



Child and Vulnerable Young Adults Protection Policy and Procedure

This is a core policy that forms part of the induction for all staff. It is a requirement that all members of staff have access to this policy and sign to say they have read and understood its contents.

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Written by: Rachael Thompson Director of Cairn Education/Head Teacher

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Version: 8

This policy will be reviewed at least annually and/or following any updates to national and local guidance and procedures.

Key Contacts

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What to do if you have a welfare concern at Cairn Education

Why are you concerned?

- For example
 - Something a child or vulnerable adult has said – e.g. allegation of harm
 - Child or vulnerable adult's appearance – may include unexplained marks as well as dress
 - Behaviour change
 - Witnessed concerning behaviour

Act immediately and record your concerns. If urgent, speak to a DSL first.

- Follow the education provision procedure;
 - Reassure the child or vulnerable adult
 - Clarify concerns if necessary - **who, what, where, when**
 - Use child or vulnerable adult's own words
 - Sign and date your records

Inform the Designated Safeguarding Lead Rachael Thompson Head Teacher rachaelthompson@cairneducation.co.uk

Designated Safeguarding Lead

- Consider whether the child or vulnerable adult is at immediate risk of harm e.g. unsafe to go home.
- Access the Cumbria Safeguarding Children Partnership (CSCP) [What to do if you have concerns about a child : Cumbria County Council \(cumbriasafeguardingchildren.co.uk\)](http://www.cumbriasafeguardingchildren.co.uk).
- Consult with Westmorland and Furness Safeguarding Hub on 0300 373 2724 or safeguarding.hub@westmorlandandfurness.gov.uk. If you require a response out of Mon-Fri working hours then contact the Emergency Duty Team on 0300 373 2724
- Refer to other agencies as appropriate e.g. Internal or community services, early help 0300 373 2723 <https://www.cumbriasafeguardingchildren.co.uk/earlyhelp.asp>, LADO [Allegations against staff / LADO : Cumbria County Council \(cumbriasafeguardingchildren.co.uk\)](http://www.lado.gov.uk), Police 999 or request for support for integrated children services.

If you are unhappy with the response

Staff:

- Follow local escalation procedures
- Follow Whistleblowing procedures

Learners and Parents:

- Follow education provision complaints procedures contact info@cairneducation.co.uk for a copy of Cairn Education complaints procedure.

Record decision making and action taken in the learner's child or vulnerable adult protection/safeguarding file.

Monitor

Be clear about:

- What you are monitoring e.g. behaviour trends, appearance etc.
- How long you will monitor
- Where, how and to whom you will feedback and how you will record

Review and request further support (if necessary)

At all stages, the child or vulnerable adult's circumstances will be kept under review
The DSL/Staff will request further support if required to ensure the **child or vulnerable adult's safety is paramount**

1. Introduction and Ethos

Cairn Education recognise our statutory responsibility to safeguard and promote the welfare of all children and vulnerable adults. Safeguarding is everybody's responsibility and all those directly connected (staff, volunteers, governors, leaders, parents, families and learners) are an important part of the wider safeguarding system for children and vulnerable adults and have an essential role to play in making this community safe and secure.

Staff working with children and vulnerable adults at Cairn Education are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned. When concerned about the welfare of a student, staff will always act in the best interests of the student and if any of our community has a safeguarding concern about any child or adult, they should act immediately.

Cairn Education recognises the importance of providing an ethos and environment that will help students to be safe and to feel safe. At Cairn Education students are respected and are encouraged to talk openly. We will ensure student's wishes and feelings are taken into account when determining what safeguarding action to take and what services to provide.

Cairn Education believe that the best interests of children and vulnerable adults always come first. They have a right to be heard and to have their wishes and feelings taken into account and all children and vulnerable adults regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.

All our staff, including governors, temporary, third-party agency staff and volunteers understand safe professional practice, adhere to our safeguarding policies and those outlined within KCSIE 2023.

Children are under 18. Working together to Safeguard Children WTSC (2023) and Keeping Children Safe in Education (2022) only applies to children until they reach the age of 18.

Adults are over the age of 18. Over 18 year olds are covered by the Local Safeguarding Adult Boards (LSABs). Government guidance can be gained from the Care Act 2014 and government Safeguarding policy, protecting vulnerable adults. An adult at risk of harm or abuse is any person who has needs for care and support and, is experiencing or at risk of abuse or neglect; and as a result of their particular care and support needs, is unable to protect themselves from either the risk of, or the experience of abuse or neglect. We refer to adult service users in our provision as young adults due to the fact we provide educational and therapy services up to the age of 25.

Staff working with young adults aged 18 and over will follow the safeguarding referral process via the local arrangements [Home page \(cumbriasab.org.uk\)](http://cumbriasab.org.uk) or if you have any safeguarding concerns access [How to raise a safeguarding concern \(cumbriasab.org.uk\)](http://cumbriasab.org.uk).

Cairn Education recognises the importance of providing an ethos and environment within our educational provision that will help children and vulnerable adults to be safe and feel safe. At Cairn Education children and vulnerable adults are respected and encouraged to talk openly.

2. Core safeguarding principles

Prevention

Positive, supportive, safe culture, curriculum and pastoral opportunities for service users, safer recruitment procedures.

Protection

Following the agreed procedures, ensuring all staff are trained and supported to recognise and respond appropriately and sensitively to safeguarding concerns.

Support

For all learners, parents and staff, and where appropriate specific interventions are required for those who may be at risk of harm.

Proportionality

Making sure what we do is appropriate to the situation and for the individual.

Partnership

Sharing the right information in the right way.

Accountability

Making sure all agencies have a clear roll.

3. Working with parents and other agencies

To ensure timely, appropriate communications and actions are undertaken when safeguarding concerns arise.

Cairn Education expects that if any member of our community has a safeguarding concern about any child or vulnerable adult or adult, they should act and act immediately.

This policy is implemented in accordance with our compliance with the statutory guidance from the Department for Education, 'Keeping Children Safe in Education' 2022 (KCSIE) which requires individual education provisions and colleges to have an effective child or vulnerable adult protection policy.

The procedures contained in this policy apply to all staff, including and governors, temporary or third-party agency staff and volunteers and are consistent with those outlined within KCSIE 2023.

In line with WTSC (2023), a child-centred approach to safeguarding is adopted at Cairn Education, which places children's welfare as paramount and ensures and that children are listened to and understood regardless of any communication differences or difficulties. Alongside this, Cairn Education understands the importance of a whole-family approach to safeguarding. Cairn Education works hard to recognise, engage and support parents/care givers who may have had previous difficulties working with organisations. Cairn Education aims to build trusting, positive relationships with family members which encourages open communication, avoids reinforcing shaming and blaming practices

and works sensitively with individuals to avoid negative stereotyping or false assumptions. Cairn education reinforces practices which empower parents and carers such as:

- Use of verbal and non-verbal communication which is respectful, clear, inclusive, jargon free and adapted to the needs of the individual parents and carers
- Adopting a culture of 'no surprises' by ensuring parents and carers are informed on how their child is being supported, such as when meetings are occurring and who will be attending and why
- Explaining that family members are welcome to bring a supporting individual to school meetings
- Providing time, guidance and support for parents and carers to prepare for meetings
- Signposting parents and carers to further sources of help and support available locally
- Supporting parents and carers, where appropriate, to understand any concerns raised regarding their child, how these impact on the child, what decisions could be made, what changes need to be made, why and how, timescales and possible outcomes

4. Context

This policy is implemented in accordance with our compliance with the statutory guidance from the Department for Education, 'Keeping Children Safe in Education' 2022 (KCSIE).

This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004 and related guidance. This includes but is not limited to:

- DfE Keeping Children Safe in Education 2023 (KCSIE)
- Working Together to Safeguard Children 2023 (WTSC)
- Ofsted: Education Inspection Framework' 2021 (Updates 2022)
- Framework for the Assessment of Children in Need and their Families 2000
- Cumbria Safeguarding Children and vulnerable adults Procedures (Online)
- Early Years and Foundation Stage Framework 2017 (EYFS)
- The Education Act 2002
- The Education (Independent Education provision Standards) Regulations 2014
- The Non-Maintained Special Education provisions (England) Regulations 2015
- Education and Training (Welfare of Children) Act 2021

Section 175 of the Education Act 2002 (now amended under Section 1 of the Education and Training (Welfare of Children) Act 2021) requires education provision governing bodies, local education authorities, 16 to 19 academies and further education institutions to make arrangements to safeguard and promote the welfare of all children and vulnerable adults who are students at an education provision, or who are students under 18 years of age. Such arrangements will have to have regard to any guidance issued by the Secretary of State.

The way Cairn Education is currently operating in response to coronavirus (Covid-19), however, our safeguarding principles in accordance with KCSIE 2023 and related government guidance, remain the same. We will continue to follow government guidance and will amend this policy, as necessary. As a result of Covid-19 pandemic some members of our community may have been exposed to a range of adversity and trauma including bereavement, anxiety and in some cases increased welfare and safeguarding risks. We will work with local services, such as health and the local authority, to ensure necessary support is in place.

We acknowledge that some learners will begin at Cairn Education having been exposed to a range of adversity and trauma including bereavement, anxiety and in some cases increased welfare and safeguarding risks. We will work with local services (such as health and the local authority) to ensure necessary services and support are in place to support learners.

5. Definition of Safeguarding

In line with KCSIE 2023, safeguarding and promoting the welfare of children is defined for the purposes of this policy as:

- protecting children and vulnerable adults from maltreatment;
- preventing impairment of children and vulnerable adults mental and physical health or development;
- ensuring that children and vulnerable adults grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children and vulnerable adults to have the best outcomes.

