



SAFEGUARDING CHILDREN AND YOUNG PEOPLE AND CHILD PROTECTION POLICY

Designated Safeguarding Lead (DSL)	Simone Quashie-Trafford – Head of Education
Deputy Designated Safeguarding Lead (DDSL)	Philippa Nelson – Head of Centre Layne Borrill – Behaviour lead and floor manager

<u>Written by...</u>	Philippa Nelson	18.12.2025
<u>Approved by...</u>	Simone Quashie-Trafford	18.12.2025
<u>Reviewed by...</u>	Simone Quashie-Trafford Philippa Nelson Di Rees	18/12/2025 28/08/2026 31/08/2026
<u>Signed...</u>	Philippa Nelson Tracey Moyse-Mitchell Philippa Nelson Tracey Moyse-Mitchell	18/12/2025 19/12/2025 28/08/2026 03/09/2026
<u>Date sent to Governors</u>	31/08/2026	Due for Review
<u>Date approved by Governors</u>		03/09/2027

CONTENTS:

- 1 INTRODUCTION**
- 2 COMMITMENT TO SAFEGUARDING**
- 3 EQUALITY STATEMENT**
- 4 GUIDELINES AND BEHAVIOURAL EXPECTATIONS FOR ALL STAFF AND VOLUNTEERS**
- 5 ROLES AND RESPONSIBILITIES**
- 6 PUPIL INFORMATION**
- 7 CHILD PROTECTION PROCEDURES**
- 8 CONCERNS THAT STAFF MUST ACT ON IMMEDIATELY**
- 9 RESPONDING TO DISCLOSURE OR HARM**
- 10 BODY MAP GUIDANCE**
- 11 UNDERSTANDING AND RECOGNISING TYPES OF ABUSE**
- 12 RESPONDING TO REPORTS OF SEXUAL VIOLENCE AND HARRASSMENT**
- 13 MANAGING ALLEGATIONS AGAINST STAFF AND VOLUNTEERS**
- 14 USEFUL CONTACTS**

1. INTRODUCTION

This policy applies to all staff, volunteers, visitors, and governors in the school and applies to extended school and off-site activities.

This policy is consistent with the North Lincolnshire Children's Multi-Agency Resilience and Safeguarding (Children's MARS) arrangements, Working Together to Safeguard Children 2026 and Keeping Children Safe in Education 2026.

2. COMMITMENT TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN

TLE Independent School (TLEIS) is committed to ensuring practice which safeguards and promotes the welfare of children as a priority. Everyone who encounters children, and their families, has a role to play. To fulfil this responsibility effectively, all staff should make sure their approach is child centred. This means that they should consider, always, what is in the best interests of the child.

TLEIS aims to safeguard the welfare of all children and young people by protecting them from all forms of abuse including physical, emotional and sexual harm.

TLEIS IS committed to creating a safe and fun environment in which young people can feel comfortable, secure and thrive in the security of clear guidance.

TLEIS is committed to safeguarding and promoting the well-being of all its pupils. Each pupil's welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse. We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world in a positive way. This may lead to behaviour that may be challenging and at times this may impact on other children either directly or indirectly. We will always take a considered and sensitive approach in order that we can support all our pupils.

We will establish an ethos where: -

- Children feel safe so that they can learn and develop
- Children know there are adults they can talk to if they are worried
- Children are equipped with the skills needed to stay safe, providing opportunities for PSHE throughout the curriculum.

We aim to work in partnership and have an important role in inter-agency safeguarding arrangements as set out by Working Together to Safeguard Children 2026 and Keeping Children Safe in Education 2026. Everyone working in, or for, our school shares an objective to help keep children and young people safe by contributing to:

- Protecting children from maltreatment.
- Preventing the impairment of children's mental and physical health or development.

- Ensuring that 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.

TLEIS pays full regard to Keeping Children Safe in Education 2026. We ensure that all appropriate measures are applied in relation to everyone who works in the school. Safer recruitment practice includes scrutinising applicants, verifying identity, academic and vocational qualifications, obtaining professional references, checking previous employment history, and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and all relevant safer recruitment checks, e.g Disclosure and Barring Service and the right to work in the UK checks etc.

TLEIS will maintain a single central record (SCR) for all staff (including teacher trainees, agency, and third-party supply staff) of pre-appointment checks, including: -

- An identity check
- A barred list check
- An enhanced DBS check requested/certificate provided.
- A prohibition from teaching check
- Further checks on people who have lived or worked outside the UK
- A check of professional qualifications, where required; and
- A check to establish the person's right to work in the United Kingdom

The details of an individual will be removed from the single central record once they no longer work at the school or college.

3. EQUALITY STATEMENT

At TLEIS we recognise that some children have an increased vulnerability and risk of abuse, and additional barriers can exist for some children with respect to recognising or disclosing harm. We ensure that all children have the same protection, regardless of any barriers they may face. We give particular consideration to children who:

- Have special educational needs (SEN) or disabilities
- Are young carers
- May experience discrimination due to their race, ethnicity, religion, gender identification or sexuality
- Have English as an additional language
- Are known to be living in difficult situations – for example, temporary accommodation
- Where there are issues such as substance abuse or domestic violence
- Are at risk of FGM, sexual exploitation, forced marriage, or radicalisation
- Are asylum seekers
- Are at risk due to either their own or a family member's mental health needs
- Are looked after or previously looked after.

4. GUIDELINES AND BEHAVIOURAL EXPECTATIONS FOR ALL TLEIS STAFF AND VOLUNTEERS

RESPECT:

Staff and volunteers are committed to

- Treating children and young people with respect and dignity.
- Always listening to what a child or young person is saying
- Valuing each child and young person
- Recognising the unique contribution each individual can make
- Encouraging and praising each child or young person

BY EXAMPLE:

Staff and volunteers will

- Provide an example, which we would wish others to follow
- Use appropriate language with children and young people and challenge any inappropriate language used by a young person or child or an adult working with young people.
- Respect a young person's right to privacy

ONE TO ONE CONTACT:

Staff and volunteers will

- Not spend excessive amounts of time alone with children, away from others. Staff should try to always be visible to others in their contact with children.
- In the unlikely event of having to meet with an individual child or young person make every effort to keep this meeting as open as possible.
- If privacy is needed, ensure that other staff are informed of the meeting and its whereabouts

PHYSICAL CONTACT:

Staff and volunteers should never

- Engage in sexually provocative or rough physical games, including horseplay
- Do things of a personal nature for a child or a young person that they can do for themselves. If such an incident arises, for example, where a child or young person has limited mobility, TLEIS staff should seek a member of school staff or leader of the youth organisation to deal with such an incident

ALL STAFF AND VOLUNTEERS WILL:

- Read and sign to say that they understand and will fully comply with the school's policies and procedures
- Read and sign to say that they understand parts 1 and 5 of 'Keeping Children Safe in Education' (2026)
- Identify concerns as early as possible and provide help, to prevent concerns from escalating and identify children who may need extra help or who are suffering or are likely to suffer significant harm
- Attend annual whole school safeguarding training and other appropriate training identified
- Provide a safe environment in which children can learn
- Inform the DSL of any concerns about a child immediately and before the end of the school day at the latest

