data Protection Act 2018 when taking and storing photos and recordings for use in the school.
- 12.4. More detail about the Trust and School's policies with regards to storing of photos and recordings can be found in the [CCTV Policy](#) and [Data Protection Policy](#)

13. Complaints and concerns about school safeguarding policies

- 13.1. Complaints against staff that are likely to require a child protection investigation will be handled in accordance with our procedures for dealing with allegations of abuse made against staff (see appendix 3).
- 13.2. Other complaints can be made through the [Complaints Policy](#)

14. Record-keeping

- 14.1. We will hold records in line with our records retention schedule.
- 14.2. All safeguarding concerns, discussions, decisions made and the reasons for those decisions, must be recorded in writing. If you are in any doubt about whether to record something, discuss it with the DSL.
- 14.3. Non-confidential records will be easily accessible and available. Confidential information and records will be held securely and only available to those who have a right or professional need to see them.
- 14.4. Safeguarding records relating to individual children will be retained for a reasonable period of time after they have left the school.
- 14.5. If a child for whom the school has, or has had, safeguarding concerns moves to another school, the DSL will ensure that their child protection file is forwarded promptly and securely, and separately from the main pupil file. In addition, if the concerns are significant or complex, and/or social services are involved, the DSL will speak to the DSL of the receiving school and provide information to enable them to have time to make any necessary preparations to ensure the safety of the child.
- 14.6. Most records are stored electronically. Where paper records exist, these are kept in a secure location by the DSL
- 14.7. The DDSL's will have access to both electronic and paper records

- 14.8. Information as to how the school shares information with agencies is outlined in the [Parent's/Carer's Privacy Notice](#)
- 14.9. Appendix 2 sets out our policy on record-keeping specifically with respect to recruitment and pre-employment checks
- 14.10. Appendix 3 sets out our policy on record-keeping with respect to allegations of abuse made against staff
- 15. Training and CPD**
- 15.1. The Circle Trust recognises that regular and appropriate safeguarding CPD is paramount.
- 15.2. The Circle Trust believes that high quality CPD is vital in supporting a safeguarding ethos and culture.
- 15.3. CPD must be provided by a suitably experienced and qualified person or approved on-line system. CPD must be compliant to the minimum standard set out in, [Keeping Children Safe in Education](#)
- 15.4. All safeguarding CPD must be appropriate to role and planned, monitored and reviewed annually.
- 15.5. All staff
- 15.5.1. All staff members will undertake safeguarding and child protection training at induction, including on whistle-blowing procedures, to ensure they understand the school's safeguarding systems and their responsibilities, and can identify signs of possible abuse or neglect. This training will be regularly updated and will be in line with advice from the 3 safeguarding partners.
- 15.5.2. All staff will have training on the government's anti-radicalisation strategy, Prevent, to enable them to identify children at risk of being drawn into terrorism and to challenge extremist ideas.
- 15.5.3. Staff will also receive regular safeguarding and child protection updates (through emails, weekly post-it note and staff meetings) as required, but at least annually.
- 15.5.4. Contractors who are provided through a private finance initiative (PFI) or similar contract will also receive safeguarding training.
- 15.5.5. Volunteers will receive appropriate training, if applicable.
- 15.6. The DSL and DDSL's
- 15.6.1. The DSL and DDSL's will undertake child protection and safeguarding training at least every 2 years.

15.6.2. In addition, they will update their knowledge and skills at regular intervals and at least annually (for example, through e-bulletins, meeting other DSLs, or taking time to read and digest safeguarding developments).

15.6.3. They will also undertake Prevent awareness training.

15.7. Local Advisors/Trustees/Members

15.7.1. All Local Advisors, Trustees and Members receive training about safeguarding, to make sure they have the knowledge and information needed to perform their functions and understand their responsibilities.

15.7.2. As the chair of local advisors may be required to act as the 'case manager' in the event that an allegation of abuse is made against the headteacher, they receive training in managing allegations for this purpose.

15.8. It is good practice that at least one person conducting any interview for a post at the trust school will have undertaken safer recruitment training. This will cover, as a minimum, the contents of the Department for Education's statutory guidance, Keeping Children Safe in Education, and will be in line with local safeguarding procedures.

15.9. All staff in Trust Schools with Early Years settings who have contact with children and families will have supervisions which will provide them with support, coaching and training, promote the interests of children and allow for confidential discussions of sensitive issues.

16. Monitoring arrangements

16.1. This policy will be reviewed **annually** by the The Circle Trust's DSL. At every review, it will be approved by the Trustees.

17. Links with other policies

This policy links to the following policies and procedures:

17.1.1. Special Educational Needs and Disabilities Policy

17.1.2. Behaviour Policy

17.1.3. Staff code of conduct

17.1.4. Complaints Policy

17.1.5. Data Protection Policy

17.1.6. Health and Safety Policy

17.1.7. Attendance Policy

17.1.8. Equality Policy

17.1.9. Curriculum Policy

The Circle Trust Safeguarding Policy Appendix 1: Types of abuse

Abuse, including neglect, and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases, multiple issues will overlap.

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Emotional abuse may involve:

- Conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person
- Not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate
- Age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction
- Seeing or hearing the ill-treatment of another
- Serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve:

- Physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing
- Non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet)

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse.

Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate care-givers)
- Ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

The Circle Trust Safeguarding Policy Appendix 2: Safer recruitment and DBS checks – policy and procedures

We will record all information on the checks carried out in the school's single central record (SCR). Copies of these checks, where appropriate, will be held in individuals' personnel files. We follow requirements and best practice in retaining copies of these checks, as set out below.

New staff

When appointing new staff, we will:

- Verify their identity
- Obtain (via the applicant) an enhanced Disclosure and Barring Service (DBS) certificate, including barred list information for those who will be engaging in regulated activity (see definition below). We will not keep a copy of this for longer than 6 months
- Obtain a separate barred list check if they will start work in regulated activity before the DBS certificate is available
- Verify their mental and physical fitness to carry out their work responsibilities
- Verify their right to work in the UK. We will keep a copy of this verification for the duration of the member of staff's employment and for 2 years afterwards
- Verify their professional qualifications, as appropriate
- Ensure they are not subject to a prohibition order if they are employed to be a teacher
- Carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK, including (where relevant) any teacher sanctions or restrictions imposed by a European Economic Area professional regulating authority, and criminal records checks or their equivalent
- Check that candidates taking up a management position are not subject to a prohibition from management (section 128) direction made by the secretary of state

We will ask for written information about previous employment history and check that information is not contradictory or incomplete.

We will seek references on all short-listed candidates, including internal candidates, before interview. We will scrutinise these and resolve any concerns before confirming appointments. The references requested will ask specific questions about the suitability of the applicant to work with children.

Disqualification under the Child Care Act

The Disqualification under the Child Care Act applies to staff who work in a child care capacity, whether paid, volunteer or are on work placements. Relevant staff are:

- Those working with early years (birth till 1st September following 5th birthday) AT ANY TIME.
- Those working BEFORE or AFTER school with those in Later Years (5 to 8 years old)

For those schools in the Trust where this is applicable, DBS checks will show relevant offences and whether staff are on the Children's Barred List. However, it does not show:

- Where a child has been placed under a care order
- Where childcare registration has been cancelled or refused
- Relevant Overseas convictions – offences that if taken place in UK, would have led to conviction

Applicable staff will be asked to make a verbal self-declaration that they are not disqualified under the Childcare Act 2006. This will be recorded on the schools SCR with date of self-declaration.

