



Cam Hopton Church of England Primary School (Voluntary Aided)

Safeguarding and Child Protection Policy 'Life in all its fullness'

Cam Hopton CofE Primary School fully recognises its responsibilities for child protection.

Document History

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This policy is to be reviewed annually, and in line with other related policies and any other documentation from the DfE, Ofsted and Gloucestershire Diocese.

KEY SAFEGUARDING PERSONNEL			
Role	Name	Tel.	Email
Headteacher	Becky Harris	01453 542763	head@camhopton.gloucs.sch.uk
Designated Safeguarding Lead (DSL)	As above		
Deputy DSL (DDSL)	Mel Skidmore Kerry Whitney	01453 542763	melanieskidmore@camhopton.gloucs.sch.uk kwhitney@camhopton.gloucs.sch.uk
Nominated Governor	Christine Knights (also for CiC)	01453 519071	cknights@camhopton.gloucs.sch.uk
Chair of Governors	Derek Crocker	07975734927	chair@camhopton.gloucs.sch.uk
Designated Teacher for Looked After Children	Becky Harris	01453 542763	head@camhopton.gloucs.sch.uk
Senior Mental Health Lead	Mel Holloway (FSW)	01453 542763	fsw@camhopton.gloucs.sch.uk

Children's Social Care advice and referrals:

Children's Services Front Door Professional Advice Line: 01452 427070

Link to Gloucestershire Safeguarding Children Procedures:

<https://www.gloucestershire.gov.uk/gscp/>

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

If you are concerned about the conduct of a childcare professional contact:

Gloucestershire Local Authority Designated Officer For Allegations (LADO):01452 426994

Early Help Team Practitioners and Families Stroud:

01452 542763

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This policy should be read alongside the following other school policies:

- Relationships, Sex and Health Education/PSHE
- Online safety policy
- Behaviour policy
- Low Level Concerns Policy
- Children Absent From Education Policy
- Staff Behaviour (Code of Conduct) Policy
- Whistleblowing policy
- Complaints policy
- SEND policy
- Health and safety policy
- Teaching and Learning policy
- Equality Statement
- Administration of medicines
- Acceptable Use Policy, incl. pupil use of mobile and smart technology

In addition, all staff have read and understood Part 1, Part 5, Annex A & B of the latest version of Keeping Children Safe in Education (KCSiE 2025).

What is safeguarding?

Safeguarding and promoting the welfare of children can be defined as:

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

What is child protection?

Child protection is a part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect specific children who are suffering, or at risk of suffering, significant harm.

1. Introduction

We will follow the child protection procedures set out by the Gloucestershire Safeguarding Children Partnership (<https://www.gloucestershire.gov.uk/gscp/>) and will have regard to statutory guidance issued by the Department for Education *Keeping Children Safe in Education, (KCSiE) September 2025* and *Working Together to Safeguard Children (2023)*.

This school has a 'Nominated Governor' to take leadership responsibility for the school's safeguarding arrangements.

Cam Hopton CE Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We take into consideration the wider environmental factors in a child's life that may be a threat to their safety and/or welfare i.e. contextual safeguarding.

This school aims to serve the community by providing high quality education and promoting Christian Values.

The role of the Nominated Governor is outlined in Appendix 1.

Governing bodies should appoint a senior member of staff from the school's leadership team, to the role of Designated Safeguarding Lead. (DSL) and Deputy Designated Safeguarding Lead (DDSL) for child protection and safeguarding.

During term time, the DSL and/or a deputy should always be available (during school hours) for staff in the school to discuss any safeguarding concerns.

The role of the DSL is outlined in Appendix 2.

2. Safeguarding information for pupils

It is important that we educate pupils to be able to recognise when they are at risk and be able to get help when they need it as they grow more independent. Pupils in our school may talk to any staff member with whom they feel comfortable talking. In addition there are posters displayed throughout the school with information for Child Line and leaflets about 'Keeping Safe'.

3. What constitutes child abuse, neglect and exploitation?

All adults who work or volunteer with children should be able to identify concerns about child abuse, neglect and exploitation.

Main categories of abuse:	Specific safeguarding issues*: <i>*For other specific safeguarding issues, please see Keeping Children Safe in Education 2024</i>
• Physical abuse • Emotional abuse • Sexual abuse • Neglect	• Child Sexual Exploitation (CSE) • So-called 'honour based' violence, including Female Genital Mutilation (FGM) and Forced Marriage • Mental Health • Preventing radicalisation • Children absent from education • Child on Child abuse • Child Criminal Exploitation 'County Lines' • Domestic Abuse
For more information, including indicators, please refer to Appendix 3	

Child Sexual Exploitation (CSE)

- CSE is a form of sexual abuse where children are sexually exploited for money, power or status.
- It can involve violent, humiliating and degrading sexual assaults.

- In some cases, young people are persuaded or forced into exchanging sexual activity for money, drugs, gifts, affection or status.
- Consent cannot be given, even where a child may believe they are voluntarily engaging in sexual activity with the person who is exploiting them.
- CSE does not always involve physical contact and can happen online.
- A significant number of children who are victims of sexual exploitation go missing from home, care and education at some point.

