



## CHILD PROTECTION POLICY

ORIGINATOR: Kelly Jackson  
SLT LINK: Claire Pugh

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## 1. POLICY INTRODUCTION

- 1.1 Within this policy 'we' and 'us' means Catmose Primary.
- 1.2 This Child Protection Policy applies specifically to Catmose Primary and should be read in conjunction with the Federation's Safeguarding Policy.
- 1.3 We aim to ensure that:
- Appropriate action is taken in a timely manner to safeguard and promote children's welfare.
  - All staff are aware of their statutory responsibilities with respect to safeguarding.
  - Staff are properly trained in recognising and reporting safeguarding issues.

## 2. TYPES OF ABUSE

- 2.1 Definitions for the following types of abuse are set out in the Federation's Safeguarding Policy and referred to explicitly during safeguarding training:
- Physical Abuse
  - Emotional Abuse
  - Sexual Abuse
  - Neglect
  - Domestic Abuse
  - Online Abuse
  - Homelessness
  - Child Sexual and Criminal (county lines) Exploitation
  - Radicalisation and Extremism
  - Children missing from education
  - Children with family members in prison
  - Children at risk of FGM
  - Child on child abuse and teenage relationship abuse, including upskirting, sexual violence and sexual harassment
  - So called 'Honour-based' violence
  - Forced marriage
  - Abuse of children with disabilities
  - Extra-Familial Risk
- 2.2 The training also makes specific reference to abuse of children with disabilities, child on child abuse, Female Genital Mutilation (FGM), PREVENT and radicalisation, contextual safeguarding and Extra-Familial risk, children missing from education and absent children, gender questioning children including those who are lesbian, gay or bisexual.

### 3. ROLES AND RESPONSIBILITIES

- 3.1 Safeguarding and child protection is everyone's responsibility. This policy applies to all staff, volunteers and governors within the Federation and is consistent with the procedures of the Leicestershire and Rutland Safeguarding Children Board. Our policy and procedures also apply to extended school and off-site activities.
- 3.2 Staff members working with children are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned. Staff understand that some children are at greater risk of harm from others, both online and offline. When concerned about the welfare of a child, staff members should always act in the interests of the child and have professional curiosity to explore concerns.

### 4. RESPONSIBILITIES OF ALL STAFF

- 4.1 All staff will read and understand part 1 and Annex B of the Department for Education's statutory safeguarding guidance, Keeping Children Safe in Education and review this guidance at least annually. All staff will be aware of:
- Our systems which support safeguarding, including the staff Safer Code of Conduct, the role of the Designated Safeguarding Lead (DSL), the Behaviour Management Policy, and the safeguarding response to children who go missing from education.
  - The signs of different types of exploitation, i.e. what to look out for.
  - How to raise concerns with the DSL.
  - The early help process (known locally as the Common Assessment Framework) and their role in it.
  - The process for making referrals to the local authority children's social care team.
  - What to do if they identify a safeguarding issue or a child tells them they are being abused or neglected.
  - How concerns with regards to FGM and Prevent should be addressed.
  - How to maintain an appropriate level of confidentiality while liaising with relevant professionals.
  - Filtering and monitoring systems within the school and understand their role through appropriate training, policies, processes and procedures. They will know how to act on reports and concerns.
- 4.2 All staff will receive safeguarding training annually and updates will be provided throughout the year.

### 5. DESIGNATED SAFEGUARDING LEAD

- 5.1 The Designated Safeguarding Lead at the School is Kelly Jackson ([kjackson@catmoseprimary.com](mailto:kjackson@catmoseprimary.com)). The deputies are: Rachael Coyne ([rcoyne@catmoseprimary.com](mailto:rcoyne@catmoseprimary.com)) and Nikki Derry ([nderry@catmoseprimary.com](mailto:nderry@catmoseprimary.com))

- 5.2 Safeguarding concerns can also be recorded on CPOMS or if for any reason a staff member is unable to access CPOMS email: [kjackson@catmoseprimary.com](mailto:kjackson@catmoseprimary.com)
- 5.3 Further information on the roles and responsibilities of the DSL, the Executive Principal and the governing body are set out in the Federation's Safeguarding Policy.