Although Disqualification by Association only applied to those in domestic settings, staff are aware of the expectation to inform the school where their relationships and associations, both within and outside of the workplace (including online), may have implications for the safeguarding of children in the school.

Staff are aware that if their circumstances change they must inform the school immediately.

Regulated activity means a person who will be:

- Responsible, on a regular basis in a school or college, for teaching, training, instructing, caring for or supervising children; or
- Carrying out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children; or
- Engaging in intimate or personal care or overnight activity, even if this happens only once and regardless of whether they are supervised or not

Existing staff

If we have concerns about an existing member of staff's suitability to work with children, we will carry out all the relevant checks as if the individual was a new member of staff. We will also do this if an individual moves from a post that is not regulated activity to one that is.

We will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:

- We believe the individual has engaged in [relevant conduct](#); or
- The individual has received a caution or conviction for a relevant offence, or there is reason to believe the individual has committed a listed relevant offence, under the [Safeguarding Vulnerable Groups Act 2006 \(Prescribed Criteria and Miscellaneous Provisions\) Regulations 2009](#); or
- The 'harm test' is satisfied in respect of the individual (i.e. they may harm a child or vulnerable adult or put them at risk of harm); and
- The individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left

Agency and third-party staff

We will obtain written notification from any agency or third-party organisation that it has carried out the necessary safer recruitment checks that we would otherwise perform. We will also check that the person presenting themselves for work is the same person on whom the checks have been made.

Contractors

We will ensure that any contractor, or any employee of the contractor, who is to work at the school has had the appropriate level of DBS check (this includes contractors who are provided through a PFI or similar contract). This will be:

- An enhanced DBS check with barred list information for contractors engaging in regulated activity
- An enhanced DBS check, not including barred list information, for all other contractors who are not in regulated activity but whose work provides them with an opportunity for regular contact with children

We will obtain the DBS check for self-employed contractors.

We will not keep copies of such checks for longer than 6 months.

Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.

We will check the identity of all contractors and their staff on arrival at the school.

For Trust Schools with pupils aged under 8 for self-employed contractors such as music teachers or sports coaches, we will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought.

Trainee/student teachers

Where applicants for initial teacher training are salaried by us, we will ensure that all necessary checks are carried out.

Where trainee teachers are fee-funded, we will obtain written confirmation from the training provider that necessary checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children.

For Trust Schools with pupils aged under 8 in both cases, this includes checks to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006.

Volunteers

We will:

- Never leave an unchecked volunteer unsupervised or allow them to work in regulated activity
- Obtain an enhanced DBS check with barred list information for all volunteers who are new to working in regulated activity
- Carry out a risk assessment when deciding whether to seek an enhanced DBS check without barred list information for any volunteers not engaging in regulated activity. We will retain a record of this risk assessment
- For Trust Schools with pupils aged under 8 , we will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought

Local Advisors, Trustees and Members

All Local Advisors, Trustees and Members will have an enhanced DBS check without barred list information.

They will have an enhanced DBS check with barred list information if working in regulated activity.

The chair of the Trustees will have their DBS check countersigned by the secretary of state.

All proprietors, trustees, local advisors and members will also have the following checks:

- A section 128 check (to check prohibition on participation in management under [section 128 of the Education and Skills Act 2008](#)). [Section 128 checks are only required for local advisors if they have retained or been delegated any management responsibilities.]
- Identity
- Right to work in the UK
- Other checks deemed necessary if they have lived or worked outside the UK

Staff working in alternative provision settings

Where we place a pupil with an alternative provision provider, we obtain written confirmation from the provider that they have carried out the appropriate safeguarding checks on individuals working there that we would otherwise perform.

Adults who supervise pupils on work experience

When organising work experience, we will ensure that policies and procedures are in place to protect children from harm.

We will also consider whether it is necessary for barred list checks to be carried out on the individuals who supervise a pupil under 16 on work experience. This will depend on the specific

circumstances of the work experience, including the nature of the supervision, the frequency of the activity being supervised, and whether the work is regulated activity.

Pupils staying with host families

Where a Trust school makes arrangements for pupils to be provided with care and accommodation by a host family to which they are not related (for example, during a foreign exchange visit), we will request enhanced DBS checks with barred list information on those people.

Where the school is organising such hosting arrangements overseas and host families cannot be checked in the same way, we will work with our partner schools abroad to ensure that similar assurances are undertaken prior to the visit.

The Circle Trust Safeguarding Policy Appendix 3: Allegations of abuse made against staff

This section of this policy applies to all cases in which it is alleged that a current member of staff, including a supply teacher or volunteer, has:

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

It applies regardless of whether the alleged abuse took place in the school. Allegations against a teacher who is no longer teaching and historical allegations of abuse will be referred to the police.

We will deal with any allegation of abuse against a member of staff or volunteer very quickly, in a fair and consistent way that provides effective child protection while also supporting the individual who is the subject of the allegation.

Our procedures for dealing with allegations will be applied with common sense and judgement.

Suspension of the accused until the case is resolved

Suspension will not be the default position, and will only be considered in cases where there is reason to suspect that a child or other children is/are at risk of harm, or the case is so serious that it might be grounds for dismissal. In such cases, we will only suspend an individual if we have considered all other options available and there is no reasonable alternative.

Based on an assessment of risk, we will consider alternatives such as:

- Redeployment within the school so that the individual does not have direct contact with the child or children concerned
- Providing an assistant to be present when the individual has contact with children
- Redeploying the individual to alternative work in the school so that they do not have unsupervised access to children
- Moving the child or children to classes where they will not come into contact with the individual, making it clear that this is not a punishment and parents have been consulted
- Temporarily redeploying the individual to another role in a different location, for example to an alternative school or other work for the trust

Definitions for outcomes of allegation investigations

- **Substantiated:** there is sufficient evidence to prove the allegation
- **Malicious:** there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive

- **False:** there is sufficient evidence to disprove the allegation
- **Unsubstantiated:** there is insufficient evidence to either prove or disprove the allegation (this does not imply guilt or innocence)
- **Unfounded:** to reflect cases where there is no evidence or proper basis which supports the allegation being made

Procedure for dealing with allegations

In the event of an allegation that meets the criteria above, the headteacher (or chair of local advisors where the headteacher is the subject of the allegation) – the ‘case manager’ – will take the following steps:

- Immediately discuss the allegation with the designated officer at the local authority (LADO). This is to consider the nature, content and context of the allegation and agree a course of action, including whether further enquiries are necessary to enable a decision on how to proceed, and whether it is necessary to involve the police and/or children’s social care services. (The case manager may, on occasion, consider it necessary to involve the police *before* consulting the designated officer – for example, if the accused individual is deemed to be an immediate risk to children or there is evidence of a possible criminal offence. In such cases, the case manager will notify the designated officer as soon as practicably possible after contacting the police)
- Inform the accused individual of the concerns or allegations and likely course of action as soon as possible after speaking to the designated officer (and the police or children’s social care services, where necessary). Where the police and/or children’s social care services are involved, the case manager will only share such information with the individual as has been agreed with those agencies
- Where appropriate (in the circumstances described above), carefully consider whether suspension of the individual from contact with children at the school is justified or whether alternative arrangements such as those outlined above can be put in place. Advice will be sought from the designated officer, police and/or children’s social care services, as appropriate
- **If immediate suspension is considered necessary**, agree and record the rationale for this with the designated officer. The record will include information about the alternatives to suspension that have been considered, and why they were rejected. Written confirmation of the suspension will be provided to the individual facing the allegation or concern within 1 working day, and the individual will be given a named contact at the school and their contact details
- **If it is decided that no further action is to be taken** in regard to the subject of the allegation or concern, record this decision and the justification for it and agree with the designated officer what information should be put in writing to the individual and by whom, as well as what action should follow both in respect of the individual and those who made the initial allegation

