

SAFEGUARDING & CHILD PROTECTION POLICY & PROCEDURES

2026-2027

Our Mission Statement

Our Lady of Grace RC Primary School recognises that each member of our community is unique and made in the image and likeness of God. Our School will encourage each member:

Through **WORK**, to develop his or her potential

Through **WORSHIP**, to learn to know and love God and His world

Through **WITNESS**, to proclaim to all the peace, joy and glory of God

As Catholics we live our faith through all aspects of our lives. Our Mission Statement underpins our thinking when implementing this procedure

Commitment to Equality:

We are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have developed a number of key policies to ensure that the principles of Catholic Social Teaching in relation to human dignity and dignity in work become embedded into every aspect of school life and these policies are reviewed regularly in this regard.

This policy has been written considering the following documents (all available at www.ourladyofgracercprimaryschool.co.uk or on request)

- Keeping Children Safe in Education 2026
- Whistleblowing Policy
- Staff Code of Conduct
- Recruitment Procedure
- Mental Health & Behaviour in Schools
- NSPCC CASPAR Briefings
- Behaviour & Anti Bullying Policy
- Online Safety Policy
- Children Missing in Education/Attendance Policy
- GDPR Policy

School Designated Safeguarding Lead – Mrs A Smith (available via school office)
School Deputy Designated Safeguarding Lead – Mr T Collins (available via school office)
Safeguarding Governor – Mr M O'Doherty (available via school office)
Chair of Governors – Mrs M Cunningham (available via school office)
Local Authority Designated Officer – Mr M Gay 01612536168
NSPCC Helpline - 08088005000

This is a working document used in conjunction with Safeguarding Partner guidance. All staff have access to it, including supply staff. Guidance is stored in the Safeguarding Folders & on the School Website.

SCHOOL SAFEGUARDING POLICY STATEMENT

Safeguarding is everyone's responsibility. The best interests of the child are always considered. We personalise our safeguarding practice to our context. All staff at school are kept aware of the policies, procedures & systems which support safeguarding. Working with the Local Authority we aim to provide Early Help Support to families as soon as problems emerge. All staff & Governors have received (at least) Level 1 Safeguarding Training. Stakeholders receive annual updates in the form of staff meetings/briefings/memos etc. The Nominated Safeguarding Governor holds regular monitoring meetings with Senior Leaders. The Deputy Headteacher (DSL), Headteacher (DDSL) have received Level 3 Safeguarding Training. The SEND Lead has completed Level 3 Safeguarding Training. The Office Manager has completed Level 3 Training.

Our Lady of Grace RC Primary School is committed to safer recruitment and ensuring that all adults working with children are appropriately vetted in accordance with Keeping Children Safe in Education 2026. The school undertakes the necessary pre-employment and safeguarding checks, including Disclosure and Barring Service (DBS) checks and barred list checks where legally required. Appropriate arrangements are in place for supply staff, contractors, volunteers and visitors, taking account of their role, level of contact with children and supervision requirements. Visitors are required to follow the school's signing-in and identification procedures. The school maintains an accurate Single Central Record (SCR) of the relevant recruitment and safeguarding checks, which is regularly reviewed to ensure compliance with statutory requirements.

Governors & Staff at Our Lady of Grace recognise that all children & young people deserve the best start. They have a right to be protected, safe from harm & cared for. School has a responsibility to ensure child welfare is paramount regardless of gender, disability, language, racial origin, religious beliefs or sexual orientation.

All staff have a responsibility to identify and report any concerns about a child's safety or welfare, including disclosures of abuse, neglect, exploitation or concerning behaviour. All concerns must be taken seriously and acted upon promptly, with the child's best interests remaining paramount. Staff must report safeguarding concerns immediately to the Designated Safeguarding Lead (DSL), Mrs A Smith, or the Deputy Designated Safeguarding Lead (DDSL), Mr T Collins, and record the concern accurately and promptly on CPOMS. Records must include factual information, the child's own words where appropriate, and any actions taken. Where there is an immediate risk of harm, staff must speak directly to the DSL or DDSL without delay and must not rely solely on a CPOMS notification. If the DSL or DDSL is unavailable, staff must not delay taking appropriate action. They should seek advice from or make a referral directly to Children's Social Care and, where necessary, contact the police. Any action taken must be reported to the DSL or DDSL as soon as possible. If a member of staff believes that a safeguarding concern has not been addressed appropriately, they must follow up the concern and escalate it where necessary. Staff must never assume that another person has taken action. Children who disclose abuse or raise concerns must be listened to, reassured and treated with sensitivity. Staff must not promise confidentiality, investigate allegations themselves or ask leading questions. Children must never be made to feel ashamed or responsible for what has happened to them.

All staff, including teaching staff, support staff and those who do not work directly with children, are required to read Part One of Keeping Children Safe in Education 2026 in full. The school will ensure that staff receive the current guidance and confirm that they have read and understood it. The Designated Safeguarding Lead will support staff in understanding their safeguarding responsibilities through induction, training and regular updates.

The key objectives of this policy are:

- To explain the responsibilities Our Lady of Grace staff & volunteers have in respect of child protection;
- To provide staff with an overview of child protection legislation & definitions;
- To ensure help and support meets the needs of the children as soon as problems emerge.
- To protect children from all maltreatment whether inside or outside the home (including online)

We are also committed to protecting children through a careful recruitment & selection process, a whistle blowing policy, ongoing supervision & guidance on appropriate behaviour.

