

**Nottinghamshire Safeguarding Children in Education: Annual Self-audit tool 2023-2024**

This guidance supports completion of the annual safeguarding in education self-audit 2023-2024 and reflects the statutory requirements within DfE Keeping Children Safe in Education KCSiE 2023 issued under Section 175 of the Education Act 2002, the Education (Independent School Standards) regulations 2014, the Non-Maintained Special Schools (England) Regulations 2015 and the Education and Training (Welfare of Children) Act 2021. Schools and colleges in England **must** have regard to it when carrying out their duties to safeguard and promote the welfare of children. For the purposes of the guidance set out in KCSiE 2023 children includes everyone under the age of 18.

To complete the safeguarding self-audit, you may find it helpful to consult DfE Keeping Children Safe in Education 2023, which will come into force on the 1st of September 2023 and replaces KCSiE 2022.

**Please note:**

* KCSiE 2023 sets out what schools and colleges **should** and **must** do to safeguard children. The term **must** has been more frequently used in KCSiE 2023
* Annex F informs of the substantive changes from KCSiE 2022, that come into effect from 1 September 2023. These have been included within this year’s self-auditing tool kit and marked as ‘New’ in green type font in the SiE annual audit form.
* In addition, to support you and your school identify the revisions made to KCSiE 2023 an additional document titled *‘****NCC & NSCP KCSiE 2023 ‘Key changes and points of revision, which schools should consider within their individual Child Protection Policy and ‘safeguarding arrangements’*** has been added to this toolkit to support review and implementation of the safeguarding statutory requirements included within KCSiE 2023 and support completion of this years NCC & NSCP Safeguarding in Education Annual Audit.
* The guidance in KCSiE 2023 has been further strengthened to clarify the roles and responsibilities of all staff but particularly those with Designated Safeguarding Lead (DSL) responsibilities, Head teachers and Governing bodies. Clarity of those responsibilities can be found in KCSiE 2023 and within each of the 28 Questions in the SiE annual audit form and training data, which has been amended to reflect the need for Governor safeguarding training.

Governing bodies and proprietors have a strategic leadership responsibility for their school’s or college’s safeguarding arrangements and **must** ensure that they comply with their duty under legislation. They **must** have regard to KCSiE 2023 guidance, ensuring policies, procedures and training in their school or college is effective, and always comply with statutory guidance and the law.

Headteachers and principals **should** ensure that policies and procedures adopted by their governing bodies or proprietors (particularly those concerning referrals for cases of suspected abuse and neglect), are understood, and followed by all staff. This includes adopting a ***‘whole school approach to safeguarding’*** and for all staff to work in the ***‘best interest of the child’***.

KCSiE 2023 informs Governing bodies and proprietors, and their senior leadership teams, especially their designated safeguarding leads, should make themselves aware and follow their local safeguarding arrangements.

Working Together to Safeguard Children 2018 (updated December 2020) confirms that all schools (including those in multi-academy trusts) and colleges in the local area **should** be fully engaged, involved, and included in safeguarding arrangements. As a relevant agency, schools, and colleges, in the same way as other agencies, are under a statutory duty to co-operate with the local arrangements published by the Nottinghamshire Safeguarding Children Partnership (NSCP).

**Please Note:** The Government have recently published a Consultation document for HM Working Together to Safeguard Children, the consultation will run from the 26th of June till the 6th of September 2023. Any revisions will not be made available till later in the year, and so can not be included within this guidance or NCC & NSCP SiE annual Audit toolkit. It will be for schools, academies, colleges, and alternative education to make revisions inline with the publication of Working Together to Safeguard Children 2023. We will keep you informed.

The Department for Education, through KCSiE 2023, places the key responsibilities on Governing bodies and proprietors; these are included within the summary on pages 3 to 5 and Part Two -The management of safeguarding.

All teaching staff **should** read as a minimum Part One of KCSiE 2023 and those staff who do not work directly with children read either Part One or Annex A (a condensed version of Part One) of KCSiE 2023. This is a matter for each school or college to decide and should be based on their assessment of which guidance will be most effective for their staff to safeguard and promote the welfare of children.

We recommend teaching staff read Part Five Child on Child Sexual Violence and Sexual Harassment, so they are able to recognise the risk factors and indicators in and outside of school and act in accordance with the guidance and Annex B, which informs of specific areas of child vulnerability and provides electronic links to resources and support.

**Please note:** additional information relating to children’s/ students’ behaviours can be found throughout KCSiE 2023.

To aid you searching for particular areas of safeguarding consider downloading a copy of KCSiE 2023 and use the eye glass symbol at the top of the document which will take you to all areas of the document with the related term or word you have typed in, for example words such as DSL, Governor, filtering, behaviour, child protection policy etc.

The Head teacher, senior designated safeguarding lead, deputy DSLs, members of the senior leadership team and Governors/Trust **must** be fully conversant with all of KCSiE 2023, to ensure the school’s ‘safeguarding arrangements’ are compliant with all statutory requirements and all actions are taken in a timely manner to keep children safe.

New Governors must regularly review the ‘safeguarding arrangements’ in place in the school and ensure they are effective in addressing children’s needs, vulnerabilities, and ensure that the staff are able to carry out safeguarding roles and responsibilities in accordance with their employment. Governors are required to act as ‘the critical friend’ in addressing strategic areas of ‘safeguarding compliance’, and robustly address any weakness or shortfalls in accordance with KCSiE 2023, and local Nottinghamshire Safeguarding Children policy and procedures.

New This is particularly so, in regard to the statutory requirements placed on schools/college ICT systems and the arrangements which must be in place to meet Online Safety Standards and the requirements placed on schools/colleges for the ‘filtering and monitoring requirements, see KCSiE 2023 paragraph 14, 138,141 and 142.

Link: [https://www.gov.uk/government/publications/keeping-children-safe-in-education--2](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fgovernment%2Fpublications%2Fkeeping-children-safe-in-education--2&data=04%7C01%7Ccheryl.stollery%40nottscc.gov.uk%7C8f1f0fa2e8884503f4c608d9407dc6ce%7C6e5a37bba9614e4fbaae2798a2245f30%7C0%7C0%7C637611731213261643%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=9FntyusgR9BEd9hIpSM0VEt8XCojKh%2FjPfrS5KHISTE%3D&reserved=0)

As the DfE published KCSiE 2023 on the 6th of June, it is possible that additional revisions may be made over time and during the 2023-2024 academic year. It will remain essential for the Head teacher, the Senior Designated Safeguarding Lead and Governing body or Trust to ensure they remain up to date with any changes that may come into force from Government Offices, the Local Authority or Nottinghamshire Safeguarding Children Partnership and ensure the necessary amendments are made and included within the schools ‘safeguarding arrangements’.

**Completing the NCC & NSCP SiE Annual Audit for 2023-2024**

To support clarity, we have highlighted which questions are a ‘statutory requirement’ and **must** be in place, and those which are ‘best practice’ and **should** be in place from the NSCP or Local Authority, as part of their advice, policy and practice guidance to schools and colleges.

This guidance is to support you in completing the NCC & NSCP SiE Annual Self-Audit toolkit for academic year 2023-2024 and references the revisions made from KCSiE 2022, included in Annex F in KCSiE 2023, and the attached document mentioned above, where I have referenced changes made and are now included in this academic years NCC & NSCP SiE annual audit form and guidance.

I have ensured you are able to relate each question by highlighting which Part of KCSiE or paragraph they can be found.

