Child Protection & Safeguarding Policy

Safeguarding

SMS Changing Lives School

Public website copy

This publication cover gives every policy in the public library the same SMS format.
The approved policy, notice or statement follows on the next page without alteration.
Approval, review, consultation and version information within the document remains authoritative.

Paper copies of public information are available free of charge on request.

CHILD PROTECTION & SAFEGUARDING POLICY

SMS Changing Lives School

Approved by:	Hecabe DuFraisse	**Date:**	August 2020
Last reviewed on:	August 26		
Next review due by:	September 2027		

This policy is disseminated to staff at relevant meetings and through line management and staff appraisal. The policy is referred to regularly in line with SEND training and is listed on the school website.

Contents

1. Key Information
2. Aims
3. Child Protection at SMS Changing Lives
4. SMS Safeguarding Practices
5. Roles and Responsibilities
6. The Curriculum
7. E Safety
8. Early Help
9. Physical Intervention
10. Types of Abuse
11. CSE
12. Peer on Peer Abuse
13. Female Genital Mutilation
14. CCE
15. Forced Marriage
16. Specific Safeguarding
17. Other Types of Abuse
18. Prevent
19. Domestic Violence
20. Supporting Vulnerable Students
21. Informing Parents
22. Managing Staff Allegations
23. Links with other Policies

SMS Changing Lives will implement the following procedures and providevisitors, students and staff the strategies required for implementation of good practice.

1. Key Information

Jonathan Davies – Proprietor

Hecabe DuFraisse – Head Teacher

Isaac DuFraisse Inclusion@smscoaching.co.uk – Head of Safeguarding and Child Protection Officer

Deputy Designated Safeguarding Lead – Amanda Welch – Amanda.welch@smscoaching.co.uk

On site Deputy Designated Safeguarding Leads

Central – Princess Moor-Sieray - Princess.Moore-sieray@smscoaching.co.uk

Thrive – Sufyan X – Sufyan.X@smscoaching.co.uk

In the event that the centre DDSL is not available; please contact the DDSL or The head of safeguarding

The post-holders have the status and authority within our management structure to carry out the duties of the role.

Contacts

Oldham	Stockport	Manchester	Salford	Trafford
MASH 0161 770 7777	MASH 0161 217 6028	MASH 0161 234 5001	Salford City Council and partners have a multi- agency hub called the Bridge Partnership. 0161 603 4500	
Out of Hours 0161 770 6936	Out of Hours 0161 718 2118	Emergency 0161 231 1214	Emergency Duty Team 0161 794 8888	
LADO Office: 0161 770 8870 allegation.management@oldham.gov.uk Collette Morris collette.morris@oldham.gov.uk Wendy Nicholls Wendy.nicholls@oldham.gov.uk	LADO Gill Moore Office:0161 474 5657 Stockport.lado@stockport.gov.uk	LADO Office: 0161 234 1214 quality.assurance@manchester.gov.uk	LADO Office: 0161 603 4350 Caroline Bryson Lado@salford.gov.uk	LADO Office: 0161 9125125 Lado@trafford.gov.uk Anita Hopkins Anita.hopkins@trafford.gov.uk Tel 0161 912 5024 Mobile 07739 856681

2. Aims

The aim of this policy is to provide the management with systems and arrangements to create and maintain a safe learning environment for all our students and staff.

The policy will identify the actions that should be taken in any event where there are concerns about child safety and welfare, including protecting students and staff from extremist views, vocal or active, which are opposed to fundamental British values while at SMS Changing Lives School.

The Proprietor takes seriously his responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of children, and to work together with other agencies to ensure adequate arrangements within our school to identify, assess and support those children who are suffering harm.

Safeguarding and promoting the welfare of children and young people goes beyond implementing basic child protection procedures, and the Senior Leadership Team will ensure it is an integral part of all activities, functions, and culture at SMS Changing Lives.

Staff at SMS Changing Lives will operate a child-centred approach: a clear understanding of the needs, wishes, views and voices of children.

We will work alongside external organisations where appropriate to identify any concerns about child welfare and take action to address them.

All staff are committed to ensuring that our school provides a caring, positive, safe, and stimulating environment that promotes the social, physical and moral development of the individual child.

The Senior Leadership Team at SMS Changing Lives will ensure that this policy is communicated to all Teaching and Support Staff, embedded into the school culture, and monitored as part of Monitoring.

This Policy will be made accessible as an electronic copy, hard copy and for parents with EAL needs on request to the DSL.

3. Child Protection at SMS Changing Lives

Child Protection at SMS Changing Lives places our student's welfare as a paramount concern.

Attendance at SMS Changing Lives will be one of the key mechanisms by which the school fulfils its duty of care for students.

Our Designated Safeguarding Lead will liaise with relevant professionals in the event of Child Protections Meetings such as;

- Team Around Child
- Child In Need Meetings
- LAC Reviews
- PEP Meeting
- Strategy Meeting – VRMP

In the event we cannot attend we will always provide written documentation.