All involved in Our Lady of Grace RC Primary School will be made aware of this policy & what to do if they have any concerns. **This policy will be reviewed every 12 months.**

LEGAL CONTEXT

The following procedures reflect the principles contained within United Nations Convention on the Rights of the Child (UNCRC) ratified by the United Kingdom in 1991 & the Human Rights Act 1998.

The Children Act 1989 sets out the legislative framework for safeguarding & promoting the welfare of children. It states that the welfare of the child is paramount in all situations & that children have the right to be involved in decisions that may affect them.

The Children Act 1989 establishes the legal framework for protecting children and promoting their welfare. Under Section 17, local authorities have a duty to safeguard and promote the welfare of children in need within their area. A child in need includes a child who is unlikely to achieve or maintain a reasonable standard of health or development without the provision of services, whose health or development is likely to be significantly impaired without such services, or who is disabled. Under Section 47, local authorities have a duty to make enquiries where there is reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm. Our Lady of Grace RC Primary School will work with Children's Social Care and other safeguarding partners to ensure that children receive appropriate support and protection.

The Children Act 2004 underpins Every Child Matters, Change for Children programme & builds on the principles established in the 1989 act.

Working Together to Safeguard Children (2026) is statutory government guidance which sets out how organisations and agencies must work together to safeguard and promote the welfare of children. Our Lady of Grace RC Primary School is committed to working collaboratively with Bury's local safeguarding partners, including the Local Authority, Police and Integrated Care Board, to identify children who may need early help, support or protection.

The school follows the procedures and guidance established by the local safeguarding partnership, ensuring that safeguarding concerns are identified, reported and responded to promptly and appropriately. All staff have a responsibility to share safeguarding concerns, seek advice when necessary and take appropriate action to ensure that children receive the right support at the right time.

What is abuse?

Recognising child abuse or maltreatment is not easy & it is not your responsibility to decide whether or not a child has been abused**.** However, it is your responsibility to pass on concerns. **Both** mental & physical health are relevant to safeguarding & the welfare of children. All staff, but especially the designated safeguarding lead (& deputies) should consider whether children are at risk of abuse or exploitation in situations outside their families. Extra-familial harms take a variety of different forms & children can be vulnerable to multiple harms including (but not limited to) sexual exploitation, criminal exploitation, & serious youth violence.

Abuse, neglect and exploitation?
Abuse, neglect & exploitation are forms of maltreatment of a child. Somebody may abuse, neglect or exploit a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by others (e.g. via the internet). They may be abused, neglected or exploited by an adult or adults, or another child. School recognises that children can be impacted by seeing and/or hearing the abuse, neglect or exploitation of others.

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

Example of warning signs
Unexplained or unconvincing explanation of recent injuries
Bruises which have a distinct shape or pattern, like handprints, grasp or finger marks or lingering illnesses
Unusual aggressive or passive behaviour

Emotional Abuse
Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe & persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection & limitation of exploration & learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Examples of warning signs
A child who is constantly blamed for things that go wrong
A child who is made to carry out tasks inappropriate to their age
A child in a household where there are arguments & violence

Sexual Abuse
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 or touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (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.

Examples of warning signs
A child who displays sexual knowledge or behaviour inappropriate for their age
Injuries or unusual appearance to private areas of the body
A child who is being encouraged into a secretive relationship with an adult
A child who hints at sexual activity through words, play or drawings

Neglect
Neglect is the persistent failure to meet a child's basic physical &/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 & shelter (including exclusion from home or abandonment);
- protect a child from physical & emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

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

Examples of warning signs
- A child with illnesses that have not been treated
- A child who is constantly hungry or tired
- A child who lacks needed medical care

Online Safety
Online safety is embedded throughout our Computing and PSHE curriculum, ensuring that pupils receive age-appropriate education about online risks, safe online behaviour and the responsible use of technology. Our Lady of Grace RC Primary School is committed to maintaining effective filtering and monitoring arrangements in accordance with Keeping Children Safe in Education 2026 and the Department for Education's Filtering and Monitoring Standards for Schools and Colleges.

The school ensures that appropriate filtering systems are in place to prevent access to harmful and inappropriate online content, while monitoring arrangements support the identification and management of safeguarding risks. These arrangements are reviewed at least annually and following any significant changes or safeguarding incidents.

The governing body has strategic responsibility for ensuring that effective filtering and monitoring arrangements are in place and that their effectiveness is regularly reviewed. The Headteacher and senior leadership team oversee their implementation, with clearly defined responsibilities for the Designated Safeguarding Lead (DSL), IT support and relevant staff.

The DSL takes the lead in responding to safeguarding concerns identified through filtering and monitoring reports, ensuring that appropriate action is taken and recorded on CPOMS where necessary.

Artificial Intelligence (AI), Misinformation, Disinformation, Fake News, Conspiracy Theories
All staff and pupils must adhere to the school's Online Safety Policy and Artificial Intelligence (AI) Policy to ensure that technology, including AI, is used safely, responsibly and in accordance with our safeguarding principles.

