

Holy Trinity C of E Primary School

A church school community aspiring for all to live life to the full.

Safeguarding and Child Protection Policy

Issued September 2025

Next Review September 2026

Committee Full Governors

Safeguarding in our school

At Holy Trinity CofE Primary School, safeguarding is paramount and the requirement to recognize, report and follow up concerns about one of our pupils comes first and is pursued relentlessly to ensure that outcomes for children are prioritized.

Definition of Safeguarding

Taken from [Working Together to safeguard children 2023](#) – safeguarding children and young people is defined as:

- providing help and support to meet the needs of children as soon as problems emerge
- protecting children from maltreatment, whether that is within or outside the home, including online
- preventing 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
- promoting the upbringing of children with their birth parents, or otherwise their family network⁴ through a kinship care arrangement, whenever possible and where this is in the best interests of the children
- taking action to enable all children to have the best outcomes.

It is important that everyone at Holy Trinity CofE Primary School understands their responsibilities under [Working Together to safeguard children 2023](#) and the latest [Keeping Children Safe in Education \(KCSIE\)](#) document in order to safeguard children and prevent them from coming to harm.

Every member of staff must read part 1 of KCSIE and annex A and the latest [Guidance for Safer Working Practice](#).

You can also refer to [What to do if you are Worried a Child is Being Abused – Advice for Practitioners](#).

Safeguarding is the proactive process by which we keep children safe.

Child protection is the reactive process that happens once a child has been identified as being at risk of harm.

Safeguarding Knowledge

To support our culture of safeguarding, it is vital that all staff understand that safeguarding action may be needed to protect our children from (and not limited to) the abuse in the list below. Our safeguarding provision is underpinned by an understanding of Human Rights legislation (1998) and the Equality Act (2010).

Regular training is provided so that you know what to look for to help prevent or report the abuse that children may be suffering. You need to be aware that safeguarding issues are rarely standalone and often cannot be covered by one definition or label

alone. Throughout KCSIE abuse is referred to as Abuse, Neglect and Exploitation. You can follow the hyperlinks for more information:

