



Holy Trinity CE (C) Primary School

Child Protection Policy

To be read in conjunction with the School Safeguarding Policy

*Be Curious, Be Inspired, **Belong.***

Matthew 19 verse 14

“Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these.”

Our School Values

- Kindness
- Courage
- Respect
- Responsibility
- Perseverance
- Togetherness

Policy owner	Headteacher and Designated Safeguarding Lead
Approved by	Governing Board
Date approved	July 2026
Review date	July 2027
Designated Safeguarding Lead	Jade Wakefield
Deputy DSLs	Laura Fox, Hayley Cartwright, Jane Wells
Safeguarding Governor	Helen Campbell
Chair of Governors	Sarah Davies and Helen Campbell

1. Policy Statement

Holy Trinity CE (C) Primary School is committed to safeguarding and promoting the welfare of all children. We believe that every child has the right to feel safe, secure, valued and respected, enabling them to thrive academically, socially, emotionally and spiritually.

The welfare of the child is paramount. This Child Protection Policy applies to all staff, governors, volunteers, contractors, visitors, agency staff and any adults working on behalf of the school.

This policy should be read in conjunction with the school's Safeguarding Policy. Whilst safeguarding and child protection are closely linked, safeguarding is the broader responsibility of promoting the welfare of all children and ensuring they are protected from harm. Child protection is a specific aspect of safeguarding and relates to the procedures and actions taken when there are concerns that a child is suffering, or is likely to suffer, significant harm.

Together, the Safeguarding Policy and this Child Protection Policy set out the school's approach to keeping children safe, promoting their welfare, identifying concerns at the earliest opportunity and responding effectively to protect children from harm. Both policies support the school's statutory duties under Keeping Children Safe in Education, Working Together to Safeguard Children and Staffordshire Safeguarding Children Partnership procedures.

The school will work in partnership with parents and carers, Staffordshire Children's Services, Staffordshire Police, health professionals and other agencies to ensure children receive the protection, support and intervention they need.

This policy should also be read alongside the school's Staff Code of Conduct, Behaviour Policy, Online Safety Policy, Attendance Policy, Whistleblowing Policy, Safer Recruitment Policy, Low Level Concerns Policy, Health and Safety Policy, Educational Visits Policy, Anti Bullying Policy, SEND Policy, Intimate Care Policy and all other safeguarding related procedures adopted by the school.

2. Legal and Local Framework

This policy has been written with regard to current national legislation, statutory guidance and Staffordshire local safeguarding procedures. It will be reviewed at least annually and sooner if there are changes to statutory or local guidance.

- Keeping Children Safe in Education 2025
- Working Together to Safeguard Children 2023
- Children Act 1989 and Children Act 2004
- Education Act 2002, Section 175
- The Prevent Duty Guidance
- Information Sharing Advice for Safeguarding Practitioners
- Staffordshire Safeguarding Children Partnership procedures
- Staffordshire Threshold Framework
- Staffordshire First Response arrangements
- Staffordshire Local Authority Designated Officer procedures

3. Core Principles

- Safeguarding is everyone's responsibility.
- All staff must act immediately on any concern about a child.
- Children will be listened to and taken seriously.
- The school will maintain a culture of vigilance, openness and professional curiosity.
- Early help will be offered as soon as emerging needs are identified.
- Information will be shared appropriately where this is necessary to safeguard a child.
- The school will work in partnership with families unless doing so may place a child at increased risk of harm.
- The school will promote a culture in which safeguarding concerns about adults can be reported without fear.

4. Definitions

4.1 Safeguarding

Safeguarding and promoting the welfare of children means protecting children from maltreatment, preventing impairment of children's mental and physical health or development, ensuring children grow up in circumstances consistent with the provision of safe and effective care, and taking action to enable all children to have the best outcomes.

4.2 Child Protection

Child protection is part of safeguarding. It refers to the activity undertaken to protect specific children who are suspected to be suffering, or likely to suffer, significant harm.