Through regular staff training and an age-appropriate curriculum, pupils and staff are supported to recognise and respond to online risks, including misinformation, disinformation, fake news, conspiracy theories, online grooming, inappropriate content and AI-generated material, including deepfakes.

Staff must refer to the school's Online Safety Policy and AI Policy before introducing or using any AI-based tools or resources. All use of AI must comply with the school's safeguarding, data protection and confidentiality requirements. Personal or sensitive information about pupils, families or staff must not be entered into unauthorised AI platforms.

Any safeguarding concerns relating to technology or online activity, including the misuse of AI, harmful content or inappropriate online interactions, must be reported promptly to the Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL) and recorded on CPOMS. Where there is an

immediate risk of harm, staff must report the concern directly to the DSL or DDSL without delay and must not rely solely on a CPOMS notification.

Further information, including procedures for the safe and appropriate use of AI and reporting online safety concerns, can be found in the school's Online Safety Policy and Artificial Intelligence (AI) Policy.

CPOMS
In 2025 school introduced CPOMS (Child Protection Online Monitoring System). A software application used by schools nationwide to centrally record & manage safeguarding, welfare, & pastoral issues. It allows all staff to report concerns, which are then instantly alerted to the relevant safeguarding team, ensuring that information is centralised, easily accessible, and that relevant staff can respond promptly.

All safeguarding, behaviour, or wellbeing incidents must be recorded promptly and accurately on CPOMS. This ensures that concerns are logged securely, patterns of behaviour are identified, and appropriate support or interventions can be put in place. Staff should include factual details, any restorative actions taken, and follow-up outcomes. Designated safeguarding leads (DSLs) and senior leaders regularly monitor CPOMS entries to ensure all concerns are addressed consistently and in line with school policy.

Safeguarding & The Behaviour Policy
Our school employs a restorative approach to help pupils understand the impact of their actions and build positive relationships moving forward. Staff use restorative questions to prompt calm and reflective conversations following incidents or disagreements. This approach encourages empathy, accountability, and problem-solving. Older pupils are expected to record their responses in writing, helping them to reflect more deeply on their choices and how to make things right. For further information on how we monitor and manage behaviour see the Behaviour & Anti-Bullying Policy (available via the School Website).

Child Sexual Exploitation
Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, &/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

Children rarely self-report child sexual exploitation so it is important that practitioners are aware of potential indicators of risk, including: Acquisition of money, clothes, mobile phones etc without plausible explanation, gang-association &/or isolation from peers/social networks, exclusion or unexplained absences from school, leaving home/care without explanation & persistently going missing or returning late, excessive receipt of texts/phone calls, returning home under the influence of drugs/alcohol, inappropriate sexualised behaviour for age, evidence of/suspicions of physical or sexual assault, relationships with controlling or significantly older individuals or groups, multiple callers (unknown adults or peers), concerning use of internet or other social media, increasing secretiveness around behaviours & self-harm or significant changes in emotional well-being. More information including definitions & indicators are included in Annex A of Keeping Children Safe in Education (school website).

Serious Violence Indicators
Indicators include increased absence from school, a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or a significant change in wellbeing, or signs of assault or unexplained injuries. Unexplained gifts or new possessions could also indicate that children have been approached by, or are involved with, individuals associated with criminal networks or gangs.

Contextual Safeguarding
Contextual Safeguarding recognises that the different relationships that young people form in their neighbourhoods, schools and online can feature violence and abuse. Parents and carers have little influence over these contexts, and young people's experiences of abuse away from the family home can undermine parent-child relationships.

Child criminal exploitation: county lines
Criminal exploitation of children is a geographically widespread form of harm that is a typical feature of county lines criminal activity: drug networks or gangs groom & exploit children & young people to carry drugs & money from urban areas to suburban & rural areas, market & seaside towns. Key to identifying potential involvement in county lines are missing episodes, when the victim may have been trafficked for the purpose of transporting drugs & a referral to the National Referral Mechanism should be considered. More information including definitions & indicators are included in Annex A of Keeping Children Safe in Education 2026

So Called Honour Based Violence & Female Genital Mutilation
Our Lady of Grace RC Primary School recognises that so-called honour-based abuse encompasses incidents or crimes committed to protect or defend the perceived honour of a family or community. This includes female genital mutilation (FGM), forced marriage and other forms of abuse. Such abuse may involve multiple perpetrators and wider family or community pressure.

FGM involves the partial or total removal of external female genitalia or other injury to the female genital organs for non-medical reasons. It is illegal in the UK and constitutes a form of child abuse.

Mandatory Reporting Duty
Teachers have a statutory duty to report directly to the police where, in the course of their professional duties, they discover that FGM appears to have been carried out on a girl under the age of 18. This includes cases where a girl discloses that FGM has been carried out on her or where a teacher observes physical signs of FGM. Teachers must not examine pupils to establish whether FGM has occurred.

The mandatory reporting duty applies to known cases and does not extend to suspected cases or situations where a girl is believed to be at risk of FGM. However, all concerns must be taken seriously and addressed through the school's safeguarding procedures.