**Please note:** It is important to provide supporting information in the sections highlighted as ***‘evidence’*** and examples are provided to assist you to robustly check the ‘safeguarding arrangements’ in place***.*** All questions hold the status of being a statutory requirement of all schools, academies, colleges, and alternative education provision unless confirmed as *‘best practice’,* in which case we still advise youshould carry out this requirement as it is in *‘the best interest of the children’.*

**Evidence**

The SiE annual self-audit provides space for supporting evidence to be detailed, you may have other evidence to add in addition to the examples we have provided for each question. The evidence gathered will also support a robust response to checking whether your school or academy is compliant with the ‘safeguarding arrangements required within KCSiE 2023. When your setting’s ‘safeguarding arrangements’ are inspected, either by Ofsted, or as part of an external safeguarding review, this recording of evidence will be helpful.

The audit form has some new areas highlighted in italic green type font for you to review and seek additional ‘*evidence’*, which reflects the revisions made to KCSiE 2023 and set out briefly in Annex F and the additional document ***NCC & NSCP KCSiE 2023 ‘Key changes and points of revision, which schools should consider within their individual Child Protection Policy and ‘safeguarding arrangements’***.

**Please Note:** This means that the revisions made to questions 1 to 28 through KCSiE 2023 will just be identified by using New in italic green type after the question number, given paragraph references have been made clear in the SiE audit form.

**Statutory requirement of all Governing bodies and Trusts**

Governing bodies, Academy Trusts and Management Committees should take an active role in understanding how statutory requirements are managed within their school, academy, or college, and how these arrangements are reflected within the whole school child protection policy. Where any shortfalls in policy or practices are identified through the self-audit, settings are advised to generate an appropriate Safeguarding Action Plan (SAP) and where required a risk assessment.

**Q1. GOVERNOR SAFEGUARDING LEAD**

(KCSiE 2023 Summary, Part One and Part Two Leadership and Management)

This question reflects guidance in KCSiE 2023 that there are mechanisms in place to help staff to understand what they need to do to ‘discharge their roles and responsibilities’. They must have regard to [KCSiE 2023](file:///C:/Users/ccs1/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/IPN7Q8Z0/201718%20Safeguarding%20in%20Education%20Audit%20GUIDANCE%20NOTES.odt) to ensure that the policies, procedures and training in their setting are effective and comply with the statutory requirements of the law at all times. Every Governing body or Trust has a responsibility to nominate a Safeguarding Governor who will champion the school’s or academy’s ‘safeguarding arrangements’ and who will need to work closely with the Head teacher, Senior Designated Safeguarding lead and DSL team.

The Governing body or Trust has a collective responsibility to ensure the school’s safeguarding arrangements are appropriate, reflect statutory safeguarding guidance and in a position to remedy any concerns, should they arise.

KCSiE 2023 places a greater responsibility on Governing bodies and proprietors to ensure the schools, academies, colleges, and alternative education providers maintain a ‘strategic’ overview of statutory ‘safeguarding arrangements’ in place by meeting in school/college with the Head teacher, senior leadership team and designated safeguarding leads to carry out **regular** reviews of the schools ‘safeguarding arrangements’.

NOTE: Trusts must ensure policies and procedures are tailored to and reflect each individual school/academy ‘safeguarding arrangements’.

Governors are required to complete safeguarding training, and this can be done through attending the school or academy’s whole school child protection/safeguarding training or other training and briefings being put in place by the Senior Designated Safeguarding Lead. Training for the Chair of Governors and Named Safeguarding Governor and Governing body is available at venues around the County and can be booked through Governor Services, NCC Learning and Workforce Development or through on-line training provided by Nottinghamshire Safeguarding Children Partnership (NSCP) or through other safeguarding partners and or bespoke commissioned arrangements through the SCiEO.

In my role as SCiEO, I along with Samantha Harris, NSCP Partnership Manager, will be offering Safeguarding Governors and Chairs of Governing bodies/Trusts the opportunity to engage with the fully established Governors Safeguarding Focus Group Network meeting during 2023-2024. The arrangements for the Governors Focus group meeting had to be put on hold during the pandemic and to be able to provide first line support to schools. Information for these meetings will be circulated through Governor Services, Governor Hub and by email to all schools, academies, and colleges in due course.

**Q2. WHOLE SCHOOL CHILD PROTECTION POLICY** New requirements

The school or academy should have an effective child protection policy that is tailored to the individual school or learning environment. It must be consulted on, agreed by the Governing Body or Trust, and should be made available to parents/carers, all staff including volunteers, supply staff and contractors before they commence work with the school and children. A copy should be provided on request and published on the school website. As a minimum the policy should be updated annually, and the policy should reflect:

* The Education Act 2002.
* HM Working Together to Safeguard Children 2018 (updated December 2020). (Currently going through Consultation phase till 06/09/2023).
* DfE KCSiE 2023 which comes into force from 1st September 2023.
* The NSCP guidance (NSCP website [www.nottinghamshire.gov.uk/nscp](http://www.nottinghamshire.gov.uk/nscp))
* NCC Pathway to Provision version 9 (revised March 2021).

A template policy with additional guidance and entitled ‘Whole School Child Protection Policy’ is available on the safeguarding section of NCC School’s Portal, and a copy is also available on the NSCP website:[www.nottinghamshire.gov.uk/nscp](http://www.nottinghamshire.gov.uk/nscp)

KCSiE 2023 recognises how staff should respond when concerns arise, but children may not feel ready or know how to tell someone they are being abused. DSLs will need to provide guidance and support and ensure children know who they can reports concerns to and make opportunities to discuss and share concerns available during and outside of classroom time.

**Q3 SAFEGUARDING POLICIES AND PROCEDURES** Newrequirements(KCSiE 2023 Part One Safeguarding Information for All Staff and or Annex A, B, C Part Four Section 1 and 2 and Part Five). As a minimum, all staff (teaching and non-teaching) should be provided with and Read Part One and or Annex A of KCSiE 2023 as agreed by the Governing body, Proprietor or Trust. All newly appointed staff including supply staff and volunteers should be provided with a copy at their induction and before being asked to work with children. Supply staff and volunteers are also required to be conversant with what to do should they be concerned about a child’s wellbeing, or when abuse or harm is disclosed to them. Contractors should be informed who to report any safeguarding concerns to during the time they are with the school. The Senior DSL is required to ensure that all staff have suitable training and are kept up to date with any changes to statutory guidance, or to the schools own safeguarding arrangements.

All school staff should be aware of the arrangements which support safeguarding, including the child protection policy, the staff behaviour policy (code of conduct) and all other statutory policies, which includes the response that will be made to low-level concerns. To ensure safeguarding is effective and managed well all staff must understand and the role and responsibilities held by the senior designated safeguarding lead and deputy DSLs. The staff behaviour policy/code of conduct should include acceptable use of technologies, staff/pupil relationships and communications including the use of online platforms including social media and its use. All staff should be aware of the ‘whistle blowing’ policy and procedures and how to escalate concerns including low-level concerns as described in Part Four Managing Allegations Section Two has been strengthened to provide clarity on process for sharing low-level concerns including for those employed by outside organisations using the school’s premises.

KCSiE 2023 recognises the rise in harmful behaviours and has included further guidance to proactively address additional areas of concerns. Online safety (inside and outside of school/college) including harmful online challenges, hoaxes and sharing information with parents and carers and where they can get help and support.

It also includes the statutory arrangements for ensuring the schools has the required ‘filtering and monitoring ‘arrangements in place in line with the Online Safety Standards and as set out in KCSiE 2023.

KCSiE has provided further clarity in the response school, academies and colleges should have in place to address safeguarding concerns and support children and families, in teaching safety, adopted standards safe user standards for school devices, online platforms and social networks.

Every school/ college or learning environment **must** inform parents/carers and organisations using school/ college or learning environments devices of its standards and actions to respond to and report concerns. These standards and arrangements should be overseen by the Snr Designated Safeguarding Lead along with Governors/ the Trust. These are included within the SiE annual audit toolkit and form for 2023-2024.