- Inform the Centre Manager of any concerns regarding an adult within school at the earliest opportunity
 - Inform the Business Manager (Tracey Moyse-Mitchell) of any concerns regarding the Centre Manager at the earliest opportunity
 - Act on the concern and make the referral themselves if they feel the concern is not being taken seriously or escalate concerns to the Headteacher/Principal/Chair of Governors
 - Ensure that timely information sharing is essential to effective safeguarding
 - Ensure that fears about sharing information must not be allowed to stand in the way of the need to promote the welfare, and protect the safety, of children
 - Ensure that the Data Protection Act (DPA) 2018 and GDPR do not prevent, or limit, the sharing of information for the purposes of keeping children safe
 - Never promise a child that they will not tell anyone about a report of abuse, as this may not be in the child's best interests
- Will speak to the DSL (or deputy) if they are in any doubt about sharing information

5 ROLES AND RESPONSIBILITIES

The Head of School WILL ENSURE THAT:

- The policies and procedures adopted by the Centre manager are fully implemented, and followed by all staff
- Sufficient resources and time are allocated to enable the DSL and other staff to discharge their responsibilities including taking part in strategy discussions and other inter-agency meetings and contributing to the assessments of children
- There are arrangements in place for safeguarding supervision for the DSL and the Deputy DSL(s)
- All staff and volunteers feel able to raise concerns about poor or unsafe practice regarding children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing policies and use of the Children's MARS Professional Resolution & Escalation Protocol. The NSPCC's 'What you can do to report abuse' dedicated helpline is available as an alternative route for staff who do not feel able to raise concerns regarding child protection failures internally or have concerns about the way a concern is being handled by their school or college. Staff can call 0800 028 0285 – line is available from 8am-8pm Mon-Fri and email: help@nspcc.org.uk
- The DSL and DDSL are supported in providing a contact for the school to provide a report and attend Initial Child Protection –Conferences, reviews and Children in Care Reviews out of school term time when needed
- Allegations regarding staff or any other adults in school are referred to the Local Authority Designated Officer (LADO), as set out in the Managing Allegations procedure
- Staff undertake appropriate safeguarding training
- Individuals are referred to the Disclosure and Barring Service (cases where a person is dismissed or left due to risk/harm to a child)
- There is always adequate DSL/ DDSL cover during the school day.
- Providing effective management oversight for staff and volunteers through supervision, support, and training
- All paid staff and volunteers are given appropriate child protection training and appropriate supervision given.
- The school has an effective Safeguarding and Child Protection policy and procedures in place that are in accordance with local authority guidance and locally agreed inter-agency procedures, and the policy is available publicly via the school website or

other means. The policy will be reviewed and updated on an annual basis or earlier if required

- The school has a staff behaviour policy and code of conduct and that this is provided to all staff and volunteers on induction. The policy includes acceptable use of technology, staff/pupil relationships and communications including the use of social media
- The school operates safer recruitment procedures and makes sure that all appropriate checks are carried out on staff and volunteers who work with children
- The school has procedures for dealing with allegations against staff and volunteers that comply with guidance from the local authority and locally agreed inter-agency procedures (See staff behaviour policy reporting procedures).
- Online safety policy and procedures are in place, training and support are provided for staff and pupils to ensure that there is a good understanding of child protection issues related to electronic media
- The school has appropriate electronic filtering and monitoring systems in place to ensure that children are safeguarded from potentially harmful and inappropriate online material; whilst recognising that “over blocking” should not lead to unreasonable restrictions as to what children can be taught
- A senior member of the school’s leadership team is appointed to the role of DSL who will take lead responsibility for safeguarding and child protection. This is (Simone Quashie-Trafford - DSL).
- The school has one deputy DDSLs who is trained to the same standard as the lead DSL, this is (Philippa Nelson -DDSL).

We are also committed to reviewing our child protection policy and good practice guidance on an annual basis.

THE DESIGNATED SAFEGUARDING LEAD IS EXPECTED TO:

- Act as a source of support, advice, and expertise for all staff
- Act as a point of contact with the safeguarding partners
- Liaise with the headteacher or principal to inform him or her of issues- especially ongoing enquiries under section 47 of the Children Act 1989 and –police investigations as required, liaise with the “case manager” (as per Part four KCSIE 2026) and the local authority designated officer(s) (LADO) for child protection concerns in cases which concern a staff member
- Liaise with staff (especially teachers, DSL support staff, school nurses, IT Technicians, senior mental health leads and special educational needs coordinators (SENCOs), or the named person with oversight for SEN in a college and Senior Mental Health Leads) on matters of safety and safeguarding and welfare (including online and digital safety) and when deciding whether to make a referral by liaising with relevant agencies so that children’s needs are considered holistically
- Liaise with the senior mental health lead and, where available, the Mental Health Support Team, where safeguarding concerns are linked to mental health
- Promote supportive engagement with parents and/or carers in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances
- Work with the headteacher and relevant strategic leads, taking lead responsibility for promoting educational outcomes by knowing the welfare, safeguarding and child protection issues that children in need are experiencing, or have experienced, and

identifying the impact that these issues might be having on children's attendance, engagement and achievement at school or college. This includes:

1. Ensure that the school or college knows who its cohort of children who have or have had a social worker are, understanding their academic progress and
2. Attainment, and maintaining a culture of high aspirations for this cohort; and, Support teaching staff to provide additional academic support or reasonable adjustments to help children who have or have had a social worker reach their potential, recognising that even when statutory social care intervention has ended, there is still a lasting impact on children's educational outcomes.

UNDERTAKE TRAINING

The DSL (and any deputies) will undergo training to provide them with the knowledge and skills required to carry out their role. This training will be updated at least every two years. They will also undertake Prevent awareness training.

In addition to the formal training, their knowledge and skills will be refreshed at regular intervals, as required, but at least annually, to allow them to understand emerging themes. This will be done by attending the termly DSL Safeguarding Briefings and attending appropriate CMARS training/ external training and/or conference opportunities so they:

- Understand the assessment process for providing early help and intervention
- Have a working knowledge of how the local authority conduct a child protection conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so
- Are alert to the specific needs of children in need, and those with SEND and young carers
- Are able to keep detailed, accurate, secure written records of concerns and referrals
- Encourage a culture of listening to children and taking account of their wishes and feelings among all staff.

RAISE AWARENESS

The designated safeguarding lead should:

- Ensure each member of staff, especially new and part time staff, has access to and understands the safeguarding and child protection policy and procedure.
- Ensure the safeguarding and child protection policy is reviewed annually, with any procedural changes implemented and reviewed regularly
- Ensure the child protection and safeguarding policy is available publicly and parents are aware that referrals about suspected abuse or neglect may be made and the role of the DSL/DDSL
- Ensure all staff have an awareness of safeguarding issues that can put children at risk of harm. (See section Understanding and recognising types of abuse)

SUPPORTING THE CHILD AND PARTNERSHIP WITH PARENTS

TLEIS recognises that the child's welfare is paramount, however good child protection and safeguarding practice and outcomes rely on a positive, open and honest working partnership with parents/carers. Whilst we may, on occasion, need to make referrals without consultation with parents, we will make every effort to maintain a positive working relationship with them whilst fulfilling our duties to protect any child.

Children will be given a proper explanation (appropriate to age and understanding) of what action is being taken on their behalf and why, ensuring we will always hear and listen to the child's voice.

We will endeavour always to preserve the privacy, dignity and right to confidentiality of the child and parents. The DSL will determine which members of staff "need to know" personal information and what they "need to know" for the purpose of supporting and protecting the child.