- **If it is decided that further action is needed**, take steps as agreed with the designated officer to initiate the appropriate action in school and/or liaise with the police and/or children's social care services as appropriate
- Provide effective support for the individual facing the allegation or concern, including appointing a named representative to keep them informed of the progress of the case and considering what other support is appropriate.
- Inform the parents or carers of the child/children involved about the allegation as soon as possible if they do not already know (following agreement with children's social care services and/or the police, if applicable). The case manager will also inform the parents or carers of the requirement to maintain confidentiality about any allegations made against teachers (where this applies) while investigations are ongoing. Any parent or carer who wishes to have the confidentiality restrictions removed in respect of a teacher will be advised to seek legal advice
- Keep the parents or carers of the child/children involved informed of the progress of the case and the outcome, where there is not a criminal prosecution, including the outcome of any disciplinary process (in confidence)
- Make a referral to the DBS where it is thought that the individual facing the allegation or concern has engaged in conduct that harmed or is likely to harm a child, or if the individual otherwise poses a risk of harm to a child
- Early years providers within the Trust will inform Ofsted of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere), and any action taken in respect of the allegations. This notification will be made as soon as reasonably possible and always within 14 days of the allegations being made
- If the school is made aware that the secretary of state has made an interim prohibition order in respect of an individual, we will immediately suspend that individual from teaching, pending the findings of the investigation by the Teaching Regulation Agency.
- Where the police are involved, wherever possible the academy trust will ask the police at the start of the investigation to obtain consent from the individuals involved to share their statements and evidence for use in the school's disciplinary process, should this be required at a later point.

Additional considerations for supply staff

If there are concerns or an allegation is made against someone not directly employed by the school, such as supply staff provided by an agency, we will take the actions below in addition to our standard procedures.

- We will not decide to stop using a supply teacher due to safeguarding concerns without finding out the facts and liaising with our local authority designated officer to determine a suitable outcome

- The local advisors board (LAB) will discuss with the agency whether it is appropriate to suspend the supply teacher, or redeploy them to another part of the school, while the school carries out the investigation
- We will involve the agency fully, but the school will take the lead in collecting the necessary information and providing it to the local authority designated officer as required
- We will address issues such as information sharing, to ensure any previous concerns or allegations known to the agency are taken into account (we will do this, for example, as part of the allegations management meeting or by liaising directly with the agency where necessary)

When using an agency, we will inform them of our process for managing allegations, and keep them updated about our policies as necessary, and will invite the agency's HR manager or equivalent to meetings as appropriate.

Timescales

- Any cases where it is clear immediately that the allegation is unsubstantiated or malicious will be resolved within 1 week
- If the nature of an allegation does not require formal disciplinary action, we will institute appropriate action within 3 working days
- If a disciplinary hearing is required and can be held without further investigation, we will hold this within 15 working days

Specific actions

Action following a criminal investigation or prosecution

The case manager will discuss with the local authority's designated officer whether any further action, including disciplinary action, is appropriate and, if so, how to proceed, taking into account information provided by the police and/or children's social care services.

Conclusion of a case where the allegation is substantiated

If the allegation is substantiated and the individual is dismissed or the school ceases to use their services, or the individual resigns or otherwise ceases to provide their services, the case manager and the school's personnel adviser will discuss with the designated officer whether to make a referral to the DBS for consideration of whether inclusion on the barred lists is required. If they think that the individual has engaged in conduct that has harmed (or is likely to harm) a child, or if they think the person otherwise poses a risk of harm to a child, they must make a referral to the DBS.

If the individual concerned is a member of teaching staff, the case manager and personnel adviser will discuss with the designated officer whether to refer the matter to the Teaching Regulation Agency to consider prohibiting the individual from teaching.

Individuals returning to work after suspension

If it is decided on the conclusion of a case that an individual who has been suspended can return to work, the case manager will consider how best to facilitate this.

The case manager will also consider how best to manage the individual's contact with the child or children who made the allegation, if they are still attending the school.

Unsubstantiated or malicious allegations

If an allegation is shown to be deliberately invented, or malicious, the headteacher, or other appropriate person in the case of an allegation against the headteacher, will consider whether any disciplinary action is appropriate against the pupil(s) who made it, or whether the police should be asked to consider whether action against those who made the allegation might be appropriate, even if they are not a pupil.

Confidentiality

The school will make every effort to maintain confidentiality and guard against unwanted publicity while an allegation is being investigated or considered.

The case manager will take advice from the local authority's designated officer, police and children's social care services, as appropriate, to agree:

- Who needs to know about the allegation and what information can be shared
- How to manage speculation, leaks and gossip, including how to make parents or carers of a child/children involved aware of their obligations with respect to confidentiality
- What, if any, information can be reasonably given to the wider community to reduce speculation
- How to manage press interest if, and when, it arises

Record-keeping

The case manager will maintain clear records about any case where the allegation or concern meets the criteria above and store them on the individual's confidential personnel file for the duration of the case. Such records will include:

- A clear and comprehensive summary of the allegation
- Details of how the allegation was followed up and resolved
- Notes of any action taken and decisions reached (and justification for these, as stated above)

If an allegation or concern is not found to have been malicious, the school will retain the records of the case on the individual's confidential personnel file, and provide a copy to the individual.

Where records contain information about allegations of sexual abuse, we will preserve these for the Independent Inquiry into Child Sexual Abuse (IICSA), for the term of the inquiry. We will retain all other records at least until the individual has reached normal pension age, or for 10 years from the date of the allegation if that is longer.

The records of any allegation that is found to be malicious will be deleted from the individual's personnel file.

References

When providing employer references, we will not refer to any allegation that has been proven to be false, unsubstantiated or malicious, or any history of allegations where all such allegations have been proven to be false, unsubstantiated or malicious.

Learning lessons

After any cases where the allegations are *substantiated*, we will review the circumstances of the case with the local authority's designated officer to determine whether there are any improvements that we can make to the school's procedures or practice to help prevent similar events in the future.

This will include consideration of (as applicable):

- Issues arising from the decision to suspend the member of staff
- The duration of the suspension
- Whether or not the suspension was justified
- The use of suspension when the individual is subsequently reinstated. We will consider how future investigations of a similar nature could be carried out without suspending the individual

The Circle Trust Safeguarding Policy Appendix 4: Specific safeguarding issues

Children missing from education

A child going missing from education, particularly repeatedly, can be a warning sign of a range of safeguarding issues. This might include abuse or neglect, such as sexual abuse or exploitation or child criminal exploitation, or issues such as mental health problems, substance abuse, radicalisation, FGM or forced marriage.

There are many circumstances where a child may become missing from education, but some children are particularly at risk. These include children who:

- Are at risk of harm or neglect
- Are at risk of forced marriage or FGM
- Come from Gypsy, Roma, or Traveller families
- Come from the families of service personnel
- Go missing or run away from home or care
- Are supervised by the youth justice system
- Cease to attend a school
- Come from new migrant families

We will follow our procedures for unauthorised absence and for dealing with children who go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of going missing in future. This includes informing the local authority if a child leaves the school without a new school being named, and adhering to requirements with respect to sharing information with the local authority, when applicable, when removing a child's name from the admission register at non-standard transition points.