**Q4 CHILD PROTECTION PROCEDURES** New requirements KCSiE 2022 Part One Safeguarding Information for all staff, includes information on the roles and responsibilities of all who work with or provide a service to children. Further information can also be found regarding staff roles and responsibilities in Annex A and Part Two - The management of safeguarding includes the responsibilities of governing bodies, proprietors, and management committees).

The child protection policy and all other related safeguarding policies **must** describe the procedures and expectations placed on all staff which **should** be in accordance with government guidance KCSiE 2023 and refer to locally agreed inter-agency procedures put in place by the Nottinghamshire Safeguarding Children Partnership (NSCP). The policy must be reviewed and updated annually (as a minimum), and be available publicly, either via the school or college website or by other means.

The policy should be specifically tailored to reflect the individual setting’s particular safeguarding arrangements, and the setting’s child population.

Academy Trusts may wish to include a foreword or a set of principles which sits within the framework of Trust’s child protection policy, but each school or academy must have a child protection policy in place that is tailored to reflect and embed the specific individual ‘safeguarding arrangements’ in place. This is likely to vary according to each school, academy or college and the learning environment, staff teams and resources in place, and the community in which it is based.

KCSiE 2023 clarified the Online Policy including the requirements for ‘filtering and monitoring’ standards and arrangements must be included within the Child Protection Policy.

The DfE broadened the guidance in KCSiE 2023 introduced other areas of harm and abuse within the term ‘specific vulnerable groups’ these have been maintained and further content has been added linked to children’s behaviours. This is to reflect the increase in the level of threats and concerns involving children’s behaviours outside of the school and family home and the increase of on and offline harms, abuse and risks referred to as ‘contextualised safeguarding’.

The DfE have continued to recognise the importance of such threats and challenges children and young people face, including the impact of Domestic Abuse on children, which is referenced in KCSiE 2023. DSLs will need to respond to all forms of Domestic Abuse and harm in accordance with the revised guidance and ensure staff are aware of the indicators and how to respond to such concerns.

All staff should be aware that children can abuse other children referred to as child-on-child abuse and that it can happen inside and outside of the school or college and online. All staff should be clear as to the school or college policy and procedures with regard to child-on-child abuse and the important role they have to play in preventing it and responding where they believe a child may be at risk from it. Further clarity can be found in KCSiE 2023 Part One.

Governing bodies and Trusts have increased responsibilities through KCSiE 2023 to maintain regular oversight on all the schools or colleges ‘safeguarding arrangements’ to ensure they are in place, effective and complaint with KCSiE 2023 and local NSCP safeguarding procedures.

KCSiE 2023 provides clarification on the application of the European Convention on Human Rights (ECHR) (the Convention) that are deemed to apply in the UK. It compels public organisations to respect and protect an individual’s human rights when they make individual decisions about them. Under the HRA, it is unlawful for schools and colleges to act in a way that is incompatible with the Convention, and it clarifies the specific convention rights that apply to schools and colleges.

**Please note:** KCSiE 2023 has clarified that provision within the Equality Act includes reasonable adjustments for disabled children and young people.

Schools and academies are encouraged to adopt the Nottinghamshire Safeguarding Children Partnership Inter-agency Safeguarding Children Procedures [NSCP safeguarding procedures](http://nottinghamshirescb.proceduresonline.com/). These procedures are available in electronic format only; it is advised that these should not be downloaded and printed off as they are regularly subject to change.

Staff should have the opportunity to contribute to reviewing and revising school policies and procedures and in particular the child protection policy, which should be tailored to the school, academy, or college individual ‘safeguarding arrangements’.

KCSiE 2023 further clarifies the safeguarding role and responsibilities held by all staff, including supply staff, volunteers, and contractors. Everyone working with the school and contact with children should know who the designated safeguarding leads are in the school and know how to report concerns and respond to various safeguarding situations and circumstances.

**Q5 DESIGNATED SAFEGARDING LEADS FOR CHILD PROTECTION** New requirements.

(KCSiE 2023 Part One, Annex A & Annex C Role of the Designated Safeguarding Lead).

The Senior Designated Safeguarding Lead must be a senior member of staff from the school or academy leadership team, who takes lead responsibility for safeguarding and child protection. The role of all DSLs should be explicit in the role-holders job description. The Senior DSL should receive appropriate supervision from the Head teacher or Executive Head teacher/Principal, including CPD. Deputy DSLs should also receive supervision, including CPD, to ensure they can respond effectively to safeguarding concerns and act to minimise risk and harms to children.

There should be at least one Deputy DSL and they must be trained to the same standard as the Senior DSL. Schools and academies are responsible for determining how many DSLs they need to ensure children are kept safe and all safeguarding actions and support are effective, this will largely be dependent on the size of the school or academy and the number of child protection and safeguarding concerns held. Whilst activities can be delegated, the ultimate lead responsibility for safeguarding a child remains with the Senior DSL and this responsibility must not be delegated. The Senior DSL and any Deputy DSL should liaise with the Local Authority and safeguarding agencies as informed by KCSiE 2023 and HM Working Together to Safeguard Children 2018 and our local NSCP Policy and Practice guidance.

The Senior DSL and deputies (DSL team) maintain a key role in raising awareness amongst staff about the needs of children who have or who have had a social worker and the barriers that those children might experience in respect of attendance, engagement and achievement at school or college.

The Head teacher and Governing body ensures the DSL(s) have sufficient time to carry out the functions of the role and undertakes the required training to the same level as the Snr DSL.

Last year KCSiE 2022 placed a duty on DSLs to understand the role of the ‘Appropriate Adult’ within a police investigation and has included reinforcement regarding the importance of schools speaking with parents and carers about children’s access to online sites when away from school or college. Clarifying the responsibility of DSLs and schools to ensure parents have a good understanding of risk and vulnerabilities affecting children’s safety and well-being and providing advice and guidance.

KCSiE 2023 Annex B has strengthened the need for DSLs and all schools staff to understand the link between mental health, school attendance and progress.

In addition, the word ‘students’ has been added after the word pupils in various places. This is presumably to act as a reminder for sixth form colleges and other further education providers that KCSIE applies to them as stated in the introduction. Regardless of the language used to describe them- students, pupil, child, young person- we need to be clear that all those under 18 are children and entitled to the rights and protections of a child.

The Governing body/Trust now has been given greater clarity of the responsibilities they hold for maintaining an overview to ensure the DSL team are supported to carry out their role effectively as set out in Annex C.

**Q6 COVER ARRANGEMENTS FOR THE DESIGNATED SAFEGUARDING LEAD** New requirements

**(**KCSIE 2023 Part One, Part Two Annex A & Annex C Role of the Designated Safeguarding Lead).

KCSiE 2023 makes clear the role and responsibility for the Senior Designated Safeguarding Lead, they must be a senior member of the school’s leadership team and appointed to the role, taking lead responsibility for safeguarding and the child protection (including online safety), this should be explicit in the role holders job description including and any cover arrangements. They must have sufficient time, funding, training resources and the support they need to carry out the role effectively.

During term time the Senior DSL and/or a Deputy DSL should always be physically available (during school hours) for staff in the school or academy to discuss any safeguarding concerns but KCSiE notes that ‘*in exceptional circumstances the availability may be via Teams or mobile phone’.*

It is a matter for individual schools, academies, and the respective Senior DSL to arrange adequate and appropriate cover arrangements for any out of hours/out of term activities.

The Snr DSL and deputies should work closely with the SENCO and Designated Teacher to ensure children with SEND and or who are in the Care of the Local Authority (Looked After) are safeguarded and able to thrive and achieve to their maximum potential. The Senior DSL holds the responsibility to ensure that children who have or have had a social worker maintain academic and attendance standards.