6 PUPIL INFORMATION

To keep children safe and provide appropriate care for them, accurate and up to date information regarding:

- Names, contact details and relationship to the child of any persons with whom the child normally lives
- Names and contact details of persons with parental responsibility (if different from above)
- Emergency contact details (if different from above). We encourage all parents/carers to provide more than one emergency contact, providing the school with additional options to contact a responsible adult when a child missing education is identified as a welfare and/or safeguarding concern
- Details of any persons authorised to collect the child from school (if different from above or different from learners being collected via transport).
- Any relevant court orders in place including those with affect any person's access to the child (e.g Child Arrangement Order, Residence Order, Contact Order, Care Order, Injunctions etc)
- If the child is or has been supported on a Child Protection Plan
- If the child is or has been supported through an Early Help Assessment (EHA) or Child in Need (CIN) process
- Any other factors which may impact on the safety and welfare of the child

TLEIS will collate, store, and agree access to this information, ensuring all information held electronically is stored securely with due regard to meeting the data protection and safeguarding requirements. TLEIS Ltd will act as a data processor and NOT a data collector.

SHARING INFORMATION

Information sharing and managing the child protection file

The DSL is responsible for ensuring that child protection files are kept up to date. Information should be kept confidential and stored securely. Records will include:

- a clear and comprehensive summary of the concern
- details of how the concern was followed up and resolved
- a note of any action taken, decisions reached and the outcome

Where children leave the school or college (including in-year transfers) the designated safeguarding lead should ensure their child protection file is transferred to the new school or college as soon as possible, and within 5 days for an in-year transfer or within the first 5 days of the start of a new term. This should be transferred separately from the main pupil file, ensuring secure transit, and confirmation of receipt should be obtained. Receiving schools and colleges should ensure key staff such as designated safeguarding leads and SENCOs or the named person with oversight for SEN in colleges, are aware as required.

Good communication is essential in any organisation. In TLEIS every effort will be made to assure that, should individuals have concerns, they will be listened to and taken seriously. It is the responsibility of the management to ensure that information is available to and exchanged between all those involved in this organisation and its activities. Some information is confidential and should only be shared on a strictly need-to-know basis.

TRANSFER OF FILES

When a child leaves the school, the pupil record, including child protection file which is separated from the main pupil record, is transferred to the new school as soon as possible. The child protection file is clearly marked Child Protection, confidential, for the attention of the DSL and a receipt of this transfer will be retained.

This information should be added to a record of transfer which the sending school keep until the child reaches their 25th birthday and must contain:

- Name and DOB of child
- Name and address of receiving school
- Date file(s) transferred with name and role of person who received it
- Date sending school received confirmation of receipt of files from receiving school
- Summary of case at the time of transfer e.g. Child Protection Plan: Neglect

In addition to the child protection file, the DSL should also consider if it would be appropriate to share any information with the new school or college in advance of a child leaving. For example, information that would allow the new school or college to continue supporting victims of abuse and have that support in place for when the child arrives.

Electronic documents that relate to the pupil file also need to be transferred, or, if duplicated in a master paper file, destroyed.

Sending schools do not need to keep copies of any records in the pupil record except if there is an ongoing legal action when the pupil leaves the school. Custody of and responsibility for the records passes to the school the pupil transfers to.

The school which the pupil attended until statutory school leaving age is responsible for retaining the pupil record until the pupil reaches the age of 25 years. This school retains a copy of the child's chronology and any documents that the school created e.g. risk assessment in an archive, until the child reaches the age of 25 years, the receipt of the transferred file is kept alongside this archive. Any archived files are stored securely in the same way as an active file. If any records relating to child protection issues are placed on the pupil file, it should be in a sealed envelope and then retained for the same period of time as the pupil file. (DOB + 25 years). The Admissions Officer is responsible for sending such files.

The school can access further support from:

- Data Protection Toolkit for Schools August 2018
[Data protection: a toolkit for schools](#)
- [IRMS Schools Toolkit – Information and Records Management Society](#)

7 CHILD PROTECTION PROCEDURES

Definitions (Working Together 2026 and Keeping Children Safe in Education 2026)

A child: any person under the age of 18 years.

Harm means ill-treatment or impairment of health and development, including, for example, impairment suffered from seeing or hearing the ill-treatment of another.

Development means physical, intellectual, emotional, social, or behavioural development.

Health includes physical and mental health; maltreatment includes sexual abuse and other forms of ill-treatment which are not physical.

All staff follow the school's Child Protection Procedures which are consistent with 'Working Together to Safeguard Children 2026', Keeping Children Safe in Education 2026 and the North Lincolnshire CMARS guidance.

All staff will also have an awareness of specific safeguarding issues, in particular Domestic Abuse, Child Exploitation (CE), Radicalisation and the Prevent Duty, Female Genital Mutilation (FGM), Attendance and Children Missing from Education (CME) and Risk of Abuse Outside the Home (ROTH).

Staff will also be aware that behaviours linked to drug taking, alcohol abuse, truanting and sexting put children in danger. All staff will also be aware that safeguarding issues can manifest themselves via peer-on-peer abuse. This is most likely to include but not limited to: bullying (including cyber bullying), gender-based violence/sexual harassment and sexting. Staff are clear as to the school or college's policy and procedures with regards to peer-on-peer abuse.

8 CONCERNS STAFF MUST ACT ON IMMEDIATELY AND REPORT:

- Any suspicion that a child is injured, marked, or bruised in a way which is not readily attributable to the normal knocks or scrapes received in play
- Any explanation given which appears inconsistent or suspicious
- Any behaviours which give rise to suspicions that a child may have suffered harm (e.g. worrying drawings or play)
- Any concerns that a child may be suffering from inadequate care, ill treatment, or emotional maltreatment
- Any concerns that a child is presenting signs or symptoms of abuse or neglect
- Any significant changes in a child's presentation, including non-attendance
- Any hint or disclosure of abuse from any person
- Any concerns regarding person(s) who may pose a risk to children (e.g. living in a household with children present)
- Any potential indicators of Child Exploitation (CE)
- Any potential indicators of Female Genital Mutilation (FGM)
- Any potential indicators of radicalisation
- Any potential indicators of living in a household with domestic abuse
- **A referral to Children's Services and/or police must be made immediately if a child is suffering or likely to suffer harm or in immediate danger.**

9 RESPONDING TO DISCLOSURE OR HARM

Guidance for all Staff on Dealing with Disclosure / Suspected Abuse / Neglect

Dealing with disclosures of abuse:

- Always listen carefully and quietly – do not press for any evidence at all.
- Remain calm and reassuring – do not dismiss the disclosure – do not show distress or concern.
- Do not refute the allegation.
- Show that you care through open and reassuring facial and body language.
- Do not interrogate or ask leading questions (it could later undermine a case). Use of the TED questions; (Tell me, Explain, Describe)
- Never guarantee absolute Confidentiality, as Child Protection will always have precedence over any other issues.
- Listen to the child, rather than question him or her directly.
- Offer him / her reassurance without making promises and take what the child says seriously.
- Allow the child to speak without interruption
- Accept what is said – it is not your role to investigate or question.
- Do not overreact.
- Alleviate feelings of guilt and isolation, while passing no judgement
- Advise that you will try to offer support, but that you must pass the information on.
- Explain what you must do and whom you have to tell.
- Record the discussion accurately, as soon as possible after the event,
- Use the child's words or explanations – do not translate into your own words in case you have misconstrued what the child was trying to say.

At this point, take the following steps:

- Explain to the student that the disclosure must be reported – emphasise your trust in them.
- Do not promise to keep the allegation secret or that 'everything will be alright'.
- Reassure by telling the student that they have done the right thing in telling you, do not offer physical reassurance.
- Do not admonish in any way e.g. 'I wish you had told me sooner'.
- Inform the DSL initially verbally.
- Under no circumstances discuss the matter with any other person - if the allegations prove to be untrue, any such discussion would be deemed defamatory. Information to staff is on a 'need to know' basis at the discretion of the DSL.
- If the child agrees, take them with you to the DSL.