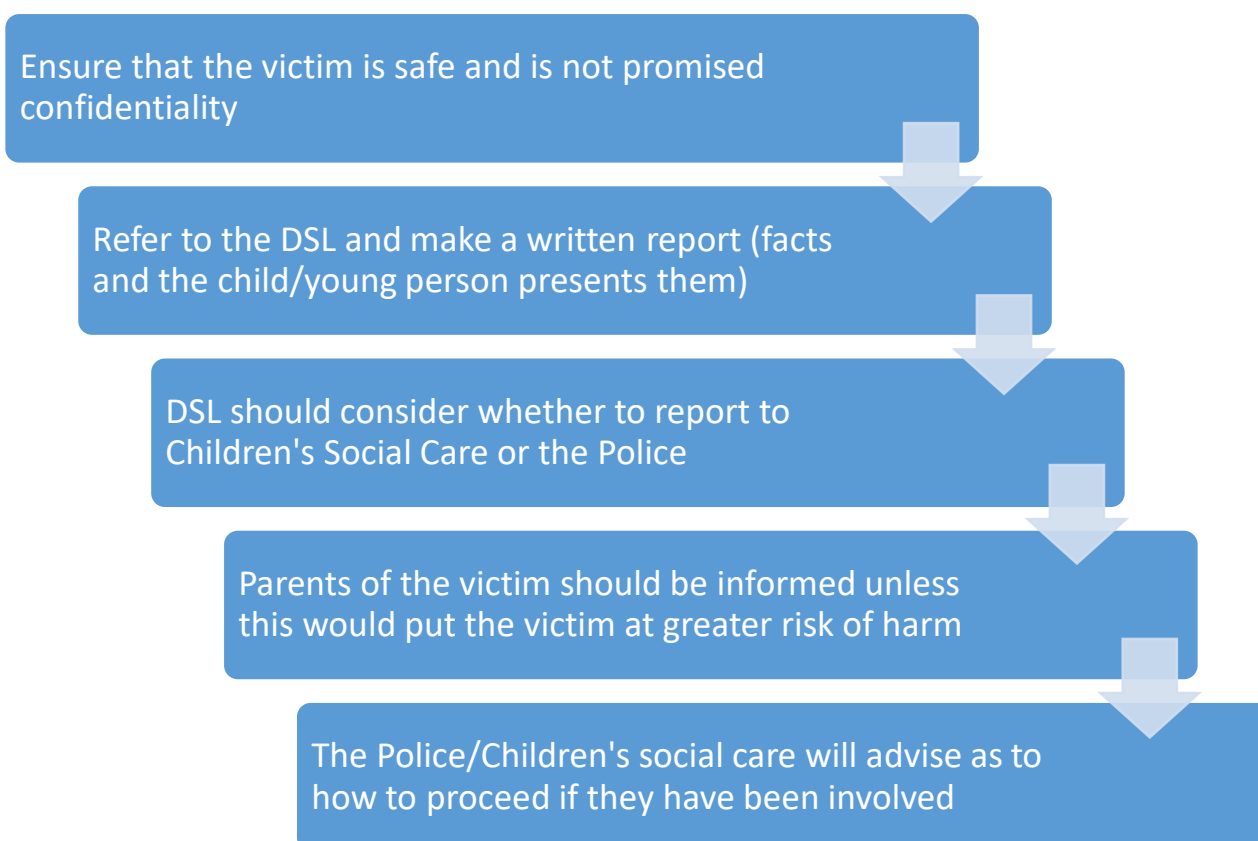
- [Neglect](#)
- [Physical Abuse](#)
- [Sexual Abuse](#)
- [Emotional Abuse](#)
- [Bullying, including online bullying and prejudice-based bullying](#)
- [Racist, disability and homophobic or transphobic abuse](#) (Hate Crimes)
- [Gender-based violence](#)
- Child on Child/[Peer-on-peer abuse](#) such as sexual violence and harassment
Staff are required to challenge all inappropriate behaviour between children, you can read more about the detail of behaviours that must be challenged in Part One of [Keeping Children Safe in Education](#). The process to follow in our school is outlined below.
- [Radicalisation and/or extremist behaviour](#)
- [Child sexual exploitation](#) and [trafficking](#)
- [Child criminal exploitation](#) including [County lines](#)
- [Serious violent crime](#)
- [Online abuse](#)
Knowing the risks linked to using technology, artificial intelligence (AI) and social media, including online bullying; the risks of being groomed online for exploitation or radicalisation and risks of accessing and generating inappropriate content, for example 'sexting' are an important part of your role.
- [Grooming](#)
- [Gang violence](#)
- [Teenage relationship abuse](#)
- [Upskirting](#)
- [Mental Health issues](#)
- [Modern slavery](#)
- [Substance misuse](#)
- Issues that may be specific to a local area or population, for example gang activity or youth violence
- [Domestic Abuse](#)
Children can be victims of Domestic abuse. Experiencing the effects of abuse at home can have a detrimental and long-term impact on health, wellbeing, development and ability to learn. In order to support children and families experiencing this, Holy Trinity CofE Primary School has signed up to the Encompass protocol.
- [Female genital mutilation](#)
- [Forced marriage](#)
- [Poor parenting](#)
- [Homelessness](#)
- [So-called honour based violence](#)
- [Fabricated and induced illness](#)
- [Racism](#)
- [Sexuality and sexual orientation](#)

Make sure you are familiar with the signs that a child may be experiencing abuse. These can be found via the hyperlinks above or in the section on ['Indicators of Abuse'](#).

IF YOU ARE NOT SURE – JUST ASK.

You also need to understand that safeguarding also includes broader aspects of care and education including: children's health and safety, their wellbeing including their mental health.

In cases of child on child abuse the following diagram will also be helpful:



Everyone has a responsibility to provide a safe environment in which children can learn. Staff should all be prepared to identify children who may benefit from early help i.e. providing support as soon as a problem emerges. Further information can be found in the section on ['Early help'](#).

Related Policies

In addition to this you must be aware of the suite of policies we have in place to carry out the care and education of our children. These are:

- Allegations Management – including Low Level Concerns
- Anti-bullying policy
- [Attendance Policy](#) (including Children who are absent from education)
- Behaviour Policy
- Educational Visits policy
- First Aid policy

- Health and Safety Policy
- Intimate care Policy
- Medical needs Policy
- Moving and Handling Policy
- [Online Safety](#) Policy
- Positive handling policy
- Risk Assessment procedure
- Safer Recruitment Policy
- SEND Policy
- Staff code of conduct
- Volunteers and Visitors Policy
- Whistleblowing Policy.

