

SAFEGUARDING

Safeguarding Policy

Safeguarding and child protection



Approved by Governors: Autumn 2026
Review Date: Autumn 2027

Designated Safeguarding Lead (DSL): James Garlick
Deputy Designated Safeguarding Leads: Heather Clark, Suzanne Chamberlain and Liz Plumb
Safeguarding Governor: Andrew Jacobs

1. Statement of Intent

At Great Leighs Primary School, safeguarding and promoting the welfare of children is our highest priority.

Through our vision:

Grow • Learn • Persevere • Succeed

we are committed to creating a culture where every child feels safe, supported, valued and listened to.

We believe that safeguarding is everyone's responsibility and that every member of our school community has a role to play in protecting children from harm and promoting their welfare.

The welfare of the child is paramount.

This policy applies to:

- All teaching and support staff
- Governors
- Volunteers
- Students and trainees
- Supply staff
- Contractors
- Visitors

Safeguarding is more than child protection. It encompasses all actions taken to protect children from harm, prevent impairment of their health or development, and ensure they are able to achieve the best possible outcomes.

2. Our Safeguarding Culture

Great Leighs Primary School is committed to maintaining a safeguarding culture where:

- Children feel safe and able to speak to trusted adults.
- Staff remain professionally curious.
- Concerns are acted upon immediately.
- Early help is provided wherever possible.
- Children's voices are heard and valued.
- Families are supported appropriately.

- Information is shared effectively with relevant agencies.
- Safeguarding is embedded throughout school life.

All staff are expected to maintain the attitude that:

"It could happen here."

Staff understand that safeguarding concerns can arise in any family, regardless of background, culture, ethnicity or circumstance.

3. Legal Framework

This policy is based upon:

- Keeping Children Safe in Education (KCSIE 2026)
 - Working Together to Safeguard Children 2026
 - Children Act 1989
 - Children Act 2004
 - Education Act 2002
 - Equality Act 2010
 - Human Rights Act 1998
 - Data Protection Act 2018
 - UK GDPR
 - Prevent Duty Guidance
 - Working Together to Improve School Attendance
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4. Key Principles

We will:

- Protect children from maltreatment.
 - Prevent impairment of children's health or development.
 - Ensure children grow up in safe and effective environments.
 - Promote children's wellbeing and resilience.
 - Support children to achieve the best possible outcomes.
 - Provide timely intervention where concerns arise.
 - Work collaboratively with parents and external agencies.
 - Ensure equality of opportunity and inclusion for all children.
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5. Roles and Responsibilities

Governing Body

The Governing Body will:

- Ensure safeguarding arrangements are effective.
- Ensure appropriate policies and procedures are in place.
- Monitor safeguarding practice and compliance.
- Appoint a Safeguarding Governor.
- Provide challenge and support to school leaders.

The Headteacher will:

- Promote a strong safeguarding culture.
- Ensure safeguarding procedures are implemented effectively.
- Ensure staff receive appropriate safeguarding training.
- Support the work of the DSL.
- Ensure safer recruitment procedures are followed.

Designated Safeguarding Lead

The DSL will:

- Lead safeguarding and child protection practice.
- Act as the first point of contact for safeguarding concerns.
- Manage referrals to external agencies.
- Maintain safeguarding records.
- Provide support and guidance to staff.
- Deliver safeguarding training.
- Work with external agencies and families.
- Report safeguarding themes and trends to governors.

All Staff

All staff will:

- Read and understand Part One of KCSIE.
- Know how to identify signs of abuse and neglect.
- Report concerns immediately.
- Record safeguarding concerns on CPOMS.
- Maintain professional boundaries.
- Promote children's welfare at all times.

6. Voice of the Child

Children have the right to:

- Feel safe.
- Be listened to.
- Be treated with dignity and respect.
- Have their views considered in decision-making.

The wishes and feelings of children will be taken into account when determining safeguarding actions and support plans.

Pupils are regularly taught how to:

- Recognise unsafe situations.
 - Seek help from trusted adults.
 - Keep themselves safe online and offline.
 - Develop confidence and resilience.
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7. Recognising Abuse and Harm

Staff receive training to recognise indicators of:

Physical Abuse

Deliberately causing physical harm to a child.