With the DSL, prepare a detailed report itemising:

- The information revealed by the student with absolutely no **opinion**.
- Actions taken by yourself, including when the suspicions were reported, to whom the suspicions were reported, and follow-up action taken within the School/Academy.

- Date and sign any written record of events and action taken and keep confidential and secure.
- You must keep, in absolute confidence, a copy of the report, as will the DSL.
- The DSL keeps Child Protection records centrally and securely and are not kept in the child's file.
- All staff are under a duty to report all suspicions of abuse to the DSL.
- The DSL is responsible for passing on these concerns to Children's Services.
- Accurate records are essential in the event of further investigations.

If you see or hear something that concerns, you:

- Don't ignore it.
- Write up on the School/Academy chronology sheet and seek advice immediately from your DSL
- Don't feel silly – if it worries you, someone else needs to know.
- If it is something related to safeguarding, but not a child whose safety is immediately at risk – inform the appropriate DDSL Leader OR staff member.
- If it is related to a child being at risk – see the DSL, or Deputy DSL immediately and before the child goes home that day.
- All staff may raise concerns directly with Children's Services, if they feel an incident is not being dealt with appropriately, or they are unable to locate relevant staff.
- Concerns about adults in the Centre should be made directly to the Head of the Centre/ Centre manager.

10. BODY MAP GUIDANCE

Body maps should be used to document and illustrate visible signs of harm and physical injuries. Always use a black pen (never a pencil) and do not use correction fluid or any other eraser. Do not remove clothing for the purpose of the examination unless the injury site is freely available because of treatment. At no time should an individual teacher/member of staff or school take photographic evidence of any injuries or marks to a child's person. The body map below should be used. Any concerns should be reported and recorded without delay to Single Point of contact or the child's social worker if already an open case to social care.

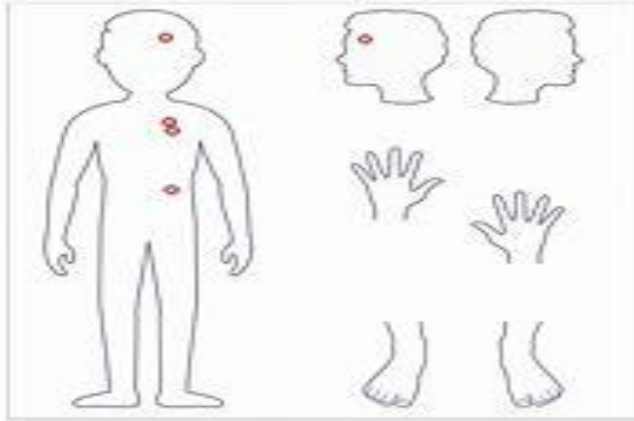
When you notice an injury to a child, try to record the following information in respect of each mark identified e.g., red areas, swelling, bruising, cuts, lacerations and wounds, scalds and burns:

- Exact site of injury on the body, e.g., upper outer arm/left cheek
- Size of injury - in appropriate centimetres or inches
- Approximate shape of injury, e.g., round/square or straight line
- Colour of injury - if more than one colour, say so
- Is the skin broken?
- Is there any swelling at the site of the injury, or elsewhere?
- Is there a scab/any blistering/any bleeding?
- Is the injury clean or is there grit/fluff etc.?
- Is mobility restricted as a result of the injury?
- Does the site of the injury feel hot?
- Does the child feel hot?
- Does the child feel pain?

- Has the child's body shape changed/are they holding themselves differently?

Importantly the date and time of the recording must be stated as well as the name and designation of the person making the record. Add any further comments as required. Ensure First Aid is provided where required and then recorded appropriately.

A copy of the body map should be kept on the child's concern/confidential file.



Action by the DSL (or Deputy DSL) in their absence

TLEIS having a duty to report all safeguarding concerns immediately, this should be done either via calling the DSL and then followed up by an email with the content of the phone call that you have previously had, this again need to be done immediately, OR by reporting concerns via CPOMS or any other system used by the school. If access has been provided.

Following any information raising concern, the DSL will consider:

- any urgent medical needs of the child
- whether the child is subject to a child protection plan/Child In Need/Early Help
- discussing the matter with other agencies involved with the family
- consulting with appropriate persons e.g., Duty and Advice Team
- the child 's wishes.
- Then decide: to talk to parents, unless to do so may place a child at risk of significant harm, impede any police investigation and/ or place the member of staff or others at risk
- whether to make a child protection referral to Children's social care because a child is suffering or is likely to suffer significant harm and if this needs to be undertaken immediately.

11. UNDERSTANDING AND RECOGNISING TYPES OF ABUSE:

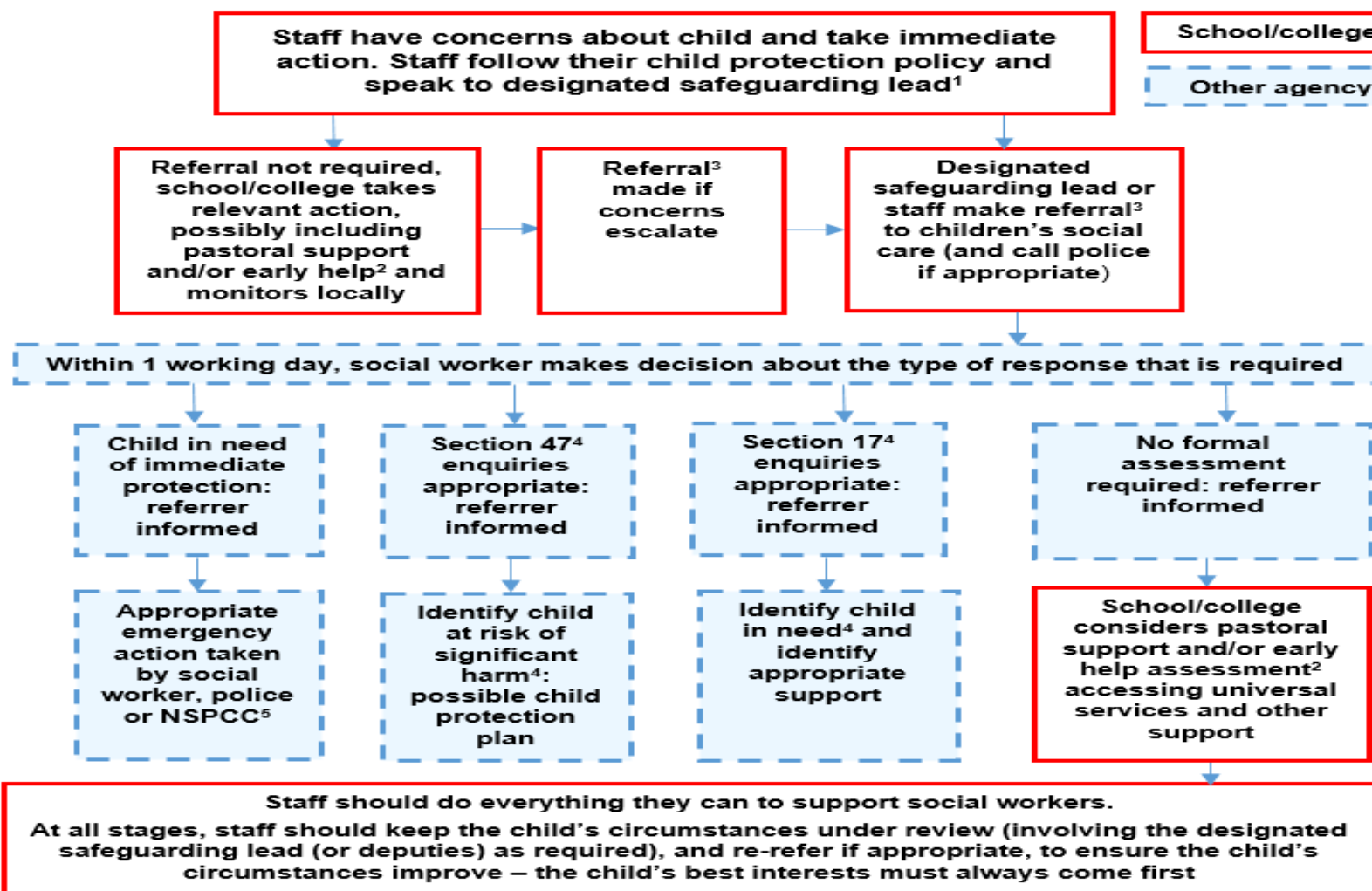
All staff should have an awareness of safeguarding issues that can put children at risk of harm.