The Gloucestershire CSE Protocol and Screening Tool is available on the GSCP website.

Female Genital Mutilation (FGM)

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

Staff must inform the DSL immediately if they suspect a girl is at risk of FGM.

Additional information for teachers: FGM Mandatory Reporting Duty

By law, teachers must report to the **police** any 'known' cases of FGM in under 18s.

Mental Health

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

Preventing Radicalisation

Protecting children from the risk of radicalisation should be seen as part of schools' wider safeguarding duties and is similar in nature to protecting children from other forms of harm and abuse.

During the process of radicalisation, it is possible to intervene to prevent vulnerable people being radicalised.

Staff should use their judgement in identifying children who might be at risk of radicalisation and speak to the DSL if they are concerned about a child. The DSL will act proportionately, which may include making a referral to the Channel programme (a programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. The programme uses a multi-agency approach to protect vulnerable people); or the (Multi Agency Safeguarding Hub) MASH.

Children Absent from Education

A child going absent from education is a potential indicator of abuse and neglect. If a member of staff or volunteers becomes aware that a child is absent, or missing education, they need to report to the DSL immediately.

After reasonable attempts have been made to contact the family, (the school holds at least two contacts for every child), we will follow the GSCP procedure and refer to the MASH team.

If a looked after child or a child subjected to a CP plan goes absent, we will refer them to the MASH team within 48 hours.

Unauthorised absence procedures will be followed where a child or young person:

- has 10 days or more continuous absence from school without an explanation and/or
- has left school suddenly and the destination is unknown and/or
- has not taken up an allocated school place as expected.

Any such concern will be reported to the Local Authority through the Access to Education Team.

The school will also refer to Elective Home Education Team, any child being withdrawn from school with the intent to be electively home educated where there are safeguarding concerns.

The attendance of all children is checked half termly and parents are informed through letter, if attendance is not good enough. The school uses the Glos County Council absence proformas.

Allegations of abuse made against other children: child on child abuse

At Cam Hopton CE Primary School, we believe that all children have a right to attend school and learn in a safe environment. Children should be free from harm by adults in the school and other students. This school rejects behaviour that may have been tolerated in the past as 'banter'.

Occasionally, safeguarding allegations may be made against children by others in the school.

This is most likely to include, but not limited to:

- bullying (including cyber bullying, prejudiced-based and discriminatory bullying);
- abuse in intimate personal relationships between peers;
- physical abuse such as kicking, hitting, shaking, biting, hair pulling, or otherwise causing physical harm (this may include an on-line element which facilitates, threatens and/or encourages sexual violence);
- sexual violence such as rape, assault by penetrations and sexual assault (this may include an on-line element);
- sexual harassment such as sexual comments, remarks, jokes and on-line sexual harassment which may be stand-alone, or part of a broader pattern of abuse;
- causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually or to engage in sexual activity with a third party;
- consensual and non-consensual sharing of nude and seminude images and or videos (sexting/youth produced sexual imagery);
- upskirting, which typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm;
- initiation/hazing type violence rituals.

Staff should recognise that children are capable of abusing their peers. Abuse is abuse and should never be tolerated or passed off as "banter" or "part of growing up".

We continue to ensure that any form of abuse or harmful behaviour is dealt with immediately and consistently to reduce the extent of harm to the child, with full consideration to impact on that individual child's emotional and mental health and well-being.

We talk about the '3 Bs' for Bullying: Believe in Yourself; Blow the Whistle; Ban Bullying.

In all circumstances where the risk of harm to the child is evident then the school should encourage the child to share the information with their parent or a member of staff (they may be scared to tell parents that they are being harmed in any way). Where school can evidence they are acting in the best interests of the young person they would not be criticised, however this would not be the case if they actively breached the rights and choices of the young person.

The best way to inform parents is face to face. Although this may be time consuming, the nature of the incident and the type of harm/abuse a young person may be suffering can cause fear and anxiety to parents whether their child is the child who was harmed or who harmed another.

Points to consider:

What is the age of the children involved?

Where did the incident or incidents take place?

What was the explanation by all children involved of what occurred?

What is each of the children's own understanding of what occurred?

It may also be that they feel able to deal with the incident(s) on their own or with support of family and friends. In which case it is necessary that this young person continues to be monitored and offered support should they require it in the future. If the incidents are of a bullying nature, the young person may need support in improving peer groups/relationships with other young people or some restorative justice work with all those involved may be required.

Other interventions that could be considered may target a whole class or year group for example NSPCC speakers on cyber bullying etc. It may be that through the continued curriculum of CPSHE and SMSC that certain issues can be discussed and debated more frequently.

- If there is a safeguarding concern the DSL should be informed and will decide on any appropriate action.
- A record will be made in line with advice from the record keeping section of this policy.
- Victims of abuse will be supported by staff in cooperation with parents.