Students will be encouraged to ensure their attendance is maximised and that absence is followed up by school in a timely manner on the first day by our Family Liaison Officer and three days thereafter if the child does not return to school. Where a child is missing or absent from education frequently or long term, they will be closely monitored for signs of any safeguarding concerns, including child criminal exploitation, sexual abuse or exploitation.

School will need a verbal contact with parents to give a reason for absence. Where parents do not phone school, school will phone them.

We will ensure the enhanced monitoring of child protection concerns are communicated through our Safeguarding procedures in the event that one of our students –

- Is missing from education
- Has a parent or carer in custody
- Is a child in the Court System

These will be monitored through our safeguarding procedures at all times.

We will always follow the Statutory Guidance on Child Protection and Safeguarding.

4. SMS Safeguarding Practices

At SMS Changing Lives we will ensure the child protection and safeguarding practices are part of school training through Continuing Personal Development programmes.

The Designated Safeguarding Leads (DSL) will work closely with other professionals as part of their safeguarding role.

SMS Changing Lives recognises that safeguarding is everyone's responsibility. All staff, including temporary staff, volunteers and contractors, will receive safeguarding information appropriate to their role at induction and will be expected to understand and follow this policy.
All staff must read Keeping Children Safe in Education 2026 (KCSIE 2026) Part One in full. Any summary or overview is supplementary and does not replace the requirement to read Part One.
Safeguarding and child protection training will be provided at induction and refreshed regularly. This will include online safety, filtering and monitoring responsibilities, reporting concerns, early help, information sharing, child-on-child abuse, attendance and children missing from education, allegations against adults, low-level concerns, Prevent and whistleblowing.
Staff must act without delay when they have a safeguarding concern and must never promise a child that information will remain confidential where it may need to be shared to protect them.

Disclosures;

In the event a disclosure has been made, the following procedures will take place:

- The Behaviour Team will receive a SLEUTH alert from staff.
- They will record all safeguarding concerns on Sleuth. In the event this is not possible, a paper-based Note of Concern form will be made available.
- If technology is involved, we retain the evidence provided by the young person and/or their family (e.g. screen shots/emails/text messages) and use it to support the Sleuth log or Note of Concern. However, we do not search mobile phones or computers to gain further information; we seek advice from the police via the Public Protection and Investigation Unit about gathering evidence.
- Behaviour Team will provide relevant actions and log details on Sleuth.
- Upon receiving the Sleuth notification or 'Note of concern' that has been escalated, the Designated Safeguarding Lead follows the procedures endorsed by the local

authority.

- Action should be taken within the same working day and as early as possible.
- Where abuse is suspected, a referral will be made to Social Care by the DSL who will telephone the MASH and ask to speak to the Duty Social Worker. The expectation is that this verbal referral will be supported in writing, using the Multi-Agency Child Protection Referral Form, in line with local procedures.
- Where the child has a Social Worker, they will be contacted directly.
- The supporting documentation should be sent securely to the MASH, either through a secure e-mail or as a password-protected attachment.
- The content of the referral will be discussed with parents/carers where this is appropriate.
- Advice should be sought from Social Care concerning this aspect of information sharing.
- Members of staff are aware that they must not discuss any issues with parents/carers unless they are told to do so by the Designated Safeguarding Lead.
- The Designated Safeguarding Lead is responsible for sharing information about safeguarding within our organisation - e.g. serious case reviews, new legislation, changes in the LA's procedures and promoting best practice.
- This information is shared within our organisation via internal memos, team meetings, and/or supervision as appropriate.
- Staff briefings ensure that all staff are aware of information shared.

NO ATTEMPT SHOULD BE MADE BY OUR STAFF TO CONDUCT AN INVESTIGATION INTO CASES OF SUSPECTED ABUSE.

5. Roles and Responsibilities

At SMS Changing Lives we ensure all staff understand and adhere to the safeguarding policy and that the day-to-day practice of the staff team conforms to monitoring and guidance from Senior Leaders.

The Proprietor of the school will ensure that:

- The Senior Leadership Team is provided with appropriate information about safeguarding and will liaise with the DSL.
- A senior member of the school's leadership team is designated to take lead responsibility for safeguarding within the school.
- The school's safeguarding policy is reviewed and updated when required and the

school complies with local safeguarding procedures.

- The school operates safer recruitment and selection practices including appropriate use of references and checks on new staff and volunteers.
- Procedures are in place for dealing with allegations of abuse against members of staff and volunteers and these are in line with Local Authority procedures.