Most children receive the love and care they need to grow up as healthy and happy young people. However, some children can end up being hurt, neglected, or abused which means they may not be being treated in a safe proper matter. Somebody may abuse or neglect a child by inflicting harm or by failing to prevent harm. Children may be harmed in a family or in

an institutional or community setting, by telephone or internet. Abuse is usually carried out by people known to the child and sometimes by strangers.

It can be difficult to recognise abuse and the signs listed in these guidelines are only indicators and many have reasonable explanations. Children may appear unhappy or behave strangely for many reasons as they grow through the stages of childhood and/ or their families experience changes. It is still necessary to be alert to the signs of possibilities of abuse and the responsibilities to consult and discuss those concerns.

Further guidance :-<https://www.gov.uk/government/publications/what-to-do-if-youre-worried->



a-child-is-being-abused-

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

Symptoms of Physical Abuse can include:

- Bruising in unusual places, such as the face or the back.
- An injury which arouses suspicion, perhaps the explanation doesn't seem possible with the nature of the injury.
- Finger mark bruising or grasp marks on the limbs or chest of a small child.
- Bites
- Burn and scold marks; small round burns that could have been caused by a cigarette.
- Fractures to arms, legs, or ribs in a small child.
- Large numbers of scars of different sizes or ages.
- Injuries that look as if they have been caused by a weapon.

Emotional abuse: is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Behaviours that can indicate emotional abuse include:

- Excessively clingy or attention seeking behaviour
- Very low self esteem or excessive self-criticism
- Self-harm
- Eating disorders
- Lack of appropriate boundaries with stranger; too eager to please
- Anxious behaviour such as rocking and/ or hair twisting
- Excessively withdrawn behaviour or fearfulness

Neglect: is the persistent failure to meet a child's basic physical and or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Neglect is the persistent failure to meet a child's basic physical and/ or psychological needs causing damage to their health and development. It may involve a parent or care failing to provide adequate food, shelter or clothing, failure to protect a child from harm or danger, or failing to access adequate medical care and treatment when necessary. It can exist in isolation or in combination with other forms of abuse.

Neglect may involve a parent or carer failing to:

- Provide adequate food, clothing, and shelter (including exclusion from home or abandonment)
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate caregivers)

- Ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Symptoms of Neglect can include:

- Inadequate supervision; being left alone for long periods of time
- Lack of stimulation, social contact, or education
- Inadequate responds to emotional needs
- Inadequate nutrition, leading to ill health- a child may look too thin, overweigh and/or undernourished
- Constant hunger; stealing or gorging food
- Failure to seek or follow medical advice such that a child's life or development is endangered
- Repeated wearing of inappropriate clothing for the weather

Children Missing from Education (CME)

All staff should be aware that children going missing, particularly repeatedly, it can act as a vital warning sign of a range of safeguarding possibilities. This may include abuse and neglect, which may include sexual abuse or exploitation and can also be a sign of child criminal exploitation including involvement in county lines. It may indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of female genital mutilation, 'honour'-based abuse, or risk of forced marriage. Early intervention is necessary to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child going missing in future. Staff should be aware of their school's or college's unauthorised absence and children missing from education procedures.

(Iris Adapt)For the full Children's MARS Protocol visit: [North Lincolnshire Missing From Care Protocol](#)

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

TLEIS is aware that CSE is a form of child sexual abuse. We know that different forms of harm often overlap, and that perpetrators may subject children and young people to multiple forms of abuse, such as criminal exploitation (including county lines) and sexual exploitation. In some cases, the exploitation or abuse will be in exchange for something the victim needs or wants (for example, money, gifts, or affection), and/or will be to the financial benefit or other advantage, such as increased status, of the perpetrator or facilitator. Children can be exploited by adult males or females, as individuals or in groups. They may also be exploited by other children, who themselves may be experiencing exploitation – where this is the case, it is important that the child perpetrator is also recognised as a victim.

Whilst the age of the child may be a contributing factor for an imbalance of power, there are a range of other factors that could make a child more vulnerable to exploitation, including gender, sexual identity, cognitive ability, learning difficulties, communication ability, physical strength, status, and access to economic or other resources. Some of the following can be indicators of both child criminal and sexual exploitation where children:

- Appear with unexplained gifts, money, or new possessions.
- Associate with other children involved in exploitation.
- Suffer from changes in emotional well-being.

- Misuse drugs and alcohol.
- Go missing for periods of time or regularly come home late; and
- Regularly miss school or do not take part in education
-

Please visit [Child sexual exploitation: definition and guide](#) and [CSE-procedure-Nov-19](#) for the full guidance. [CSE-procedure-July-2025](#)

County lines

County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs using dedicated mobile phone lines or other form of “deal line”. This activity can happen locally as well as across the UK - no specified distance of travel is required. Children and vulnerable adults are exploited to move, store, and sell drugs and money. Offenders will often use coercion, intimidation, violence (including sexual violence) and weapons to ensure compliance of victims.

Children can be targeted and recruited into county lines in several locations including schools (mainstream and special), further and higher educational institutions, pupil referral units, children’s homes and care homes.

Children are also increasingly being targeted and recruited online using social media. Children can easily become trapped by this type of exploitation as county lines gangs can manufacture drug debts which need to be worked off or threaten serious violence and kidnap towards victims (and their families) if they attempt to leave the county lines network.

A number of the indicators for CSE and CCE as detailed above may be applicable to where children are involved in county lines. Some additional specific indicators that may be present where a child is criminally exploited through involvement in county lines are children who:

- Go missing and are subsequently found in areas away from their home
- Have been the victim or perpetrator of serious violence (e.g., knife crime)
- Are involved in receiving requests for drugs via a phone line, moving drugs, handing over and collecting money for drugs
- Are exposed to techniques such as ‘plugging’, where drugs are concealed internally to avoid detection
- Are found in accommodation that they have no connection with, often called a ‘trap house or cuckooing’ or hotel room where there is drug activity
- owe a ‘debt bond’ to their exploiters
- Have their bank accounts used to facilitate drug dealing

Cybercrime

Children with skill and interest in computing and technology may inadvertently or deliberately stray into cyber-dependent crime. If there are concerns about a child in this area, the designated safeguarding lead (or a deputy), should consider referring into the Cyber Choices programme. This is a nationwide police programme supported by the Home Office and led by the National Crime Agency, working with regional and local policing. It aims to intervene where 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.