4.3 Significant Harm

Significant harm is the threshold that justifies compulsory intervention in family life in the best interests of children. Harm may be caused by abuse, neglect or impairment of health or development.

5. Roles and Responsibilities

5.1 Governing Board

- Ensure the school has effective safeguarding and child protection policies and procedures.
- Appoint a named safeguarding governor.
- Ensure an appropriately trained DSL is appointed from the senior leadership team.
- Ensure staff receive safeguarding training and regular updates.
- Monitor safeguarding practice through reports, visits and challenge.
- Ensure safer recruitment procedures are followed.
- Ensure online safety, filtering and monitoring arrangements are effective.
- Ensure allegations and low level concerns are managed in line with statutory guidance.

5.2 Headteacher

- Promote a strong safeguarding culture across the school.
- Ensure this policy is implemented consistently.
- Ensure all staff understand reporting routes and act without delay.
- Ensure sufficient time, training and resources are provided for the DSL role.
- Ensure safeguarding is considered in all aspects of school improvement.
- Ensure concerns about staff conduct are managed appropriately.
- Ensure temporary and supply staff receive safeguarding induction.

5.3 Designated Safeguarding Lead

- Take lead responsibility for child protection and wider safeguarding.
- Manage referrals to Staffordshire First Response, Children's Social Care, Police and other agencies as appropriate.
- Provide advice and support to staff.
- Maintain secure and accurate safeguarding records.
- Attend and contribute to child protection conferences, core groups and multi agency meetings.
- Monitor children subject to Child Protection Plans, Child in Need Plans, Early Help Plans and other safeguarding arrangements.
- Ensure safeguarding information is transferred securely when children move school.
- Promote staff awareness of local risks, including contextual safeguarding.

5.4 All Staff

- Read and understand Part One of Keeping Children Safe in Education and Annex B as appropriate.
- Know the identity of the DSL and Deputy DSLs.
- Be alert to signs of abuse, neglect and exploitation.
- Report all concerns immediately to the DSL or Deputy DSL.
- Record concerns factually and promptly using the school's safeguarding recording system.
- Do not promise confidentiality to a child.
- Maintain professional curiosity and challenge where necessary.
- Follow the Staff Code of Conduct at all times.

6. Recognising Abuse, Neglect and Exploitation

Staff should be aware that abuse, neglect and exploitation are rarely standalone events. Children may experience multiple forms of harm, both online and offline, and indicators may overlap.

6.1 Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating or otherwise causing physical harm to a child. It may also include fabricated or induced illness.

6.2 Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and adverse effects on emotional development. It may include conveying to a child that they are worthless, unloved, inadequate, frightened, exploited or corrupted.

6.3 Sexual Abuse

Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This includes contact and non contact activities, online abuse, grooming, exposure to sexual material and exploitation.

6.4 Neglect

Neglect is the persistent failure to meet a child's basic physical or psychological needs, likely to result in serious impairment of health or development. It may include inadequate food, clothing, shelter, supervision, medical care, emotional warmth or education.

7. Specific Safeguarding Issues

The school recognises that children may be vulnerable to a wide range of safeguarding risks. Staff must report any concerns immediately and must not wait for evidence or proof.

- Child on child abuse, including bullying, prejudice based abuse, sexual violence and sexual harassment
- Online abuse, cyberbullying, harmful content, grooming and exploitation
- Child sexual exploitation
- Child criminal exploitation and county lines
- Domestic abuse and the impact on children
- Female genital mutilation
- Forced marriage
- So called honour based abuse

- Radicalisation and extremism
- Serious youth violence
- Children missing from education
- Mental health concerns linked to safeguarding risk
- Self harm and suicidal ideation
- Substance misuse within the family or community
- Homelessness and housing instability
- Private fostering
- Modern slavery and trafficking
- Fabricated or induced illness
- Young carers
- Children with SEND, disabilities or communication needs
- Children previously looked after, looked after children and children with a social worker

8. Child on Child Abuse

All staff should recognise that children can abuse other children. The school will take a zero tolerance approach to abuse, while recognising that zero tolerance means concerns are never ignored, not that all incidents will receive the same response.