These are summarised for all staff during induction, with the member of staff responsible for your induction ensuring that you understand the relevant content for your role – please ask if you have any questions about these. They are available for reference on the staff intranet. You are also required to read the Staff Code of Conduct.

Online Safety

The designated safeguarding lead takes a lead role for the school adhering to [filtering and monitoring standards](#). The online safety policy provides detail of the governance responsibilities. All staff are required to report when:

- they witness or suspect unsuitable material has been accessed
- they can access unsuitable material
- they are teaching topics which could create unusual activity on the filtering logs
- there is failure in the software or abuse of the system
- there are perceived unreasonable restrictions that affect teaching and learning or administrative tasks
- they notice abbreviations or misspellings that allow access to restricted material

Attendance

It is vital that all children are registered on arrival at school and at the beginning of the afternoon as part of the safeguarding process. There is a clear link between safeguarding and attendance as set out in the statutory guidance [Working Together to improve attendance](#).

Senior staff and those leading induction read all the policies on an annual basis and ensure that regular reminders are cascaded to all other staff. Other policies will be given to staff who need to know them to read and understand, for example RSHE Policy – teaching staff, Child Missing in Education policy - attendance team.

Indicators of abuse

If you think a child is being abused, you must pass this on to the Designated Safeguarding Lead in person and via CPOMS. The following might indicate that a child is being abused.

- Unexplained changes in behaviour or personality
- Becoming withdrawn
- Seeming anxious
- Becoming uncharacteristically aggressive
- Evidence of a poor relationship with a parents
- Knowledge of adult issues
- Running away or going missing from home
- Bruising
- Unexplained weight loss

Further information can be found on the [NSPCC website](#).

Children are often not aware that they are being abused or not able to tell you that they are being abused so you must be vigilant to signs that a child might have been harmed. IF YOU ARE NOT SURE – JUST ASK.

Leadership of Safeguarding

At Holy Trinity there is clear leadership of our culture of Safeguarding through the following people:

Designated Safeguarding Lead: Mrs Lynda Britton (contact email: lbritton@holytrinity.gloucs.sch.uk) who also takes responsibility as the designated practitioner for safeguarding EYFS (where appropriate or a separate person identified in the list below). Their roles are described in Keeping Children Safe in Education and the EYFS framework.

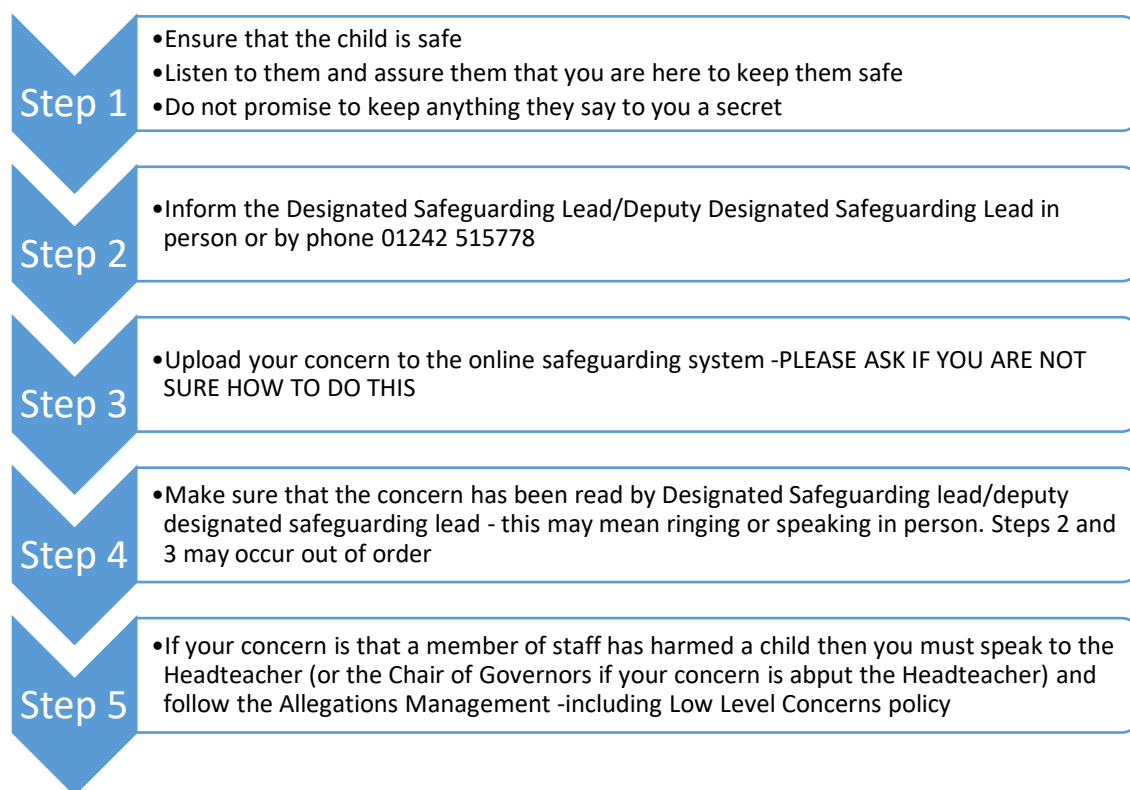
Deputy Designated Safeguarding Leads: Mr David Le Templier (contact email: head@holytrinity.gloucs.sch.uk), Mrs Jodie Childs (contact email: jgreen@holytrinity.gloucs.sch.uk), Miss Charlie Horsey (contact email: chorsey@holytrinity.gloucs.sch.uk)