5.1 Cairn Education acknowledges that safeguarding includes a wide range of specific issues including (but not limited to):

- Abuse and neglect
- Bullying (including cyberbullying)
- Children and vulnerable adults with family members in prison
- Children and vulnerable adults Missing Education (CME)
- Children and vulnerable adult missing from home or care
- Child or vulnerable adult Sexual Exploitation (CSE)
- Child or vulnerable adult Criminal Exploitation
- Contextual Safeguarding (Risks outside the family home)
- County Lines
- Domestic abuse
- Drugs and alcohol misuse
- Fabricated or induced illness
- Faith abuse
- Female Genital Mutilation (FGM)
- Forced marriage
- Gangs and youth violence
- Gender based abuse and violence against women and girls
- Hate
- Homelessness
- Honour based abuse
- Human trafficking and modern slavery
- Mental health
- Missing children and adults
- Online safety
- Child-on-child abuse
- Preventing radicalisation and extremism
- Private fostering
- Relationship abuse
- Serious Violence
- Sexual Violence and Sexual Harassment
- Upskirting

- Youth produced sexual imagery or “Sexting”

Also see Part One and Annex B within ‘Keeping Children Safe in Education 2023 [Keeping Children Safe in Education 2023 \(publishing.service.gov.uk\)](https://www.gov.uk/government/publications/keeping-children-safe-in-education-2023)

6 Related Safeguarding Policies

This policy is one of a series in the Cairn Education integrated safeguarding portfolio and should be read and actioned in conjunction with the policies as listed below:

- Behaviour policy
- Online Safety; Social media and Mobile technology
- Anti-Bullying
- Data protection and Privacy Notice
- Image use
- Relationship and Sex Education
- Health and safety including operations during Covid-19
- Attendance
- Risk assessments (e.g. trips, use of technology, operations during Covid-19)
- First aid and accidents
- Managing allegations against staff
- Staff discipline, conduct and grievance
- Statement of procedures for dealing with allegations of abuse against staff
- Accessibility plan
- Service users with health needs who can not attend education provision
- Special educational needs and disability
- Supporting service users with medical conditions
- Safer recruitment
- Whistleblowing
- Education provision complaints
- Capability of Staff

7 Policy Compliance, Monitoring and Review

Cairn Education will review this policy at least annually and will update it as needed so that it is kept up to date with safeguarding issues as they emerge and evolve, including lessons learnt. The policy will be revised following any national or local policy updates, significant local or national safeguarding events and/or learning and/or any changes to our procedures.

All staff (including temporary staff and volunteers) will be provided with a copy of this policy and part one and Annex A of KCSIE (2022). This can be found in their induction pack, given to on a pen drive if necessary and on the secure cloud in staff policies and at [Keeping Children Safe in Education 2023 \(publishing.service.gov.uk\)](https://www.gov.uk/government/publications/keeping-children-safe-in-education-2023) .

The guidance should be read alongside:

- statutory guidance Working Together to Safeguard Child and vulnerable adults <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

- Government advice What to do if you are worried a child or vulnerable adult is being abused - Advice for Practitioners [Stat guidance template \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)
- Government advice about sexual violence and sexual harassment between child or vulnerable adults in education provisions and colleges [Sexual violence and sexual harassment between children in schools and colleges \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)
- Governance advice around care and support [Care and support statutory guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk)
- Government policy around Safeguarding Vulnerable Adults [SD8: Office of the Public Guardian safeguarding policy \(web version\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

Parents/carers can obtain a copy of Cairn Education safeguarding and child or vulnerable adult protection policy and other related policies on request. Additionally, our policies can be viewed via Cairn Education's website at www.cairneducation.co.uk.

- 7.1 The policy forms part of Cairn Education's development plan and will be reviewed annually by the directors and governing body which has responsibility for oversight of safeguarding and child or vulnerable adult protection systems.
- 7.2 The Designated Safeguarding Lead Rachael Thompson and Director Rachael Thompson will ensure regular reporting on safeguarding activity and systems to the governing body. The governing body will not receive details of individual learner situations or identifying features of families as part of their oversight responsibility.

8 Key Responsibilities

The directors, proprietor, leadership team and governing body have a strategic responsibility for our safeguarding arrangements and will comply with their duties under legislation.

The directors, proprietor, leadership team and governing body have regard for the KCSIE 2023 guidance and will ensure our policies, procedures and training is effective and complies with the law at all times.

Cairn Education has a nominated governor for safeguarding. The nominated governor will support the DSL and have oversight in ensuring that Cairn Education has an effective policy which interlinks with other related policies; that locally agreed procedures are in place and being followed; and that the policies are reviewed at least annually and when required.

The governing body and leadership team will ensure that the Designated Safeguarding Lead is supported in their role and is provided with sufficient time so they can provide appropriate support to staff and students regarding any safeguarding and welfare concerns.

The directors, proprietor, and leadership team will ensure that this policy and procedures are adopted by the governing body and are understood and followed by all staff.

8.1 Designated Safeguarding Lead (DSL)

Cairn Education has appointed a member of the leadership team Rachael Thompson as the Designated Safeguarding Lead (DSL). Additionally, Cairn Education have appointed Deputy DSLs David

Lunn, Gillian Winters and Natasha Colahan who will have delegated responsibilities and act in the DSLs absence.

The DSL has overall responsibility for the day to day oversight of safeguarding and child or vulnerable adult protection systems (including online safety) at Cairn Education. Whilst the activities of the DSL may be delegated to the deputies, the ultimate lead responsibility for safeguarding and child or vulnerable adult protection remains with the DSL and this responsibility will not be delegated.

The DSL will undergo appropriate and specific training to provide them with the knowledge and skills required to carry out their role. Deputy DSLs are trained to the same standard as the DSL. The DSL and any deputy DSLs training will be updated formally every two years, but their knowledge and skills will be updated through a variety of methods at regular intervals and at least annually.

The DSL (and deputies) will be provided with sufficient time so they can provide appropriate support to staff and children and vulnerable adults regarding any new safeguarding and welfare concerns following Covid-19. This may include handling of referrals to integrated social care and working with other agencies where appropriate.

Act as the central contact point for all staff to discuss any safeguarding concerns.

Maintain a confidential recording system for safeguarding and child or vulnerable adult protection concerns.

Coordinate safeguarding action for individual children and vulnerable adults.

When supporting children and vulnerable adults with a social worker or looked after children and vulnerable adults, the DSL should have the details of the child or vulnerable adult's social worker and the name of the virtual education provision head in the authority that looks after the child or vulnerable adult (with the DSL liaising closely with the designated teacher).

Liaise with other agencies and professionals in line with KCSIE 2023 [Keeping Children Safe in Education 2023 \(publishing.service.gov.uk\)](#) and WTSC 2023 <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>.

DSL and deputies need to be aware of the limits and strengths of their personal expertise and agency remit. They need to work collaboratively and proactively with multi-agency practitioners to build an accurate and comprehensive understanding of the daily life of a child and their family to establish the likelihood of significant harm and any ongoing risks. DSL and deputies need to respect the opinions, knowledge and skills of multi-agency colleagues and engage constructively in their challenge.

Ensure that locally established procedures as put in place by Cumbria Safeguarding Hub [What to do if you have concerns about a child : Cumbria County Council \(cumbriasafeguardingchildren.co.uk\)](#) including referrals, are followed, as necessary.

Represent, or ensure Cairn Education is appropriately represented at multi-agency safeguarding meetings (including Child or vulnerable adult Protection conferences).

Manage and monitor Cairn Education's role in any multi-agency plan for a child or vulnerable adult.

Be available during term time (during provision hours) for staff at Cairn Education to discuss any safeguarding concerns.

Help promote educational outcomes by sharing the information about the welfare, safeguarding and child or vulnerable adult protection issues that children and vulnerable adults, including children and vulnerable adults with a social worker, are experiencing, or have experienced, with teachers, therapy team and Cairn Education leadership staff.

Ensure adequate and appropriate DSL cover arrangements in response to any closures and out of hours and/or out of term activities.

Ensure all staff access appropriate safeguarding training and relevant updates in line with the recommendations within KCSIE.

Informing the DSL of any significant safeguarding issues.

8.2 Members of Staff

All members of staff have a responsibility to:

Provide a safe environment in which children and vulnerable adults can learn.

Be prepared to identify children and vulnerable adults who may benefit from early help.

Understand the early help process and their role in it.

Understand Cairn Education's safeguarding policies and systems.

Undertake regular and appropriate training which is regularly updated.

Be aware of the local process of making referrals to children and vulnerable adults' social care and statutory assessment under the Children Act 1989.

Know what to do if a child or vulnerable adult tells them that he or she is being abused or neglected and understand the impact abuse and neglect can have upon a child or vulnerable adult.

Be able to identify and act upon indicators that children and vulnerable adults are, or at risk of developing mental health issues.

Know how to maintain an appropriate level of confidentiality.

Be aware of the indicators of abuse and neglect so that they can identify cases of children and vulnerable adults who may need help or protection.

Reassure children who report concerns that they are being taken seriously and that they will be supported and kept safe.

In line with WTSC (2023), be alert to the need to recognise where parents or carers may not be acting in the best interest of the child or where children may be experiencing abuse, neglect, and exploitation as a result of actions by parents, carers, or other individuals in their lives.

Never assume that information has already been shared by another professional or family member and always remain open to changing their views about the likelihood of significant harm.

8.3 Children and vulnerable adults and Young People

Children and vulnerable adults (students) have a right to:

Feel safe, be listened to, and have their wishes and feelings taken into account.

Confidently report abuse, knowing their concerns will be treated seriously, and knowing they can safely express their views and give feedback.

Contribute to the development of Cairn Education’s safeguarding policies.

Receive help from a trusted adult.

Learn how to keep themselves safe, including online.

8.4 Parents and Carers

Parents/carers have a responsibility to:

Understand and adhere the relevant Cairn Education policies and procedures.