Emotional Abuse

Persistent emotional maltreatment affecting emotional development.

Sexual Abuse

Forcing or enticing a child to take part in sexual activities.

Neglect

Persistent failure to meet a child's basic physical or emotional needs.

Staff will also be alert to:

- Child-on-child abuse
- Sexual violence and sexual harassment
- Child sexual exploitation (CSE)
- Child criminal exploitation (CCE)
- County Lines
- Domestic abuse
- Serious violence
- Online abuse
- Female Genital Mutilation (FGM)
- Forced marriage
- Honour-based abuse
- Radicalisation and extremism
- Missing education
- Mental health concerns
- Attendance concerns
- Homelessness
- Substance misuse
- Modern slavery and trafficking.

8. Early Help

The school recognises the importance of identifying concerns at the earliest opportunity.

Where concerns emerge, the school may:

- Work directly with families.
- Undertake an Early Help Assessment.
- Participate in Team Around the Family meetings.
- Seek support from external agencies.
- Escalate concerns if risks increase.

Providing support early often prevents needs from becoming more serious.

9. Reporting Safeguarding Concerns

Any member of staff who has a concern about a child must:

1. Act immediately.
2. Record concerns on CPOMS.
3. Inform the DSL or Deputy DSL.
4. Continue to support the child.

Staff must never:

- Delay reporting a concern.
- Investigate allegations.
- Ask leading questions.
- Promise confidentiality.

All concerns, regardless of their perceived seriousness, must be reported.

10. Responding to Disclosures

When a child discloses information, staff should:

- Listen carefully.
- Remain calm.
- Take the child's concerns seriously.
- Reassure the child appropriately.
- Explain that information will need to be shared with those who can help.
- Make an accurate record.

Staff should not:

- Ask detailed questions.
 - Investigate.
 - Make promises.
 - Express shock or disbelief.
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11. Child Protection Referrals

The DSL will consider:

- Immediate safety concerns.
- The child's wishes and feelings.
- Existing involvement from support services.
- The need for referral to Children's Social Care.
- Alternative support pathways.

All decisions and actions will be clearly recorded.

Where appropriate, referrals will be made to Children's Social Care, Essex Family Operations, Police or other agencies.

12. Attendance and Children Missing Education

The school recognises that poor attendance and children missing education can be indicators of abuse, neglect or exploitation.

The school will:

- Monitor attendance closely.
 - Follow up unexplained absences promptly.
 - Work with families to improve attendance.
 - Escalate concerns appropriately.
 - Follow Essex Children Missing Education procedures when required.
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13. Online Safety

Online safety is an integral part of safeguarding.

The school will:

- Teach online safety through Computing and PSHE.
- Maintain effective filtering and monitoring systems.
- Educate pupils about cyberbullying, grooming, misinformation, scams and online exploitation.
- Teach safe use of social media, gaming platforms and emerging technologies.
- Promote responsible use of Artificial Intelligence (AI).

Online safety concerns will be recorded and managed in accordance with the school's Online Safety Policy.

14. Child-on-Child Abuse

The school recognises that children can abuse other children.

This may include:

- Bullying.
- Cyberbullying.
- Sexual violence.
- Sexual harassment.
- Upskirting.
- Initiation or hazing behaviours.
- Abuse within relationships.

The school adopts a zero-tolerance approach toward abuse of any kind and will always take reports seriously.

Children will never be expected to manage abuse or harmful behaviour without adult intervention.

15. Behaviour, Wellbeing and Mental Health

The school recognises that mental health concerns may be:

- A consequence of safeguarding issues.

- An indicator that a child is at risk.
- A factor increasing vulnerability.

Staff will consider safeguarding risks when evaluating changes in behaviour, attendance, presentation or emotional wellbeing.

16. Safer Recruitment

The school is committed to recruiting suitable adults to work with children.

The school will:

- Follow KCSIE safer recruitment requirements.
- Undertake enhanced DBS checks where required.
- Maintain an accurate Single Central Record.
- Verify identity, qualifications and employment history.
- Ensure appropriate references are obtained.
- Apply additional checks where individuals have lived or worked overseas.