The Headteacher of the school will ensure that;

- The policies and procedures adopted by the Proprietor to safeguard and promote the welfare of students are implemented and followed by staff.
- Safer recruitment and selection of staff and volunteers is practised.
- A Designated Senior Member of staff for child protection is identified and receives appropriate on-going training, support and supervision.
- Sufficient time and resources are made available to enable the designated member of staff to discharge their responsibilities, including attending inter-agency meetings, contributing to the assessment of children and young people.
- Staff and volunteers receive appropriate training which is regularly updated.
- Temporary staff and volunteers are made aware of the school's safeguarding policy and arrangements.
- Staff and volunteers feel safe about raising concerns about poor or unsafe practice regarding the safeguarding and welfare of the young people in our care, and such concerns will be addressed sensitively and effectively.
- The Safeguarding and Child Protection policy is available on the school's website.
- All staff will receive formal supervision at least once every 6 weeks. Informal supervision is given fortnightly. Staff who are considered vulnerable may request or be instructed to take supervision on a weekly basis.

All Staff at SMS Changing Lives will have a responsibility to ensure that they provide a safe environment in which children can learn. If a member of staff has any concerns about a child's welfare, they should immediately takeaction to safeguard that child alongside recording and reporting any concerns.

All staff have a responsibility to identify young people who may be vulnerable and in need of extra support or who are suffering, or likely to suffer, significant harm. All staff

must then take responsibility to take appropriate action when required.

6. The Curriculum

All students who attend SMS Changing Lives have access to an appropriate curriculum which is broad, balanced and differentiated. This enables students to learn and develop the necessary skills to build self-esteem, respect others, defend those in need, resolve conflict without resorting to violence, question and challenge, and to make informed choices in later life.

Students are encouraged to express and discuss their ideas, thoughts and feelings through a variety of activities, and have access to a range of cultural opportunities which promote the fundamental British values of tolerance, respect and empathy for others.

Personal Health and Social Education is embedded through cross curricular work, enrichmentactivities and whole school projects.

SMS Changing Lives will safeguard student through the curriculum by;

- The implementation of a clear and consistent school behaviour policy.
- Regular liaison with other practitioners and agencies that support the pupils and their families.
- A commitment to develop productive, supportive relationships (i.e, to work in partnership) with parents/carers whenever possible, and so long as it is in the child's best interests to do so.
- All students know that there are adults in the school whom they can approach and that their concerns will be taken seriously and treated with respect.

7. E -Safety

The internet is an essential element in 21st century life for education, business and socialinteraction and SMS Changing Lives has a duty to provide children and young people withquality access as part of their learning experience.

SMS Changing Lives will ensure that appropriate filtering and monitoring methods are in place on all school equipment which has internet access, to ensure that pupils are safe from all types of inappropriate and unacceptable materials, including terrorist and extremist material. This is monitored by a designated staff member. The Designated Safeguarding Lead takes responsibility for ensuring these methods are in place and that any issues are reported immediately and dealt with in an appropriate

manner in line with the DfE filtering and monitoring standards set out in the KCSIE guidance.

SMS Changing Lives will ensure the E-Safety Policy and Acceptable Use Policy provides further outlines of practice and expectations.

Online safety is a whole-school safeguarding responsibility. The school will consider risks arising from content, contact, conduct and commerce, including harmful content, grooming, cyberbullying, non-consensual image sharing, misinformation and disinformation, radicalisation, scams and gambling.

Appropriate filtering and monitoring will be in place on school devices and networks. The DSL, senior leadership and technical/IT staff will have clearly defined responsibilities, and the effectiveness of filtering and monitoring will be reviewed at least annually, with actions recorded and addressed.

The school recognises emerging safeguarding risks associated with generative artificial intelligence, including AI-generated sexualised images or deepfakes, harmful content and unsafe interactions with AI systems. These risks will be addressed through education, supervision, filtering/monitoring and safeguarding procedures.

The school's mobile-phone arrangements will comply with the statutory DfE guidance applying from 1 September 2026.

8. Early Help

All students may benefit from Early Help and all staff should be aware of when to offer a student Early Help. Students in the following categories will be provided with intervention and additional support in school:

- Disabled or has additional needs
- Is a looked-after child or in foster care
- Is showing signs of abuse of neglect
- Is showing signs of, or is at risk of being radicalised
- Is frequently missing/goes missing from education, home or care
- Is at risk of or involved in substance misuse
- Is showing signs of being involved in criminalised activity

Early Help from SMS Changing Lives staff will consist of pastoral monitoring, key work intervention sessions, and whole school awareness sessions to promote the social and emotional health of our students.

9. Physical Intervention

At SMS Changing Lives we acknowledge that staff must only ever use physical intervention as a last resort, when a child is endangering him/herself or others.

At all times it must be the minimal force necessary to prevent injury to another person.

Incidents must be recorded and reported through Sleuth/ Note of Concern.

Staff that are likely to need to use physical intervention are appropriately trained in Positive Handling techniques.

All teaching and support staff have been trained in TeamTeach in September 2024. New staff joining the school will be trained as and when required.

We recognise that touch is appropriate in the context of working with young people, and all staff have been given Positive Handling guidance to ensure they are clear about their professional boundaries to regulate their conduct.