Criminal Exploitation of Children (County Lines)

Vulnerable children may be at risk of exploitation by criminal gangs using them to bring drugs over a county border e.g., Gloucestershire. These gangs are extremely dangerous. This is being labelled as 'County Lines'. Signs may be a child who should be in school, possibly travelling alone or with older adults. Any concerns will be reported to the police: 101 or at:

[Gloucestershire.police.uk/contact-us](https://gloucestershire.police.uk/contact-us)

Domestic Abuse

Domestic abuse can encompass a wide range of behaviours and may be a single incident or a pattern of incidents. That abuse can be, but is not limited to, psychological, physical, sexual, financial or emotional. Children can be victims of domestic abuse. They may see, hear, or experience the effects of abuse at home and/or suffer domestic abuse in their own intimate relationships (teenage relationship abuse). All of which can have a detrimental and long-term impact on their health, well-being, development, and ability to learn.

Gloucestershire Encompass Commitment

Operation Encompass helps police and schools work together to provide emotional and practical help to children (Annex B, Keeping Children Safe in Education 2023). As part of Cam Hopton School's commitment to keeping children safe we have signed up to implement the principles and aims of the **Gloucestershire Encompass Model**.

In signing up to Gloucestershire Encompass the Governing Body and Senior Leadership Team:

- Endorse the Gloucestershire Encompass Model and support the Key Adults in our school to fulfil the requirements of the Gloucestershire Encompass Protocol.
- Promote and implement Gloucestershire Encompass processes and use these in accordance with internal safeguarding children processes.
- Recognise the sensitive nature of the information provided and ensure that this is retained in accordance with the principles of data protection.

4. Procedure for staff to report a concern about a child

Cam Hopton CE Primary School follows the procedure set out by the GSCP

<https://www.gloucestershire.gov.uk/health-and-social-care/children-young-people-and-families/report-a-child-at-risk/>

Where any adult in the school has a concern about a child they should:

1. **Report the concern** to the DSL or DDSL **immediately**. In their absence, staff members should speak directly to Children's Social Care (by contacting Gloucestershire Children's Services – see contact details on the front page of this policy).

In some circumstances, the DSL or member of staff will seek advice from Children's Social Care by ringing the professional line to obtain advice.

It is *not* the responsibility of school staff to investigate safeguarding concerns or determine the truth of any disclosure or allegation. All staff and volunteers, however, have a duty to recognise concerns and inform the DSL immediately.

2. **Record the concern** by completing a 'Welfare and Child Protection concern form' (see Appendix 2) and hand it in to the DSL. The records must be signed and dated. The DSL should include outcomes and any agreed action that is to be taken.

The DSL / DDSL will then decide on the best course of action and consider a referral to The MASH or Early Help (see section 16 for more information for further information about Families First Plus Early Help).

If a child's situation does not appear to be improving the staff member with concerns should press for re-consideration.

5. Record keeping of child protection concerns

The school will:

- Record child safeguarding and child protection concerns using the standard recording form (see template in Appendix 5).
- And the on-line secure CPOMS recording keeping system.

For more information, please refer to the local authority's Record Keeping policy.

6. Responding to disclosures: guidance for staff

DO:

- Recognise that a child may not feel ready or know how to tell someone they are being abused
- Take the child to a private and safe place
- Stay calm
- Reassure the child and stress that he/she is not to blame and they were right to tell you
- Listen to the child and tell them that you believe them
- Tell the child what you have to speak to someone who can help to keep them safe
- Do not interview the child, keep questions to a minimum and encourage the child to use his/her own words: questioning should only include TED questions:
 - **T**ell me
 - **E**xplain
 - **D**escribe
 - Or use the mirroring technique:
i.e. "*My dad hit me last night*"; respond by "*Your dad hit you last night?*"
- Record as soon as possible exactly what the child has said to you / what you have heard or what you saw, and any other relevant information.
- **Immediately** inform your DSL / DDSL (and nobody else) so that any appropriate action can be taken to protect the pupil if necessary.
- Once a child has disclosed a judgement will be made about whether they return to class/take time out or are offered support etc.

DO NOT:

- Investigate the issue yourself
- Ask the child to write down what they said or repeat it to another adult
- Record the conversation on any device
- Ask another adult to witness their disclosure –the child has chosen to tell you.

7. Sharing concerns with parents and carers

For more information, please refer to *Information Sharing –Advice for practitioners providing safeguarding services to children, young people, parents and carers 2018*.

Cam Hopton CE Primary School is committed to work in partnership with parents and carers and in most situations it may be appropriate to discuss initial concerns with them.

However there will be some circumstances where the DSL will not seek consent from the individual or their family or inform them that the information will be shared. For example, if doing so would:

- place a child at increased risk of significant harm;
- place an adult at increased risk of serious harm;
- prejudice the prevention, detection or prosecution of a serious crime;
- lead to unjustified delay in making enquiries about allegations of significant harm to a child, or serious harm to an adult.

8. Managing allegations against adults

Cam Hopton CE Primary School follows the procedure set out in the Gloucestershire Procedures Manual.