**Statutory Guidance includes Training must be undertaken by those with designated safeguarding lead status before taking on the responsibility.**

**Q7 DESIGNATED SAFEGUARDING LEAD TRAINING** New requirements KCSiE 2023 Part One, Part Two & Annex C Role of the Designated Safeguarding Lead).

This question reflects the requirement for the Senior DSL and all deputy DSLs to update their knowledge and skills at least annually for example through e-bulletins or meeting other safeguarding leads, research, training, and safeguarding partnership opportunities, to provide them with the knowledge and skills required to carry out the role. The more formal DSL training should be refreshed within every two years.

Many opportunities exist for DSLs to access face to face and on-line training.

The half -termly DSL Focus Group meetings also provide opportunities to keep up to date with new safeguarding information from partner safeguarding agencies and network with other County DSLs.

We advise all schools and academies should maintain a data base or record of all safeguarding training accessed and completed for all staff but most importantly the DSL team. Copies of certificates from training should also be kept to evidence training compliance.

Last year KCSiE 2022 introduced the requirement for Governing bodies and proprietors ensuring **all** governors and trustees receive appropriate safeguarding and child protection (including online) training at induction. The training should equip them with the knowledge to provide strategic challenge to test and assure themselves that the safeguarding policies and procedures in place in schools and colleges are effective and support the delivery of a robust whole school approach to safeguarding. Their training should be regularly updated and supported by the Snr DSL.

**Note:** Evidence provided for questions 5, 6 and 7 is combined and should be documented within the linked SiE Annual Training Form for 2023/2024. This will also support NCC and NSCP collation of data to inform arrangements for future training needs.

**The SiE annual audit form for 2023-2024 includes a section for Governor/ trustees safeguarding training which should be completed in full.**

**Q8 CHILD PROTECTION TRAINING** new requirements **(**KCSiE 2023 Part One, Part Two, Part Five - Sexual Violence and Sexual Harassment and Annex A, Annex C and F). There is a requirement for all staff members to receive child protection training and regular safeguarding updates. These must be as a minimum annually but should be on a regular basis. All staff members should undergo safeguarding and child protection training at induction and before working with children.

All staff should be aware that safeguarding incidents and or behaviours can be associated with factors outside the schools or college and can occur between children outside of these environments including on and offline.

Training should be provided for all staff regarding Online safety and risk of online harms including use of schools ICT devises and social networks.

The requirements for ‘filtering and monitoring’ also extends to the PREVENT DUTY placed on all teachers, see KCSiE 2023 paragraph 142.

Extra- familial harms take a variety of different forms and children can be vulnerable to multiple harms including sexual exploitation, criminal exploitation, sexual abuse, serious youth violence and county lines.

Child on Child Abuse can take the form of abusive harassing, misogynistic messages, the sharing of indecent images, especially around chat groups, the sharing of abusive images and pornography to those who do not want to receive such content. See Part One, Part Five Sexual Violence and Sexually Abusive Behaviour and Annex F for further information and statutory responsibilities.

Staff should be alerted to safeguarding concerns that can increase a child’s vulnerability to risks of harm, abuse or neglect and always speak to the DSL or deputy without delay or refer to the Head teacher or nominated SLT member if the DSL is not available.

Zero tolerance to incidents of sexual violence and sexual harassment and should be always applied as informed by KCSiE 2023.

KCSiE 2023 has provided additional guidance and acknowledgement of the impact of Domestic Abuse. Domestic Abuse can encompass a wide range of behaviours and may be a single incident or a pattern of incidents. That abuse can be, but is not limited to, psychological, physical, sexual, financial, or emotional. Children can be victims of domestic abuse. They may see, hear, or experience the effects of abuse at home and/or suffer domestic abuse in their own intimate relationships (teenage relationship abuse). All of which can have a detrimental and long-term impact on their health, well-being, development, and ability to learn. Staff will need to be alert to this and respond to put in place support.

For all staff, but particularly DSLs to respond to the various areas of safeguarding vulnerability, we strongly advise all those working with children and families **should** attend regular safeguarding training as set out in KCSiE and through our local Nottinghamshire Safeguarding Children Partnership (NSCP) arrangements.

**Access to NCC & NSCP training:** A variety of training is available from Nottinghamshire Safeguarding Children Partnership and in formats to support all agencies including schools and education services, see link [www.nottinghamshire.gov.uk/nscp](http://www.nottinghamshire.gov.uk/nscp)

**Safeguarding Children -** The role of the Designated Safeguarding Lead and whole schools training can be accessed via: <https://www.nottinghamshire.gov.uk/education/for-schools/safeguarding-in-schools-training>

**If you** **don’t have an account** – you will need to create one via: <https://nottscc.learningpool.com/login/index.php>

**The Registration Key for NCC Maintained Schools** is **719283** and for **Academies** is **525232** (You will only need to use the key the first time you register, then after this you can just log in with your username and password).

**NCC Whole school training.** This can be accessed via [safeguarding.training@nottscc.gov.uk](mailto:safeguarding.training@nottscc.gov.uk%20) or telephone: 01159 772347

**The Designated Safeguarding Lead Focus Group meeting**: is held half termly and provides an opportunity for DSLs to network and access presentations from key safeguarding leads, guest speakers and organisations and agencies linked to safeguarding. The DSL Focus Group is organised by the Safeguarding Children in Education Officer. These have been limited to virtual meetings though MS Teams, but it is hoped that face to face network meetings can soon be rearranged during 2022-2024 academic year.

**NOTE: Evidence for all safeguarding training should be included with in the SiE Training Form, part of the SiE Annual Self-Check Audit toolkit for 2023/2024**

**Q9 CONCERNS ABOUT PRACTICE/WHISTLE BLOWING** New requirements **(**KCSiE 2023 Part One and Part Four Allegations of abuse made against/Concerns raised in relation to teachers, including supply teachers, other staff, volunteers, and contractors). There should be a culture where all staff are able to raise concerns about poor or unsafe practice, and for all concerns to be taken seriously by the leadership team and Governing body or Trust. Appropriate whistleblowing policy and procedures, which are suitably reflected in staff training and staff behaviour polices, should be in place to enable this.

KCSiE 2023 includes allegations made requiring outside organisations who use school/ college or alternative education environments premises. These should be dealt with in accordance with the schools Child Protection Policy and or managing allegations procedures and referred to the LADO Service.

**New addition:** The Government haveadded contractors to this list and organisations using the school/college site/ premises into Part Four regarding the management of allegations and how to address low-level concerns.

KCSiE 2023 Part Four has two sections:

1. Allegations that may meet the harms threshold.
2. Allegations/concerns that do not meet the threshold i.e. low-level concerns. This includes what a low-level concern is, making the link between low-level concerns, staff code of conduct and safeguarding policies.

Schools are required to have their own procedures for dealing with concerns and or allegations against those working in or on behalf of schools or colleges. These procedures should be consistent with local safeguarding procedures and practice guidance. Low-level concerns should be linked to either the staff behaviour policy or code of conduct.

KCSiE 2023 Part Four Allegations of abuse made against/Concerns raised in relation to teachers, including supply teachers, other staff, volunteers, contractors, outside organisiations using school premises), has added information to provide clarity on the process for sharing low-level concerns. **Note:** All staff volunteers and contractors should be informed of what constitutes a low-level concern and to report such concerns to the designated safeguarding lead or nominated Senior member of the leadership team as defined in your whistle blowing policy, staff behaviour policy/code of conduct, and the school child protection policy.

The whistle blowing policy must point staff to which member of the leadership team they can report or raise concerns and should include reference to the NSPCC whistleblowing helpline for staff who do not feel they can raise concerns internally.