SMS Changing Lives will ensure our Physical Intervention Policy will also follow the guidance asset out in the DfE Guide to Reasonable Force.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/44 4051/Use_of_reasonable_force_advice_Reviewed_July_2015.pdf

10. Types of Abuse

At SMS Changing Lives it is a mandatory requirement that all staff are familiar with Keeping Children Safe in Education 2026 (KCSIE 2026).

"All school and college staff should be aware that abuse, neglect and safeguarding issues are rarely stand-alone events that can be covered by one definition or label. In most cases, multiple issues will overlap with one another."

There are four types of child abuse defined in 'Working together to safeguard children 2026 guidance' which is listed in the 'Keeping Children Safe in Education 2026' as follows:

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

- **Emotional Abuse** is the persistent emotional maltreatment of a child such as to cause severe and 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 and limitation of exploration and 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 cyber-bullying), 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.

- **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 or non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males; women can also commit acts of sexual abuse, as can other children.

- **Neglect** is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may include a failure to:

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

11. Child Sexual Exploitation

Child Sexual Exploitation is a form of sexual abuse where children are sexually abused for personal gain and may involve the exchange of money, power, or status. It can involve violent, humiliating and degrading sexual assaults.

Child Sexual Exploitation does not always involve physical contact and can happen online.

Examples of CSE behaviours include:

A significant number of children who are victims of sexual exploitation go missing from home, care and education at some point.

Other warning signs include:

- Repeatedly going missing, particularly overnight
- Coming home with unaccounted gifts, i.e. clothes, money, food, jewellery and drugs. (A common gift is a mobile phone)
- Having a relationship with an older partner with whom there may be particular concerns
- Excessive and secret use of internet and/or mobile
- Having several SIM cards, frequent mobile phone top-ups
- Being unusually secretive (where have they been, who are their friends)
- Mood swings and changes in behaviour
- Talk of going to parties.

Information about Child Sexual Exploitation and its effects on young people will be a regular feature of staff communication logs through Sleuth and will be used to protect young people exposed to, and at risk from, sexual exploitation.

12. Peer on Peer Abuse

All staff should be aware that children can abuse other children (often referred to as peer-on-peer abuse).

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

- bullying (including cyber bullying)
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise

causing physical harm

- Sexual violence such as rape, assault by penetration and sexual assault
- Sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment
- Sexting (also known as youth produced sexual imagery)

All staff should be clear as to the school's policy and procedures with regards to peer-on-peer abuse.

The Anti-Bullying Policy will outline guidance and mandatory school procedures in further detail.

Child-on-child abuse will always be taken seriously and will not be dismissed as "banter", "just having a laugh" or normal behaviour. This includes bullying, cyberbullying, physical abuse, sexual violence, sexual harassment, harmful sexual behaviour, coercive or controlling behaviour, misogynistic or misandrist abuse, and the making or sharing of nude or semi-nude images, including AI-generated sexualised images.

Responses will consider the safety and support needs of the child who has experienced harm and the child alleged to have caused harm, with proportionate safeguarding action and appropriate support.

Sexual violence and sexual harassment will be managed in accordance with KCSIE Part Five and local safeguarding procedures. Staff must not copy, forward or deliberately view illegal sexual images and must seek advice from the DSL and/or police as appropriate.

13. FGM Female Genital Mutilation

All suspected or actual cases of FGM are a safeguarding concern in which safeguarding procedures will be followed; this will include a referral to the police.

If any staff member is concerned about a pupil, the Pastoral Team will be notified through Sleuth and will immediately refer to the Safeguarding Designated Lead / Head Teacher within the School. The DSL will inform social services and/or any other external professionals and the school will liaise with them.

Signs may include;

- Days absent from school / vague explanations or plans for removal of a female in a high-risk category

- Not participating in Physical Education
- In pain/has restricted movement/frequent and long visits to the toilet/broken limbs
- Confides that she is having a special procedure, cut or celebration

Where the mandatory FGM reporting duty applies, the relevant professional must report directly to the police in accordance with the statutory duty. This is a personal duty and must not be delegated to the DSL.
Concerns about forced marriage, honour-based violence and faith-based abuse will be managed in accordance with current statutory guidance. Parents/carers will not be approached where doing so could increase risk; advice will be sought from children's social care and/or the police

14. Child Crime Exploitation (County Lines)

Criminal exploitation of children is a widespread form of harm and is a typical feature of countylines criminal activity where drug networks or gangs groom and exploit children and young people by for exmple forcing them to carry drugs and money from urban areas to suburban and rural areas, market and seaside towns.

Unlike any other forms of abuse and exploitation, county lines exploitation:

- can affect any child or young person (male or female) under the age of 18 years
- can affect any vulnerable adult over the age of 18 years
- can still be exploitation even if the activity appears consensual
- can involve force and/or enticement-based methods of compliance and is often accompanied by violence or threats of violence
- can be perpetrated by individuals or groups, males or females, and young people and is typified by some form of power imbalance in favour of those perpetrating the exploitation.

Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, cognitive ability, physical strength, status, and access to economic or other resources.

Staff at SMS Changing Lives are familiar with the monitoring of behaviour changes and recording and reporting any concerns of CCE.

15. Forced Marriage and Honour-Based Violence

The school is sensitive to differing family patterns and lifestyles and child-rearing patterns that vary across different racial, ethnic and cultural groups.

Child abuse including honour-based violence cannot be condoned for religious or cultural reasons. If a case of forced marriage is suspected, or marriage of a person under the age of 18, either formal or informal, parents and carers will not be approached or involved about a referral to any other agencies. Any child or young person thought to be at immediate risk will be reported without delay to the police as a 999 emergency and the relevant Local Authority.

16. Specific Safeguarding Issues

There are specific issues that have become critical in Safeguarding that SMS Changing Lives will ensure their staff and volunteers are familiar with, having processes in place to identify, report and monitor which are included within teaching through the Sleuth software to support administration. These include:

- Domestic Violence
- Drugs
- Fabricated or induced illness

- Faith abuse
- Gangs and youth violence
- Gender based violence/violence against women and girls (VAWG)
- Hate
- Mental health
- Private fostering
- Online abuse/Sexting
- Teenage relationship abuse
- Trafficking
- Missing children and vulnerable adults
- Child sexual abuse within the family
- Poor parenting, particularly in relation to neglect

17. Other Types of Abuse

Up-skirting Definition: up-skirting is typically when a photograph is taken under a person's clothing without them knowing, for sexual gratification or to cause the victim humiliation, distress or alarm.

Radicalisation: SMS Changing Lives staff will be trained on the signs to look out for and process of recording and reporting (Prevent) if they feel a student is at risk or in immediate danger of being radicalised.

The Counter-Terrorism and Security Act 2015 places a duty on local authorities to ensure Channel panels are in place. The Channel process is about safeguarding children, young people and adults from being drawn into committing terrorist-related activity. It requires early intervention to address vulnerabilities and divert people from harm.

The panel must include the local authority and chief officer of the local police.

Panels will assess the extent to which identified individuals are vulnerable to being drawn into terrorism, following a referral from the police, and, where considered appropriate and necessary, consent will be obtained to arrange for support to be provided to those individuals.

'Channel' is the name for the process of referring a person for early intervention and support, including:

- identifying people susceptible to an extremist ideology
- assessing the nature and extent of that risk, and
- developing the most appropriate support plan for the people concerned.

18. Prevent Duties

The school will ensure all staff adhere to their duties in the Prevent duty guidance: England and Wales (2023) to prevent radicalisation.

The Senior Leadership Team at SMS Changing Lives will:

- establish or use existing mechanisms for understanding the risk of extremism
- ensure staff understand the risk and build capabilities to deal with issues arising
- communicate the importance of the duty
- Ensure all staff are trained in and implement the Prevent duty.

The school will respond to any concern about Prevent as a safeguarding concern and will report in the usual way using local Safeguarding Procedures.

We will seek to work in partnership, undertaking risk assessments where appropriate and proportionate to risk, building our children's resilience to radicalisation.

We will make referrals to CHANNEL where the risk is identified, and the pupil/student may need de-radicalisation.

The school will comply with the Prevent duty and have regard to Prevent duty guidance: England and Wales (2023), which replaced the 2015 guidance.

Prevent concerns will be managed through safeguarding procedures, proportionate risk assessment and referral to Prevent or Channel where appropriate. Staff training will cover radicalisation, extremist narratives, online radicalisation and referral routes.

The school will maintain a proportionate Prevent risk assessment/action plan and promote resilience, critical thinking, democracy, the rule of law, individual liberty and mutual respect and tolerance.

19. Domestic violence and abuse

The cross-government definition of domestic violence and abuse is:

Any incident or pattern of incidents of controlling, coercive,

threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality.

All SMS Changing Lives staff will record any concerns of domestic violence immediately on Sleuth from which the behaviour team will liaise with the DSL, who will follow the necessary communication steps of the concern. The DSL may liaise with the local police force as part of their Operation Encompass.

Operation Encompass operates in the majority of police forces across England. It helps police and schools work together to provide emotional and practical help to children. The system ensures that when police are called to an incident of domestic abuse, where there are children in the household who have experienced the domestic incident, the police will inform the key adult (usually the Designated Safeguarding Lead) in school before the child or children arrive at school the following day.

20. Supporting Vulnerable Students

All staff at SMS Changing Lives School will endeavour to support vulnerable students through school life. Our behaviour policy is aimed at supporting vulnerable students in school.

All staff will adhere to the "Individual Education Plans "which ensure a consistent approach to the care of our students, working to support them in developing positive behaviour which will inform Teaching and Learning strategies.

We recognise that some students need additional support to be able to access their education and to make progress.

The SENCO will work with these vulnerable students, parents/ carers and staff members to identify an educational provision that allows the students to make academic progress and thrive emotionally.