Staff will be trained in signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns which may be related to being missing, such as travelling to conflict zones, FGM and forced marriage.

If a staff member suspects that a child is suffering from harm or neglect, we will follow local child protection procedures, including with respect to making reasonable enquiries. We will make an immediate referral to the local authority children's social care team, and the police, if the child is suffering or likely to suffer from harm, or in immediate danger.

The school requests that all parents supply at least 2 contacts for each child and where possible, living at different addresses

Where there are any concerns of a child missing from education, the appropriate form will be completed and returned to the Education Welfare Service.

Child criminal exploitation

Child criminal exploitation (CCE) is a form of abuse where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child into criminal activity, in exchange for something the victim needs or wants, and/or for the financial or other advantage of the perpetrator or facilitator, and/or through violence or the threat of violence.

The abuse can be perpetrated by males or females, and children or adults. It can be a one-off occurrence or a series of incidents over time, and range from opportunistic to complex organised abuse.

The victim can be exploited even when the activity appears to be consensual. It does not always involve physical contact and can happen online. For example, young people may be forced to work in cannabis factories, coerced into moving drugs or money across the country (county lines), forced to shoplift or pickpocket, or to threaten other young people.

Indicators of CCE can include a child:

- Appearing with unexplained gifts or new possessions
- Associating with other young people involved in exploitation
- Suffering from changes in emotional wellbeing
- Misusing drugs and alcohol
- Going missing for periods of time or regularly coming home late
- Regularly missing school or education
- Not taking part in education

If a member of staff suspects CCE, they will discuss this with the DSL. The DSL will trigger the local safeguarding procedures, including a referral to the local authority's children's social care team and the police, if appropriate.

Child sexual exploitation

Child sexual exploitation (CSE) is a form of abuse where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child into sexual activity, in exchange for something the victim needs or wants and/or for the financial advantage or increased status of the perpetrator or facilitator. It may, or may not, be accompanied by violence or threats of violence.

The abuse can be perpetrated by males or females, and children or adults. It can be a one-off occurrence or a series of incidents over time, and range from opportunistic to complex organised abuse.

The victim can be exploited even when the activity appears to be consensual. Children or young people who are being sexually exploited may not understand that they are being abused. They often trust their abuser and may be tricked into believing they are in a loving, consensual relationship.

CSE can include both physical contact (penetrative and non-penetrative acts) and non-contact sexual activity. It can also happen online. For example, young people may be persuaded or forced to share sexually explicit images of themselves, have sexual conversations by text, or take part in

sexual activities using a webcam. CSE may also occur without the victim's immediate knowledge, for example through others copying videos or images.

In addition to the CCE indicators above, indicators of CSE can include a child:

- Having an older boyfriend or girlfriend
- Suffering from sexually transmitted infections or becoming pregnant

If a member of staff suspects CSE, they will discuss this with the DSL. The DSL will trigger the local safeguarding procedures, including a referral to the local authority's children's social care team and the police, if appropriate.

Domestic abuse

Children can witness and be adversely affected by domestic abuse and/or violence at home where it occurs between family members. In some cases, a child may blame themselves for the abuse or may have had to leave the family home as a result.

Older children may also experience domestic abuse and/or violence in their own personal relationships.

Exposure to domestic abuse and/or violence can have a serious, long-lasting emotional and psychological impact on children.

If police are called to an incident of domestic abuse and any children in the household have experienced the incident, the police, as part of [Operation Encompass](#) will inform the key adult in school (usually the designated safeguarding lead) before the child or children arrive at school the following day.

The DSL will provide support according to the child's needs and update records about their circumstances.

Homelessness

Being homeless or being at risk of becoming homeless presents a real risk to a child's welfare.

The DSL and DDSL's will be aware of contact details and referral routes in to the local housing authority so they can raise/progress concerns at the earliest opportunity (where appropriate and in accordance with local procedures).

Where a child has been harmed or is at risk of harm, the DSL will also make a referral to children's social care.

So-called 'honour-based' abuse (including FGM and forced marriage)

So-called 'honour-based' abuse (HBA) encompasses incidents or crimes committed to protect or defend the honour of the family and/or community, including FGM, forced marriage, and practices such as breast ironing.

Abuse committed in this context often involves a wider network of family or community pressure and can include multiple perpetrators.

All forms of HBA are abuse and will be handled and escalated as such. All staff will be alert to the possibility of a child being at risk of HBA or already having suffered it. If staff have a concern, they will speak to the DSL, who will activate local safeguarding procedures.

FGM

The DSL will make sure that staff have access to appropriate training to equip them to be alert to children affected by FGM or at risk of FGM.

Section 7.5 of this policy sets out the procedures to be followed if a staff member discovers that an act of FGM appears to have been carried out or suspects that a pupil is at risk of FGM.

Indicators that FGM has already occurred include:

- A pupil confiding in a professional that FGM has taken place
- A mother/family member disclosing that FGM has been carried out
- A family/pupil already being known to social services in relation to other safeguarding issues
- A girl:
 - Having difficulty walking, sitting or standing, or looking uncomfortable
 - Finding it hard to sit still for long periods of time (where this was not a problem previously)
 - Spending longer than normal in the bathroom or toilet due to difficulties urinating
 - Having frequent urinary, menstrual or stomach problems
 - Avoiding physical exercise or missing PE
 - Being repeatedly absent from school, or absent for a prolonged period
 - Demonstrating increased emotional and psychological needs – for example, withdrawal or depression, or significant change in behaviour
 - Being reluctant to undergo any medical examinations
 - Asking for help, but not being explicit about the problem
 - Talking about pain or discomfort between her legs

Potential signs that a pupil may be at risk of FGM include:

- The girl's family having a history of practising FGM (this is the biggest risk factor to consider)
- FGM being known to be practised in the girl's community or country of origin
- A parent or family member expressing concern that FGM may be carried out
- A family not engaging with professionals (health, education or other) or already being known to social care in relation to other safeguarding issues
- A girl:

- Having a mother, older sibling or cousin who has undergone FGM
- Having limited level of integration within UK society
- Confiding to a professional that she is to have a “special procedure” or to attend a special occasion to “become a woman”
- Talking about a long holiday to her country of origin or another country where the practice is prevalent, or parents stating that they or a relative will take the girl out of the country for a prolonged period
- Requesting help from a teacher or another adult because she is aware or suspects that she is at immediate risk of FGM
- Talking about FGM in conversation – for example, a girl may tell other children about it (although it is important to take into account the context of the discussion)
- Being unexpectedly absent from school
- Having sections missing from her ‘red book’ (child health record) and/or attending a travel clinic or equivalent for vaccinations/anti-malarial medication

The above indicators and risk factors are not intended to be exhaustive.

Forced marriage

Forcing a person into marriage is a crime. A forced marriage is one 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 a marriage. Threats can be physical or emotional and psychological.

Staff will receive training around forced marriage and the presenting symptoms. We are aware of the ‘one chance’ rule, i.e. we may only have one chance to speak to the potential victim and only one chance to save them.

If a member of staff suspects that a pupil is being forced into marriage, they will speak to the pupil about their concerns in a secure and private place. They will then report this to the DSL.