Reporting Safeguarding Concerns around FGM
Any member of staff who suspects that a child has experienced, or may be at risk of, FGM or other honour-based abuse must report their concerns immediately to the Designated Safeguarding Lead (DSL), Mrs A Smith, or, in her absence, the Deputy Designated Safeguarding Lead (DDSL), Mr T Collins. The DSL will assess the concern and make appropriate referrals to Children's Social Care and/or the police in accordance with statutory guidance and local safeguarding procedures. Where the mandatory FGM reporting duty applies, the teacher must make the police report personally. Informing the DSL does not replace this legal responsibility. All concerns, referrals and actions taken will be recorded securely on CPOMS. Where a child is at immediate risk of harm, staff must take urgent protective action, including contacting the police on 999 where necessary. The school follows *Keeping Children Safe in Education 2026* and relevant government guidance on FGM and honour-based abuse.

Children Missing in Education including unexplained and persistent absences.
All staff should be aware that children going missing, particularly repeatedly, can act as a vital warning sign of a range of safeguarding possibilities. It is important that registers are taken accurately & promptly & if a member of staff discovers that the contact details (address & at least two emergency phone numbers) we have for a child have changed they must report this to the school office immediately. The school has a separate Children Missing in Education Procedure/Attendance Policy which is available from the school office/Website. Our Lady of Grace works closely with the Bury Attendance Team Service.

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. (*Close family relative is defined as a 'grandparent, brother, sister, uncle or aunt' & includes half-siblings & step-parents; it does not include great-aunts or uncles, great grandparents or cousins.) If a member of staff is aware or suspects that a child is subject to a Private Fostering Arrangement, then they have a duty to report this to the local authority & the Designated Safeguarding Lead.

Alternative Provision
School understands that when a pupil is placed with an alternative provision provider, school continues to be responsible for the safeguarding of that child. Where concerns arise about the safety or suitability of an alternative provision placement, the school will take prompt action, including reviewing or ending the placement where necessary. The school will follow *Keeping Children Safe in Education 2026*, relevant Department for Education guidance on alternative provision and local safeguarding partnership procedures.

Children with a Social Worker, Looked-After Children and Previously Looked-After Children
Our Lady of Grace RC Primary School recognises that children who need a social worker, and children who are looked after or previously looked after, may be more vulnerable and may face additional barriers to attendance, learning, behaviour and mental health. The DSL will hold and use information about these children so that decisions are made in their best interests. The school's Designated Teacher for looked-after and previously looked-after children is [Name]. The Designated Teacher will promote the educational achievement of these children, work closely with the DSL, and liaise with the Bury Virtual School Head, social workers and carers. Staff will be given the information they need about a child's looked-after status, care arrangements and contact arrangements so that they can support the child appropriately.

Where a child has a social worker, the DSL will make sure that this is considered when making decisions about the child's safety, welfare and education, including responses to unauthorised absence and behaviour.

Preventative Education
Senior leaders understand the crucial part education settings play in preventative education within the context of a whole-school approach that creates a culture that does not tolerate any form of prejudice or discrimination, including sexism and misogyny/misandry. At Our Lady of Grace, our values and standards in this area are underpinned by our behaviour policy, child support systems, as well as a planned programme of Relationships & Sex Education.

Prevent (Radicalisation of vulnerable people)
Prevent is a key principle of the CONTEST strategy, which aims to stop people becoming terrorists or supporting terrorism. The Prevent Strategy addresses all forms of terrorism including extreme right wing but continues to prioritise according to the threat posed to our national security. The aim of Prevent is to stop people from becoming terrorists or supporting terrorism & operates in the pre-criminal space before any criminal activity has taken place.

Radicalisation refers to the process by which people come to support, & in some cases to participate in terrorism

Violent Extremism as defined by the Crown Prosecution Service (CPS) as the demonstration of unacceptable behaviour by using any means or medium to express views which:
- foment, justify or glorify terrorist violence in furtherance of particular beliefs;
- seek to provoke others to terrorist acts;
- foster hatred which might lead to inter-community violence in the UK

Under section 26 of the Counter-Terrorism and Security Act 2015, schools are subject to the Prevent duty: to have due regard to the need to prevent people from being drawn into terrorism. Key staff receive Prevent awareness training and should treat concerns about radicalisation in the same way as any other safeguarding concern.

If you have any concern that a child is at risk of radicalisation, report it immediately to the DSL. The DSL will consider a referral to the MASH and/or the Prevent referral route, which may lead to support through Channel, the voluntary, multi-agency programme for people at risk of being drawn into terrorism. Staff may also seek advice from the DfE non-emergency counter-extremism helpline (020 7340 7264). If you believe a child or young person is at immediate risk, contact the police on 999.

Safe recruitment & induction of staff, board members & volunteers
Our Lady of Grace RC Primary School is committed to safeguarding and promoting the welfare of children through robust safer recruitment and induction procedures, in accordance with Keeping Children Safe in Education 2026.

All staff, governors and volunteers will undergo appropriate safeguarding checks relevant to their role, including Disclosure and Barring Service (DBS) checks and barred list checks where required. Recruitment procedures will include appropriate identity, qualification, employment history and reference checks, alongside other statutory checks applicable to the role.

All new staff, including supply and temporary staff, will receive safeguarding information as part of their induction. This will include the school's Safeguarding and Child Protection Policy, Staff Code of Conduct, Behaviour Policy, safeguarding reporting procedures and the identity and contact details of the Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Lead (DDSL).