Talk to their children and vulnerable adults about safeguarding issues with their children and vulnerable adults and support Cairn Education in their safeguarding approaches.

Identify behaviours which could indicate that their child or vulnerable adult is at risk of harm including online.

Seek help and support from Cairn Education or other agencies.

9. Recognising Indicators of Abuse and Neglect

All staff in Cairn Education are made aware of the definitions and indicators of abuse and neglect as identified by Working Together to Safeguard Children (2023) and Keeping Children Safe in Education 2023. This is outlined locally at Cumbria’s Safeguarding Hub [What to do if you have concerns about a child : Cumbria County Council \(cumbriasafeguardingchildren.co.uk\)](https://www.cumbriasafeguardingchildren.co.uk).

Cairn Education recognise that when assessing whether a child or vulnerable adult may be suffering actual or potential harm there are four categories of abuse:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect

For further information see Appendix 1.

All members of staff are expected to be aware of and follow this approach if they are concerned about a child or vulnerable adult:

Members of staff are aware that concerns may arise in many different contexts and can vary greatly in terms of their nature and seriousness. The indicators of child or vulnerable adult abuse and neglect can vary from child or vulnerable adult to child or vulnerable adult. Children and vulnerable

adults develop and mature at different rates, so what appears to be worrying behaviour for a younger child or vulnerable adult might be normal for an older child or vulnerable adult. It is important to recognise that indicators of abuse and neglect do not automatically mean a child is being abused, however all concerns should be taken seriously and will be explored by the DSL on a case-by-case basis

Cairn Education recognises abuse, neglect, and safeguarding issues are rarely standalone events and cannot always be covered by one definition or one label alone. In many cases, multiple issues will overlap with one another, therefore staff will always be vigilant and always raise concerns with a DSL.

Parental behaviors' may also indicate child or vulnerable adult abuse or neglect, so staff should also be alert to parent-child or vulnerable adult interactions or concerning parental behaviours; this could include parents who are under the influence of drugs or alcohol or if there is a sudden change in their mental health.

Students may report abuse happening to themselves, their peers or their family members. All reports made by students to staff will be taken seriously and will be responded to in line with this policy.

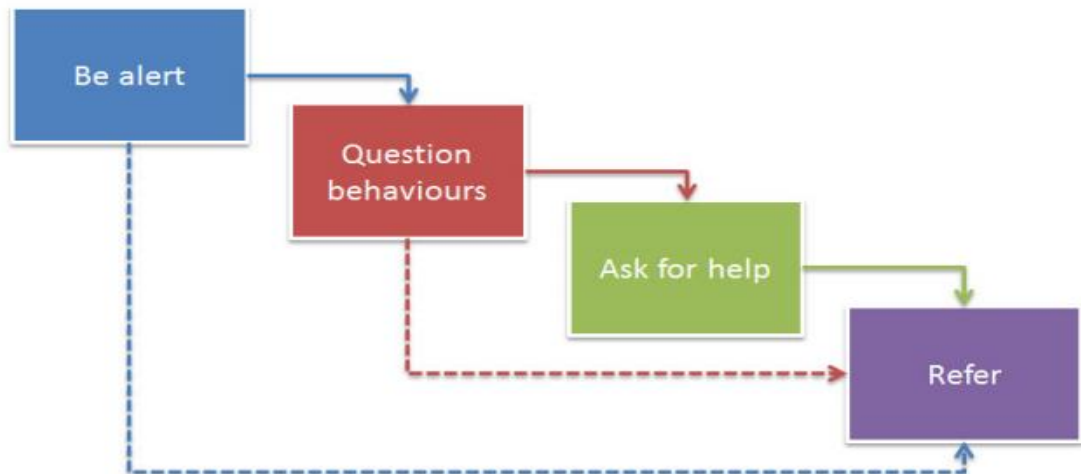
Safeguarding incidents and/or behaviours can be associated with factors outside of Cairn Education and/or can occur between children and vulnerable adults offsite. Children and vulnerable adults can be at risk of abuse or exploitation in situations outside their families. Extra-familial harms take a variety of different forms and children and vulnerable adults can be vulnerable to multiple harms including (but not limited to) sexual exploitation, criminal exploitation, serious youth violence and county lines.

By understanding the indicators of abuse and neglect, we can respond to problems as early as possible and provide the right support and services for the child or vulnerable adult and their family.

Technology can be a significant component in many safeguarding and wellbeing issues. Children and vulnerable young adults are at risk of abuse online as well as face to face and in many cases, abuse will take place concurrently via online channels and in daily life. Children can also abuse their peers online.

In all cases, if staff are unsure, they will always speak to the DSL (or deputy).

All members of staff are expected to be aware of and follow this approach if they are concerned about a child or vulnerable adult:



‘What to do if you are worried a child or vulnerable adult is being abused’ 2015

For concerns access; [How to raise a safeguarding concern \(cumbriasab.org.uk\)](http://cumbriasab.org.uk).

Cairn Education recognises that some children and vulnerable adults have additional or complex needs and may require access to intensive or specialist services to support them.

Cairn Education adheres to Cumbria Safeguarding Children Partnership (CSCP) and Cumbria Safeguarding Adults Board (CSAB) procedures. The full CSCP and CSAB procedures and additional guidance relating to specific safeguarding issues can be found on their websites: [What to do if you have concerns about a child : Cumbria County Council \(cumbriasafeguardingchildren.co.uk\)](http://cumbriasafeguardingchildren.co.uk) and <https://cumbriasab.org.uk/people/howto.asp>.

10. Responding to a concern

If staff are made aware of a child or vulnerable adult protection concern, they are expected to:

- Listen carefully to the concern and be non-judgmental.
- Only use open questions to clarify information where necessary; who, what, where and when.
- Do not promise confidentiality as concerns will have to be shared further to the DSL and potentially Integrated Children’s Services.
- Be clear about boundaries and how the report will be progressed.
- Record the concern using the Safeguarding Incident Report Form SG1 which can be found in Appendix 3 of this document or in the shared drive. A safeguarding log will then be recorded and actioned.
- Inform the DSL (or deputy) as soon as practically possible.

The DSL or deputy should always be available to discuss safeguarding concerns. If in exceptional circumstances, a DSL and deputy is not available, this should not delay appropriate action being taken. Staff should speak to and take advice from one of the local safeguarding contacts available [What to do if you have concerns about a child : Cumbria County Council \(cumbriasafeguardingchildren.co.uk\)](http://cumbriasafeguardingchildren.co.uk) and <https://cumbriasab.org.uk/people/howto.asp> or see section 33 of this policy to find local safeguarding contacts. In these circumstances, any actions taken will be shared with the DSL as soon as is practically possible.

Cairn Education will respond to concerns in line with Cumbria Safeguarding Children Partnership (CSCP) and Safeguarding Adults at Risk a Cumbria Partnership (SARCP).

- Full CSCP and SARCP additional guidance relating to reporting concerns and specific safeguarding issues can be found on their respective websites; [What to do if you have concerns about a child : Cumbria County Council \(cumbriasafeguardingchildren.co.uk\)](https://www.cumbriasafeguardingchildren.co.uk) and <https://cumbriasab.org.uk/people/howto.asp>.
- Specific information and guidance to follow with regards to accessing Early Help and Preventative Services can be found at [Early Help : Cumbria County Council \(cumbriasafeguardingchildren.co.uk\)](https://www.cumbriasafeguardingchildren.co.uk).

Where a child is suffering, or is likely to suffer from harm, or is in immediate danger, a 'request for support' will be made immediately following CSCP procedures [Welcome \(proceduresonline.com\)](https://www.proceduresonline.com) and/or contact The Police [Home | Police.uk \(www.police.uk\)](https://www.police.uk).

- Cairn Education recognises that in situations where there are immediate child protection concerns for a child in line with [Multi-Agency Thresholds Guidance \(cumbria.gov.uk\)](https://www.cumbria.gov.uk), it is NOT to investigate as a single agency.
- The DSL may seek advice or guidance from the Area Education Safeguarding Adviser before deciding the next steps.
- They may also seek advice of guidance from a social worker at the Front Door CSCP service.
- In the event of a request for support to the Front Door being necessary, parents/carers will be informed and consent to this will be sought by the DSL in line with the guidance provided by CSCP or SARCP. Parents/carers will be informed of this, unless there is a valid reason not to do so, if it would put a child or vulnerable adult at risk of harm or would undermine a criminal investigation.

If a vulnerable young adult is in immediate danger or is at risk of harm, a request for support should be made immediately to Safeguarding Adults at Risk a Cumbria Partnership <https://cumbriasab.org.uk/people/howto.asp> and/or the police [Home | Police.uk \(www.police.uk\)](https://www.police.uk)

All staff are aware of the process for making request for support referrals for statutory assessments under the Children and Vulnerable Adults Act 1989, along with the role they might be expected to play in such assessments.

If a child attends Cairn Education and has not been already been identified as requiring Early Help and may benefit from Early Help support then the DSL will lead as appropriate and request support via the Front Door.

The DSL will keep all early help cases under constant review and consideration will be given to escalating concerns to the Front Door or seeking advice from The Education Safeguarding Service if the situation does not appear to be improving or is getting worse.

Cairn Education work in partnership with Cumbria Police to provide support to children and vulnerable adults experiencing domestic abuse.

11. Recording concerns

All safeguarding concerns, discussions and decisions, and reasons for those decisions, will be recorded electronically on Cairn Education's safeguarding log and pass them without delay to the DSL. A body map will be completed if injuries have been observed.

If there is an immediate safeguarding concern the member of staff will consult with the DSL before completing the form as reporting urgent concerns takes priority.

If members of staff are in any doubt about recording requirements, they should discuss their concerns with the DSL.