- Children will be encouraged to report concerns and will be listened to.
- Reports of sexual violence or sexual harassment will be managed carefully, sensitively and in line with statutory guidance.
- Victims will be supported and protected from further harm.
- Alleged perpetrators will also be supported, with appropriate boundaries and risk management.
- The DSL will consider whether a referral to Children's Social Care or Police is required.
- Risk assessments and safety plans will be used where necessary.

9. Online Safety, Filtering and Monitoring

Online safety is a core part of safeguarding. The school will educate pupils about safe, respectful and responsible use of technology and will ensure appropriate technical controls are in place.

- The school will maintain appropriate filtering and monitoring systems.
- The Governing Board will assure itself that filtering and monitoring arrangements are effective.
- Staff will receive training to understand online risks and reporting procedures.
- Concerns arising from online activity will be treated as safeguarding concerns.
- The school will consider online risks within the curriculum, behaviour systems and pastoral support.

10. Early Help

The school is committed to identifying emerging needs at the earliest opportunity. Staff should discuss early help concerns with the DSL. The DSL will consider the Staffordshire Threshold Framework and will work with families and partner agencies to secure appropriate support.

- Early help may be appropriate for children affected by poor attendance, bereavement, family breakdown, emotional wellbeing concerns, SEND needs, young caring responsibilities, domestic abuse, substance misuse, poverty, housing difficulties or other emerging vulnerabilities.
- Consent will usually be sought from parents or carers for early help, unless doing so would place the child at risk.
- If needs escalate or a child is at risk of significant harm, the DSL will make a referral to First Response without delay.

11. Reporting and Responding to Concerns

Any member of staff who has a concern about a child must act immediately. Staff must not assume that someone else will take action.

1. Listen carefully to the child or observe the concern.
2. Reassure the child that they have done the right thing by speaking up.
3. Do not promise confidentiality.
4. Avoid leading questions and do not investigate.
5. Report the concern immediately to the DSL or Deputy DSL.
6. Record the concern factually, using the child's own words where possible.
7. Follow any immediate safety instructions given by the DSL.

If a child is in immediate danger, staff must call 999 and then inform the DSL as soon as possible.

12. Staffordshire Referral Arrangements

Where concerns meet the threshold for statutory intervention, the DSL will contact Staffordshire First Response, based within the Multi Agency Safeguarding Hub. The DSL will follow Staffordshire Safeguarding Children Partnership procedures and the Staffordshire Threshold Framework when deciding the level of support or referral required.

- Staffordshire First Response, 0300 111 8007
- Emergency out of hours, use the current Staffordshire emergency duty route or contact Police on 999 if immediate protection is required
- Staffordshire Local Authority Designated Officer, 0300 111 8007
- Staffordshire Education Safeguarding Advice Service, 01785 895836, esas@staffordshire.gov.uk

Contact details should be checked at least annually and updated whenever Staffordshire guidance changes.

13. Managing Disclosures

When a child makes a disclosure, staff must remain calm and give the child time to speak. Staff must not show shock or disbelief, ask leading questions, ask the child to repeat the account unnecessarily or make promises that cannot be kept.

- Use open prompts such as, "Tell me what happened," where clarification is necessary.
- Explain that information will need to be shared with people who can help keep the child safe.
- Record the disclosure as soon as possible, including date, time, place, who was present and the child's own words.
- Pass the record to the DSL immediately.

14. Record Keeping

Safeguarding records will be clear, accurate, factual and stored securely. They will be kept separate from the main pupil file, whether electronic or paper based. Records will include the concern, date and time, action taken, decisions made, rationale, referrals and outcomes.

- Records must distinguish between fact, opinion and professional judgement.
- Body maps may be used where appropriate, but staff must not take photographs of injuries unless specifically authorised under agreed procedures.
- Safeguarding records will be transferred securely to a child's new school or setting as soon as possible.
- The DSL will obtain confirmation that records have been received by the new setting.