Staff will receive appropriate safeguarding and child protection training, including online safety, and will be required to read and understand Part One of Keeping Children Safe in Education 2026. Governors and volunteers will receive safeguarding information and training appropriate to their responsibilities.

The school maintains an accurate Single Central Record (SCR) of the relevant recruitment checks and ensures that safeguarding responsibilities are reinforced through ongoing training, updates and professional development.

Managing allegations made against staff, board members & volunteers
Our Lady of Grace RC Primary School is committed to safeguarding children and operates clear procedures for managing allegations against staff, governors, supply staff, contractors and volunteers, in accordance with Keeping Children Safe in Education 2026 and local safeguarding procedures.

Any allegation that an adult working in or on behalf of the school has harmed, or may have harmed, a child; may have committed a criminal offence against or related to a child; may pose a risk of harm to children; or may be unsuitable to work with children must be reported immediately to the Headteacher, Mr T Collins, who is also the Deputy Designated Safeguarding Lead (DDSL).

Where an allegation concerns the Headteacher, it must be reported directly to the Chair of Governors, Mrs M Cunningham. The Headteacher must not investigate allegations made against himself.

The Designated Safeguarding Lead (DSL), Mrs A Smith, will support safeguarding arrangements as appropriate, ensuring that concerns relating to children are addressed and that allegations against adults are managed through the correct reporting and referral procedures.

The Headteacher or Chair of Governors, as appropriate, will contact the Local Authority Designated Officer (LADO) without delay and within one working day where the harm threshold is met or may be met, before undertaking any investigation.

Bury Local Authority Designated Officer (LADO): 0161 253 6168
All allegations will be treated seriously, recorded appropriately and managed confidentially in accordance with statutory guidance and advice from the LADO and relevant statutory agencies.

Where a child is at immediate risk of harm, the school will take immediate protective action and contact the police or Children's Social Care as appropriate.

Concerns That Do Not Meet the Harm Threshold (Low-Level Concerns)
Our Lady of Grace RC Primary School is committed to maintaining a culture of openness, trust and transparency in which all concerns about the conduct of adults working in or on behalf of the school are taken seriously and addressed appropriately.

A low-level concern is any concern, no matter how small, that an adult may have acted in a way that is inconsistent with the Staff Code of Conduct, including inappropriate conduct outside of work, but which does not meet the harm threshold for referral to the LADO.
Examples of low-level concerns may include:

- Being overly friendly with children or showing favouritism.
- Taking photographs of children on a personal mobile phone without authorisation.
- Engaging with a child 1-to-1 in a secluded area or behind a closed door without appropriate justification.
- Using inappropriate, intimidating, offensive or sexualised language.
- Behaving in a way that raises concerns about professional boundaries.

Reporting Low-Level Concerns
All staff, governors, supply staff, contractors and volunteers must report low-level concerns promptly to the Headteacher, Mr T Collins. Where a concern relates to the Headteacher, it must be reported directly to the Chair of Governors, Mrs M Cunningham. Staff are also encouraged to report concerns about their own conduct where they believe they may have acted in a way that falls below the school's expected professional standards.

Recording and Managing Low-Level Concerns
All low-level concerns will be recorded in writing, including the details of the concern, the context in which it arose, the action taken and the rationale for decisions made. Records will be stored securely, with access restricted to authorised personnel, in accordance with the school's Data Protection Policy.

The Headteacher, or Chair of Governors where appropriate, will review concerns to determine whether further action is required. This may include professional guidance, additional training, management action or consideration of disciplinary procedures. Low-level concerns will be reviewed regularly to identify patterns of inappropriate or concerning behaviour. Where a concern, or a pattern of concerns, meets or may meet the harm threshold, the Headteacher or Chair of Governors will consult the LADO without delay and before undertaking an investigation. The school will ensure that staff understand the importance of reporting concerns, maintaining professional boundaries and contributing to a strong safeguarding culture.

All concerns will be managed sensitively, proportionately and in accordance with *Keeping Children Safe in Education 2026* and the school's Staff Code of Conduct.

Using Reasonable Force (‘Reasonable’ means using no more force than is needed)
Our Lady of Grace RC Primary School is committed to providing a safe, supportive and nurturing environment for all pupils and staff. The school aims to minimise the need for restrictive interventions through positive behaviour management, early intervention, de-escalation strategies and appropriate individual support. The school follows the Department for Education's *Restrictive interventions, including the use of reasonable force, in schools* (2026) guidance, alongside its Behaviour Policy, SEND Policy and safeguarding procedures.

Prevention and De-escalation
Staff will use positive relationships, clear expectations, calm communication and appropriate de-escalation strategies to prevent situations from escalating. Where a pupil is identified as being at increased risk of requiring physical intervention, an individual risk assessment and support plan will be developed, shared with relevant staff and reviewed regularly.

Use of Reasonable Force
Reasonable force must only be used where lawful, necessary and proportionate to the circumstances. Staff must use no more force than is reasonably necessary and consider the pupil's age, SEND, disabilities, medical needs and individual circumstances. Reasonable force may be used to prevent pupils from injuring themselves or others, damaging property or causing disorder, in accordance with the legal powers available to school staff. Restrictive interventions must never be used as a punishment. Staff must prioritise the safety, dignity and wellbeing of everyone involved.