Where anyone in the school has a concern about the behaviour or an adult who works or volunteer at the school, they must immediately consult the Headteacher who will refer to the Local Authority Designated Officer for Allegations (LADO):

Gloucestershire LADO: 01452 426994

Any concern or allegation against the Headteacher will be reported to the Chair of Governors without informing the Headteacher.

Any allegation of abuse will be dealt with in a fair and consistent way that provides effective protection for the child and at the same time supports the person who is the subject of the allegation.

In some circumstances the member of staff will, without prejudice, be asked to take a period of paid leave pending the results of the investigation.

Cam Hopton CE Primary School will make every effort to maintain confidentiality and guard against unwanted publicity while an allegation is being investigated or considered.

Malicious allegations against staff will be investigated and dealt with by the Headteacher and, if appropriate, a committee of governors.

If you have concerns about a colleague

Staff may worry that they have misunderstood the situation and they will wonder whether a report could jeopardise their colleague's career. All staff must remember that the welfare of a child is paramount.

If staff members have concerns about another staff member or volunteer than this should be reported immediately using the procedure described above.

9. Whistleblowing

Whilst the 'allegation management' procedure described above must be used when the behaviour of an adult causes a concern, all staff and volunteers should also feel able to raise concerns about poor or unsafe practice and potential failures in the school safeguarding regime (or whistleblowing).

See the school's Code of Conduct, Low Level Concerns and Whistleblowing Policies for further guidance.

Appropriate whistleblowing procedures, which are suitably reflected in staff training and staff behaviour policies, should be in place for such concerns to be raised with: DSL/Headteacher

Where a staff member feels unable to raise an issue with DSL/Headteacher or feels that their genuine concerns are not being addressed, other whistleblowing channels may be open to them:

- The [NSPCC whistleblowing helpline](https://www.nspcc.org.uk/keeping-children-safe/whistleblowing/) is available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 – line is available from 8:00 AM to 8:00 PM, Monday to Friday and Email: help@nspcc.org.uk.
- Reporting to a member of the governing body: Derek Crocker (Chair)

10. Staff safeguarding training

Cam Hopton CE Primary School should ensure that all staff members undergo safeguarding and child protection training at induction. The training should be updated every 3 years as a minimum.

In addition all staff members should receive regular safeguarding and child protection updates (for example, via email, e-bulletins, staff meetings) at least annually, to provide them with relevant skills and knowledge to safeguard children effectively.

Training is also available through the GSCP E-Learning platform

11. Safer Recruitment

In line with Part 3 of *Keeping Children Safe in Education*:

- This school requires: enhanced DBS check with barred list information; other checks (identity checks, qualifications, employment references, DBS details, right to work in the UK).
- Safer recruitment training is carried out every 5 years by the DSL and a member of the governing body who sits on the interview panel.
- All checks will be accurately recorded on a single central record.
- Volunteers and Governors have a DBS check and a discussion about safeguarding policy before appointment, induction and training etc.
- Employees will be asked to self-disclose if they are covered by the Disqualification under the Childcare Act (2006)(as amended, 2018)
- The school has a policy on The Recruitment of Ex-Offenders.
- The school asks shortlisted candidates to complete a Criminal Declaration Form.
- The school will undertake on-line checks for candidates.

12. Safer working practice

All members of staff and volunteers should have read, signed and understood the school's Code of Conduct Policy.

Relationships and associations (including on-line) may have an implication for the safeguarding of pupils and if there are concerns, the school should be told.

13. Photography and images

Under no circumstances should staff be expected or allowed to use their personal equipment to take images of pupils at or on behalf of the school or setting.

Staff and volunteers *should*:

- Seek parental consent for photographs to be taken or published
- Only use school equipment
- Ensure that children are appropriately dressed
- Encourage children to tell us if they are worried about any photographs that are taken of them
- Only retain images when there is a clear and agreed purpose for doing so
- Store images in an appropriate secure place in the school

Staff and volunteers *should not*:

- Take images in one-to-one situations
- Take images of pupils for their personal use

Consider making a statement related to school events where parents are taking photographs of children that these are to be for personal use only (these are not to be shared on social media for example).

For more information, please see the school's Acceptable Use policy and/or Code of Conduct.

14. Online Safety/ Filtering and Monitoring

Cam Hopton aims to provide a safe environment to learn and work, including when online. Understanding risks and Filtering & Monitoring are both important parts of safeguarding pupils and staff from potentially harmful and inappropriate online material.

Risks: Disinformation: the deliberate creation and spread of false or misleading content, such as fake news.

Misinformation: the unintentional spread of this false or misleading content (Cabinet Office, Dept for Science, Innovation and technology 2023)

Filtering and Monitoring:

Clear roles, responsibilities and strategies are vital for delivering and maintaining effective filtering and monitoring systems. It's important that the right people are working together and using their professional expertise to make informed decisions.