[Whistleblowing advice line NSPCC](https://www.nspcc.org.uk/what-you-can-do/report-abuse/dedicated-helplines/whistleblowing-advice-line/)

**Q10 LOOKED AFTER CHILDREN** KCSiE 2023 & Annex A and Annex C).

All staff should have the information they need in relation to a child’s looked after legal status, including contact arrangements and Parental Responsibility (PR), including the level of authority delegated to the care by the Local Authority.

Every school or academy must have a named Designated Teacher for LAC who should take the lead for liaising with the child’s social worker and members of the Virtual School. The Designated Teacher for LAC should have an appropriate understanding and training to be able to carry out the responsibilities to ensure the educational achievement of children who have LAC status is promoted.

The Designated Teacher for LAC should work with NCC Virtual School team to discuss how Pupil Premium plus funding can best be used to support the progress of looked after children in the school, with the aim of meeting the needs identified in the child’s Personal Education Plan (PEP).

The Senior DSL (DSL team) and DT meet to discuss the arrangements in place to keep call children with looked after status safe and agree how to raise awareness amongst staff about the needs of children who have or who have had a social worker and the barriers that those children might experience in respect of attendance, engagement and achievement at school or college, see page 147.

The Designated Teacher for LAC that they should liaise with the Aftercare Advisor when required and for children with LAC status who have left Local Authority care.

KCSiE 2022 has strengthened the virtual school head’s statutory duties, the role of virtual school heads was extended in June 2021, to include a non-statutory responsibility for the strategic oversight of the educational attendance, attainment, and progress of children with a social worker. (KCSiE 2023 Part Two, Annex A and Annex C).

**Q11 CHILDREN WITH SPECIAL EDUCATIONAL NEEDS AND DISABILITIES** New requirements

**(**KCSiE 2023 Part One, Annex A and B). The child protection policy should reflect the additional barriers that exist for children with SEND when recognising abuse and neglect.

The Government has made it important for all staff to be aware that additional barriers can exist when recognising abuse and neglect for children with SEND and be more prone to peer group isolation or bullying (including prejudice-based bullying) than other children. They may not always show outward signs and may have communication barriers and may find difficulties in reporting challenges.

The SENCO will have an important role in liaising regularly with the Senior Designated Safeguarding Lead and deputies to ensure all children with SEND are kept safe, free from child-on-child abuse and know how to report concerns that occur inside and outside of school, college, or alternative provision placements.

The school, academy, college or learning environments child protection policy should reflect the additional barriers for this vulnerable group and staff are conversant with the Early Help offer and the NCC Pathway to Provision v 9.1.

The child protection policy should clarify the additional pastoral support arrangements which should be put in place for all children with SEND. Some children with SEND may have complex needs which should be informed in an individual plan, which should be shared by the SENCO to staff.

KCSiE 2023 requires all staff to have an awareness that additional barriers can exist when recognising abuse and neglect for children with SEND and be more prone to peer group isolation or bullying (including prejudice-based bullying) than other children. They may not always show outward signs and may have communications barriers and difficulties in reporting challenges (see KCSiE 2023 Part One, Part Two and Annex A and B).

KCSiE 2022 also states regular contact should be maintained between the Designated Teacher, SENCO, and DSL team with the Head of the Virtual School, it will be for schools, academies, and colleges to agree with the Head of the Virtual School how this is best able to take place.

**Q12** **VULNERABLE GROUPS** New requirements (KCSiE 2023 Part One, Part Five Sexual Violence and Sexual Harassment, Annex A, and B). All staff should be fully conversant with the statutory requirements for responding to children with specific vulnerabilities and know when mandatory referring, or reporting is required.

**Note:** from 1 September 2020: Relationship, Sex and Health Education (RSHE) became mandatory, however, due to Covid-19 schools were given additional time to put in place teaching and resources for RSHE.

KCSIE informs the Government have put in place a one-stop shop for teachers to include training modules. It is likely that Ofsted will inspect on the school/academy response to this during future inspections. KCSIE 2023 broadens the guidance for children who attend alternative education and acknowledges they often have complex needs, and places importance on governing bodies and trusts to ensure children are fully supported and the alternative setting is aware of any additional risks of harm that pupils maybe vulnerable to.

**The vulnerable groups include:**

* children subject toa special educational need (where they have a statutory Education Health and Care Plan).
* Private Fostering.
* Honour based violence, Female Genital Mutilation (FGM), Forced Marriage.
* At risk of modern slavery, trafficking, sexual or criminal exploitation.
* Child criminal exploitation or shows signs of being drawn into anti-social or criminal behaviour, including gang involvement and associations with organised crime groups or county lines.
* Children missing and or children absent from education.
* Children and students with SEND, have a disability, have mental health needs.
* Is in a family circumstance presenting challenges for the child, such as drug and alcohol misuse, adult mental health issues and domestic abuse.
* Young Carer’s, Looked- After Children, Care leavers, Children in the Court system,Children with family members in prison, Child on Child abuse, Children who have a family member in prison or are affected by parental offending.

KCSiE 2023 has strengthen the guidance for children who attend alternative education often have complex needs, it is important that Governing bodies/ Trusts ensure children are fully supported and the alternative setting is aware of any additional risks of harm that pupils maybe vulnerable to.

In addition, a language change from children missing from education’ to children ‘who are absent from education’. Emphasising the safeguarding risks for those missing from education, particularly on repeat occasions and/or for prolonged periods. A robust response is needed to address persistently absent pupils as they are at risk of abuse and becoming a child missing education in the future. This is particularly the case for children known to social care.

KCSiE has also extended the information to schools and colleges to ensure children who may be LGBT have a trusted adult who they can be open with. It has alsoacknowledged that a child or young person can be targeted by other children and risks can be compounded where children who are LGBT lack a trusted adult.

It informs it is vital that staff endeavor to reduce the additional barriers faced and provide a safe space for them to speak out or share their concerns with staff members. (KCSiE 2022 Part One, Part Five Sexual Violence and Sexual Harassment, Annex A, B, D and F).

All schools, academies, colleges, and alternative education providers must have policies and procedures in place to reflect how the school or academy will safeguarding children from these vulnerable groups and referenced in the school or academies whole school child protection policy.

All policies must be communicated widely to all staff, volunteers, parents, and agencies and agreed and signed off by the Governing body/Trust to keep children safe, and free from harm and abuse. Copies of policies including the whole school child protection policy must be made available on the school or academy website.

**Q13 COMPLAINTS**

(KCSiE 2023 Part Two -The Management of Safeguarding, Part Four Section two). The school/college should have a Formal Complaints Policy which is made known and available on the school or academy website. All schools and academies should have a comprehensive system in place for children and families to make complaints, so that parents/carers and children know that they will be listened to, and their concerns robustly addressed. A review of the number of complaints made during previous academic year 2022/23 should be made to check whether similar complaints raised reflect a pattern of concerns which needs to be addressed at a systems level within the organisation. The leadership team and Governors or Trust should robustly review any complaints which have been made by parents, carers, members of the school community to Ofsted, these are known as Ofsted Qualifying Complaints.

On occasions when complaints are not addressed, parents will refer concerns directly to Ofsted and could result in an early inspection or Local Authority involvement, especially if linked to a safeguarding or child protection concern.

New guidance added to KCSiE 2023 informs Part Four - Allegations made against/Concerns raised in relation to teachers, including supply teachers, other staff, volunteers, contractors, and outside organisations using school premises is made up of two parts and is reflected in several areas of KCSiE where Online Safety Standards have been included.

Section Two has included additional guidance for low- level concerns and informs how concerns could transfer into formal complaints and will need to be considered under Part Four Section Two Concerns that do not meet the harm threshold. Schools, colleges, and trusts will need to review their staff codes of conduct or staff behaviour policies to take into account the requirements set out in Part Four Section two which now has greater clarity added on the process of sharing of information regarding low-level concerns.