Recording and Reporting
All incidents involving the use of reasonable force or other restrictive interventions will be reported promptly to the Headteacher and Designated Safeguarding Lead (DSL). Incidents requiring recording under the applicable statutory requirements and DfE guidance will be documented accurately, including the circumstances leading to the intervention, the actions taken, the duration of the intervention, any injuries and the support provided afterwards. The school will inform parents and carers of significant incidents involving restrictive interventions as soon as practicable, in accordance with statutory requirements and guidance.

Records will be maintained securely, including through CPOMS where appropriate, and reviewed by senior leaders to identify patterns, evaluate interventions and reduce the likelihood of recurrence.

Post-Incident Support and Review
Following any restrictive intervention, staff will ensure that the pupil and others involved receive appropriate support. The incident will be reviewed to identify triggers, evaluate the effectiveness of preventative strategies and determine whether individual support plans or risk assessments require updating. The school will provide appropriate training and guidance to staff to ensure that restrictive interventions are used safely, lawfully and only when necessary.

Managing Allegations against another Child (Child on Child Abuse)
Our Lady of Grace RC Primary School recognises that children can abuse other children, both inside and outside school and online. All staff understand that child-on-child abuse is a safeguarding concern and must never be dismissed as “banter”, “just having a laugh” or “part of growing up”.
Child-on-child abuse can take many forms, including:

- Bullying, including cyberbullying, prejudice-based and discriminatory bullying.
- Physical abuse, such as hitting, kicking, shaking, biting or otherwise causing physical harm.
- Sexual violence, sexual harassment and harmful sexual behaviour.
- Sharing of nude or semi-nude images, including AI-generated intimate images.
- Online abuse, coercion, intimidation and threatening behaviour.
- Initiation or hazing-type violence and rituals.

Reporting and Responding to Concerns
All staff must report concerns or disclosures of child-on-child abuse immediately to the Designated Safeguarding Lead (DSL), Mrs A Smith, or, in her absence, the Deputy Designated Safeguarding Lead (DDSL), Mr T Collins. Concerns must be recorded promptly and factually on CPOMS. Staff must not rely solely on a CPOMS notification when immediate safeguarding action is required.

All disclosures will be taken seriously. Children will be listened to, reassured and supported without being made to feel ashamed or responsible for the abuse they have experienced. Staff must not investigate allegations themselves or ask leading questions.

Safeguarding Action and Support
The DSL will assess the nature and seriousness of the concern, consider the risks to all children involved and determine appropriate safeguarding actions. Where necessary, referrals will be made to Children's Social Care and/or the police in accordance with statutory guidance and local safeguarding procedures.

Appropriate support and safety arrangements will be put in place for the child who has experienced abuse, the child alleged to have caused harm and any other children affected. This may include individual risk assessments, safety plans, pastoral support and involvement from external agencies.

Parents and carers will be informed where appropriate, unless doing so could place a child at further risk or compromise an investigation. The DSL will seek advice from relevant safeguarding agencies where necessary.

Recording, Monitoring and Prevention
All concerns, decisions, referrals and actions taken will be recorded securely on CPOMS and reviewed by the DSL to ensure that appropriate safeguarding measures remain in place. The school promotes respectful relationships, equality and positive behaviour through its curriculum, Behaviour and Anti-Bullying Policy, Online Safety Policy and Relationships, Sex and Health Education (RSHE). All staff understand that the absence of reported incidents does not mean that child-on-child abuse is not occurring. The school maintains a culture in which children feel safe, listened to and confident to report concerns. Further guidance can be found in *Keeping Children Safe in Education 2026* and the relevant UK Council for Internet Safety (UKCIS) guidance on sharing nude and semi-nude images.

Police Intervention
School is aware of the role it has to play in supporting children who are involved with the police. School is aware of a child's right to an appropriate adult being present. School follows Pace Code C Guidance.
https://www.gov.uk/government/publications/pace-code-c-2019/pace-code-c-2019-accessible

SEND
Our Lady of Grace recognises that enhanced practice arrangements are needed for pupils with special educational needs & disabilities. SEND children are at a disproportionate risk of bullying, isolation & behaviour & communication difficulties. **All staff must consider the increased potential for abuse on an equal footing with meeting the pupil's SEND needs.** The SEND Lead is a member of the Senior Leadership Team & has regular meetings with the Designated Safeguarding Lead.

Mental Health
Our Lady of Grace recognises the central role we have in enabling their pupils to be resilient & to support good mental health & wellbeing. We work hard to promote good mental wellbeing for all pupils. The Publication Mental Health & Behaviour in Schools (school website) should be used to help support pupils whose mental health issues manifest themselves in behaviour.

Gender Questioning
See DFE document 'Gender Questioning Children 2023' for guidance.

Use of photographic / video equipment
Consent to take & use images of children should be obtained from the parent / carer prior to the taking of photographs &/or video footage. Parents / carers should be made aware of when, where & how the images may be used to give their consent.

Sharing Information – Confidentiality & Data Protection
Our Lady of Grace RC Primary School recognises that effective information sharing is essential to safeguarding and promoting the welfare of children. All staff and volunteers have a responsibility to share safeguarding concerns promptly and appropriately to ensure that children receive the protection and support they need.