The governing body has overall strategic responsibility for filtering and monitoring and need assurance that the standards are being met, including in the use of *Generative AI* in education. [Generative AI: product safety expectations - GOV.UK](#)

To do this, they identify and assign:

- a member of the senior leadership team (DSL) and a governor, to be responsible for ensuring these standards are met
- the roles and responsibilities of staff and third parties, for example, external service providers

The senior leadership team are responsible for:

- procuring filtering and monitoring systems
- documenting decisions on what is blocked or allowed and why
- reviewing the effectiveness of your provision
- overseeing reports

They are also responsible for making sure that all staff:

- understand their role
- are appropriately trained
- follow policies, processes and procedures
- act on reports and concerns

Senior leaders will work closely with governors, the designated safeguarding lead (DSL) and IT service providers in all aspects of filtering and monitoring.

15. Early Help

At Cam Hopton CE Primary School, we are part of the Early Help Partnership and access support from them. Whenever possible, we will ensure that early intervention is actioned via a referral to Early Help Families First Plus Team, as soon as the criteria are met, to prevent situations to escalate into larger problems.

The school will consider the following:

- Undertake an assessment of the need for early help;
- Provide early help services e.g. school nurse, pastoral worker, SENCO, family outreach worker, targeted youth, breakfast club;
- Refer to appropriate services e.g. CAMHS etc.

We follow the Graduated Pathway to inform My Plans and My Plan Plus, which are personalised support plans based on individual needs of children and families.

Early Help: 01452 542763

16. Children with Special Educational Needs or Disabilities (SEND)

The school recognises that for a variety of reasons, children with additional needs face an increased risk of abuse and neglect; therefore adults are expected to take extra care to interpret correctly apparent signs of abuse or neglect. Indications of abuse will be reported as for other pupils.

Additional barriers can exist when recognising abuse and neglect in children with SEND. This can include:

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration;
- children with SEN and disabilities can be disproportionately impacted by things like bullying- without outwardly showing any signs; and
- communication barriers and difficulties in overcoming these barriers.

We will provide a school environment in which pupils with SEND feel confident and able to discuss their concerns. Whenever possible, pupils will be given the chance to express themselves to a member of staff with appropriate communication skills. The DSL will work with the Special Educational Needs Co-ordinator (SENCO) to identify pupils with particular communication needs.

Further advice can be found at:

<https://learning.nspcc.org.uk/safeguarding-child-protection-schools/safeguarding-children-with-special-educational-needs-and-disabilities-send>

17. Welcoming other professionals

Visitors with a professional role will have had the appropriate vetting checks undertaken by their own organisation. They should provide evidence of their professional role and employment details (an identity badge for example). If necessary, the school will contact the relevant organisation to verify the individual's identity.

Professionals will complete signing in/out forms and wear a school I.D. badge.

Cam Hopton employs a Family Support Worker (FSW) who can be contacted through the school administrator: admin@camhopton.gloucs.sch.uk 01453 542763

18. Off-site visits

Appropriate risk assessments must be in place prior to any off-site visit taking place. Risk assessments are written using an on-line system called E-visit.

Any overnight visit will explicitly set out:

- sleeping arrangements;
- the role and responsibility of each adult, whether employed or volunteers
- on/off duty arrangements
- Clear expectations about boundaries and interactions with children; and expectations around smoking/drinking by adult, e.g. none.

Safeguarding concerns or allegations should follow the procedure described above. The member of staff in charge of the visit will report any safeguarding concerns to the DSL and/or Headteacher, who will make a referral to Children's Services or Local Authority Designated Officer (LADO) if appropriate.

In an emergency the staff member in charge will contact the police

19. Exchange visits

As a school we will satisfy ourselves those parents/carers who will act as host families for pupils are suitable to host pupils and are aware who in the school they should raise any concerns with. Any adult over 18 in a host family will be subject to DBS checks as per KCSIE guidance.

Schools should work with partner schools abroad to ensure that similar assurances are undertaken prior to a visit. (KCSiE Annex D).

20. Policy review

This policy is to be reviewed annually, and in line with other related policies and any other documentation from the DfE, Ofsted and Gloucestershire Diocese.

Cam Hopton CE Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This school aims to serve the community by providing high quality education and promoting Christian Values.

Appendix 1: The role of the Nominated Governor

Schools should appoint a Nominated Governor (NG) for safeguarding (or equivalent) to take leadership responsibility for the organisation's safeguarding arrangements.

This person's role is to ensure safeguarding is always a priority by:

- Championing child protection issues within the school and liaising with the DSL and the Headteacher and offering challenge if necessary
- Ensuring the Child Protection policy is checked for impact and reviewed yearly accordingly
- Auditing safeguarding measures annually alongside the DSL and the Headteacher using the Gloucestershire Council annual school safeguarding audit return and reporting back to Full Governing Body
- Ensuring that all governors understand and comply with their statutory duty to provide the services of the school in a way that safeguards and promotes the welfare of pupils.