At least one member of each recruitment panel will have completed appropriate safer recruitment training.

17. Allegations Against Adults

Concerns about adults working with children will be managed in accordance with Part Four of KCSIE.

This includes concerns relating to:

- Staff
- Volunteers
- Governors
- Supply staff
- Contractors

Allegations against the Headteacher will be reported to the Chair of Governors.

All allegations will be taken seriously and managed appropriately.

18. Staff Conduct and Professional Boundaries

All adults working within the school are expected to:

- Maintain professional boundaries.
- Follow the Staff Code of Conduct.
- Model positive and respectful behaviour.
- Use technology safely and appropriately.
- Report concerns about colleagues where necessary.

The school operates a Whistleblowing Policy and encourages staff to raise concerns without fear of reprisal.

19. Record Keeping and Information Sharing

The school uses CPOMS to maintain safeguarding records.

Records must be:

- Accurate.
- Timely.
- Objective.
- Secure.

Information will be shared where necessary to protect children whilst complying with data protection legislation.

Safeguarding records will transfer securely when pupils move schools.

20. Working with Parents and External Agencies

Great Leighs Primary School believes effective safeguarding relies on strong partnerships.

The school will work collaboratively with:

- Parents and carers.
- Children's Social Care.
- Health professionals.
- Police.
- Early Help Services.
- Educational psychologists.
- Other relevant agencies.

Parents will normally be informed of concerns unless doing so may place a child at greater risk of harm.

20A. KCSIE and Working Together 2026 requirements

This policy must be read with KCSIE 2026 (effective 1 September 2026), Working Together to Safeguard Children 2026, local Essex safeguarding partnership procedures, the staff behaviour policy and the allegations/low-level concerns procedure. Where this policy is less specific, those requirements prevail.

Child-on-child abuse may occur inside or outside school and online, including intimate personal relationships. It includes sexual violence and harassment, causing someone to engage in sexual activity without consent, consensual and non-consensual sharing of nude or semi-nude images, upskirting, initiation or hazing, bullying and prejudice-based or discriminatory abuse. Reports will not be minimised because of age, gender, SEND, sexuality or perceived consent, and the school will act even where there are no reported cases.

The school recognises overlapping harm including domestic abuse, racism and discrimination, modern slavery, trafficking, criminal and sexual exploitation, financial exploitation, child-on-parent or carer abuse, misogyny and incel-related ideology, honour-based abuse and online or AI-enabled harm. Staff will consider the child's voice, protected characteristics, family and community context and barriers to disclosure.

- Low-level concerns about adults will be recorded and shared with the Headteacher; concerns about the Headteacher will go to the Chair. Patterns will be reviewed and records retained in accordance with KCSIE.
- Allegations meeting the harm threshold will be managed by the case manager with LADO advice. The school will consider alternatives before suspension and will make DBS and TRA referrals where the legal criteria are met, including where a person resigns.
- Reasonable force or restrictive intervention will be used only lawfully, necessarily and proportionately, with due regard to disability, SEND, trauma, medical needs and the 2026 restrictive-intervention guidance; incidents will be recorded, reviewed and communicated appropriately.
- All staff, including those who do not work directly with children, will read Part One of KCSIE 2026 and receive induction and regular updates. Governors will receive appropriate safeguarding and online-safety training.

- The DSL will ensure information is shared proactively where necessary to safeguard children; data protection law is not a barrier to necessary and proportionate sharing.

21. Monitoring and Review

The Governing Body, Headteacher and DSL will monitor safeguarding arrangements through:

- Safeguarding audits.
- Governor safeguarding visits.
- CPOMS monitoring.
- Attendance reviews.
- Behaviour analysis.
- Staff training records.
- Pupil voice activities.
- Local Authority reviews.

This policy will be reviewed annually, or sooner where statutory guidance or local safeguarding requirements change.

Related Policies

This policy should be read alongside:

- Child Protection Procedures
- Online Safety Policy
- Behaviour Policy
- Attendance Policy
- Staff Code of Conduct
- Whistleblowing Policy
- Equality Policy
- Anti-Bullying Policy
- Safer Recruitment Policy
- Educational Visits Policy
- Medical Needs Policy
- Intimate Care Policy

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