## 6. TAKING ACTION (IMMEDIATE DANGER)

- 6.1 If a child is in immediate danger the following action should be taken:  
(Dependant on the county a child resides in)
- Make a referral to children's social care and/or the Police immediately.
  - Children's Duty Team [01572 758 407](tel:01572758407) or emailing: [childrensreferrals@rutland.gov.uk](mailto:childrensreferrals@rutland.gov.uk)
  - Make a referral to Leicestershire Children's Social Care: 0116 305 0005 or email: [childrensduty@leics.gov.uk](mailto:childrensduty@leics.gov.uk).
  - Make a referral to Lincolnshire Children's Social Care: 01522 782111 or email: [CSC\\_SocialCare@lincolnshire.gov.uk](mailto:CSC_SocialCare@lincolnshire.gov.uk)
  - If the council offices for Rutland and Leicestershire are closed and it is an emergency, call: [0116 305 0005](tel:01163050005).
  - If the council offices for Lincolnshire are closed and it is an emergency, call: 01522 782333
  - If a child is at immediate danger, please call [999](tel:999) and ask for the police.
  - Tell the DSL as soon as possible if you make a referral directly.
- 6.2 If a child discloses a safeguarding issue to you, you should:
- Listen to and believe them. Allow them time to talk freely and do not ask leading questions.
  - Stay calm and do not show that you are shocked or upset.
  - Tell the child they have done the right thing in telling you. Do not tell them they should have told you sooner.
  - Explain what will happen next and that you will have to pass this information on. Do not promise to keep it a secret.
  - Write up your conversation as soon as possible in the child's own words. Stick to the facts, and do not put your own judgement on it. This should be recorded directly onto CPOMS.
  - If recorded on CPOMS ensure the 'Safeguarding' alert is ticked. This will date and time stamp your entry. On clicking the alert, the Safeguarding team will be notified through CPOMS. Alternatively, if appropriate, make a referral to children's social care and/or the police directly, and tell the DSL as soon as possible that you have done so.

## 7. IF YOU HAVE CONCERNS ABOUT A CHILD (AS OPPOSED TO A CHILD BEING IN IMMEDIATE DANGER).

- 7.1 Appendix 1 illustrates the procedure to follow if you have concerns about a child's welfare and the child is not in immediate danger.
- 7.2 Where possible, speak to the DSL first to agree a course of action. Alternatively, make a referral to local authority children's social care directly (see 'Referral' below).

## 8. REFERRAL

- 8.1 Where it is appropriate to refer the case to the local authority, referrals must be made to the county in which the child is a resident. If a referral for children's social care or the police is required, the DSL will make the referral or support you to do so. Children and Young People's Service (CYPS) Referral Team at Rutland County Council - Duty Officer - 01572 758407 or email: [childrensreferrals@rutland.gov.uk](mailto:childrensreferrals@rutland.gov.uk)
- 8.2 If you make a referral directly, you must tell the DSL as soon as possible.
- 8.3 If the child's situation does not seem to be improving after the referral, the DSL or person who made the referral must contact the local authority and make sure the case is reconsidered to ensure the concerns have been addressed and the child's situation improves.