Appendix 2: The role of the Designated Safeguarding Lead (DSL)

The DSL is a senior member of staff, from the school leadership team, designated to take lead responsibility for:

- Managing all child protection issues (Headteacher leads on allegations against staff), including referring cases to Children's Social Services, or to the Channel programme where there is a radicalisation concern
- Liaise with others within the school (Headteacher, Nominated Governor, staff and volunteers, parents)
- Support staff who make referrals to Children's Social Services, or Channel programme
- Working in partnership with other agencies such as the local authority, Social Services, police, Channel, Local Safeguarding Children Board
- Undertake training
- Raise awareness of safeguarding, by regularly review the safeguarding policy and procedures, ensure availability to staff and parents
- Induction of staff and volunteers/staff training/ensure staff are aware of safeguarding policy and procedure
- Maintain and transfer safeguarding files.
- Understanding 'Filtering and Monitoring' systems and ensuring e-safety within the school.

Information sharing –internal process

Information concerning students at risk of harm will be shared with all members of staff on a "need to know" basis. The DSL will make a judgement in each individual case about who needs and has a right to access particular information.

For more information about the role of the DSL (and DDSL), please refer to Annex C of KCSiE 2025.

Appendix 3: Indicators of abuse and neglect

Some of the signs below *may* be indicative of abuse:

Physical abuse:

- Children with frequent injuries;
- Children with unexplained or unusual fractures or broken bones; and
- Children with unexplained:
 - bruises or cuts;
 - burns or scalds; or
 - bite marks.

Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Physical abuse can also occur outside of the family environment.

Emotional abuse:

- Children who are excessively withdrawn, fearful, or anxious about doing something wrong;
- Parents or carers who withdraw their attention from their child, giving the child the 'cold shoulder';
- Parents or carers blaming their problems on their child; and
- Parents or carers who humiliate their child, for example, by name-calling or making negative comparisons.

Emotional abuse may involve serious bullying – including online bullying through social networks, online games or mobile phones – by a child's peers.

Sexual abuse:

- Children who display knowledge or interest in sexual acts inappropriate to their age;
- Children who use sexual language or have sexual knowledge that you wouldn't expect them to have;
- Children who ask others to behave sexually or play sexual games; and
- Children with physical sexual health problems, including soreness in the genital and anal areas, sexually transmitted infections or underage pregnancy.

You should be aware that many children and young people who are victims of sexual abuse do not recognise themselves as such.

A child may not understand what is happening and may not even understand that it is wrong.

Neglect:

- Children who are living in a home that is indisputably dirty or unsafe;
- Children who are left hungry or dirty;
- Children who are left without adequate clothing, e.g. not having a winter coat;
- Children who are living in dangerous conditions, i.e. around drugs, alcohol or violence;
- Children who are often angry, aggressive or self-harm;
- Children who fail to receive basic health care; and
- Parents who fail to seek medical treatment when their children are ill or are injured.
- Neglect may occur during pregnancy as a result of maternal drug or alcohol abuse.

Children who are neglected often also suffer from other types of abuse.

Neglect may occur if a parent becomes physically or mentally unable to care for a child.

A parent may also have an addiction to alcohol or drugs, which could impair their ability to keep a child safe or result in them prioritising buying drugs, or alcohol, over food, clothing or warmth for the child.

Specific safeguarding issues: *KCSiE 2025, Annex A* provides definitions and indicators of specific safeguarding issues. Some of the signs below *may* be indicative of abuse:

Child Sexual Exploitation (CSE):

- Children who appear with unexplained gifts or new possessions;
- Children who associate with other young people involved in exploitation;
- Children who have older boyfriends or girlfriends;
- Children who suffer from sexually transmitted infections or become pregnant;
- Children who suffer from changes in emotional well-being;
- Children who misuse drugs and alcohol;
- Children who go missing for periods of time or regularly come home late; and
- Children who regularly miss school or education or don't take part in education.

Female genital mutilation (FGM):

Indicators that a child or young person may be at risk of FGM:

- Knowing that the family belongs to a community in which FGM is practised and is making preparations for the child to take a holiday, arranging vaccinations or planning absence from school;
- The child may also talk about a special procedure/ceremony that is going to take place or a special occasion to 'become a woman'.

Professionals should note that girls at risk of FGM may not yet be aware of the practice or that it may be conducted on them, so sensitivity should always be shown when approaching the subject.

Indicators that FGM may already have occurred:

- Prolonged absence from school or other activities with noticeable behaviour change on return, possibly with bladder or menstrual problems;
- Difficulty walking, sitting or standing, and look uncomfortable;
- Spend longer than normal in the bathroom or toilet;
- May complain about pain between their legs or talk of something somebody did to them that they are not allowed to talk about.

Preventing radicalisation:

Extremism can take several forms, including Islamist extremism and far-right extremism.

Radicalisation is the process by which a person comes to support terrorism and forms of extremism.

- There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology.
- Specific background factors may contribute to vulnerability which are often combined with specific influences such as family, friends or online, and with specific needs for which an extremist or terrorist group may appear to provide an answer.
- The internet and the use of social media in particular has become a major factor in the radicalisation of young people.