Vulnerable students include children with disabilities, Special Educational Needs, poor mental health, Looked After Children and Previously Looked After children.

The SENCO will work with other appropriate agencies to support the student, and where the student is accessing an alternative provision, ensure that there is regular home / school contact.

The SENCO will work with the SEND associate, Deputy DSL, Behaviour Team and Family Liaison at SMS Changing Lives to ensure all safeguarding process are implemented and become a comprehensive part of daily life for staff and students.

SMS is dedicated to meeting the requirements of all our local Authority partners. In the academic year 24/25, we are mindful of our commitment to the following priorities as set out by the Salford Safeguarding Children Partnership.

Priority 1: Neglect

Ensure that there is clarity across the system about what we mean by 'neglect' and 'meeting children's needs' so that every young person, parent, professional and leader is able to understand the standards / levels of need. This priority is explored through staff briefings and tutor time/PSHE lessons with students as well as parent newsletters.

Priority 2: Child Criminal Exploitation/Abuse

This remains a key priority as we know that children continue to be harmed. It is the core of the safeguarding work of the partnership and is expected to remain so on an ongoing basis. All staff at SMS receive training on identifying CSE and know to bring this to the attention of the Designated Safeguarding Lead.

Priority 3: Expand and develop use of technology for service delivery

The new ways of working that have developed in response to COVID 19 have opened up opportunities to explore smarter ways of working to improve engagement of professionals in teams around the family and child, to improve listening and communication with children, young people, parents and carers, and to find new creative ways for them to be directly involved in planning for their future Assurance Priorities. During lockdown, SMS used Microsoft Teams to deliver live video lessons to students so that they could access learning from home.

We also have a wide range of online and paper-based materials available to support students who are unable to attend on-site learning. Those attending school are able to access the appropriate technology in order to complete work, for example, laptops to assist with writing and online intervention and assessment programmes.

Children with SEND or health conditions may face additional barriers to recognising, communicating or reporting abuse. Communication needs, behaviour or disability must not be assumed to explain away indicators of abuse. Staff will use professional curiosity and appropriate communication methods.

The DSL, SENCO and relevant staff will work together so that safeguarding arrangements and reasonable adjustments enable every child to report concerns, be listened to and be heard

21. Informing Parents and Carers

Our philosophy at SMS Changing Lives is to maintain a consistent relationship with parents/carers that it is one of transparency, honesty and mutual respect.

Our responsibility is to safeguard and promote the welfare of all the children in our care. We aim to do this in partnership with our parents/carers.

Where appropriate, parents and carers will be informed when concerns are raised about the safety and welfare of their child.

Parents and carers should be given the opportunity to address any concerns raised.

Parents and carers will be informed if a referral is to be made to the Children's Social Care Service or any other agency.

Parents/carers will not be informed if it is believed that by doing so would put the child at risk. In such cases the Designated Safeguarding Lead or Head teacher will seek advice from Children's Social Care.

22. Managing allegations against staff

If a student or a member of staff is concerned about the conduct of another staff member, all concerns should be reported directly to the Designated Safeguarding Lead and/or the Headteacher.

The person reporting the issues will remain anonymous, but a full statement will be obtained by the referrer for clear and accurate information purposes. This is supported by our whistle-blowing policy.

The Headteacher or the Designated Safeguarding Lead will then inform the proprietor Jonny Davies and, if appropriate, contact the Local Authority Designated Officer (LADO) to share information and discuss next steps.

The process to report concerns around a member of staff is as follows:

- Speak to the Designated Person or the person who acts in their absence
- Agree with this person what action should be taken, by whom and when it will be reviewed
- Record the concern using the school's safeguarding recording system

The Proprietor at SMS Changing Lives is committed to providing a working environment to protect the health, safety and welfare of all employees and is committed to the highest possible standards of openness, probity and accountability and will not tolerate malpractice or wrongdoing.

The Proprietor, SLT and SMS Changing Lives as a whole is committed to a policy which seeks to protect individuals who make disclosures with regard to any instance of malpractice or wrongdoing in the public interest.

PLEASE SEE THE FOLLOWING SOURCES OF EXTERNAL SUPPORT:

• The NHS and Social Care Whistleblowing Helpline on 08000 724725 or email to enquiries@wbhelpline.org.uk

or

• Protect (formerly Public Concern at Work) 020 3117 2520 (*option 1) whistle@protect-advice.org.uk

or

The NSPCC Whistleblowing Advice Line on 0800 028 0285 help@nspcc.org.uk

Any allegation or safeguarding concern about staff, volunteers, contractors, supply staff or other adults working on behalf of the school will be managed under KCSIE Part Four and local LADO procedures.
Where a concern may meet the harm threshold, the Headteacher/Proprietor and LADO will be consulted without delay in accordance with local procedures. Where it does not meet the harm threshold, it will be considered and managed as a low-level concern.
Low-level concerns will be recorded and reviewed for patterns. A low-level concern includes behaviour that may be inconsistent with the Staff Code of Conduct, including inadvertent, thoughtless or inappropriate behaviour that does not meet the harm threshold. Examples include being over-friendly with pupils, favouritism, inappropriate one-to-one working, inappropriate photographs or humiliating a child.
Where appropriate, the school will consider whether concerns indicate a wider safeguarding issue, whether the harm threshold has been met, or whether a referral to the Disclosure and Barring Service is required.