The DSL will:

- Speak to the pupil about the concerns in a secure and private place
- Activate the local safeguarding procedures and refer the case to the local authority’s designated officer
- Seek advice from the Forced Marriage Unit on 020 7008 0151 or fmufco.gov.uk
- Refer the pupil to an education welfare officer, pastoral tutor, learning mentor, or school counsellor, as appropriate

Preventing radicalisation

- **Radicalisation** refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups

- **Extremism** is vocal or active opposition to fundamental British values, such as democracy, the rule of law, individual liberty, and mutual respect and tolerance of different faiths and beliefs. This also includes calling for the death of members of the armed forces
- **Terrorism** is an action that:
 - Endangers or causes serious violence to a person/people;
 - Causes serious damage to property; or
 - Seriously interferes or disrupts an electronic system

The use or threat of terrorism must be designed to influence the government or to intimidate the public and is made for the purpose of advancing a political, religious or ideological cause.

Schools have a duty to prevent children from being drawn into terrorism. The DSL will undertake Prevent awareness training and make sure that staff have access to appropriate training to equip them to identify children at risk.

We will assess the risk of children in our school being drawn into terrorism. This assessment will be based on an understanding of the potential risk in our local area, in collaboration with our local safeguarding partners and local police force.

We will ensure that suitable internet filtering is in place, and equip our pupils to stay safe online at school and at home.

There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. Radicalisation can occur quickly or over a long period.

Staff will be alert to changes in pupils' behaviour.

The government website [Educate Against Hate](#) and charity [NSPCC](#) say that signs that a pupil is being radicalised can include:

- Refusal to engage with, or becoming abusive to, peers who are different from themselves
- Becoming susceptible to conspiracy theories and feelings of persecution
- Changes in friendship groups and appearance
- Rejecting activities they used to enjoy
- Converting to a new religion
- Isolating themselves from family and friends
- Talking as if from a scripted speech
- An unwillingness or inability to discuss their views
- A sudden disrespectful attitude towards others
- Increased levels of anger
- Increased secretiveness, especially around internet use

- Expressions of sympathy for extremist ideologies and groups, or justification of their actions
- Accessing extremist material online, including on Facebook or Twitter
- Possessing extremist literature
- Being in contact with extremist recruiters and joining, or seeking to join, extremist organisations

Children who are at risk of radicalisation may have low self-esteem, or be victims of bullying or discrimination. It is important to note that these signs can also be part of normal teenage behaviour – staff should have confidence in their instincts and seek advice if something feels wrong.

If staff are concerned about a pupil, they will follow our procedures set out in section 7.5 of this policy, including discussing their concerns with the DSL.

Staff should **always** take action if they are worried.

Private Fostering

A private fostering arrangement is one that is made privately (without the involvement of a local authority) for the care of a child under the age of 16 years (under 18, if disabled) by someone other than a parent or close relative, in their own home, with the intention that it should last for 28 days or more.

A close family relative is defined as a ‘grandparent, brother, sister, uncle or aunt’ and includes half-siblings and step-parents; it does not include great-aunts or uncles, great grandparents or cousins.

Parents and private foster carers both have a legal duty to inform the relevant local authority at least six weeks before the arrangement is due to start; not to do so is a criminal offence.

Whilst most privately fostered children are appropriately supported and looked after, they are a potentially vulnerable group who should be monitored by the local authority, particularly when the child has come from another country. In some cases privately fostered children are affected by abuse and neglect, or be involved in trafficking, child sexual exploitation or modern-day slavery.

Schools have a mandatory duty to report to the local authority where they are aware or suspect that a child is subject to a private fostering arrangement. Although schools have a duty to inform the local authority, there is no duty for anyone, including the private foster carer or social workers to inform the school. However, it should be clear to the school who has parental responsibility.

School staff should notify the Designated Safeguarding Lead when they become aware of private fostering arrangements. The designated safeguarding lead will speak to the family of the child involved to check that they are aware of their duty to inform the LA. The school itself has a duty to inform the local authority of the private fostering arrangements.

On admission to the school, we will take steps to verify the relationship of the adults to the child who is being registered.

Digital Safeguarding

It is recognised that the use of new technologies presents particular challenges and risks to children both inside and outside of school. A comprehensive curriculum response enables all students to learn about, be able to recognise and manage the associated risks effectively. It will support parents/carers and the school community (including all members of staff) to become aware and alert to the needs of keeping children safe online.

While the risks to pupils/students are wide ranging, they have been categorised into 3 main areas:

- Being exposed to illegal, inappropriate or harmful material
- Being subjected to harmful online interaction with other users
- Personal online behaviour that increases the likelihood of, or causes harm

Online bullying and grooming are both very harmful to young people and the school wants to ensure that this does not happen on its network or equipment but also that students understand how to recognise it happening and protect themselves against it.

Grooming is a word used to describe how people who want to sexually harm children and young people get close to them, and often their families, and gain their trust.

Online grooming may occur by people forming relationships with children and pretending to be their friend.

Radicalisation is a form of grooming, but for the purpose of drawing young people into extremist or terrorist behaviours or to encourage them to enter into abusive relationships with extremist individuals or groups.

The school has the challenging role of protecting students from the above behaviours on school computers and other hardware as well as via pupils' personal mobile devices.

Actions are:

- Pupils or students using mobile devices as part of their studies are provided with access to the school network to allow the IT network security settings to apply to the personal device
- The IT network has appropriate security settings in place which are checked annually. These security settings apply to visitors to the school site who have access to and use the school network
- The school has monitoring software which is used to check activity on the network
- Cyber-safety is taught through PSHCE

Checking the identity and suitability of visitors

All visitors will be required to verify their identity to the satisfaction of staff and may be asked to leave their belongings, including their mobile phone(s), in a safe place during their visit.

If the visitor is unknown to the setting, we will check their credentials and reason for visiting before allowing them to enter the setting. Visitors should be ready to produce identification.

Visitors are expected to sign in and wear a visitor's badge.

Visitors to the school who are visiting for a professional purpose, such as educational psychologists and school improvement officers, will be asked to show photo ID and:

- Will be asked to show their DBS certificate, which will be checked alongside their photo ID; or
- The organisation sending the professional, such as the LA or educational psychology service, will provide prior written confirmation that an enhanced DBS check with barred list information has been carried out

All other visitors, including visiting speakers, will be accompanied by a member of staff at all times. We will not invite into the school any speaker who is known to disseminate extremist views, and will carry out appropriate checks to ensure that any individual or organisation using school facilities is not seeking to disseminate extremist views or radicalise pupils or staff.

Non-collection of children

Late Collection of a Child In the event of late or non collection of a child by an authorised adult the main concern of the staff will be for the safety and welfare of the child.

The school will put into practice agreed procedures to ensure that the child receives a high standard of care in order to cause as little distress as possible.

An authorised adult will be a parent, friend or relative that has been appointed by the child's parent or guardian.

Parents of all children are asked to provide specific information for school records. We will request a minimum of two contact for each child and where possible, at least one residing at a different address. It is important that if there are any changes, parents inform the school so that records can be updated and the most current details are held. Information about any person who does not have legal access to the child must also be given.

If parents are aware that they will not be at home or in their usual place of work, they should inform the school of how they can be contacted.

If parents or the persons normally authorised to collect the child are not able to collect the child, they must provide the school with written details of the name, address and telephone number of the person who will be collecting their child.

The school will agree with parents how to verify the identity of the person who is to collect their child. If parents cannot collect their child as planned, they must inform the school as soon as possible.