**Q14 SAFER RECRUITMENT** New requirements (KCSiE 2023 Part Three Safer Recruitment, NCC HR or your learning environments own HR). Safer Recruitment is an integral part of safeguarding and must continue to remain high on every school or academy agenda.

All schools must create a culture of safe recruitment and safe working practices, and adopt recruitment procedures that help deter, reject, or identify people who might abuse or harm children. Schools and academies should have written recruitment and selection policy and procedures which makes clear all appropriate checks are carried out on staff and volunteers who work with children. This should be evidenced through the maintenance of a Single Central Record. The Government have broadened the responsibilities of Governing bodies, proprietors, and trusts; The Education and Training (Welfare of Children) Act 2021 has been added, which extends safeguarding provisions to Post 16 education. Governors should determine whether staff read Part One and Annex A or if not working directly with children just Annex A (a shorter vision of Part One).

All new staff **must** be provided with KCSIE 2023 Part one or Annex B on induction and should be informed of the role and responsibilities of the designated safeguarding lead and how to contact them.

Safer Recruitment requirements clarified in KCSiE 2023 include**:**

* A culture of safer working practice is created as part of the adoption of safer recruitment procedures.
* Schools and colleges should provide a copy of the school or colleges child protection policy and practices and policy on employment of ex-offenders in the application pack or refer to a link on its website.
* In addition, to the short-listing process schools and colleges should consider carrying out an online search including social media as part of their due diligence on shortlisted candidates.
* All new staff should be provided with KCSiE 2023 Part One or Annex B on induction and before working with children and should be informed of the role and responsibilities of the designated safeguarding lead and how to contact them (see KCSiE 2023 Part Three Safer Recruitment, NCC HR or your learning environments own HR).

Further advice and guidance are provided by NCC Schools HR via the NCC School HR Duty Desk Tel: 0115 9774433 and on the HR School’s Portal.

**Q15 SAFER RECRUITMENT TRAINING** (KCSiE 2023 Part Three. NCC HR Schools’ Portal or your learning environments own HR). The School Staffing (England) Regulations 2009, Part One states that with effect from 1 January 2010 the Governing body must ensure that at least one person on any appointment panel has undertaken safe recruitment training, this can be accessed through:

* On-line [NSPCC safer recruitment training](http://www.nspcc.org.uk/what-you-can-do/get-expert-training/safer-recruitment-education-course/) at the time of writing is at a cost of £35, and the anticipated time to complete the course is four hours.
* The NSCP has an online Safer Recruitment course, but NCC HR have reviewed this and advised it is only suitable for refresher training.

NCC maintained schools should continue to access safer recruitment training through the NSPCC on-line course, which has been Quality assured by NCC HR and is considered robust to stand up to scrutiny.

Governing bodies are advised to review the school Single Central Register as a ‘critical friend’ to ensure ‘safeguarding compliance’ and support your school remaining a safe environment for children, and staff and in not falling short during Ofsted inspections.

It remains the Head teacher’s responsibility whether they choose to wholly undertake this piece of work. However, the Head teacher should regularly undertake the work undertaken on their behalf to ensure it remains compliant.

If the Head teacher and Governors elects to nominate somebody to undertake tis work on their behalf, they must ensure that person can access the relevant training and support to enable them to undertake these duties.

**Q16 & Q17 MANAGING ALLEGATIONS** new requirements (KCSiE 2023 Part One, Part Four Allegations of abuse made against teachers, and other staff, including supply teachers, volunteers and contractors & NCC HR Schools Portal, or your learning environments HR).

There is a duty to fully investigate allegations and concerns about members of staff or volunteers. There must be procedures in place to do this which comply with KCSiE 2023 and the NSCP procedures. The NSCP criteria are slightly different to the DfE guidance which recognises that personal concerns about those who work with children should be responded to. The NSCP procedures make it more explicit that concerns about a person’s private life can have implications for their work life, for example if there is domestic violence, or if their own children become subject to child protection concerns.

**Note**: KCSiE 2023 Part Four is made up of two sections. The second section includes low- level concerns, these concerns could transfer into formal complaints and will need to be considered under Part Four Section two - Concerns that do not meet the harm threshold. Schools, colleges, and trusts will need to review their staff codes of conduct or staff behaviour policies to take into account the requirements set out in Part Four section two provides clarity on the process of sharing information for low-level concerns.

The procedures must also to consider the scenario where allegations are made against the Head teacher or Principal. The Chair of Governors would generally be the lead governor if this arose, and they would link with the Local Authority. All allegations must be discussed with the Local Authority Designated Officer (LADO) on the day the allegation is made known to the school or within 24 hours, and advice sought from the LADO and HR Services.

In November 2022 the Nottinghamshire LADO Service introduced a LADO referral form, this can be completed and sent electronically and can be accessed along with

further guidance on local arrangements can be found on the NSCP website: [www.nottinghamshire.gov.uk/nscp](http://www.nottinghamshire.gov.uk/nscp)

**Q18. CHILDREN MISSING FROM EDUCATION** New requirements **(**KCSIE 2023 Part One, Part Two Management of safeguarding, Annex A and B)

KCSIE continues to reinforce the need for schools and academies to have at least two telephone contact numbers available for responsible adults. All staff should be aware of and follow the procedure relating to children missing from education, and children missing from home or care. All staff should know how to contact the NCC Children Missing Officer to report concerns, and know they are able to report concerns independently from the DSL, however, the Senior DSL should be informed at the earliest opportunity. Children missing education, home and care can be at significant risk of harm and or abuse.

**Q19 CHILD ON CHILD SEXUAL VIOLENCE AND SEXUAL HARRASSMENT** New requirements

The DfE published ‘Sexual Violence and Sexual Harassment between children in schools and colleges on 6 July 2021 as a separate piece of guidance, that is also referred in KCSiE 2021 Part Five. This guidance is included within KCSiE 2023 and extended and referred to in other sections of the statutory guidance and informs:

* Child on Child Sexual Violence and Sexual Harassment including sexually harmful behaviours sits within everyone’s statutory safeguarding responsibilities.
* KCSiE Part Five has been re-written to reflect the change in name, and the complexity and severity of the issues. It now included paragraphs on the support to the victim and alleged perpetrator, and the need to consider any additional children including siblings that may be involved.
* The Senior DSL and all deputies must be fully conversant with the national and local guidance regarding how to respond to incidences of child-on-child sexual violence and sexual harassment.
* All staff must adopt the view that ‘it can happen here’ and can occur inside and outside of schools/college and online.
* All staff are provided with training and guidance and know how to respond to incidents including how to support children involved in incidents.

KCSIE 2023 Part One, Part Five and Annex A includes additional statutory guidance which places a responsibility on all schools, academies, and colleges to ensure:

* The school or college child protection policy includes information on child-on-child abuse and sexual violence and sexually harmful behaviour between children.
* The school or college child protection policy makes clear how it will respond to and support children who are deemed ‘vulnerable’ or sit within the vulnerable groups identified by KCSiE 2023.
* Recognition of the term ‘**victim**’ refers to those who have been subjected to abuse. But recognises that not every victim will view themselves as such. The document also uses the term ‘**alleged perpetrator(s)**’ and where appropriate ‘**perpetrator(s)’**. They, caution the use of this term as in some cases the abusive behaviour will have been harmful to the perpetrator as well.
* An understanding that ‘children may not feel ready or know how to tell someone that they are being abused, exploited, or neglected, and/or they may not recognise their experiences as harmful. For example, children may feel embarrassed, humiliated, or being threatened. This could be due to their vulnerability, disability and/or sexual orientation or language barriers. This should not prevent staff from having a professional curiosity and speaking to the DSL if they have concerns about a child. It is also important that staff determine how best to build trusted relationships with children and young people which facilitate communication’.
* The Head teacher and DSLs are all fully conversant with how to respond to incidents of SVSHB in accordance with revised guidance and continue to maintain an up-to-date knowledge and training including how to respond to incidents or concerns raised regarding online harms inside and outside of the school environment (KCSiE 2023 Part Two, Annex B page 153 and 158.