Confidentiality and Information Sharing
Safeguarding information will be treated confidentially and shared only with those who need to know in order to protect a child or support appropriate safeguarding action. The Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR) do not prevent or limit the lawful sharing of information for safeguarding purposes. Information may be shared without consent where there is an appropriate lawful basis, including where seeking consent would place a child at risk, cause unnecessary delay or compromise safeguarding action. Where appropriate and safe, parents and carers will be informed about safeguarding concerns and the sharing of information. However, parental consent is not always required before information is shared with Children's Social Care, the police or other relevant safeguarding agencies. Staff must never promise a child that information about abuse or safeguarding concerns will be kept secret. Children should be reassured that information will only be shared with appropriate people who can help keep them safe.

Reporting and Referrals
All staff must report safeguarding concerns promptly to the Designated Safeguarding Lead (DSL), Mrs A Smith, or, in her absence, the Deputy Designated Safeguarding Lead (DDSL), Mr T Collins. Where a child is at immediate risk of harm, staff must take immediate action, including contacting Children's Social Care or the police as appropriate. Any member of staff can make a direct safeguarding referral where necessary. Staff must not delay action because the DSL or DDSL is unavailable or because consent has not been obtained. Where a member of staff makes a referral directly, they must inform the DSL as soon as possible, provided doing so does not place the child at further risk.

Recording and Secure Information Sharing
All safeguarding concerns, information-sharing decisions, referrals and actions taken must be recorded accurately and promptly on CPOMS. Records should include what information was shared, with whom, when and why, including the reasons for decisions to share or withhold information. Information shared with external agencies must be relevant, necessary, proportionate, accurate and shared securely in accordance with statutory guidance and the school's Data Protection Policy. The DSL will oversee safeguarding records and ensure that information is shared appropriately with relevant agencies and receiving educational settings when children transfer schools. All staff must follow *Keeping Children Safe in Education 2026*, current government information-sharing guidance and local safeguarding partnership procedures.

The role of the Designated Safeguarding Lead
The governing body of Our Lady of Grace RC Primary School has strategic responsibility for ensuring that effective safeguarding and child protection arrangements are in place and that the school complies with its statutory duties under Keeping Children Safe in Education 2026.

The governing body will ensure that safeguarding policies and procedures are reviewed at least annually, that appropriate safeguarding training is provided to staff and governors, and that effective arrangements are in place for safer recruitment, managing allegations, online safety, filtering and monitoring, and responding to safeguarding concerns. The nominated Safeguarding Governor, Mr M O'Doherty, will undertake regular monitoring activities and report to the governing body, providing appropriate challenge and assurance about the effectiveness of safeguarding arrangements.

The Designated Safeguarding Lead (DSL), Mrs A Smith, has lead responsibility for safeguarding and child protection, including online safety and understanding the school's filtering and monitoring arrangements. The DSL will provide advice and support to staff, oversee safeguarding records and referrals, work with Children's Social Care and other agencies, and ensure that children and families receive appropriate support.

The DSL will promote a strong safeguarding culture, support staff training, identify children who may benefit from early help, and ensure that safeguarding information is shared appropriately and securely.

The Deputy Designated Safeguarding Lead (DDSL), Mr T Collins, will support the DSL and undertake safeguarding responsibilities when required. Overall responsibility for safeguarding and child protection remains with the DSL and cannot be delegated.

The Headteacher and governing body will ensure that the DSL has sufficient time, training, resources and support to fulfil their responsibilities effectively.

No one should deal with child protection concerns on their own. If Our Lady of Grace RC Primary School staff, management or trustees have any cause for concern around the abuse of a child or the behaviour of other staff or trustees they should speak to the Designated Safeguarding Lead or in their absence the Deputy Designated Safeguarding Lead on that working day where possible.

The role of the Designated Safeguarding Lead for Our Lady of Grace RC Primary School is to:

- Ensure that the child protection policy & procedures are followed & updated;
- Receive concerns from staff, volunteers, management & trustees & record it appropriately;
- Assess the information promptly & carefully;
- Consult with Bury Children's Social Care & local Police in order to make a referral;
- Keep relevant safeguarding documentation securely, including action taken & required. If a referral is not made, reasons why should be clearly recorded.

The Designated Safeguarding Lead at Our Lady of Grace RC Primary School is Mrs A Smith

The Deputy Designated Safeguarding Lead at Our Lady of Grace RC Primary School is Mr T Collins

Should you have details of disclosure, suspicions or concerns relating to child protection, contact the School Office and ask to speak to the Designated Safeguarding Lead. It is not the role of the Designated Person to decide whether or not a child has been abused. It is their responsibility to ensure that concerns are shared & prompt appropriate action is taken.

Procedure in the event of disclosure from a child
It is important that children are protected from abuse. In the event of a disclosure from a child, it is important that you:

RESPOND Stay calm even if what you're hearing is difficult. Respond with minimal encouragers & open body language.

LISTEN Don't ask questions other than to clarify what is being said. Your job is not to investigate, so avoid the child having to repeat their story. Leading questions can also cause 'contamination of evidence' for any subsequent investigation & court proceedings.

REASSURE Re-assure the child that they have done the right thing in telling you.

BOUNDARIES Do not promise to keep secrets. Find an appropriate early opportunity to explain that it the matter will only be disclosed to those who need to know about it.