Domestic abuse

All children can witness and be adversely affected by domestic abuse in the context of their home life where domestic abuse occurs between family members. Experiencing domestic abuse and/or violence can have a serious, long lasting emotional and psychological impact on children. In some cases, a child may blame themselves for the abuse or may have had to leave the family home as a result.

Young people can also experience domestic abuse within their own intimate relationships. This form of peer-on-peer abuse is sometimes referred to as 'teenage relationship abuse'. Depending on the age of the young people, this may not be recognised in law under the statutory definition of 'domestic abuse' (if one or both parties are under 16). However, as with any child under 18, where there are concerns about safety or welfare, child safeguarding procedures should be followed and both young victims and young perpetrators should be offered support. Please visit [Young people and domestic abuse](#) for further support.

Forced marriage

Forcing a person into a marriage is a crime in England and Wales. A forced marriage is one entered without the full and free consent of one or both parties and where violence, threats or any other form of coercion is used to cause a person to enter into a marriage. Threats can be physical or emotional and psychological. A lack of full and free consent can be where a person does not consent or where they cannot consent (if they have learning disabilities, for example). Nevertheless, some perpetrators use perceived cultural practices to coerce a person into marriage. Schools and colleges can play an important role in safeguarding children from forced marriage.

Please visit [Multi-agency statutory guidance for dealing with forced marriage](#) and [HM Government Multi-agency practice guidelines: Handling cases of Forced Marriage](#) for further guidance.

So-called 'honour'-based abuse (including Female Genital Mutilation and Forced Marriage)

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. Abuse committed in the context of preserving 'honour' often involves a wider network of family or community pressure and can include multiple perpetrators. It is important to be aware of this dynamic and additional risk factors when deciding what form of safeguarding action to take.

All forms of HBA are abuse (regardless of the motivation) and should be handled and escalated as such. Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a child being at risk of HBA, or already having suffered HBA.

FGM

FGM comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long-lasting harmful consequences. More information can be found at [FGM- information and resources](#) and [FGM : multi-agency statutory guidance](#).

Mental health

Where children have suffered abuse and neglect, or other potentially traumatic adverse childhood experiences, this can have a lasting impact throughout childhood, adolescence and into adulthood. It is key that staff are aware of how these children's experiences, can impact on their mental health, behaviour, and education. We identify children in need of extra mental

health support, this includes working with external agencies. More information can be found at [Mental health and behaviour in schools](#).

Modern Slavery and the National Referral Mechanism

Modern slavery encompasses human trafficking and slavery, servitude and forced or compulsory labour. Exploitation can take many forms, including sexual exploitation, forced labour, slavery, servitude, forced criminality and the removal of organs. More information can be found at [Modern slavery](#).

Online Safety

We ensure that children are taught about safeguarding, including online safety as part of a broad and balanced curriculum. Online abuse is any type of abuse that happens on the internet, facilitated through technology. It can include:

- bullying
- emotional abuse
- sexual abuse
- sexual exploitation
- AI generated images.
- content risks - racism
 - misogyny
 - self-harm
 - suicide
 - antisemitism
 - radicalisation
 - Extremism
 - Extreme sexual violence
 - Misinformation
 - Disinformation
 - Conspiracy theories.

Keeping children safe in education (2026) provides a wealth of information and support to keep children safe online.

Operation Encompass

Operation Encompass operates in all police forces across England. It helps police and schools work together to provide emotional and practical help to children. The system ensures that when police are called to an incident of domestic abuse, where there are children in the household who have experienced the domestic incident, the police will inform the DSL in school before the child or children arrive at school the following day. This ensures that the school has up to date relevant information about the child's circumstances and can enable immediate support to be put in place, according to the child's needs. Operation Encompass does not replace statutory safeguarding procedures. Where appropriate, the police and/or schools should make a referral to children's social care if they are concerned about a child's welfare. More information can be found at [Operation Encompass](#).

Peer on peer/ child on child abuse

Children can abuse other children (often referred to as peer-on-peer abuse) and it can take many forms. It can happen both inside and outside of school and online. It is important that all staff recognise the indicators and signs of peer-on-peer abuse and know how to identify it and respond to reports. This can include (but is not limited to): bullying (including cyberbullying, prejudice-based and discriminatory bullying); abuse within intimate partner relationships;

physical abuse such as 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-nudes images and/or videos; 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 and initiation/hazing type violence and rituals. Addressing inappropriate behaviour (even if it appears to be relatively innocuous) can be an important intervention that helps prevent problematic, abusive and/or violent behaviour in the future, and beneficial for the perpetrator and victim in the future.

Child abduction and community safety incidents

Child abduction is the unauthorised removal or retention of a minor from a parent or anyone with legal responsibility for the child. Child abduction can be committed by parents or other family members; by people known but not related to the victim (such as neighbours, friends, and acquaintances); and by strangers. Other community safety incidents in the vicinity of a school can raise concerns amongst children and parents, for example, people loitering nearby or unknown adults engaging children in conversation. As children get older and are granted more independence (for example, as they start walking to school on their own) it is important they are given practical advice on how to keep themselves safe. Many schools provide outdoor-safety lessons run by teachers or by local police staff. It is important that lessons focus on building children's confidence and abilities rather than simply warning them about all strangers. Further information is available at:

[Action Against Abduction](#) and [Clever Never Goes](#)

Children and the court system

Children are sometimes required to give evidence in criminal courts, either for crimes committed against them or for crimes they have witnessed. There are two age-appropriate guides to support children 5-11-year-olds and 12–17-year-olds. The guides explain each step of the process, support and special measures that are available. There are diagrams illustrating the courtroom structure and the use of video links is explained. Making child arrangements via the family courts following separation can be stressful and entrench conflict in families. This can be stressful for children. The Ministry of Justice has launched an online child arrangements information tool with clear and concise information on the dispute resolution service. This may be useful for some parents and carers.

Further information is available at [Get help with child arrangements](#)

Prevent Duty

All schools and colleges are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015 (the CTSA 2015), in the exercise of their functions, to have “due regard to the need to prevent people from being drawn into terrorism”. This duty is known as the Prevent duty.

The Prevent duty is part of schools' wider safeguarding obligations. The DSL and other senior leaders are familiar with the Prevent duty guidance, more information can be found at [Prevent duty guidance](#).

Prevent contacts in the Local Authority: -

NLC designated officer for Prevent	Stuart Minto (07717 588137)
The named officer for schools	Sarah Stokoe (07385 005271)
The named officer for safeguarding individual children	Kirsty Ireland (01724 296500)

Private fostering

Private fostering occurs when a child under the age of 16 (under 18 for children with a disability) is provided with care and accommodation by a person who is not a parent, person with parental responsibility for them or a relative in their own home.

A child is not privately fostered if the person caring for and accommodating them has done so for less than 28 days and does not intend to do so for longer. Such arrangements may come to the attention of school staff through the normal course of their interaction, and promotion of learning activities, with children. Where the arrangements come to the attention of the school or college, we will notify the local authority to allow the local authority to check the arrangement is suitable and safe for the child. More information can be found at [Private Fostering \(CA 1989\)](#).

Radicalisation

Children are vulnerable to extremist ideology and radicalisation.

Extremism is the vocal or active opposition to our fundamental values, including democracy, the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. This also includes calling for the death of members of the armed forces.

Radicalisation refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.