In the event that a child is not collected from school by an Authorised Adult within one hour of the end of the school day and the school has exhausted all efforts in contacting the parents/carers and

emergency contact numbers, the school is legally required to contact Children's Social Care, for advice and guidance.

This will be recorded on the students Record of Concern and Children's Social Care will be made aware.

Missing pupils

Our procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible. If a child goes missing, we will contact the parents/carers and emergency contact numbers without delay. If there is no response from these efforts and it is assumed the child is no longer on site, the school will contact the Police.

To ensure students safety, should the school have no received communication from a parent/carer that the child will not be in school on a given day, the school will enact it's First Response to make parents aware that the child has not arrived to school. If the parent/carer believes the child is at school, once assumed the child is not on site, the school will contact the Police.

This will be recorded on the students Record of Concern and Children's Social Care will be made aware.

The Circle Trust Safeguarding Policy Appendix 5: Local safeguarding procedures for schools

School: St Crispin's School

Designated Senior Lead(s) (DSL): Mr Railton Blyth (Deputy Headteacher)

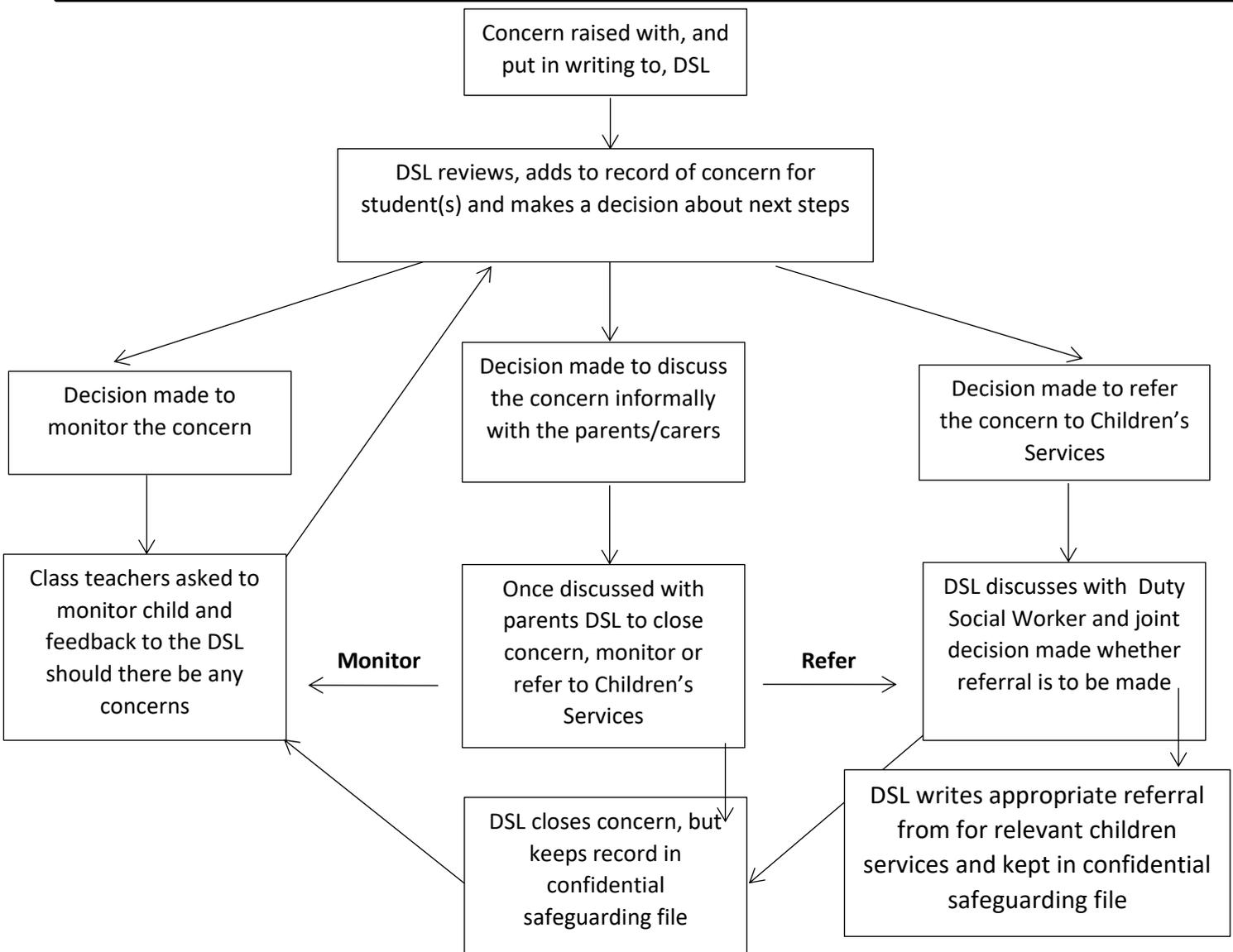
Deputy Designated Senior Lead(s): Mrs Kiran Sharma (Assistant Headteacher) and Mr H Whitaker (Assistant Headteacher)

Designated LAC and PLAC Lead: Mr Railton Blyth (Deputy Headteacher)

Link Local Advisor: Mr Simon Cutler

The Local Authority Designated Officer (LADO) can be contacted at lado@wokingham.gov.uk

Children's Services Contact Details Wokingham Children's Services: **Phone:** 0118 908 8002 **Email:** triage@wokingham.gov.uk; Reading Children's Services: **Phone:** 0118 9373541 **Email:** ChildrensSinglePointofAccess@reading.gcsx.gov.uk; Bracknell Children's Services: **Phone:** 01344 352005 **Email:** mash@bracknell-forest.gov.uk



School: Nine Mile Ride

Designated Senior Lead(s) (DSL): Mrs Ali Brown (Headteacher)

Deputy Designated Senior Lead(s): Mrs Nicola York (Deputy Headteacher) and Mrs Clare Demblon (Inclusion Manager)

Designated LAC and PLAC Lead: Mrs Clare Demblon (Inclusion Manager)