## 9. FEMALE GENITAL MUTILATION (FGM)

- 9.1 The Department for Education's Keeping Children Safe in Education explains that FGM comprises 'all procedures involving partial or total removal of the external female genitalia, or other injury to the female genital organs'.
- 9.2 Teachers: Any teacher who discovers that an act of FGM appears to have been carried out on a pupil under 18 must immediately report this to the police (call 101), personally. This is a statutory duty, and teachers will face disciplinary sanctions for failing to meet it.
- 9.3 The duty above does not apply in cases where a pupil is at risk of FGM or FGM is suspected but is not known to have been carried out. If FGM is suspected, the teacher should follow local safeguarding procedures. Staff should not examine pupils.
- 9.4 Non-teaching staff: Any other member of staff who discovers that an act of FGM appears to have been carried out on a pupil under 18 must speak to the DSL and follow our local safeguarding procedures.
- 9.5 Any member of staff who suspects a pupil is at risk of FGM or discovers that a pupil age 18 or over appears to have been a victim of FGM, must speak to the DSL and follow our local safeguarding procedures.

## 10. IF YOU HAVE CONCERNS ABOUT EXTREMISM

- 10.1 If a child is not at immediate risk of harm, where possible, speak to the DSL first to agree a course of action. Alternatively, make a referral to local authority children's social care directly if appropriate (see 'Referral' above).
- 10.2 Where there is a concern, the DSL will consider the level of risk and email

[Prevent@leicestershire.police.uk](mailto:Prevent@leicestershire.police.uk)

Often professionals may want to discuss the concern first before making a referral and they can contact the Leicestershire Police Prevent team via 101 EXT 6770 or speak to Hugh Crouch at Rutland County Council who is their Prevent Lead.

- 10.3 The Department for Education also has a dedicated telephone helpline (020 7340 7264) that school staff and governors can call to raise concerns about extremism with respect to a pupil.
- 10.4 You can also email [counter.extremism@education.gov.uk](mailto:counter.extremism@education.gov.uk). Note that this is not for use in emergency situations.
- 10.5 In an emergency, call 999 or the confidential anti-terrorist hotline on 0800 789 321 if you:
- Think someone is in immediate danger.
  - Think someone may be planning to travel to join an extremist group.
  - See or hear something that may be terrorist-related.
- 10.6 For non-emergencies, telephone 101.

## 11. RECORD-KEEPING

- 11.1 We will keep confidential, accurate and up-to-date records that note concerns about the welfare and behaviour of a pupil. All welfare concerns are recorded on CPOMS, a system maintained by Client Services. The School uses CPOMS to monitor the behaviour of pupils.
- 11.2 Safeguarding records are kept by the DSL.
- 11.3 We will hold records in line with our records retention schedule.

## 12. CURRICULUM

- 12.1 We will provide a curriculum that aims to raise awareness amongst pupils about keeping safe and raise self-esteem and the confidence to share their concerns with adults in the Federation. Assemblies, PSHE and ICT lessons will provide pupils with

relevant and up-to-date information about how to stay safe. This will include sessions on (age appropriate and where relevant for child age):

- Bullying, including cyberbullying (by text message, on social networking sites, and so on) and prejudice-based bullying.
- Racism, disability, and homophobic or transphobic abuse.
- Radicalisation and extremist behaviour.
- Child sexual exploitation.
- E-safety such as the safe use of social network sites as well as good practise in using the internet.
- Nude or semi-nude sharing.
- Upskirting.
- Sexual consent.
- Sexual harassment and abuse.
- Child on child abuse.
- Substance misuse.
- Issues that may be specific to a local area or population, for example gang activity and youth violence; and
- Particular issues affecting children including domestic violence, sexual exploitation, female genital mutilation and forced marriage.

12.2 Our approach to the following safeguarding issues are set out in the Federation's Safeguarding Policy:

- Raising concerns about a staff member or volunteer (whistle-blowing).
- Low-level concerns.
- Complaints and concerns about school safeguarding practices.
- Child on child abuse.
- Notifying parents of a safeguarding concern.
- Use of mobile phones and cameras.
- Use of reasonable force.
- Training and responsibilities of staff including the DSL and deputy safeguarding leads.
- Training of governors.
- Safer recruitment procedures.

### 13. APPENDIX 1: PROCEDURE IF YOU HAVE CONCERNS ABOUT A CHILD'S WELFARE (NO IMMEDIATE DANGER)