As with other safeguarding risks, staff should be alert to changes in children's behaviour which could indicate that they may be in need of help or protection. Radicalisation of young people can be compared to grooming for sexual exploitation.

Early indicators may include:

- Vulnerability and social factors, such as:
 - family or local community tensions
 - low self-esteem
 - experience of poverty, disadvantage, discrimination, social exclusion / perception of injustice
- Access to extremist influences or showing sympathy for extremist causes
- Advocating messages similar to illegal organisations
- Evidence of accessing / possessing illegal or extremist material (including online)
- Justifying the use of violence to solve societal issues
- Pattern of regular or extended travel to locations known to be associated with extremism
- Significant changes to appearance, behaviour and peer relationships.

Online safeguarding training (specific safeguarding issues):

- **Child Sexual Exploitation:** <https://keepthemsafe.safeguardingchildren.co.uk/>
- **Female Genital Mutilation:** <https://www.fgmelearning.co.uk/>
- **Prevent:** www.elearning.prevent.homeoffice.gov.uk
New Home Office e-learning tool, aimed at those with responsibilities under the Prevent duty, particularly front line staff in schools, has been developed to help raise awareness of radicalisation.

Private fostering

Under certain conditions, a child might be cared for, as part of a private arrangement, by someone who is not their parent or a 'close relative'. This constitutes private fostering when the following conditions are met:

- a child is under 16 years of age – 18 if they have a disability
- the arrangement is for 28 days or longer
- the child's new carer does not have parental responsibility for the child and is not a close relative.

Close relatives are defined as step-parents, grandparents, brothers, sisters, uncles or aunts (whether of full blood, half blood or marriage/affinity).

By law parents and carers must notify the local authority of private fostering arrangements to safeguard and protect the child's welfare as well as ensuring the child, carer and parent are receiving appropriate support and help.

As a school, if we do become aware that a child or young person is being privately fostered, we will inform the carer/parent of their legal duty to notify Gloucestershire Children's Social Care; we will follow this up by contacting Children's Social Care directly.

County Lines

County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs (primarily crack cocaine and heroin) into one or more importing areas [within the UK], using dedicated mobile phone lines or other form of "deal line".

Exploitation is an integral part of the county lines offending model with children and vulnerable adults exploited to move [and store] drugs and money. Offenders will often use coercion, intimidation, violence (including sexual violence) and weapons to ensure compliance of victims.

One of the ways of identifying potential involvement in county lines are missing episodes (both from home and school), when the victim may have been trafficked for the purpose of transporting drugs and a referral to the National Referral Mechanism¹⁰³ should be considered. If a child is suspected to be at risk of or involved in county lines, a safeguarding referral should be considered alongside consideration of availability of local services/third sector providers who offer support to victims of county lines exploitation. Further information on the signs of a child's involvement in county lines is available in guidance published by the Home Office.

Sexual Violence or Harassment

It is important that school and college staff are aware of sexual violence and the fact children can, and sometimes do, abuse their peers in this way. This includes rape, assault by penetration, sexual assault.

When referring to sexual harassment we mean 'unwanted conduct of a sexual nature' that can occur online and offline.

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

If staff have a concern about a child or a child makes a report to them, they should follow the referral process as set out from paragraph 51 in Part one of KCSiE 2023. As is always the case, if staff are in any doubt as to what to do they should speak to the designated safeguarding lead (or a deputy).