Safeguarding concern forms are kept on Cairn Education's shared staff one drive storage under forms or can be found in Appendix 3 of this policy and should be e-mailed to the DSL rachaelthompson@cairneducation.co.uk. Forms can also be requested by e-mailing info@cairneducation.co.uk.

Records will be completed as soon as possible after the incident/event, using the child or vulnerable adult's words and will be signed and dated by the member of staff. If there is an immediate concern the member of staff should consult with a DSL before completing the form as reporting urgent concerns takes priority.

Child protection and vulnerable adult records will include a clear and comprehensive summary of the concern, details of how the concern was followed up and resolved and details regarding any action taken, decisions reached and the outcome.

Child protection and vulnerable adult records are maintained separately from all other records relating to the child or vulnerable adult at Cairn Education. Safeguarding records are kept in accordance with data protection legislation and are retained centrally and securely by the DSL. Safeguarding records are shared with staff on a 'need to know' basis only.

All child or vulnerable adults protection records will be transferred in accordance with data protection legislation to the child or vulnerable adult's subsequent educational/training establishment, under confidential and separate cover from the students main file as soon as possible. These will be given to the new DSL and a receipt of delivery will be obtained.

In addition to the child or vulnerable adult protection file, the DSL will also consider if it would be appropriate to share any information with the DSL at the new education provision or college in advance of a child or vulnerable adult leaving. For example, information that would allow the new education provision or college to continue to provide support.

Where Cairn Education receives child or vulnerable adult protection files, the DSL will ensure that key staff will be made aware of any relevant information as required.

12. Multi-Agency Working

Cairn Education recognises and is committed to its responsibility to work within the CSCP multi-agency safeguarding arrangements. The leadership team and DSL will work to establish strong and co-operative local relationships with professionals in other agencies in line with statutory guidance.

Cairn Education recognises the importance of multi-agency working and is committed to working alongside partner agencies to provide a coordinated response to promote children and vulnerable adults welfare and protect them from harm. This includes contributing to CSCP processes as required. Such as, participation in relevant safeguarding multi-agency plans and meetings, including

Child or vulnerable adult Protection Conferences, Core Groups, Strategy Meetings, Child or vulnerable adult in Need meetings or other early help multi-agency meetings.

13. Confidentiality and Information Sharing

Cairn Education recognises our duty and powers to hold, use and share relevant information with appropriate agencies in matters relating to child or vulnerable adult protection at the earliest opportunity as per statutory guidance outlined within KCSIE 2023 [Keeping Children Safe in Education 2023 \(publishing.service.gov.uk\)](#)

Cairn Education has an appropriately trained Data Protection Officer (DPO) as required by the General Data Protection Regulations (GDPR) to ensure that Cairn Education is compliant with all matters relating to confidentiality and information sharing requirements. The DPO at Cairn Education is Rachael Thompson contact rachaelthompson@cairneducation.co.uk.

The Data Protection Act 2018 and GDPR do not prevent the sharing of information for the purposes of keeping children and vulnerable adults safe. Fears about sharing information must not be allowed to stand in the way of the need to safeguard and promote the welfare and protect the safety of children and vulnerable adults (KCSIE 2023). [Information sharing: advice for practitioners \(publishing.service.gov.uk\)](#) provides further detail and this can be found by following this link or in our shared one drive in the policies and data protection and privacy policy folder or obtained via info@cairneducation.co.uk.

All staff must be aware that they cannot promise confidentiality in situations which might compromise a child or vulnerable adult's safety or wellbeing.

The DSL will disclose information about a learner on a 'need to know' basis.

All members of staff must be aware that whilst they have duties to keep any information confidential, they also have a professional responsibility to share information as early as possible to help identify, assess and respond to risks or concerns about the safety and welfare of children; this may include sharing information with the DSL and other agencies as appropriate. All staff are aware they cannot promise confidentiality in situations which might compromise a child's safety or wellbeing.

14. Complaints

All members of the Cairn Education community should feel able to raise or report any concerns about children's or vulnerable adult's safety or potential failures in the Cairn Education safeguarding regime. Cairn Education has a complaints procedure available to parents, learners and members of staff and visitors who wish to report concerns or complaints. This can be found on our website www.cairneducation.co.uk, via request from info@cairneducation.co.uk or in the policies section of the shared one drive cloud storage for staff.

Whilst we encourage members of our community to report concerns and complaints directly to us, we recognise this may not always be possible. Children, young people, and adults who have experienced abuse at Cairn Education can contact the NSPCC 'Report Abuse in Education' helpline on 0800 136 663 or via email: help@nspcc.org.uk.

Staff can also access the NSPCC whistleblowing helpline if they do not feel able to raise concerns regarding child protection failures internally. Staff can call 0800 028 0285 (8:00 AM to 8:00 PM Monday to Friday) or email help@nspcc.org.uk.

The leadership team at Cairn Education will take all concerns reported seriously and all complaints will be considered and responded to in line with the relevant and appropriate process.

- Anything that constitutes an allegation against a member of staff or volunteer will be dealt with in line with section 18 of this policy.

15. Specific Safeguarding Issues

Cairn Education is aware of a range of specific safeguarding issues and situations that can put children and vulnerable adults at greater risk of harm. In addition to Part One, DSLs, Cairn Education leaders and staff who work directly with children will read annex B of KCSIE 2023 which contains important additional information about specific forms of abuse and safeguarding issues.

Where staff are unsure how to respond to specific safeguarding issues, they should follow the processes as identified in part 14 of this policy and speak with the DSL or a deputy.

15.1 Child-on-Child Abuse

All members of staff at Cairn Education recognise that children and young adults are capable of abusing their peers, and that it can happen both inside and outside of Cairn Education and online.

Cairn Education recognises that child-on-child abuse can take many forms, including but not limited to:

- bullying, including cyberbullying, prejudice-based and discriminatory bullying
- abuse in intimate personal relationships between peers
- physical abuse which can include hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm
- sexual violence and sexual harassment
- consensual and non-consensual sharing of nudes and semi-nude images and/or videos (also known as sexting or youth produced sexual imagery)
- causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party
- upskirting (which is a criminal offence), which typically involves taking a picture under a person's clothing without their permission, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm
- initiation/hazing type violence and rituals.

Cairn Education believes that abuse is abuse and it will never be tolerated or dismissed as “banter”, “just having a laugh”, “part of growing up” or “boys being boys” as this can lead to a culture of unacceptable behaviours and an unsafe environment for children.

Cairn Education recognises that even if there are no reported cases of child-on-child abuse, such abuse is still likely to be taking place.

All staff have a role to play in challenging inappropriate behaviours between peers. Staff recognise that that some child-on-child abuse issues may be affected by gender, age, ability and culture of

those involved, i.e. for gender based abuse, girls are more likely to be victims and boys more likely to be perpetrators.

Concerns about learner's behaviour, including child-on-child abuse taking place offsite will be responded to as part of a partnership approach with learners and parents/carers. Offsite behaviour concerns will be recorded and responded to in line with existing appropriate policies, for example anti-bullying and positive behaviour policies.

In order to minimise the risk of peer-on-peer abuse, Cairn Education will:

- provide an environment where students feel safe, respected and able to bring concerns to staff; creating a culture that concerns are acted on appropriately and in a timely manner.
- provide an individualised programme which is age and ability appropriate included in the curriculum (relationship and community pathway) enabling students to recognise child-on-child abuse and how to respond.
- explore topics where appropriate to meet the needs of the individual which may include; what healthy sexual activity and respectful relationships look like (both online and offline), gender stereotypes and perceptions of gender roles, pornography and how it presents sexual behaviour, consent and withdrawing consent (Department for Education (DfE), 2021a; DfE, 2020).
- provide further opportunities for learning around child-on-child abuse, these can be found in Cairn Education's Relationship and Sex Education (RSE) and Health Education Policy and in Cairn's broader planning.
- teach students how to report incidents and encourage them to speak out if they are concerned about their own or other people's behavior.

Cairn Education want students to feel able to confidently report abuse and know their concerns will be treated seriously. All allegations of child-on-child abuse will be reported to the DSL and will be recorded, investigated, and dealt with in line with Cairn Education policies. Learners who experience abuse will be offered appropriate support, regardless of where the abuse takes place.

Alleged victims, perpetrators and any other students affected by child-on-child abuse will be supported by:

- This may be by a member of staff at Cairn Education, where necessary and appropriate external agencies and/or the police.

15.2 Child on Child Sexual Violence or Harassment

When responding to concerns relating to child-on-child sexual violence or harassment, Cairn Education will follow the guidance outlined in Part Five of KCSIE 2023.

Cairn Education recognises sexual violence and sexual harassment can occur between two children of any age and sex. It can occur through a group of children sexually assaulting or sexually harassing a single child or group of children and can occur online and face to face (both physically and verbally). Sexual violence and sexual harassment is never acceptable.

All victims of sexual violence or sexual harassment will be reassured that they are being taken seriously and that they will be supported and kept safe. A victim will never be given the impression that they are creating a problem by reporting sexual violence or sexual harassment or be made to feel ashamed for making a report.

When there has been a report of sexual violence or harassment, the DSL will make an immediate risk and needs assessment which will be considered on a case-by-case basis which explores how best to support and protect the victim and the alleged perpetrator (and any other children involved/impacted).

- The risk and needs assessment will be recorded and kept under review and will consider the victim (especially their protection and support), the alleged perpetrator, and all other children, adult students and staff and any actions that are required to protect them.

Reports will initially be managed internally by Cairn Education and where necessary will be referred to Integrated Children's Services and/or the Police.

- The decision making and required action taken will vary on a case by case basis, but will be informed by the wishes of the victim, the nature of the alleged incident (including whether a crime may have been committed), the ages and developmental stages of the children involved, any power imbalance, if the alleged incident is a one-off or a sustained pattern of abuse, if there are any ongoing risks to the victim, other children, adult students or staff, and, any other related issues or wider context.