Terrorism is an action that endangers or causes serious violence to a person/people; causes serious damage to property; or seriously interferes or disrupts an electronic system. The use or threat must be designed to influence the government or to intimidate the public and is made for the purpose of advancing a political, religious or ideological cause.

The DSL is aware of the local procedures for making a Prevent referral. Further information can be accessed at [Prevent Duty guidance](#) and [Channel and Prevent Multi-Agency Panel guidance](#), which is a voluntary, confidential support programme which

focuses on providing support at an early stage to children who are identified as being vulnerable to being drawn into terrorism.

Sexual abuse: involves any contact or interaction whereby a child or young person is forcing or enticing a to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. This may involve direct or indirect sexual contact, sexual exploitation or corruption of children by involving them in inappropriate sexual activities. The activities may involve physical contact, including penetrative, any touching, stimulating, rubbing or patting that is meant to arouse sexual pleasure in the offender. (e.g., rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways. Under the Sexual Offences Act 2023 any sexual activity- contact or non- contact- with a child under the age of 13 is a crime. Symptoms of sexual abuse include:

Symptoms of sexual abuse include:

- Allegations or disclosure
- Genital soreness, injuries or discomforts
- Sexually transmitted infections; urinary tract infection
- Blood on underclothes

- Pregnancy in a younger girl where the identity of the father is not disclosed.
- Excessive preoccupation with sex; inappropriately sexualised play, words or drawings
- A child who is sexually provocative or seductive with adults.

Older children and /or young people may additionally exhibit:

- Depression
- Drug and/ or alcohol misuse
- Eating disorders; obsessive behaviours
- Self-harm/ mutilation; suicide attempts
- School/ peer relationship problems and difficulties

Sexual violence and sexual harassment

Sexual violence and sexual harassment can occur between two children of any age and sex from primary to secondary stage and into colleges. It can also occur online. It can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children. Children who are victims of sexual violence and sexual harassment will likely find the experience stressful and distressing. This will, adversely affect their educational attainment and will be exacerbated if the alleged perpetrator(s) attends the same school or college. Sexual violence and sexual harassment exist on a continuum and may overlap; they can occur online and face to face (both physically and verbally) and are never acceptable. It is essential that all victims are reassured that they are being taken seriously and that they will be supported and kept safe. A victim should never be given the impression that they are creating a problem by reporting sexual violence or sexual harassment. Nor should a victim ever be made to feel ashamed for making a report. Staff should be aware that some groups are potentially more at risk. Evidence shows girls, children with special educational needs and disabilities (SEND) and LGBT children are at greater risk.

Sexual violence

It is important that school and college staff are aware of sexual violence and the fact children can, and sometimes do, abuse their peers in this way and that it can happen both inside and outside of school/college. When referring to sexual violence we are referring to sexual violence offences under the Sexual Offences Act 2003 as described below:

Rape: A person (A) commits an offence of rape if: he intentionally penetrates the vagina, anus, or mouth of another person (B) with his penis, B does not consent to the penetration and A does not reasonably believe that B consents.

Assault by Penetration: A person (A) commits an offence if: s/he intentionally penetrates the vagina or anus of another person (B) with a part of her/his body or anything else, the penetration is sexual, B does not consent to the penetration and A does not reasonably believe that B consents.

Sexual Assault: A person (A) commits an offence of sexual assault if: s/he intentionally touches another person (B), the touching is sexual, B does not consent to the touching and A does not reasonably believe that B consents. (Schools should be aware that sexual assault covers a very wide range of behaviour so a single act of kissing someone without consent or touching someone's bottom/breasts/genitalia without consent, can still constitute sexual assault.)

Causing someone to engage in sexual activity without consent: A person (A) commits an offence if: s/he intentionally causes another person (B) to engage in an activity, the activity is

sexual, B does not consent to engaging in the activity, and A does not reasonably believe that B consents. (This could include forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party.)

What is consent?

Consent is about having the freedom and capacity to choose. Consent to sexual activity may be given to one sort of sexual activity but not another, e.g. to vaginal but not anal sex or penetration with conditions, such as wearing a condom. Consent can be withdrawn at any time during sexual activity and each time activity occurs. Someone consents to vaginal, anal or oral penetration only if s/he agrees by choice to that penetration and has the freedom and capacity to make that choice.

Further information can be accessed at [Sexual consent](#).

Sexual harassment

When referring to sexual harassment we mean 'unwanted conduct of a sexual nature' that can occur online and offline and both inside and outside of school/college. When we reference sexual harassment, we do so in the context of child-on-child sexual harassment. Sexual harassment is likely to: violate a child's dignity, and/or make them feel intimidated, degraded or humiliated and/or create a hostile, offensive or sexualised environment.

Whilst not intended to be an exhaustive list, sexual harassment can include:

- Sexual comments, such as telling sexual stories, making lewd comments, making sexual remarks about clothes and appearance, and calling someone sexualised names
- Sexual "jokes" or taunting
- Physical behaviour, such as deliberately brushing against someone, interfering with someone's clothes (schools and colleges should be considering when any of this crosses a line into sexual violence - it is important to talk to and consider the experience of the victim) and displaying pictures, photos, or drawings of a sexual nature;
- Online sexual harassment. This may be standalone, or part of a wider pattern of sexual harassment and/or sexual violence. It may include:
- Consensual and non-consensual sharing of nudes and semi-nudes' images and/or videos. - They may also be AI generated.
- Further information is available at [Sharing-nudes](#).
- Sharing of unwanted explicit content
- Up skirting (is a criminal offence)
- Sexualised online bullying
- Unwanted sexual comments and messages, including, on social media
- Sexual exploitation; coercion and threats.

Up skirting: The Voyeurism (Offences) Act 2019, which is commonly known as the Up-skirting Act, came into force on 12 April 2019. 'Up skirting' is where someone takes a picture under a person's clothing (not necessarily a skirt) without their permission and or knowledge, with the intention of viewing their genitals or buttocks (with or without underwear) to obtain sexual gratification, or cause the victim humiliation, distress, or alarm. It is a criminal offence. Anyone of any sex, can be a victim.

Further information is available from [Preventing harmful sexual behaviour in children - Stop It Now](#).

Child on child sexual violence and sexual harassment

Sexual violence and sexual harassment can occur between two children of any age and sex, from primary through to secondary stage and into colleges. It can occur through a group of children sexually assaulting or sexually harassing a single child or group of children. Sexual violence and sexual harassment exist on a continuum and may overlap; they can occur online and face to face (both physically and verbally) and are never acceptable.

Children who are victims of sexual violence and sexual harassment wherever it happens, will likely find the experience stressful and distressing. This will have adverse effect on their educational attainment and will be exacerbated if the alleged perpetrator(s) attends the same school or college.

All staff will challenge the inappropriate behaviours between children that are abusive in nature. Abuse is abuse and should never be passed off as “banter” or “part of growing up” or “boys being boys”. It will be recorded, investigated, and dealt with and the victims, perpetrators and any other child affected by peer-on-peer abuse will be supported.

Please visit [Sexual violence and sexual harassment between children in schools and colleges for full guidance.](#)

12. RESPONDING TO REPORTS OF SEXUAL VIOLENCE AND SEXUAL HARASSMENT

It is important to note that children may not find it easy to tell staff about their abuse verbally. Children can show signs or act in ways that they hope adults will notice and react to. In some cases, the victim may not make a direct report. For example, a friend may make a report, or a member of school or college staff may overhear a conversation that suggests a child has been harmed or a child's own behaviour might indicate that something is wrong.