23. Links with Other Policies

This policy has been developed in accordance with the principles established by:

- The Children Acts 1989 and 2004;
- Section 157 of the Education Act 2002
- The Education (Independent Schools Standards) (England) Regulations
- Mandatory Reporting of FGM – procedural information HM (2015)
- CHANNEL Duty guidance
- Prevent Duty guidance

Children Board Government publications:

- "Guidance for Safer Working Practice for Adults who work with Children /Young People inEducation Settings"
- · "Working Together to Safeguard Children 2026"
- · "Keeping Children Safe in Education" September 2026

- “Framework for the Assessment of Children in Need and their Families” 2000
- “What to do if you are worried a child is being abused”

Furthermore, we will follow the Procedures set out by the local Safeguarding Partnership (formally DSCB). In accordance with the above procedures, we carry out an annual audit of our Safeguarding provision (S175 Safeguarding Audit, which is a requirement of the Education Act 2002 & 2006) a copy of which is sent to the Local Safeguarding Partnership.

School Policies will also provide in-depth guidance and outline mandatory practices:

- Behaviour Policy
- Fixed Term Exclusion Policy
- Reasonable force policy
- Attendance Policy
- Missing from Education Policy
- Whistleblowing Policy

Appendix 1 – External Contacts

Department for Education- one single access web link to access all local Authorities' reporting webpage or phone number for any concerns/worries about a child, young person and vulnerable adults.

NSPCC - National Helpline: Tel: 0808 800 5000

Childline: Tel: 0800 11 11

Channel Panel -

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/9 0 7614/Channel_Duty_Guidance_April_2015.pdf

Appendix 2- Logging an incident on SLEUTH

- Click "Add Incident". Add Incident text remembering to keep it factual and professional, as this may be read by other local safeguarding partnership arrangements and parents/carers.
- Behaviour Team must be reported to with all Sleuth incidents, and respond with appropriate actions by the close of day.
- Do not add your opinion and when mentioning staff members use new staff initial codes (see updated phone list).
- Start typing Student name and relevant name/s will appear.
- If other students are involved use Linked Student (this saves you repeating for additional students present, involved etc.)
- Body Map - click on and a body map appears that you can add marks to. Date/Time can be changed to suit.
- All safeguarding concerns in the first instance will be logged alerting the Behaviour Team, who will respond immediately.
- If you try to alert another staff member a warning message will flash up. This should remind you not to send to non-relevant people other than SLT.
- If you have a relevant document (statement etc) you can add it to File/s. If any outside local safeguarding partnership arrangements are involved, then add to Agency Involved.
- Finally click ADD INCIDENT. The incident will then be sent to the relevant member/s of staff to be dealt with. You will know that they have received it by looking in "My History" on your dashboard where if you hover your mouse over "viewed by" it will give you the staff members' name.
- You will also see any of your own alerts in the "Alert" section. Click to read.

Appendix 3- Safeguarding Reminder

- Safeguarding rules: Safeguarding is EVERYONE'S responsibility.
- Only record the facts. Think who, what, when.
- Do not share safeguarding information/concerns with anyone except the Designated Safeguarding Lead – Amanda Welch or the Deputy Designated Safeguarding Lead Isaac DuFraisse.
- Do not delay in passing safeguarding information on.
- Get into habit of logging into Sleuth each morning and then you can record safeguarding concerns, bullying incidents and racial incidents as they happen.
- Remember to lock your computer or log off if you are leaving it insecure.
- The Behaviour Team will act as your first port of call and provide all staff with the relevant support.

Appendix 4. Note of Concern Form

This document will be used in the event Sleuth cannot be accessed.

- Supply Staff / Visitors
- External Professionals

SMS Changing Lives: Note of Concern

Name of child:	Year Group:	Date:

How did you become aware of the issue:
Observation / Disclosure

Reported and e-mailed to: (Tick Appropriate) SEND Associate SENDCO T&L Lead Headteacher	Date and time report completed and logged:
Signed:	