If at any stage the DSL is unsure how to proceed, advice will be sought from the Education Safeguarding Service.

15.3 Nude and/or Semi-Nude Image Sharing by Children

The term 'sharing nudes and semi-nudes' is used to mean the sending or posting of nude or semi-nude images, videos or live streams of/by young people under the age of 18. Creating and sharing nudes and semi-nudes of under-18s (including those created and shared with consent) is illegal which makes responding to incidents complex.

<https://www.gov.uk/government/publications/sharing-nudes-and-semi-nudes-advice-for-education-settings-working-with-children-and-young-people> -outlines how education settings should respond to all incidents of consensual and non-consensual image sharing and should be read and understood by DSLs working with all age groups, not just older learners.

Cairn Education recognises that consensual and non-consensual sharing of nudes and semi-nude images and/or videos (also known as youth produced/involved sexual imagery or "sexting") can be a safeguarding issue; all concerns will be reported to and dealt with by the DSL (or deputy).

When made aware of concerns involving consensual and non-consensual sharing of nudes and semi-nude images and/or videos by children, staff are advised to:

- Report any concerns to the DSL immediately.
- Never view, copy, print, share, store or save the imagery, or ask a child to share or download it – this may be illegal. If staff have already viewed the imagery by accident, this will be immediately reported to the DSL.
- Not delete the imagery or ask the child to delete it.
- Not say or do anything to blame or shame any children involved.
- Explain to child(ren) involved that they will report the issue to the DSL and reassure them that they will receive appropriate support and help.
- Not ask the child or children involved in the incident to disclose information regarding the imagery and not share information about the incident with other members of staff, the child(ren) involved or their, or other, parents and/or carers. This is the responsibility of the DSL.

DSLs will respond to concerns as set out in the non-statutory UKCIS guidance: [Sharing nudes and semi-nudes: advice for education settings working with children and young people](#) and the local [KSCMP](#) guidance. When made aware of a concern involving consensual and non-consensual sharing of nudes and semi-nude images and/or videos:

- the DSL will hold an initial review meeting to explore the context and ensure appropriate and proportionate safeguarding action is taken in the best interests of any child involved. This may mean speaking with relevant staff and the children involved as appropriate.
- parents and carers will be informed at an early stage and be involved in the process to best support children, unless there is good reason to believe that involving them would put a child at risk of harm.
- All decisions and action taken will be recorded in line with our child protection procedures.
- a referral will be made to integrated children's services and/or the police immediately if:
 - the incident involves an adult (over 18).
 - there is reason to believe that a child has been coerced, blackmailed, or groomed, or there are concerns about their capacity to consent, for example, age of the child or they have special educational needs.
 - the image/videos involve sexual acts and a child under the age of 13, depict sexual acts which are unusual for the child's developmental stage, or are violent.
 - a child is at immediate risk of harm owing to the sharing of nudes and semi-nudes.
- The DSL may choose to involve other agencies at any time if further information/concerns are disclosed at a later date.
- If DSLs are unsure how to proceed, advice will be sought from the Education Safeguarding Service.

Cairn education recognises, in line with UKCIS guidance, the increased risk of children and young people digitally manipulating an image of a young person into an existing nude online or use artificial intelligence (AI) to generate a new nude or semi-nude image of a young person. Cairn education will treat this incident in the same manner as any other incident involving nude or semi-nude imagery. Cairn education will advise students that any incident involving artificially creating nude or semi-nude imagery will be taken with the same level of severity as any nude or semi-nude image shared.

15.4 Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE)

Cairn Education recognises that CSE and CCE are forms of abuse that occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child into taking part in sexual or criminal activity, in exchange for something the victim needs or wants, and/or for the financial advantage or increased status of the perpetrator or facilitator and/or through violence or the threat of violence. CSE and CCE can affect children, both male and female and can include children who have been moved (commonly referred to as trafficking) for the purpose of exploitation.

If staff are concerned that a child may be at risk of CSE or CCE, immediate action should be taken by speaking to the DSL or a deputy.

15.5 Serious Violence

All staff are made aware of the indicators which may signal children or vulnerable adults are at risk from or are involved with serious violent crime. These may include unexplained gifts or new possessions, 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.

Any concerns regarding serious violence will be reported and responded to in line with other child protection concerns.

- The initial response to victims is important and staff will take any allegations seriously and work in ways that support children and keep them safe.

15.6 So-called honour based abuse

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

All forms of HBA are abuse (regardless of the motivation) and concerns should be responded to in line with section 10 of this policy. Staff will report any concerns about HBA to the DSL (or a deputy).

Whilst all staff will speak to the DSL (or deputy) with regard to any concerns about female genital mutilation (FGM), there is a specific legal duty on teachers (Cairn Education staff with a teacher contract).

- If a teacher, in the course of their work in the profession, discovers that an act of FGM appears to have been carried out on a girl under the age of 18, the teacher must report this to the police.

15.7 Preventing radicalisation

Cairn Education is aware of our duty under section 26 of the Counter-Terrorism and Security Act 2015 (the CTSA 2015), to have "due regard to the need to prevent people from being drawn into terrorism", also known as the Prevent duty and the [specific obligations](#) placed upon us as an education provider regarding risk assessments, working in partnership, staff training, and other Cairn policies.

Cairn education is aware, as identified in Prevent duty guidance: England and Wales (2023), that children and young people continue to make up a significant proportion of Channel cases. Cairn Education recognises that children are vulnerable to extremist ideology and radicalisation and staff will be alert to changes in children's behaviour, which could indicate that they may be in need of help or protection.

Cairn education recognises that staff should know what measures are available to prevent radicalisation into terrorism and how to recognise the extremist ideologies that drive people to become terrorists or support terrorism. All Cairn education staff participate in prevent training. Where a particular need is identified, further training is sought through links with the local Prevent team.

Staff will report any concerns to the DSL (or a deputy), who is aware of the local procedures to follow [Preventing Radicalisation in Cumbria | Cumbria County Council](#).

15.8 Cybercrime

Cairn Education recognises that children with particular skill and interest in computing and technology may inadvertently or deliberately stray into 'cyber-enabled' (crimes that can happen offline but

are enabled at scale and at speed online) or 'cyber dependent' (crimes that can be committed only by using a computer/internet enabled device) cybercrime.

If staff are concerned that a child may be at risk of becoming involved in cyber-dependent cyber-crime, the DSL will be informed, and consideration will be given to accessing local support and/or referring into the [Cyber Choices](#) programme, which aims to intervene when young people are at risk of committing, or being drawn into, low level cyber-dependent offences and divert them to a more positive use of their skills and interests.

Where there are concerns about 'cyber-enabled' crime such as fraud, purchasing of illegal drugs online, child sexual abuse and exploitation, or other areas of concern such as online bullying or general online safety, they will be responded to in line with this and other appropriate policies.

16. Online Safety

It is essential that children are safeguarded from potentially harmful and inappropriate material or behaviours online. Cairn Education will adopt a whole provision approach to online safety which will empower, protect, and educate our learners and staff in their use of technology, and establish mechanisms to identify, intervene in, and escalate any concerns where appropriate.

Cairn Education will ensure online safety is reflected as required in all relevant policies. Online safety is considered as a running and interrelated theme when devising and implementing our policies and procedures and when planning our curriculum, staff training, the role and responsibilities of the DSL and parental engagement.

Cairn Education identifies that the breadth of issues classified within online safety is considerable, but can be categorised into four areas of risk:

- Content: being exposed to illegal, inappropriate or harmful content. For example pornography, fake news, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation and extremism.
- Contact: being subjected to harmful online interaction with other users. For example peer to peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes.
- Conduct: personal online behaviour that increases the likelihood of, or causes, harm. For example, making, sending and receiving explicit images (e.g. consensual and non-consensual sharing of nudes and semi-nudes and/or pornography), sharing other explicit images and online bullying.
- Commerce: risks such as online gambling, inappropriate advertising, phishing and or financial scams.

Cairn Education recognises that technology, and the risks and harms related to it, evolve and change rapidly. Cairn Education will carry out an annual review of our approaches to online safety, supported by an annual risk assessment which considers and reflects the risks our children face.

The DSL will report on online safety practice and incidents, including outcomes, on a regular basis to the wider governing body.

16.1 Policies and Procedures

The DSL has overall responsibility for online safety within Cairn Education but will liaise with other members of staff as necessary.

The DSL will respond to online safety concerns reported in line with our child protection and other associated policies.

- Internal support will be implemented as appropriate.
- Where necessary, concerns will be escalated and reported to relevant partner agencies in line with local policies and procedures.

Cairn Education uses a wide range of technology. This includes laptops and other digital devices, the internet and email systems.

- All Cairn Education owned devices and systems will be used in accordance with our acceptable use policies and with appropriate safety and security measures in place.

Cairn Education recognises the specific risks that can be posed by mobile and smart technology, including mobile/smart phones, cameras and wearable technology. In accordance with [KCSIE 2023](#) Cairn Education has an appropriate mobile and smart technology and image use policies in place, which are shared and understood by all members of the community.

16.2 Appropriate Filtering and Monitoring

Cairn Education will do all we reasonably can to limit young people's exposure to online risks and will ensure that appropriate filtering and monitoring systems are in place.

- Students are not given online access for personal devices to Cairn Education's Wi-Fi.
- Students are supervised at all time.
- Filters are set to block inappropriate content.
- Content that students have accessed is monitored regularly to check that filter systems are working.
 - If learners discover unsuitable sites or material, they are required to turn off the monitor and report their concern to a member of staff immediately.
 - If staff discover unsuitable sites or material report the URL to the DSL who will investigate the concern.
- All users will be informed that use of our systems can be monitored, and that monitoring will be in line with data protection, human rights, and privacy legislation.
- Filtering breaches or concerns identified through our monitoring approaches will be recorded and reported to the DSL who will respond as appropriate.
- Any access to material believed to be illegal will be reported immediately to the appropriate agencies, such as the [Internet Watch Foundation](#) and the police.
- When implementing appropriate filtering and monitoring, Cairn Education will ensure that "over blocking" does not lead to unreasonable restrictions as to what children can be taught with regards to online teaching and safeguarding.