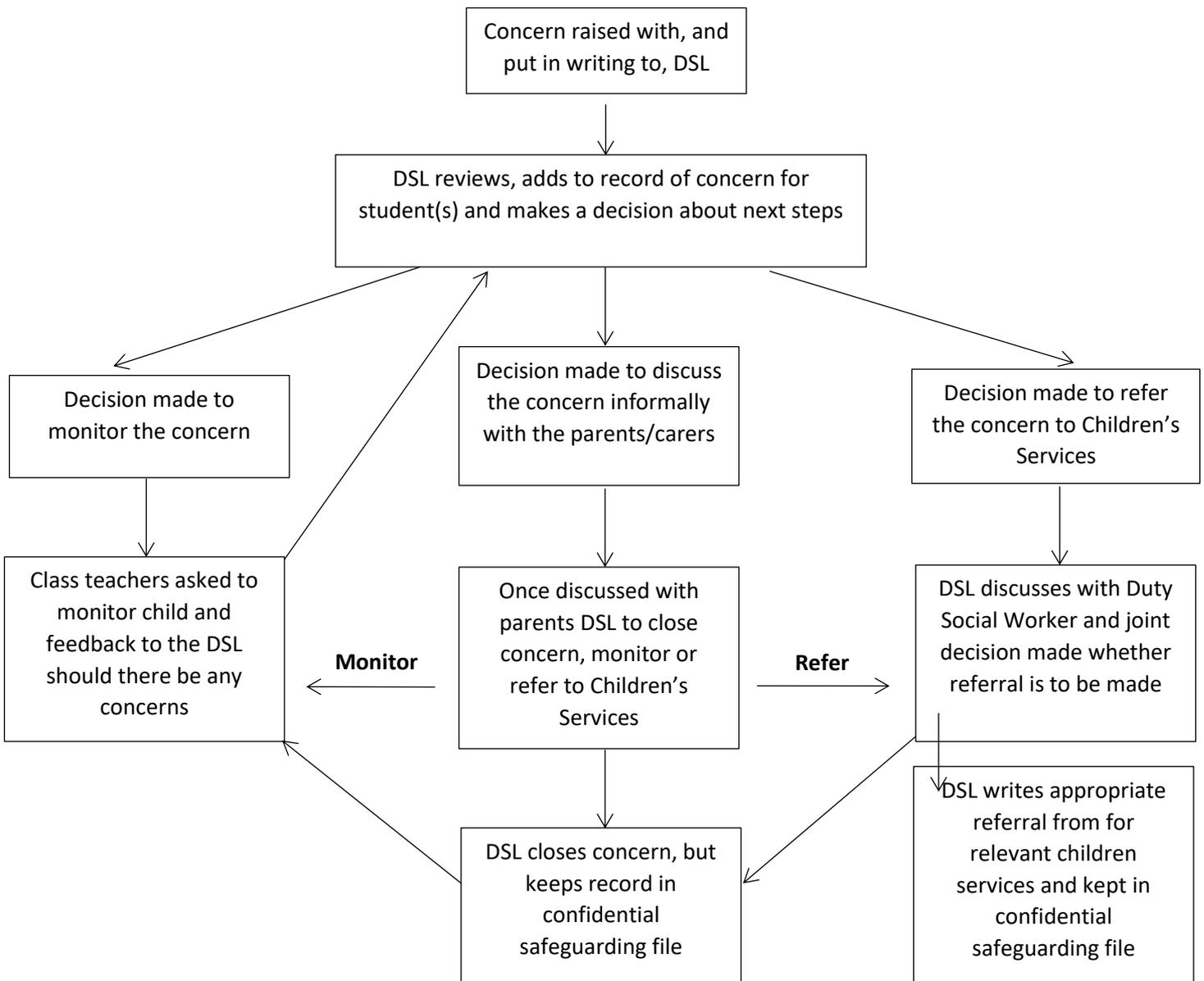
Link Local Advisor: Mrs Rebecca Margetts

The Local Authority Designated Officer (LADO) can be contacted at lado@wokingham.gov.uk

Children's Services Contact Details Wokingham Children's Services: **Phone:** 0118 908 8002

Email: triage@wokingham.gov.uk; Reading Children's Services: **Phone:** 0118 9373541 **Email:** ChildrensSinglePointofAccess@reading.gcsx.gov.uk; Bracknell Children's Services: **Phone:** 01344 352005

Email: mash@bracknell-forest.gov.uk



School: Wescott Infant School

Designated Senior Lead(s) (DSL): Mrs Stephanie Holding (Headteacher)

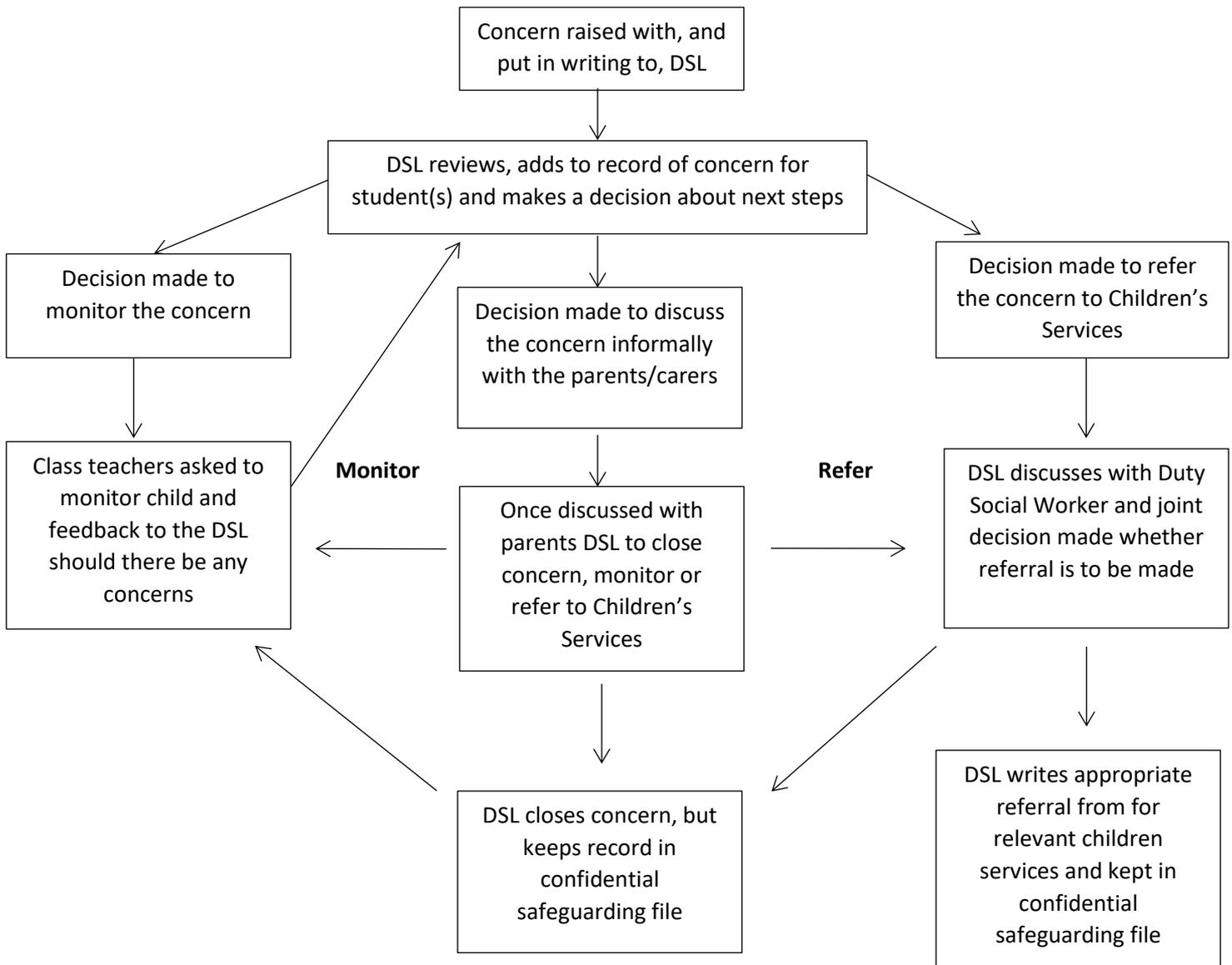
Deputy Designated Senior Lead(s): Leanne Bate, Deputy Headteacher, Deputy Designated Safeguarding Lead

Designated LAC and PLAC Lead: Mrs Stephanie Holding (Headteacher)

Link Local Advisor: Trevor Phillips

The Local Authority Designated Officer (LADO) can be contacted at lado@wokingham.gov.uk

Children's Services Contact Details Wokingham Children's Services: **Phone:** 0118 908 8002 **Email:** triage@wokingham.gov.uk; Reading Children's Services: **Phone:** 0118 9373541 **Email:** ChildrensSinglePointofAccess@reading.gcsx.gov.uk; Bracknell Children's Services: **Phone:** 01344 352005 **Email:** mash@bracknell-forest.gov.uk