**Q20 CHILD PROTECTION AND CONFIDENTIAL FILE AUDIT** (KCSIE 2023 Part One, Part Two-The management of safeguarding, Part Five SVSH, Annex A, Annex B and Annex C). The Government strengthened the responsibilities of Designated Safeguarding Leads last year in KCSIE 2022 this remains a statutory requirement in KCSiE 2023 and informs:

*‘A record or data on the cohort of children having or have had a social worker and social care involvement should be maintained by the Senior Designated Safeguarding Lead, that should be shared when children transfer or transition to other schools or educational placements’.*

Additional guidance has also been included to inform on file transfer, keeping and storing records, where a concern about a child has been identified in Annex C.

NCC and the NSCP continues to make available and advise on completing the Child Protection and Confidential File Audit, and for the named Governor for Child Protection & Safeguarding or Chair of Governors confirms that the school/academy maintains appropriate record keeping in relation to vulnerable children (Children subject to Child Protection Plans, Child in Need Plans, safeguarding concerns or children who have Looked-After status). The toolkit including guidance for the child protection and confidential file audit are available on the safeguarding site of the Schools Portal and the NSCP website in the section *Resources, Schools.* The audit tool was revised during November 2022 to reflect the learning from two local Serious Case Reviews and revisions made to Working Together 2018 (last updated December 2022).

The audit can be undertaken by the Head, Deputy Head, Senior Designated Safeguarding Lead or Deputy Designated Safeguarding Lead with the Chair of Governors, lead governor for safeguarding, or any combination of these people.

The Governor should not read through all the documents, reports, and confidential records, but should check the school or academy has in place appropriate management and recording practices and processes to keep children safe.

The aim of the audit is to learn how effective the school’s record keeping is in relation to children of concern and ensure all actions are taken in accordance with national and local child protection guidance. It is equally important to ensure recording include the impact on the child and family and evidence that the child’s voice has been listened to, heard, and included in decision making processes. Lessons from the audit should be used to improve future practice.

NCC and NSCP advice is to continue to complete this audit annually (during the spring term) to demonstrate and evidence good quality ‘safeguarding arrangements’ are in place to maintain pupil records, especially in relation to child protection and confidential files. The audit can still be used by those schools, academies and college that use electronic recording systems, such as *CPOM’s or My Concerns* but will need to be adapted to reflect the electronic management of the files.

The auditing of individual children’s child protection and child in need files should evidence: the child and family’s story; the journey they have taken through safeguarding procedures; the support and interventions they have received with agencies and staff in school; and what actions have been taken over a period of time to support the and keep them safe.

The Child Protection and Confidential File Audit tool reflects current NSCP safeguarding guidance and has been formulated from ‘best practice’ principles and should support you in ensuring you and your school or academy is maintaining an essential oversight for the child, its siblings and family, especially when statutory services have closed cases.

**Please note** recent Ofsted inspections have demonstrated a greater focus by inspectors making a ‘deep dive’ into the management and processes being used to keep children safe, and how individual children’s well-being is being supported and addressed. Head teacher and Governors should ensure the responsibilities carried out by the DSL team are robust including actions in maintaining, all safeguarding and child protection records, recording of chronologies, timely reporting concerns and outcomes, as well as how aware and confident all the staff are in keeping children safe and reporting concerns. In addition, and where necessary using the escalation procedures should cases become stuck or professionals have differing expectations or opinions on case working processes and practice.

Schools/colleges must uphold and be able to demonstrate the principles of working in the ***‘best interest of the child’***.

**Q21 TRANSFER OF CHILD’S CHILD PROTECTION, CHILD IN NEED, LAC, OR CONFIDENTIAL FILE (**KCSIE 2023 Part One, Part Two and Annex C).

The Senior designated safeguarding lead should act on behalf of the school, academy, college, or alternative education provision in accordance with statutory guidance to ensure all information for children subject to child protection and safeguarding concerns are shared in a timely way in order to protect and maintain the necessary safeguarding arrangements for individual children. This includes the transfer of child protection or confidential file, and in accordance with the policy and procedures written in the school/academy’s child protection policy. The statutory guidance to support this area of work, in HM Working Together 2018 and KCSiE 2023, has been revised and considers the revised Information Sharing guidance and GPDR. The introduction of GPDR does not prevent information sharing when dealing with child protection and safeguarding issues, however it is essential that schools, academies, and colleges maintain practices which reflect the revised guidance and reaffirms a child’s welfare remains of paramount importance.

KCSiE 2023 makes clear the DSL’s statutory responsibility to share information and ensure the child’s wellbeing and safeguards in place through transfer of information and files.

Where children leave the school or academy, the setting should ensure that the child’s confidential/child protection file is transferred to the new school or academy within five days or sooner. The confidential file should be transferred separately from the main pupil file, ensuring secure transit, and confirmation of receipt of the file should be obtained. It would be good practice, wherever possible, for the file to be hand delivered to the Senior Designated Safeguarding Lead with a discussion taking place.

The Government through KCSiE 2023 has further strengthened the requirements placed on the designated safeguarding lead which include:

* The DSLs of the outgoing or receiving school, college or alternative placement should hold a discussion to share important information to support the child’s transfer to ensure the child remains safeguarded, has any ‘reasonable adjustments’ agreed and put in place and to ensure the changes experienced by the child are as smooth as possible to enable a positive integration experience and engagement with new staff and learning.
* All schools must maintain information on cohorts of children who have been open to social care, have had a social worker or who are closed to social care and may have returned to the family home. This information should be considered for sharing ‘if appropriate’ with the new schools or provider in advance of the child leaving to allow for the new schools to continue supporting the children who have had a social worker or been victims of abuse, or those who are currently receiving support through the ‘Channel’ program.
* Governing bodies, proprietors and trusts should ensure their Snr Designated Safeguarding Lead and the DSL team follows this guidance.

Schools and academies should not keep a copy of any child protection or safeguarding records unless if there is any ongoing legal action or where DSLs or staff are involved in ongoing case work or providing evidence. All information must be transferred at the same time a child leaves or transfers to another school. If the school or academy does decide to keep a copy of the CP file or information, it must clearly be marked as a duplicate file, with a case record clarifying the reason for duplication and maintenance and be in accordance with the schools or academies retention policy and GDPR guidance.

**Q22** **INFORMATIOIN SHARING**  **(**KCSIE 2023 Part Two - The Management of Safeguarding, Annex A & C). Information sharing is vital in identifying and tackling all forms of abuse, and effective sharing of information between practitioners and safeguarding agencies is essential for the early identification of need, assessment, and service provision. Concerns about information sharing should not be a barrier to stand in the way of the need to promote the welfare, and protect the safety of children, which must be of paramount concern.

* HM Working Together to Safeguard Children July 2018 page18.
* HM Information Sharing- advice for practitioners providing safeguarding services to children, young people, parents, and carers.
* DfE Keeping Children Safe in Education 1 September 2023 Part One, Part Two and Annex C.
* Nottinghamshire Safeguarding Children Partnership PPG’s.

New in KCSiE 2023 makes clear the powers to hold and use information when promoting children’s welfare. All staff, especially the DSLs, should be fully conversant with Information sharing protocols and the requirement to protect children and keep them safe.

**Q23 SPECIFIC SAFEGUARDING ISSUES** New requirements

(KCSiE 2022 Part One Safeguarding Information for All Staff, Part Five, Annex A and Annex B).