The DSL and DDSs can be contacted via the school office (01242 515778)

These people have safeguarding job descriptions and have undertaken enhanced training in safeguarding and will always be willing to talk to you about any concerns that you may have.

What to do if you have a concern

If you have a concern about a child, you should follow the steps on the following diagram:



What happens next?

Once you have registered your concern with the Designated Safeguarding lead or deputy they will decide if the child needs a referral to the local authority children's services. This is carried out under locally agreed multi-agency safeguarding arrangements. Further information about these can be found [here](#).

Early Help

The school aim to prevent abuse causing trauma to children and so provide an early help pathway to support children and their families. This help could be any of the following:

- Benefits Advice
- Pupil Counselling or Therapy
- Parent Counselling (subject to availability)
- Parent cafe / social groups / siblings groups
- Details of out of school and holiday activities
- Provide contact details of other support services and agencies
- Parent Workshops, including parenting support and support for online issues at home
- Pastoral Support
- General care, support and advice

Mrs Jodie Childs manages the school's offer of early help – if you feel a family or child would benefit please ask.

Training

All staff receive regular training in safeguarding including:

- A yearly update through INSET training
- Staff briefing updates
- Termly E-bulletins
- Additional training based on the school's evaluation of context and need.

In addition every member of staff has carried out the government's [online Prevent training](#) to address issues of radicalisation. A [risk assessment for Prevent](#) is also in place.

All safeguarding leaders have received enhanced safeguarding training and ensure that they keep themselves up to date with current safeguarding issues. The enhanced training is renewed every two years.

All our Governors receive safeguarding training on induction and regular updates so that they make strategic decisions about safeguarding in school. The safeguarding Governor has enhanced training in line with that of the DSL.

All safeguarding training is recorded so that we know who has received what training and when this needs renewal.

Recording and record keeping

The school uses CPOMS to record all safeguarding incidents.

Please ensure that you have a login for this.

Make sure that you know how to record incidents – especially the detail that is required.

The guidance below should be followed:

- State the facts only (please do not give your own opinions about what you think has or is happening)
- Use the language used by the child (with the added clarity that you have sought from them if necessary)
- Be succinct (there is no need for a long narrative)
- Make sure you record: Where, how often, who was present when the safeguarding concern happened.

Safeguarding incidents require sensitivity and confidentiality. Please do not share information with anyone other than the safeguarding leads unless asked to do so by them.

All records are kept securely on CPOMS. These are passed on to other professionals when necessary under safeguarding information sharing protocols. If a pupil leaves the school these records are transferred without delay.

If you are unsure of this any of the safeguarding team will help you with this.

Information sharing for safeguarding is the responsibility of the designated safeguarding leads. Please do not share any safeguarding information with anyone, including colleagues, without their permission.

IF YOU ARE NOT SURE – JUST ASK.