School: Westende Junior School

Designated Senior Lead(s) (DSL): Mrs Andrea Sykes (Headteacher)

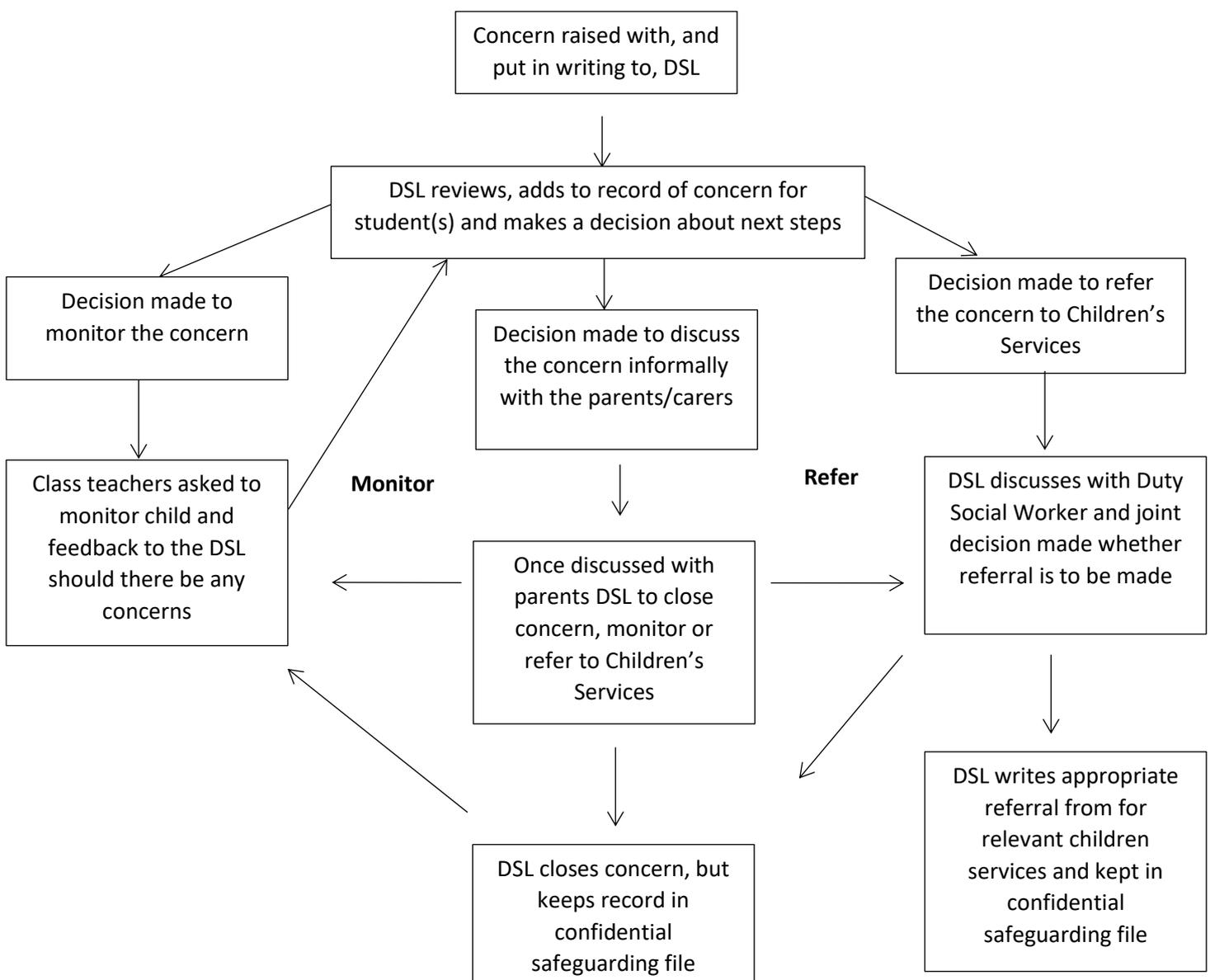
Deputy Designated Senior Lead(s): Norah Edgar (Deputy Headteacher), Lee Kitson (Assistant Headteacher) and Wendy Witkowska (SENDCO)

Designated LAC and PLAC Lead: Wendy Witkowska (SENDCO)

Link Local Advisor: Jane Ainslie

The Local Authority Designated Officer (LADO) can be contacted at lado@wokingham.gov.uk

Children's Services Contact Details Wokingham Children's Services: **Phone:** 0118 908 8002 **Email:** triage@wokingham.gov.uk; Reading Children's Services: **Phone:** 0118 9373541 **Email:** ChildrensSinglePointofAccess@reading.gcsx.gov.uk; Bracknell Children's Services: **Phone:** 01344 352005 **Email:** mash@bracknell-forest.gov.uk



The Circle Trust Safeguarding Policy Appendix 6 – Key roles within The Circle Trust



Role	Name	Contact Details
Designated Trustee for Safeguarding	Nicola Brown	0118 3320011 nicola.brown235@ntlworld.com
Senior Designated Person for Safeguarding The Circle Trust	Railton Blyth	0118 9781144 railton@thecircletrust.co.uk
LA Safeguarding Contact/LADO (Local Area Designated Officer)	LADO	0118 974 6141 LADO@wokingham.gov.uk
Whistle blowing regarding Headteachers to the Executive Headteacher	Ginny Rhodes Executive Headteacher	ginny@thecircletrust.co.uk
Whistle blowing regarding the Executive Headteacher to the Chair of the Trustees	Andrew Beckett Chair of the Trustees	chairoftrustees@thecircletrust.co.uk

The Circle Trust Safeguarding Policy Appendix 7 – Key roles within the Local Authority

	Name	Address	Telephone contact	Email
Contact, Advice & Assessment Service (CAAS)	Duty Social worker	Duty, Triage & Assessment Team Council Offices Shute End Wokingham Berkshire RG40 1BN	Contact: 0118 908 8002 or Emergency Duty Team (outside of office hours) Tel: 01344 786543 Fax: 01344 786535	triage@wokingham.gov.uk
Prevent Officer Thames Valley Police	Prevent officer	Reading Police Station Castle Street Reading RG1 7TH	07788 307178	Preventreferrals@thamesvalley.pnn.police.uk
Community Safety Partnership Manager and PREVENT Lead, WBC	Narinder Brar	Council Offices Wokingham Berkshire RG40 1BN	07979255308	Narinder.brar@wokingham.gov.uk
Service Manager Early Years		Council Offices Shute End Wokingham Berkshire RG40 1BN	0118 908 8260	EarlyYears@wokingham.gov.uk
Local Authority Designated Officer (LADO)	Rene Baron	Council Offices Shute End Wokingham Berkshire RG40 1BN	0118 974 6141	LADO@wokingham.gov.uk

Principal Education Welfare Officer,	Melissa Perry		0118 908 8095 07818455624	Melissa.Perry@wokingham.gov.uk
Virtual School Headteacher	Sian Biddlecombe		07739800207	Sian.Biddlecombe@wokingham.gov.uk
Berkshire West Safeguarding Partnership Operational Business Manager	Sherrie Newell Donna Gray	Council Offices Shute End Wokingham Berkshire RG40 1BN	07920028052	Sherrie.newell@wokingham.gov.uk Donna.gray@brighterfuturesforchildren.org