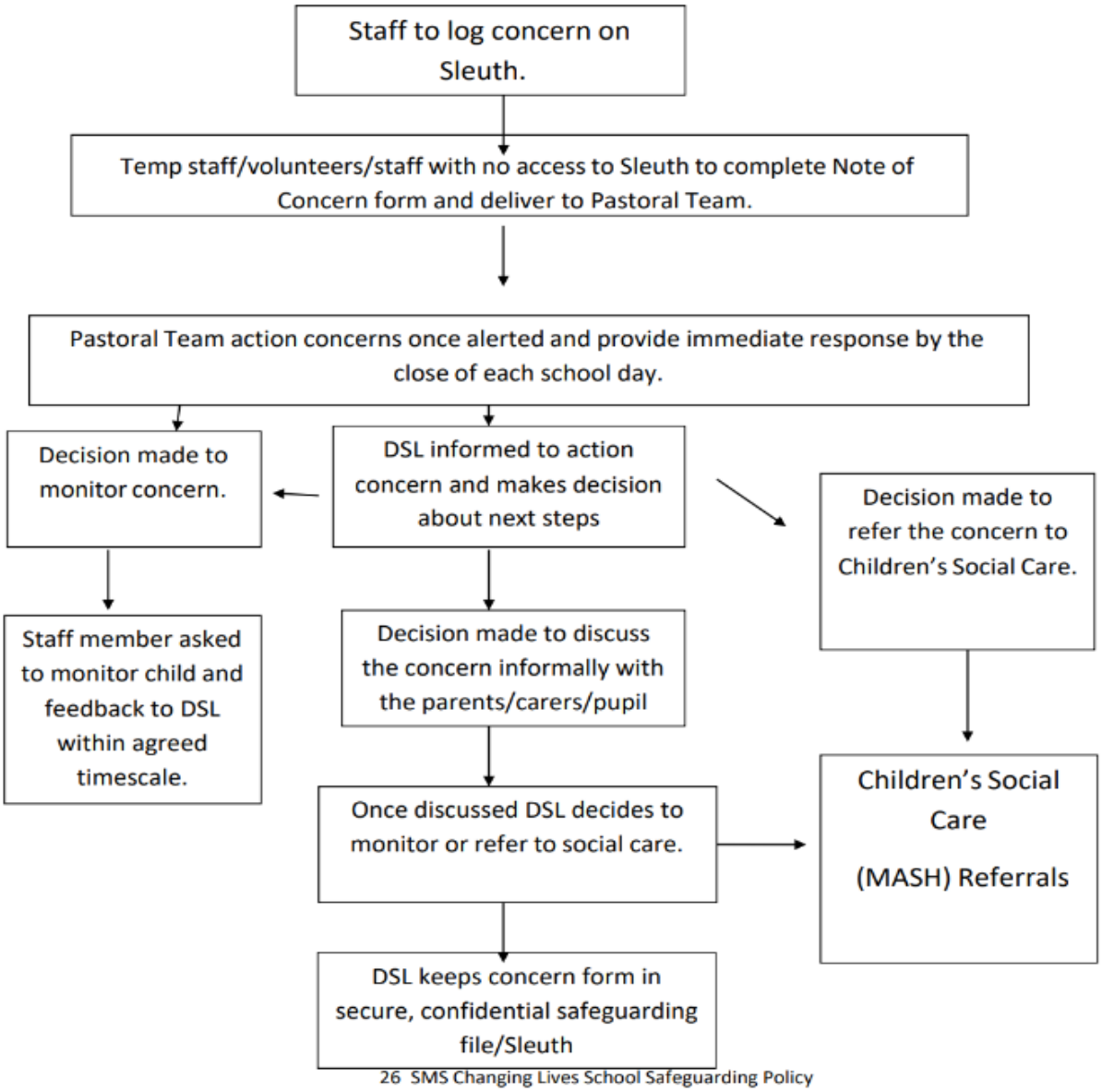
Actions, guidance and interventions instigated in response:

Further action? Please circle:

Continue to monitor Complete CAF Convene TAC Refer to social care Refer to police

Signed:	Date and time response actioned and logged:

Appendix 5. Flowchart of Safeguarding Reporting Process



The Child Protection and Safeguarding Policy will be reviewed at least annually and sooner where legislation, statutory guidance, local procedures, safeguarding incidents, audits or learning indicate an earlier review is required.
The Proprietor has strategic responsibility for ensuring effective safeguarding arrangements; the Headteacher and DSL are responsible for implementation, oversight and day-to-day safeguarding leadership.
An annual safeguarding audit and action plan will be completed, with progress reported to the Proprietor.

Appendix 6. Management of the Policy

The Proprietor and Head Teacher will:

- ensure all staff members are effective in the management of safeguarding
- ensure all staff including volunteers read and have access to the policy
- Ensure that it is displayed on the school's website
- Ensure that it is overseen to ensure its implementation
- Review its content on an annual basis. The Head Teacher will report annually onsafeguarding activity and progress within the school / to the Proprietor

An appointed Designated Safeguarding Lead will complete the S175 Safeguarding Audit and use an Action Plan to report on safeguarding activity and progress.

The Head Teacher should report any significant issues to the Proprietor of SMS Changing Lives that may have an impact on safeguarding in the School/ Educational setting, and use the processes with the Local Authority to report.

Signed by: *Hecabe DuFraisse*

Proprietor: Jonny Davies

Head Teacher: Date: August 19th 2020