CLARIFY Report the disclosure to the DSL (Mrs A Smith) or DDSL (Mr T Collins) immediately and record it on CPOMS. The DSL will decide whether and when concerns are discussed with parents/carers. NB: If you suspect a child is being sexually abused, or is being directly physically harmed through giving or denying medication, do not discuss this with the parents/carers. Report it immediately to the DSL, who will contact Children's Social Care. If the DSL or DDSL is unavailable, contact Children's Social Care (MASH) directly and inform the DSL as soon as possible.

These procedures must be followed whenever an allegation is made. Written records must also be made where there is suspicion of abuse towards a child & discussed with the Designated Safeguarding Lead.

Procedure for reporting child protection concerns
Concerns about child abuse may be brought to your attention in different ways.

- A child tells you (i.e. discloses) that he/she is being abused
- Someone tells you that they have concerns about a child
- A child's behaviour may indicate abuse
- A worker's behaviour changes or focuses inappropriately on a particular child

It is not your responsibility to decide whether or not abuse has taken place.

Record Keeping - Safeguarding Concern/Disclosure Form & Electronic Records (CPOMS)
All safeguarding concerns, disclosures and relevant welfare information must be recorded accurately and promptly on CPOMS, in accordance with the school's safeguarding procedures. Records must be factual and include the date and time of the concern, the child's own words where appropriate, details of any injuries or observations, and any actions taken. Where a safeguarding concern is urgent or a child may be at immediate risk of harm, staff must report directly to the Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL) without delay and must not rely solely on a CPOMS notification.

Where CPOMS is unavailable or a member of staff does not have access, a Safeguarding Concern Form must be completed and passed directly to the DSL or DDSL without delay. The information must then be transferred securely to CPOMS as soon as possible.All safeguarding records will be stored securely, with access restricted to authorised personnel. The DSL will oversee safeguarding records, monitor concerns and ensure that appropriate actions, referrals and follow-up decisions are recorded.

Contact the Multi-agency Safeguarding Hub (MASH) Team
If you are still concerned after speaking to the Designated Safeguarding Lead (DSL) tell the DSL you are still concerned & that you are going to, contact the MASH Team for advice.

Multi – Agency Safeguarding Hub – 0161 253 5678 - Emergency Duty Team – 0161 253 6606

Otherwise Public Protection Investigation Unit (PPIU) – 01618568063 - Outside office hours - 101

When ringing for a consultation - **Be prepared to give the following information:**

- Your name/address/telephone number & role
- Are you calling for advice with a scenario or to report a safeguarding concern?
- Child's name & Date of Birth
- Names of adults/children in household
- Clear details given from your records of the incident or disclosure
- The action you have taken so far.

- Are parents aware they are calling MASH
- Does the child have a social worker/live in Bury? Have postcode to hand.

A telephone call to the Multi-Agency Safeguarding Hub team may need to be followed up with a **completed inter-agency referral form** detailing the main points of the conversation. This is the responsibility of the DSL.

The Multi-Agency Safeguarding Hub team are responsible for the course of action. The decision should be made within one working day & you should be advised of the decision.

Year to Year Safeguarding Transition
The Safeguarding transition form (available from the Designated Safeguarding Lead) needs to be completed during transition meetings.

Key Information
- Which children have safeguarding files open - confirm with DSL
- Which children have had safeguarding concerns raised previously - confirm with DSL

Lists & Files
- Home time pick up lists – are these up to date - any issues
- Check all contact forms in office are present & in correct order
- Go through permissions on back of contact forms – record where permissions have not been granted.
- Check Care Plans

Wider Involvement
- Which other staff members are familiar with this cohort
- Have the attendance/lates team been involved with any of the children
- Any issues with parents – are there any strategies that work best with specific parents
- Any recent events in the life of a family e.g. bereavement/ birth/break up/new partner/new house/problems with siblings

Additional Needs
- Pupils with care plans – please read
- Pupils with IEPs – please read
- Are there any issues with friendship groups within the class? Have any measures been put in place

Other helpful contact details

NSPCC Helpline:	0808 800 5000
Disclosure & Barring Service DBS**:**	03000 200 190
Refuge/National Domestic Abuse Helpline:	0808 2000 247.

‘What to Do If You’re Worried A Child Is Being Abused’

All staff have immediate access to guidance. In the event of the DSL or Deputy being off school premises. Guidance is stored in the School Office. Electronic copies of all Safeguarding Partner Guidance can be found at www.burysafeguardingchildrenboard.org & the Keeping Children Safe in Education (2026) can be accessed via GOV.UK.

Encompass
School is enrolled on the Encompass Initiative which is an early information partnership enabling schools to offer immediate support for children & young people experiencing domestic violence/abuse. Information is shared with Key Adults prior to the start of the next day after officers have attended an incident. This enables support to be given quickly. Needs & wishes of the child should also be considered.

Additional advice available in the document Keeping Children Safe in Education 2026. (School website).

In Conclusion

If anyone is unsure about how to deal with a Safeguarding issue they should immediately speak to the Designated Safeguarding Lead/Deputy Lead or in their absence a senior member of staff/Chair of Governors. Clarification of procedures can be found at the Bury Safeguarding Children website www.safeguardingburychildren.org