15. Confidentiality and Information Sharing

Safeguarding information will be handled sensitively and shared only with those who need to know. However, data protection legislation does not prevent the sharing of information where this is necessary to safeguard a child. Staff must never allow concerns about confidentiality to prevent action to protect a child.

16. Working with Parents and Carers

The school will normally work openly with parents and carers and will seek to involve them in decisions affecting their child. However, the school will not contact parents or carers before seeking advice or making a referral if doing so may place a child at increased risk of harm, compromise a police investigation or lead to evidence being destroyed.

17. Children with Special Educational Needs and Disabilities

Children with SEND or disabilities can face additional safeguarding vulnerabilities. Staff must avoid assuming that indicators of possible abuse relate only to a child's disability, behaviour or communication needs. The school will ensure pupils with SEND have accessible ways to communicate concerns and will work closely with parents, carers and specialist services.

18. Attendance, Children Missing Education and Elective Home Education

Poor attendance, persistent absence, unexplained absence and children missing education can be safeguarding indicators. The school will monitor attendance carefully, follow up absence promptly and take action where patterns raise concern. Where parents indicate an intention to electively home educate, the school will consider whether there are safeguarding concerns and will follow Staffordshire procedures.

19. Safer Recruitment

The school will follow safer recruitment procedures in line with statutory guidance. This includes appropriate checks, references, identity checks, right to work checks, qualifications where required, prohibition checks where applicable and Disclosure and Barring Service checks. The school will maintain a Single Central Record and ensure staff involved in recruitment receive appropriate training.

20. Staff Conduct, Low Level Concerns and Whistleblowing

All staff must follow the Staff Code of Conduct and maintain professional boundaries. Low level concerns about adults must be reported in line with school procedures, even where the behaviour does not appear to meet the harm threshold. Staff who are concerned about safeguarding practice, poor conduct or unsafe systems must use the school's whistleblowing procedures. Concerns must never be ignored.

21. Allegations Against Staff, Volunteers or Other Adults

Any allegation that an adult working in or on behalf of the school has harmed a child, may have harmed a child, behaved in a way that indicates they may pose a risk of harm to children, or behaved in a way that indicates they may not be suitable to work with children, must be reported immediately to the Headteacher. Allegations about the Headteacher must be reported to the Chair of Governors. The school will contact the Staffordshire LADO for advice and will follow statutory procedures.

22. Training and Induction

- All staff will receive safeguarding and child protection training at induction.
- All staff will receive regular safeguarding updates throughout the year.
- The DSL and Deputy DSLs will complete specialist training at least every two years and update their knowledge regularly.
- Governors will receive safeguarding training appropriate to their strategic role.
- Safer recruitment training will be undertaken by relevant staff and governors.
- Training records will be maintained by the school.

23. Curriculum and Safeguarding Culture

The school will provide a curriculum that helps children understand healthy relationships, consent, respectful behaviour, online safety, keeping safe and how to seek help. Safeguarding will be supported through PSHE, Relationships Education, computing, assemblies, pastoral work, the wider curriculum and the Christian vision and values of the school.

24. Monitoring, Quality Assurance and Review

The Headteacher, DSL and Governing Board will monitor the effectiveness of this policy and safeguarding practice through training records, safeguarding audits, governor monitoring, review of records, staff feedback, pupil voice, attendance analysis, behaviour analysis and review of lessons learned from incidents and local or national safeguarding reviews.

This policy will be reviewed annually by the Governing Board, or sooner if statutory guidance, Staffordshire procedures or school circumstances change.