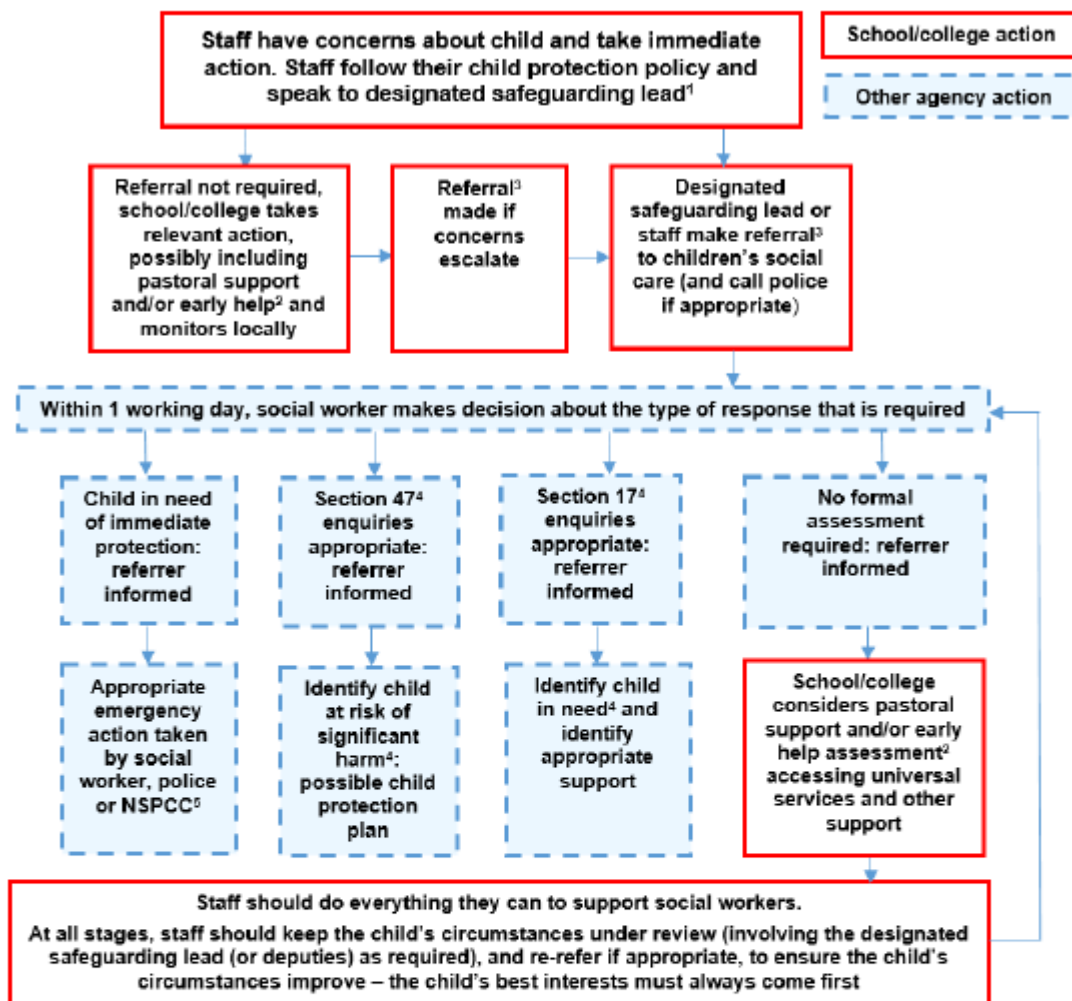
A new NSPCC dedicated helpline will provide support and guidance to any victims of sexual abuse in schools. This includes how to contact the police and report crimes if they wish.

Young people and adults can contact the NSPCC helpline on **0800 136 663**

Appendix 4: Actions where there are concerns about a child

Diagram below is an extract from KCSiE 2025, p.24:

Actions where there are concerns about a child



¹ In cases which also involve a concern or an allegation of abuse against a staff member, see Part four of this guidance.

² Early help means providing support as soon as a problem emerges at any point in a child's life. Where a child would benefit from co-ordinated early help, an early help inter-agency assessment should be arranged. [Working Together to Safeguard Children](#) provides detailed guidance on the early help process.

³ Referrals should follow the process set out in the local threshold document and local protocol for assessment. See [Working Together to Safeguard Children](#).

⁴ Under the Children Act 1989, local authorities are required to provide services for children in need for the purposes of safeguarding and promoting their welfare. Children in need may be assessed under section 17 of the Children Act 1989. Under section 47 of the Children Act 1989, where a local authority has reasonable cause to suspect that a child is suffering or likely to suffer significant harm, it has a duty to make enquiries to decide whether to take action to safeguard or promote the child's welfare. Full details are in [Working Together to Safeguard Children](#).

⁵ This could include applying for an Emergency Protection Order (EPO).

CAM HOPTON CHURCH OF ENGLAND PRIMARY SCHOOL

[Voluntary Aided]

SCHOOL INCIDENT / CONCERN FORM

Date of Incident/Concern:

Time of Incident/Concern:

Incident/Concern Reported by:

Incident/Concern Reported to:

Names of Staff/Pupils involved (inc Year Group):

Type of Incident/Concern:

Racial: ☐
(refer to additional Policy Guidance)

Child Protection Concern: ☐
(refer to additional Policy Guidance)

Attendance/Welfare: ☐

E-Safety: ☐

Health Concerns: ☐

Behaviour/Discipline: ☐

Bullying: ☐

Bullying incident related to: tick all that apply

Race ☐

Appearance or health condition ☐

SEN or disabilities ☐

Sexual orientation ☐

Gender ☐

Religion or culture ☐

Age ☐

Other (define) ☐

CSE ☐

FGM ☐

Forms of Bullying Used: tick all that apply

Physical Aggression ☐

Damaging or taking personal possessions ☐

Deliberately excluding ☐

Verbal threats ☐

Name calling and teasing ☐

Spreading rumours ☐

Cyber bullying ☐

Extortion ☐

Other (define) ☐

Frequency and duration of bullying behaviour:

Once or twice

☐

Persisting over two months

☐

Several times a week

☐

Persisting for more than a year

☐

Place of Incident/Concern:

Description of Incident/Concern (give details including injuries and damage to property, including what was said and by whom)

Action taken by School:

Child's Response:

Follow-Up Actions:

Consultation with Parents:

Parents' Response:

Follow-Up Actions:

Outcome:

Referrals made:

Date of Next Meeting (if required): _____

Signed [School]: _____ **Date:** _____

Signed [Parents]: _____ **Date:** _____