Cairn Education acknowledges that whilst filtering and monitoring is an important part of Cairn Education's online safety responsibilities, it is only one part of our approach to online safety.

- Learners will use appropriate search tools, apps and online resources as identified following an informed risk assessment.
- Learners internet use will be supervised by staff according to their age and ability.
- Learners will be directed to use age-appropriate online resources and tools by staff.

16.3 Information Security and Access Management

Cairn Education is responsible for ensuring an appropriate level of security protection procedures are in place, in order to safeguard our systems as well as staff and learners. Further information can be found in our acceptable use policy.

Cairn Education will review the effectiveness of these procedures periodically to keep up with evolving cyber-crime technologies.

16.4 Staff Training

Cairn Education will ensure that all staff receive online safety training as part of induction and that ongoing online safety training and update for all staff will be integrated, aligned and considered as part of our overarching safeguarding approach.

16.5 Educating Learners

Cairn Education will ensure a comprehensive whole curriculum response is in place to enable all learners to learn about and manage online risks effectively as part of providing a broad and balanced curriculum.

16.6 Working with Parents/Carers

Cairn Education will build a partnership approach to online safety and will support parents/carers to become aware and alert of the potential online benefits and risks for students by providing information via e-mail.

16.7 Remote Learning

Cairn Education will ensure any remote sharing of information, communication and use of online learning tools and systems will be in line with privacy and data protection requirements.

All communication with learners and parents/carers will take place using Cairn Education provided or approved communication channels; Cairn Education email accounts and phone numbers, zoom and TEAMS accounts.

Staff and learners will engage with remote teaching and learning in line with existing behaviour principles as set out in our positive behaviour policy, professional boundaries policy and acceptable use policies.

Staff and learners will be encouraged to report issues experienced at home and concerns will be responded to in line with our child protection and other relevant policies.

When delivering remote learning the following expectations are adhered to;

- Parents/carers will be made aware of what their children are being asked to do online, including the sites they will be asked to access. Cairn Education will continue to be clear which member of staff from Cairn Education their child is going to be interacting with online.
- Parents/carers will be encouraged to ensure children are appropriately supervised online and that appropriate parent controls are implemented at home.

17. Staff Engagement and Expectations

17.1 Awareness, Induction and Training

All members of staff have been provided with a copy of part one of 'Keeping Children Safe in Education' 2023 which covers safeguarding information for staff.

- Cairn Education leaders, including the DSL will read KCSIE in its entirety.
- Cairn Education leaders and all members of staff who work directly with children will read part one of KCSIE.
- All members of staff have signed to confirm that they have read and understood the national guidance shared with them. This is recorded in the policy log.

The DSL will ensure that all new staff and volunteers (including agency and third-party staff) receive safeguarding and child protection training (including online safety), including information to ensure they are aware of Cairn Education's internal safeguarding processes, as part of their induction. This training consists of online training course on Safeguarding (minimum level 2), online safety training and inhouse staff training.

All staff members (including agency and third-party staff if left without a member of Cairn Education staff) will receive appropriate child protection training (including online safety) to ensure they are aware of a range of safeguarding issues; this training will be updated at least annually.

Safeguarding training for staff, including online safety training, will be integrated, aligned and considered as part of Cairn Education's safeguarding approach and wider staff training and curriculum planning.

In addition to specific child protection training, all staff will receive regular safeguarding and child protection updates, at least annually, to provide them with relevant skills and knowledge to safeguard children effectively. This is achieved via e-mail and staff meetings.

Staff will be encouraged to contribute to and shape Cairn Education's safeguarding arrangements and child protection policies. This is achieved via staff meetings and staff involvement in Cairn Education's development planning.

The DSL will provide an annual report to the governing body detailing safeguarding training undertaken by all staff and will maintain an up to date register of who has been trained.

Although Cairn Education has a nominated lead for the governing body, all members of the governing body will access appropriate safeguarding training which covers their specific strategic responsibilities on a regular basis.

17. 2 Safer Working Practice

All members of staff are required to work within our clear guidelines on safer working practice as outlined in the professional boundaries policy.

The DSL will ensure that all staff and volunteers (including agency and third-party staff) have read the child protection policy and are aware of Cairn Education's expectations regarding safe and professional practice via the staff professional boundaries policy and Acceptable Use Policy.

Staff will be made aware of Cairn Education's positive behaviour support policy. Staff will manage behaviour effectively to ensure a positive and safe educational environment and will have a clear understanding of the needs of all students. Physical interventions and/or use of reasonable force will be in line with our agreed policy and procedures and national guidance.

All staff will be made aware of the professional risks associated with the use of social media and electronic communication (such as email, mobile phones, texting, social networking). Staff will adhere to relevant Cairn Education including staff professional boundaries policy and Acceptable Use Policies.

17.3 Supervision and Support

The induction process will include familiarisation with child protection responsibilities and procedures to be followed if members of staff have any concerns about a student's safety or welfare.

Cairn Education will provide appropriate supervision and support for all members of staff to ensure that:

- All staff are competent to carry out their responsibilities for safeguarding and promoting the welfare of children
- All staff are supported by the DSL in their safeguarding role.
- All members of staff have regular reviews of their own practice to ensure they improve over time.

Any member of staff affected by issues arising from concerns for children's welfare or safety can seek support from the DSL

The DSL will also put staff in touch with outside agencies for professional support if they so wish. Staff can also approach organisations such as their Union, the Education Support Partnership www.educationsupport.org.uk Tel: 08000 856 148 or other similar organisations directly.

18. Safer Recruitment and Allegations

18.1 Safer Recruitment and Safeguarding Checks

Cairn Education is committed to ensure that there is a safe culture and that all steps are taken to recruit staff and volunteers who are safe to work with our learners and staff.

- Cairn Education will follow relevant guidance in Keeping Children Safe in Education 2023 (Part Three, 'Safer Recruitment') and from The Disclosure and Barring Service (DBS)
- The governing body and leadership team are responsible for ensuring that Cairn Education follows safe recruitment processes as outlined within guidance.
- The leadership will ensure that there is at least one of the persons who conducts an interview has completed safer recruitment training.

The following steps are taken at each stage of the recruitment process.

Job Descriptions

Job descriptions include a statement relating to Cairn Education's commitment to safeguarding students. Job descriptions make it explicitly clear that all staff have a responsibility to act professionally and follow Cairn Education's safeguarding policies at all times.

Job descriptions make it clear that candidates will undergo a DBS check and appointment will only be made once satisfactory clearance has been confirmed.

Job descriptions make it clear the level of qualifications that are needed for the post including where appropriate the requirements of all teachers to have QTS or QTLS status.

Job Application

All candidates will be required to complete a job application. CV's will not be accepted without a job application form being completed.

The Job Application form requires all sections to be complete so that pre-interview checks can be carried out in relation to identity, qualifications, employment history, reasons for leaving employment, and references.

Short Listing and Invite to Interview

Candidates' references will be sought prior to interview.

Candidates will be informed that online searches may be done as part of due diligence checks.

Candidates will be asked to bring with them to interview copies of documents used to verify the candidate's identity, right to work and required qualifications. Candidates will be informed that these will be kept on file for the duration of their employment or for 6 months after the interview date if they are not successful.

Interview Process

During the interview the candidate will be asked two predetermined safeguarding questions. These will aim to elicit the candidate's understanding of safeguarding practices and their attitude towards safeguarding.

The candidate will be asked to detail the reasons for any gaps in their employment history at interview.

Probation and Induction

Risk assessments will be completed on successful completion of the pre-employment process. The risk assessment will inform the ability of the candidate to commence employment.

Wherever possible employment will start before the candidate has gained DBS clearance.

On some occasions it may be appropriate to enable the candidate to commence their employment and complete their preliminary training and induction where this can be completed without any direct or indirect contact with students.

A risk assessment will be carried out to determine if successful candidates can start training before their DBS clearance is completed. Cairn Education will also check the Barred List in this circumstance. Candidates will not be able to work directly or indirectly with students or have access to confidential student information before their DBS clearance has been completed.

During the induction period all staff will complete training in the following areas and read and sign their understanding of the associated policies and procedures.

- Health and Safety
- Safeguarding
- Teaching and Learning
- Staff Code of Conduct
- Behaviour Policy

Cairn Education maintains an accurate Single Central Record (SCR) in line with statutory guidance.

We advise all staff to disclose any reason that may affect their suitability to work with children including convictions, cautions, court orders, cautions, reprimands, and warnings.

Where Cairn Education places learners with an alternative provision provider, Cairn Education will continue to be responsible for the safeguarding of that child.

- Cairn Education will undertake appropriate checks to ensure the provider meets the needs of the student.

Where Cairn Education organises work experience placements, we will follow the advice and guidance as identified in part Three of KCSIE 2023.

18.2 Allegations/concerns raised in relation to teachers, including supply teachers, other staff, volunteers and contractors

Cairn Education will respond to allegations in line with local arrangements [Allegations against staff / LADO : Cumbria County Council \(cumbriasafeguardingchildren.co.uk\)](#) and Part Four of [Keeping Children Safe in Education 2023 \(publishing.service.gov.uk\)](#). In depth information can be found within our dealing with allegations of abuse against staff policy and our professional boundaries policy. These can be found on the one drive shared staff drive or staff without access to this will be given a copy.