Safeguarding Curriculum

In order to support our role in keeping children safe we have a curriculum which is designed to teach children how to keep themselves safe. It is important that you know about this curriculum and are able to signpost children to their learning if you are concerned about what might be happening to them in addition to the referral to the designated safeguarding lead. Our curriculum covers the following in age appropriate ways: Healthy and respectful relationships; boundaries and consent; stereotyping, prejudice and equality; body confidence and self-esteem; how to recognise abusive relationships; safeguarding issues (as listed in the section '[Safeguarding Knowledge](#)') and what constitutes sexual harassment and sexual violence- further information about this can be found in [Keeping Children Safe in Education](#), it is important that you know about this even if it is not considered age appropriate for our children.

Allegations Management, Whistleblowing and Low-Level Concerns

At Holy Trinity we always consider that the worst could happen here. This means that all staff are vigilant with regards to behaviour of others.

If you are concerned about the behaviour of a member of staff when they are with children, you must speak to the most senior member of staff onsite. This will usually be the Headteacher or the Deputy Headteacher. If the concern is about the Headteacher you must speak to the Chair of Governors. They can be reached via email in the first instance.

They will then refer any issues to the Local Authority Designated Officer (LADO) on 01452 426994 who will support the school to decide next steps.

Should you feel that your concerns are not being listened to, you are required to whistle-blow using the one of the following routes:

- Protect: an independent whistleblowing charity, previously known as Public Concern at Work (helpline: 020 3117 2502, email: whistle@protect-advice.org.uk, website: www.pcaw.co.uk).
- Through the **NSPCC whistle-blowing helpline - 0800 028 0285** – line is available from 8:00 AM to 8:00 PM, Monday to Friday and email: help@nspcc.org.uk

Further information can be found in the Allegations Management – including Low Level Concerns Policy and the Whistleblowing Policy.

Online Safety

The DSL is strategically responsible the school adhering to the [filtering and monitoring standards](#). He or she also ensures that an effective online safety policy is adopted.

Recruitment, Induction and Visitors

All staff are recruited using safer recruitment procedures – this means that references and DBS are in place for every member of staff before they take up their post. Details are laid out in the Safer Recruitment Policy.

All recruitment panels have at least one person who has undertaken safer recruitment training. All staff have their details recorded on the Single Central Record.

Details of DBS requirements for contractors are set out in the Safer Recruitment Policy. All those visiting the school in a professional capacity are asked to prove their identity. Visitors attending school to provide enrichment activities for children are assessed in advance for the education value and appropriateness of what they are going to deliver. If they are going to be unsupervised evidence of an enhanced DBS, with barred children check will be required.

Useful Contacts

NSPCC National Helpline: 0808 800 5000

Gloucestershire Children & Families helpdesk 01452 426565
childrenshelpdesk@gloucestershire.gov.uk

OUT OF HOURS NUMBER 01452 614194 for use in an emergency

LADO

If you would like any further information about anything in this policy, please ask one of the safeguarding leaders.

Appendix 1 – Child on child/Peer on peer abuse

This type of abuse can be very difficult to manage in schools. Whilst KCSIE refers to victims and perpetrators we ensure that this terminology is only used when appropriate. This means that it is only used with the children or young people involved with very careful consideration, if ever. For ease of reference these terms are used here.

At Holy Trinity we have a clear reporting mechanism for children and young people to report abuse. This information and the teaching of behaviours that are abusive are made clear to the children in assemblies, the teaching of RSE and on information posters around the school.

When such an incident is reported the school follows this process to ensure that all involved are fully supported.

Ensure that the victim is safe and is not promised confidentiality

Refer to the DSL and make a written report (facts and the child/young person presents them

DSL should consider whether to report to Children's Social Care or the Police

Parents of the victim should be informed unless this would put the victim at greater risk of harm

The Police/Children's social care should advise as to how to proceed if they have been involved

A risk assessment should be completed to ensure that both victim and perpetrator's needs are managed in school.

It should also include any other children or young people who may also have been victims or witnesses

If the incident(s) occurred at school an assessment should be carried out of the location and how to better protect children and young people in the future.

ALL SHOULD BE DONE TO PROTECT THE IDENTITY OF BOTH VICTIMS AND PERPETRATORS

The impact of social media should be considered and is covered in KCSIE