It is essential that all victims are reassured that they are being taken seriously, regardless of how long it has taken them to come forward and that they will be supported and kept safe. Abuse that occurs online or outside of the school or college should not be downplayed and should be treated equally seriously. A victim will never be given the impression that they are creating a problem by reporting sexual violence or sexual harassment. Nor made to feel ashamed for making a report or their experience minimised.

When there has been a report of sexual violence, the DSL (or DDSL) will make an immediate risk and needs assessment. Where there has been a report of sexual harassment, the need for a risk assessment should be considered on a case-by-case basis.

The risk and needs assessment should consider:

- The victim, especially their protection and support
- Whether there may have been other victims
- The alleged perpetrator(s); and
- All the other children, (and, if appropriate, adult students and staff) at the school or college, especially any actions that are appropriate to protect them from the alleged perpetrator(s), or from future harm.

Risk assessments will be recorded (written or electronic) and will be kept under review, actively considering the risks posed to all students and put adequate measures in place to protect them and keep them safe.

The DSL/DDSL will ensure they are engaging with children's social care and specialist services as required. Where there has been a report of sexual violence, it is likely that professional risk assessments by social workers and or sexual violence specialists will be required. The school or college risk assessment is not intended to replace the detailed assessments of expert professionals and will be used to inform the school's or college's approach to supporting and protecting students and updating the school risk assessment.

The DSL response will include:

- The wishes of the victim in terms of how they want to proceed. This is especially important in the context of sexual violence and sexual harassment. Victims should be given as much control as is reasonably possible over decisions regarding how any investigation will be progressed and any support that they will be offered. This will however need to be balanced with the school's or college's duty and responsibilities to protect other children
- The nature of the alleged incident(s), including whether a crime may have been committed and/or whether Harmful Sexual Behaviour has been displayed
- The ages of the children involved
- The developmental stages of the children involved.
- Any power imbalance between the children. For example, is the alleged perpetrator(s) significantly older, more mature, or more confident? Does the victim have a disability or learning difficulty?
- If the alleged incident is a one-off or a sustained pattern of abuse (sexual abuse can be accompanied by other forms of abuse and a sustained pattern may not just be of a sexual nature)
- That sexual violence and sexual harassment can take place within intimate personal relationships between peers
- Are there ongoing risks to the victim, other children, adult students or school or college staff and
- Other related issues and wider context, including any links to child sexual exploitation and child criminal exploitation.

The starting point regarding any report will always be that there is a zero-tolerance approach to sexual violence and sexual harassment, and it is never acceptable, and it will not be tolerated.

There are four likely scenarios for TLEIS to consider when managing any reports of sexual violence and/or sexual harassment. It will be important in all scenarios that decisions and actions are regularly reviewed and that relevant policies are updated to reflect lessons learnt, with potential patterns of concerning, problematic or inappropriate behaviour identified. Where a pattern is identified, TLEIS decide on a course of action, considering whether there are wider cultural issues within the school that enabled the inappropriate behaviour to occur and where appropriate extra teaching time and/or staff training could be delivered to minimise the risk of it happening again. The four scenarios are: -

- Manage internally
- Early help
- Referrals to children's social care
- Reporting to the Police

All Safeguarding education is implemented through a relevant and purposeful RSHE curriculum e.g. PoEd-Humberside police and support of the local authority Cmars updates and training, which follows statutory guidance from Keeping children safe in Education (2026)

Creating a whole school culture of zero tolerance for sexism racism, misogyny or misandry, homophobia, biphobia, harmful sexual behaviour (HSB), sexual violence, harassment, derogatory behaviour and physical violence or conflict.

T.L.E Independent school will follow the statutory guidance in KCSIE 2026, access [keeping-children-safe-in-education](#)(2026) Part 5, where full details can be found.

13. MANAGING ALLEGATIONS AGAINST STAFF AND VOLUNTEERS.

We will manage cases of allegations that might indicate a person may pose a risk of harm if they continue to work in regular or close contact with children in their present position, or in any capacity. It will be used in respect of all cases in which it is alleged that a teacher or member of staff (including volunteers) has:

- Behaved in a way that has harmed a child, or may have harmed a child
- Possibly committed a criminal offence against or related to a child
- Behaved towards a child or children in a way that indicates he/she is unsuitable to work with children
- behaved in way that indicates they may not be suitable to work with children.

We will follow guidance in [keeping-children-safe-in-education](#)(2026) and Children's MARS guidance see Children's MARS procedures "Managing Allegations Against People Who Work With Children". [managing-allegations-against-people-who-work-or-volunteer-with-children](#)

Where appropriate an assessment of transferable risk to children with whom the person works should be undertaken. **If in doubt seek advice from the local authority designated officer (LADO).**

Where it is identified a child has been harmed, that there may be an immediate risk of harm to a child or if the situation is an emergency, we will contact children's social care and as appropriate the police immediately.

We have a duty of care to our employees. We will ensure we provide effective support for anyone facing an allegation and provide the employee with a named contact if they are suspended. It is essential that any allegation of abuse made against a teacher or other member of staff or volunteer in a school or college is dealt with very quickly, in a fair and consistent way that provides effective protection for the child and at the same time supports the person who is subject to the allegation.

We will:

- apply common sense and judgement
- deal with allegations quickly, fairly, and consistently and
- provide effective protection for the child and support the person subject to the allegation.

Concerns that do not meet the harm threshold

TLEIS will promote an open and transparent culture in which all concerns about all adults working in or on behalf of school are dealt with promptly and appropriately. Low level concerns do not mean that it is insignificant, it means that the behaviour towards a child does not meet

the threshold but that an adult working in or on behalf of the school may have acted in a way that:

- Is inconsistent with the staff code of conduct, including inappropriate conduct outside of work, and
- Does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the LADO.

To access full procedures and supporting documents [keeping-children-safe-in-education 2026 \(Part 4\)](#), [Code of Conduct](#)

14. USEFUL CONTACT NUMBERS.

TLEIS Business Director	Tracey Moyse-Mitchell 07824380985 Tracey@tleindependentschool.co.uk
Designated Safeguarding Lead (DSL)	Simone Quashie-Trafford 07391097762 simone@tleindependentschool.co.uk
Deputy Designated Safeguarding Lead (DDSL)	Philippa Nelson 07743560251 Philippa@tleindependentschool.co.uk Layne Borrill Layne@tleindependentschool.co.uk
Allegations against/concerns about adult(s) working with children	Local Authority Designated Officer (LADO) Stacy Wilkinson 01724 298293
Police (emergency)	999
Police (non-emergency)	101
School Improvement officer	Martin Halliday 07385 410798
Safeguarding Education officer	
NSPCC Whistleblowing helpline	0800 028 0285
Prevent	Stuart Minto 07717 588137 Kirsty Ireland 01724 296500
The Blue Door	0800 197 47 87 (office – Free Number)

TLEIS - Business Manager

Contact details: Tracey Moyse-Mitchell:

tracey@tleindependentschool.co.uk

01724 343447

07824380985

Useful links: -

- [Children's MARS Board website](#)
- [Keeping children safe in education 2026](#)

- [Working together to safeguard children 2026: statutory guidance](#)
- [What to do if you're worried a child is being abused](#)
- [Information sharing: advice for practitioners](#)
- [Children Act 1989 and Children Act 2004](#)
- [Sexual violence and sexual harassment between children in schools and colleges](#)
- [Sharing nudes and semi-nudes: advice for education settings working with children and young people](#)
- [Teachers' Standards \(update June 2013\)](#)