Any concerns or allegations about staff, including those which do not meet the allegation/harm threshold will be recorded and dealt with appropriately in line with national and local guidance. Ensuring concerns are dealt with effectively will protect those working in or on behalf of the Cairn Education from potential false allegations or misunderstandings.

Where the leadership team are unsure how to respond, for example if Cairn Education is unsure if a concern meet the harm 'thresholds', advice will be sought via [Allegations against staff / LADO : Cumbria County Council \(cumbriasafeguardingchildren.co.uk\)](#) and/or the [What to do if you have concerns about a child : Cumbria County Council \(cumbriasafeguardingchildren.co.uk\)](#).

18.3 Concerns that meet the 'harm threshold'

Cairn Education recognises that it is possible for any member of staff, including volunteers, governors, contractors, agency and third-party staff (including supply teachers) and visitors to behave in a way that indicates a person would pose a risk of harm if they continue to work in their present position, or in any capacity with children in a school or college. This includes when someone has:

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

Allegations against staff which meet this threshold will be referred immediately to the Head Teacher who will contact [Allegations against staff / LADO : Cumbria County Council \(cumbriasafeguardingchildren.co.uk\)](#) to agree further action to be taken in respect of the child and staff member. In the event of concerns/allegations about the Head Teacher this should be reported directly to the LADO.

18.4 Concerns that do not meet the 'harm threshold'

Cairn Education may also need to take action in response to 'low-level' concerns about staff, which typically would be behaviours which are inconsistent with our professional boundaries policy, including inappropriate conduct outside of work and concerns that do not meet the allegations threshold.

Where low-level concerns are reported to Cairn Education, the Head Teacher will share or liaise with the LADO enquiries officer via [Allegations against staff / LADO : Cumbria County Council \(cumbriasafeguardingchildren.co.uk\)](https://www.cumbriasafeguardingchildren.co.uk)

Low-level concerns will be recorded in writing and reviewed so potential patterns of concerning, problematic or inappropriate behaviour can be identified. Where a pattern is identified, the Cairn Education will implement appropriate action, for example consulting [Allegations against staff / LADO : Cumbria County Council \(cumbriasafeguardingchildren.co.uk\)](https://www.cumbriasafeguardingchildren.co.uk) following our disciplinary procedures.

Additional information regarding low-level concerns is contained with our professional boundaries policy.

18.5 Safe Culture

As part of our approach to safeguarding, Cairn Education has created and embedded a culture of openness, trust and transparency in which our values and expected behaviour as set out in our professional boundaries policy are constantly lived, monitored and reinforced by all staff (including supply teachers, volunteers and contractors) and where all concerns are dealt with promptly and appropriately.

All staff and volunteers should feel able to raise any concerns about poor or unsafe practice and potential failures in Cairn Education's safeguarding regime. The leadership team at Cairn Education will take all concerns or allegations received seriously.

All members of staff are made aware of Cairn Education's Whistleblowing procedure. It is a disciplinary offence not to report concerns about the conduct of a colleague that could place a student at risk.

Staff can access the NSPCC whistleblowing helpline if they do not feel able to raise concerns regarding child protection failures internally. Staff can call 0800 028 0285 (8:00 AM to 8:00 PM Monday to Friday) or email help@nspcc.org.uk.

Cairn Education has a legal duty to refer to the Disclosure and Barring Service (DBS) anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity or would have been removed had they not left. The DBS will consider whether to bar the person.

- If these circumstances arise in relation to a member of staff at Cairn Education, a referral will be made as soon as possible after the resignation or removal of the individual in accordance with advice from [Allegations against staff / LADO : Cumbria County Council \(cumbriasafeguardingchildren.co.uk\)](https://www.cumbriasafeguardingchildren.co.uk).

18.6 Opportunities to teach safeguarding

Cairn Education will ensure that students are taught about safeguarding, including online safety, as part of providing a broad and balanced curriculum. This will include covering relevant issues through PSHE/Relationship and Sex Education (RSE) and Health Education.

We recognise that Cairn Education play an essential role in helping students to understand and identify the parameters of what is appropriate child and adult behaviour, what is 'safe', to recognise when they and others close to them are not safe, and how to seek advice and support when they are concerned. Our curriculum provides opportunities for increasing self-awareness, self-esteem, social and emotional understanding, assertiveness and decision making so that learners have a range of age-appropriate contacts and strategies to ensure their own protection and that of others.

Cairn Education recognise that a one size fits all approach may not be appropriate for all students, and a personalised or contextualised approach is taken for all our students.

Cairn Education systems support children to talk to a range of staff. Students will be listened to and heard, and their concerns will be taken seriously and acted upon as appropriate.

19. Physical Safety

19.1 Use of 'reasonable force'

There may be circumstances when it is appropriate for staff to use reasonable force in order to safeguard students from harm. Further information regarding our approach and expectations can be found in our positive behaviour support policy.

19.2 Site Security

All members of staff have a responsibility for maintaining awareness of buildings security and for reporting concerns that may come to light.

Appropriate checks will be undertaken in respect of visitors and volunteers coming into Cairn Education as outlined within national guidance. Visitors will be expected to sign in and out via the office visitors log.

Staff and visitors will be expected to adhere to any safety arrangements implemented because of Covid-19 restrictions.

Any individual who is not known or identifiable on site should be challenged for clarification and reassurance.

Cairn Education will not accept the behaviour of any individual (parent or other) that threatens Cairn Education security or leads others (child or adult) to feel unsafe. Such behaviour will be treated as a serious concern and may result in a decision to refuse access for that individual to Cairn Education's site.

20. Local Support

All members of staff at Cairn Education are made aware of local support available as listed below. **Please note if you contact any of these agencies via e-mail, please ensure that e-mails sent to this address are password protected and the password forwarded in a text message).**

Westmorland and Furness Safeguarding Hub

[What to do if you have concerns about a child : Cumbria County Council \(cumbriasafeguardingchildren.co.uk\)](http://cumbriasafeguardingchildren.co.uk)

Tel: 0333 373 2724

E mail: safeguarding.hub@westmorlandandfurness.gov.uk

Contact details for the LADO

Tel: 03003 033892

Fax: 01768 812090

Email: lado@cumbria.gov.uk

LADO, Safeguarding Hub, Skirsgill Depot, Penrith, Cumbria, CA10 2BQ

Cumbria Police

[Home | Police.uk \(www.police.uk\)](http://www.police.uk)

101 or 999 if there is an immediate risk of harm

Cumbria Safeguarding Adults Board

[How to raise a safeguarding concern \(cumbriasab.org.uk\)](http://cumbriasab.org.uk)

Tel: 0300 373 3301

Emergency out of normal working hours Tel: 01228 526690

DfE Guidance

[Schools, colleges and children's services : Safeguarding children - detailed information - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Specific Links relating to Coronavirus for Learners and Parents/Carers

Child or vulnerable adult line: [www.child or vulnerable adultline.org.uk/info-advice/your-feelings/anxiety-stress-panic/worries-about-the-world/coronavirus/](http://www.childorvulnerableadultline.org.uk/info-advice/your-feelings/anxiety-stress-panic/worries-about-the-world/coronavirus/)

Mind: www.mind.org.uk/information-support/coronavirus/coronavirus-and-your-wellbeing/
Young Minds: [https://youngminds.org.uk/blog/talking-to-your-child or vulnerable adult-about-coronavirus/](https://youngminds.org.uk/blog/talking-to-your-child-or-vulnerable-adult-about-coronavirus/)

Children and vulnerable adults Commissioner: [Homepage | Children's Commissioner for England \(childrenscommissioner.gov.uk\)](http://childrenscommissioner.gov.uk)

Sport England: www.sportengland.org/stayinworkout

Place2be: [Improving children's mental health in schools – Place2Be](http://improvingchildrensmentalhealthinschools.com)

Online Safety

NCA-CEOP: www.thinkuknow.co.uk/

Internet Matters: www.internetmatters.org/

UK Safer Internet Centre: www.saferinternet.org.uk/blog/working-remotely-advice-professionals-parents-posh-rhc

NSPCC: [Keeping children safe online | NSPCC](#)

Parent Info: [Parent Info - The Children's Media Foundation \(CMF\) \(thechildrensmediafoundation.org\)](http://thechildrensmediafoundation.org)

BBC Own it: www.bbc.com/ownit

Domestic Abuse

Cumbria Police: Call 999 or 101 [Advice about domestic abuse | Cumbria Police](#)

Victim Support: 0808 16 89 111 www.victimsupport.org.uk/help-and-support/get-help/supportline

National Women's Aid Domestic Abuse 24hr helpline: 0800 2000247 [Home - Women's Aid](#)

Appendix 1: Categories of Abuse

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

Abuse: a form of maltreatment of a child or vulnerable adult. Somebody may abuse or neglect a child or vulnerable adult by inflicting harm, or by failing to act to prevent harm. They may be abused by an adult or adults or another child or vulnerable adult or children and vulnerable adults. It should be noted that abuse can be carried out both on and offline and be perpetrated by men, women and children and vulnerable adults.

Sexual abuse: involves forcing or enticing a child or vulnerable adult or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child or vulnerable adult is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children and vulnerable adults in looking at, or in the production of, sexual images, watching sexual activities, encouraging children and vulnerable adults to behave in sexually inappropriate ways, or grooming a child or vulnerable adult 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 and vulnerable adults.