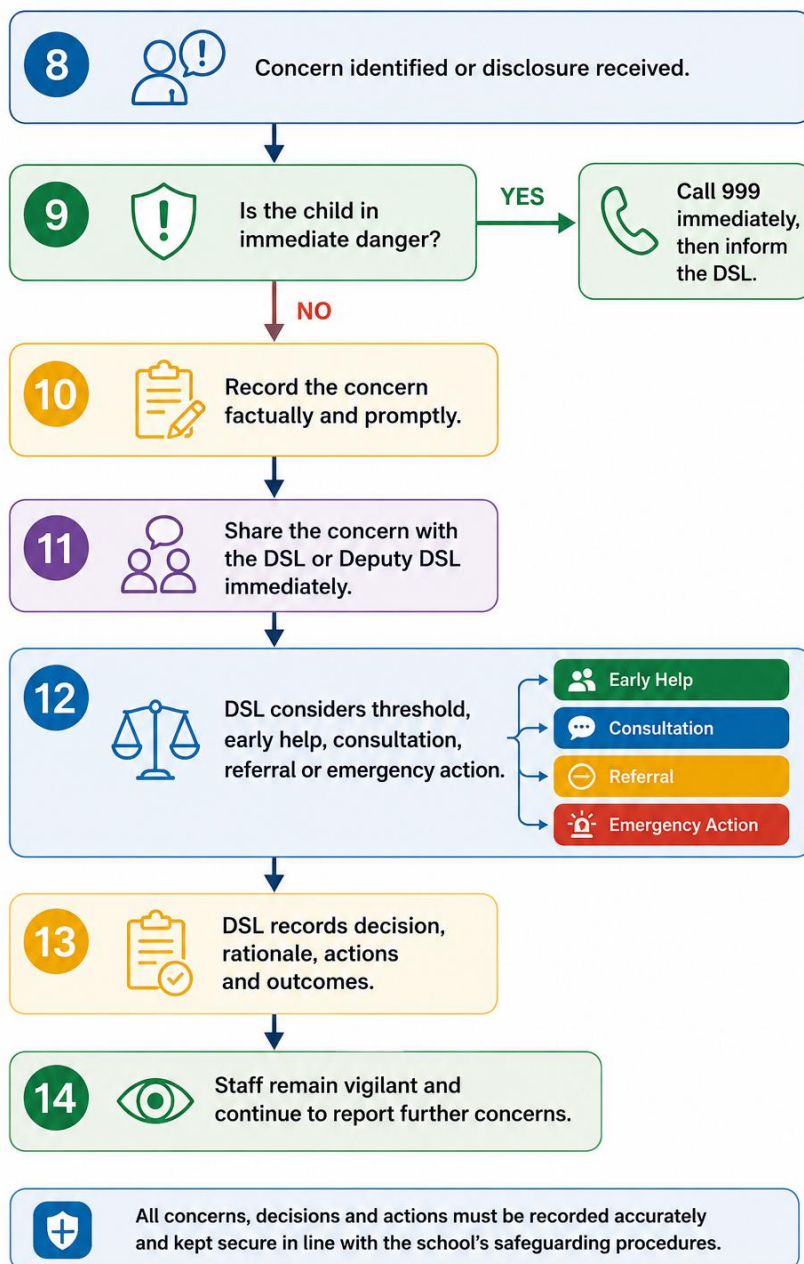
Appendix 1, Key Contacts

Staffordshire First Response	0300 111 8007
Staffordshire LADO	0300 111 8007
Education Safeguarding Advice Service	01785 895836, esas@staffordshire.gov.uk

Appendix 2, Staff Concern Flowchart

8. Concern identified or disclosure received.
9. Is the child in immediate danger? If yes, call 999, then inform the DSL.
10. Record the concern factually and promptly.
11. Share the concern with the DSL or Deputy DSL immediately.
12. DSL considers threshold, early help, consultation, referral or emergency action.
13. DSL records decision, rationale, actions and outcomes.
14. Staff remain vigilant and continue to report further concerns.

Appendix 2: Staff Concern Flowchart



Appendix 3, Related Policies

- Safeguarding Policy
- Staff Code of Conduct
- Behaviour Policy
- Online Safety Policy
- Attendance Policy
- Whistleblowing Policy
- Safer Recruitment Policy
- Low Level Concerns Policy
- SEND Policy
- Health and Safety Policy
- Educational Visits Policy
- Anti Bullying Policy
- Intimate Care Policy
- Data Protection Policy