Signs that MAY INDICATE Sexual Abuse

- Sudden changes in behaviour and performance
- Displays of affection which are sexual and age inappropriate
- Self-harm, self-mutilation or attempts at suicide
- Alluding to secrets which they cannot reveal
- Tendency to cling or need constant reassurance
- Regression to younger behaviour for example thumb sucking, playing with discarded toys, acting like a baby
- Distrust of familiar adults e.g. anxiety of being left with relatives, a child or vulnerable adult-minder or lodger
- Unexplained gifts or money
- Depression and withdrawal
- Fear of undressing for PE
- Sexually transmitted disease
- Fire setting

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

Signs that MAY INDICATE physical abuse

- Bruises and abrasions around the face
- Damage or injury around the mouth
- Bi-lateral injuries such as two bruised eyes
- Bruising to soft area of the face such as the cheeks

- Fingertip bruising to the front or back of torso
- Bite marks
- Burns or scalds (unusual patterns and spread of injuries)
- Deep contact burns such as cigarette burns
- Injuries suggesting beatings (strap marks, welts)
- Covering arms and legs even when hot
- Aggressive behaviour or severe temper outbursts.
- Injuries need to be accounted for. Inadequate, inconsistent or excessively plausible explanations or a delay in seeking treatment should signal concern.

Emotional abuse: the persistent emotional maltreatment of a child or vulnerable adult such as to cause severe and adverse effects on the child or vulnerable adult's emotional development. It may involve conveying to a child or vulnerable adult 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 or vulnerable adult 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 and vulnerable adults. These may include interactions that are beyond a child or vulnerable adult's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child or vulnerable adult 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 and vulnerable adults frequently to feel frightened or in danger, or the exploitation or corruption of children and vulnerable adults. Some level of emotional abuse is involved in all types of maltreatment of a child or vulnerable adult, although it may occur alone.

Signs that MAY INDICATE emotional abuse

- Over reaction to mistakes
- Lack of self-confidence/esteem
- Sudden speech disorders
- Self-harming
- Eating Disorders
- Extremes of passivity and/or aggression
- Compulsive stealing
- Drug, alcohol, solvent abuse
- Fear of parents being contacted
- Unwillingness or inability to play
- Excessive need for approval, attention and affection

Neglect: the persistent failure to meet a child or vulnerable adult's basic physical and/or psychological needs, likely to result in the serious impairment of the child or vulnerable adult's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child or vulnerable adult is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child or vulnerable adult from physical and 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 or vulnerable adult's basic emotional needs.

Signs that MAY INDICATE neglect

- Constant hunger
- Poor personal hygiene

- Constant tiredness
- Inadequate clothing
- Frequent lateness or non-attendance
- Untreated medical problems
- Poor relationship with peers
- Compulsive stealing and scavenging
- Rocking, hair twisting and thumb sucking
- Running away
- Loss of weight or being constantly underweight
- Low self esteem

Appendix 2: Support Organisations

KCSIE Annex B guidance [Keeping Children Safe in Education 2023 \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/101422/keeping-children-safe-in-education-2023-annex-b-guidance.pdf)

KCSIE Annex D guidance [Keeping Children Safe in Education 2023 \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/101422/keeping-children-safe-in-education-2023-annex-d-guidance.pdf)

NSPCC 'Report Abuse in Education' Helpline

- 0808 800 5000 or help@NSPCC.org.uk

Local Organisations

- safeguarding.hub@westmorlandandfurness.gov.uk
- <https://www.cumbriasafeguardingchildren.co.uk/professionals/lado.asp>

National Organisations

- NSPCC: www.nspcc.org.uk
- Barnardo's: www.barnardos.org.uk
- Action for Children: www.actionforchildren.org.uk
- Children's Society: www.childrenssociety.org.uk

Support for Staff

- Education Support Partnership: www.educationsupportpartnership.org.uk
- Professional Online Safety Helpline: www.saferinternet.org.uk/helpline

Support for Learners

- ChildLine: www.childline.org.uk
- Papyrus: www.papyrus-uk.org
- The Mix: www.themix.org.uk
- Shout: www.giveusashout.org
- Fearless: www.fearless.org
- Victim Support: www.victimsupport.org.uk

Support for Adults

- Family Lives: www.familylives.org.uk
- Crime Stoppers: www.crimestoppers-uk.org
- Victim Support: www.victimsupport.org.uk
- The Samaritans: www.samaritans.org
- NAPAC (National Association for People Abused in Childhood): www.napac.org.uk
- MOSAC: www.mosac.org.uk
- Action Fraud: www.actionfraud.police.uk
- Shout: www.giveusashout.org
- Advice now: [Advicenow](http://www.advicenow.org.uk)
-

Support for Learning Disabilities

- Respond: www.respond.org.uk
- Mencap: www.mencap.org.uk
- Council for Disabled Children: <https://councilfordisabledchildren.org.uk>

Contextual Safeguarding Network

- <https://contextualsafeguarding.org.uk/>

Substance Misuse

- We are with you (formerly Addaction): [Home - With You \(wearewithyou.org.uk\)](http://wearewithyou.org.uk)
- Talk to Frank: www.talktofrank.com

Domestic Abuse

- Refuge: www.refuge.org.uk
- Women's Aid: www.womensaid.org.uk
- Men's Advice Line: www.mensadvice.org.uk
- Mankind: www.mankindcounselling.org.uk
- National Domestic Abuse Helpline: www.nationaldahelpline.org.uk
- Respect Phonenumber: <https://respectphonenumber.org.uk>

Criminal and Sexual Exploitation

- National Crime Agency: www.nationalcrimeagency.gov.uk/who-we-are
- It's not okay: www.itsnotokay.co.uk
- NWG Network: www.nwgnetwork.org

Honour Based Abuse

- Forced Marriage Unit: www.gov.uk/guidance/forced-marriage
- FGM Factsheet: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/496415/6_1639_HO_SP_FGM_mandatory_reporting_Fact_sheet_Web.pdf
- Mandatory reporting of female genital mutilation: procedural information: www.gov.uk/government/publications/mandatory-reporting-of-female-genital-mutilation-procedural-information

Child-on-Child abuse, including bullying, sexual violence and harassment

- Rape Crisis: <https://rapecrisis.org.uk>
- Brook: www.brook.org.uk
- Disrespect Nobody: www.disrespectnobody.co.uk
- Upskirting – know your rights: www.gov.uk/government/news/upskirting-know-your-rights
- Lucy Faithfull Foundation: www.lucyfaithfull.org.uk
- Stop it Now! www.stopitnow.org.uk
- Parents Protect: www.parentsprotect.co.uk
- Anti-Bullying Alliance: www.anti-bullyingalliance.org.uk
- Diana Award: www.antibullyingpro.com/
- Family Lives: [Parenting and Family Support - Family Lives \(Parentline Plus\) | Family Lives](http://parentingandfamilysupport.org.uk)
- Kidscape: www.kidscape.org.uk

Online Safety

- CEOP: www.ceop.police.uk
- Internet Watch Foundation (IWF): www.iwf.org.uk
- Think U Know: www.thinkuknow.co.uk
- Childnet: www.childnet.com
- UK Safer Internet Centre: www.saferinternet.org.uk
- Report Harmful Content: <https://reportharmfulcontent.com>
- Marie Collins Foundation: www.mariecollinsfoundation.org.uk
- Internet Matters: www.internetmatters.org
- NSPCC: www.nspcc.org.uk/onlinesafety
- Get Safe Online: www.getsafeonline.org
- Parents Protect: www.parentsprotect.co.uk

- Cyber Choices: <https://nationalcrimeagency.gov.uk/what-we-do/crime-threats/cyber-crime/cyberchoices>
- National Cyber Security Centre (NCSC): www.ncsc.gov.uk

Mental Health

- Mind: www.mind.org.uk
- Moodspark: <https://moodspark.org.uk>
- Young Minds: www.youngminds.org.uk
- We are with you (formerly Addaction): [Home - With You \(wearewithyou.org.uk\)](http://Home-With-You.wearewithyou.org.uk)
- Anna Freud: www.annafreud.org/schools-and-colleges/

Radicalisation and hate

- Educate against Hate: www.educateagainsthate.com
- Counter Terrorism Internet Referral Unit: www.gov.uk/report-terrorism
- True Vision: www.report-it.org.uk

Children with Family Members in Prison

National information Centre on Children of Offenders (NICCO): <https://www.nicco.org.uk/>

This form is to be used to record basic information in the light of an allegation, suspicion or disclosure of a potential safeguarding concern. Completing this record should not stand in the way of contacting Police or Social Services in the event of an emergency or urgent safeguarding incident. When gathering safeguarding information listen carefully to concerns, be non-judgemental and follow who, what, where and when. Do not promise confidentiality.

Name of the person completing this form (YOU):

Date and time of completing this form:

Your position or relationship to who your safeguarding concern is about:

Your telephone number:

Your Address:

WHO

Name/names of person/s the safeguarding concern or incident is about

Age and Date of Birth of alleged victim (if known):

Address (if known) of person the safeguarding concern is about:

Telephone number (if known) of the person the safeguarding concern is about:

Name of Parent, carer or guardian of alleged victim:

Address:

Telephone Number:

WHAT

What have you seen or heard?

Has the alleged victim said anything to you? (do not lead or investigate – Just record actual details) – Continue on another sheet if required

WHERE

Where did the concern take place (address/location)?

WHEN

When did the concern take place (this may be multiple dates and times)?

Date:

Time:

Any other relevant information:

ACT NOW - IF YOU ARE UNSURE WHAT TO ASK THE DSL or SEE

safeguarding.hub@westmorlandandfurness.gov.uk

External agencies contacted –

Police - 999 yes/no

Name and contact number:

Details of advice received:

Social services

yes/ no

If yes – which:

Name and contact number:

Details of advice received:

Local Authority

yes/no

If yes – which:

Name and contact number:

Details of advice received:

Other (e.g. NSPCC, NGB, OFSTED?)

Which:

Name and contact number:

Details of advice received:

Name:

Signature:

Date:

A copy of this form should be sent to the relevant Designated Safeguarding Lead rachaelthompson@cairneducation.co.uk as soon as is practically possible. Please mark as Private and Confidential and send securely. Remember to notify the Designated Safeguarding Officer and/or follow safeguarding policy.

Do not discuss this incident with anyone other than those who need to know.