This question refers to the specific safeguarding issues and concerns which all schools, and academies need to be aware of. Governing bodies, proprietors, trusts and alternative education providers must ensure they have appropriate policies, procedures, and guidance in place to respond effectively to address and support all these areas of vulnerability that impact on children, families and within the community.

All staff are aware safeguarding issues can manifest themselves via child-on-child abuse including the guidance in Part Five Child on Child - Sexually Harmful Behaviours, which has been re-written to reflect the change in name, and the complexity and severity of the issues involved. The additional information makes clear what all staff need to be conversant with and includes:

* The support for the victim and alleged perpetrator, and the need to consider any additional children including siblings that may be involved.
* All staff are conversant with the term ‘extra familial safeguarding’
* All staff are alert to the signs and impact of criminal child exploitation, linked to ‘County Lines’.
* Staff are regularly reminded and clear of the school, academy or alternative providers policy and procedures with regards to all forms of abuse and risks of harm and know where to report concerns and seek support.
* Staff are clear that victims should be taken seriously, kept safe and never be made to feel like they are creating a problem for reporting abuse, sexual violence, or sexual harassment.

DSLs **must** provide regular updates to all staff through staff briefings, training, and opportunities to access on-line training such as the NSCP website.

**SPECIFIC SAFEGUARDING ISSUES (statutory requirement links also to the vulnerabilities identified in Question 12) includes from KCSiE 2023:**

* Annexe B the link between mental health, school attendance and progress are emphasised.
* The section on PREVENT includes a language change. Referrals to Channel are for those who are ***susceptible*** rather than ***vulnerable*** to radicalisation and being at risk of being drawn into terrorism. We are also reminded that referrals to Channel require the individual’s consent.
* The section on Forced marriage reflects the law change that came into force in February 2023. This made it a crime to carry out any conduct whose purpose is to cause a child to marry before their eighteenth birthday, even if violence, threats, or another form of coercion are not used. As with the existing forced marriage law, this applies to non-binding, unofficial ‘marriages’ as well as legal marriages.

**Please note:** From September 2023, NCC LA will provide a Child-on-Child Abuse Policy template policy for schools and academies to consider, however, if used it must be tailored to the school or academies own processes for managing peer on peer abuse and referenced within to the whole school child protection policy.

**Q24 OPPORTUNITIES TO TEACH SAFEGUARDING** New requirements.

(KCSiE 2023 Annex A, B & Annex C). This question emphasises the responsibility of schools and academies to be a key part of teaching children in age-appropriate ways about specific safeguarding issues, including risks of child sexual exploitation.

KCSiE 2003 has provided further information regarding Harmful online challenges – this includes advice on preparing for any online challenges and hoaxes, sharing information with parents and carers, and advising on where to get help and support see Part Two.

KCSiE 2023 Requires all staff to understand the requirements on Online Safety Standards and apply them at all times.

This is a repeated theme throughout the document. Mentions of the importance of all staff having ‘an understanding of the expectations, applicable roles and responsibilities in relation to filtering and monitoring’ are spread across the document. The school’s approach to online safety, including appropriate filtering and monitoring on school devices and school networks should be reflected in their Child Protection policy which should include awareness of the ease of access to mobile phone networks.

It is reasserted that the DSL has the lead responsibility in this area. Also, that ‘Governing bodies and proprietors should consider the number of and age range of their children, those who are potentially at greater risk of harm and how often they access the IT system along with the proportionality of costs versus safeguarding risks.’

The PREVENT duty is also linked to the DfE [filtering and monitoring standards](https://www.gov.uk/guidance/meeting-digital-and-technology-standards-in-schools-and-colleges/filtering-and-monitoring-standards-for-schools-and-colleges) which set out that schools and colleges should:

* Identify and assign roles and responsibilities to manage filtering and monitoring systems.
* Review filtering and monitoring provision at least annually.
* Block harmful and inappropriate content without unreasonably impacting teaching and learning.
* Have effective monitoring strategies in place that meet their safeguarding needs.

Further, governing bodies and proprietors should review the standards and discuss with IT staff and service providers what more needs to be done to support schools in meeting this standard.

There are also links to the additional guidance on filtering and monitoring from the [UK Safer Internet Centre](https://saferinternet.org.uk/guide-and-resource/teachers-and-school-staff/appropriate-filtering-and-monitoring) and their related [tool](https://testfiltering.com/)kit.

There is also a reminder of the importance of meeting **cyber security standards** for schools.

The NSPCC provides the ‘Child-Line’ and ‘Stay Safe’ Programme free of charge for all Nottinghamshire Primary Schools.

**Note** Additional support and resources are available from NCC Tackling Emerging Threats to Children Team.

**Q25 ONLINE SAFETY New** requirements see above.

**(**KCSiE 2023 Part One, Part Two, Annex A, B, C, and F). This question relates to safeguarding children from potentially harmful and inappropriate material when working on-line. Governing bodies and Trusts should ensure appropriate filters and appropriate monitoring systems are in place.

All schools should ensure all pupils are taught about how to appropriately use the World Wide Web and how to safe on-line.

KCSiE 2023 strengthens this responsibility for schools, colleges and in particular Governing bodies and Trusts to safeguard and promote the welfare of children and provide them with a safe environment in which to learn online and do all they can to limit children’s exposure to risks from the school or colleges IT systems. Governors /Trusts should review the appropriateness of the filters and monitoring systems and regularly review their effectiveness and carry out risk assessments.

It also clarifies the importance of online safety training for staff and the requirement to ensure children are taught about safeguarding, including online safety in particular children with SEND who are deemed more vulnerable.

All schools, academies, colleges, and alternative education provision must ensure they have arrangements in pace that are communicated to staff, parents, and children that covers online safety, remote learning, filters and monitoring, information security, cyber-crime, reviewing online safety provision and information and support. This includes information policies and risk assessments related to children who are being asked to learn on-line from home.

**Q26 FEMALE GENITAL MUTILATION (FGM)**   It is illegal under the FGM Act 2003 and is a form of child abuse. Section 5B of the 2003 Act (as inserted by Section 74 of the Serious Crime Act 2015) introduced a mandatory reporting duty for Teachers to report ‘known’ cases of FGM from 31 October 2015 directly to the police. In such cases there should be discussion with the Designated Safeguarding Lead, and a referral to the MASH, in line with usual safeguarding practice. Failure to report known cases to the police will lead to employee disciplinary processes and regulatory body scrutiny. Procedural information can be found here: [Mandatory reporting of FGM procedural information](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/469448/FGM-Mandatory-Reporting-procedural-info-FINAL.pdf)

FGM on-line training can be access from the Home Office website.

**Q27 RADICALISATION** **& EXTREMISM** New requirements also see above (KCSIE 2023 Part One, Annex A and B paragraph 143). All schools and academies are subject to the ‘Prevent Duty’ under the Counter Terrorism & Security Act 2015. School staff must have due regard to the need to prevent people from being drawn into terrorism see [Revised Prevent duty guidance](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/445977/3799_Revised_Prevent_Duty_Guidance__England_Wales_V2-Interactive.pdf) are specifically concerned with schools. There is separate guidance for FE/colleges [Prevent duty guidance for further education institutions](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/445915/Prevent_Duty_Guidance_For_Further_Education__England__Wales_-Interactive.pdf)

Essentially, the guidance for schools confirms the need to ensure that the Prevent Duty is incorporated into existing safeguarding policies and advises against standalone policies. It is not intended to be burdensome and builds on existing responsibilities.

Schools and academies are expected to assess the risk of children being drawn into terrorism. Schools should have clear procedures in place for protecting children at risk of radicalisation. These procedures may be set out in existing safeguarding policies. All schools, academies and education settings should ensure their ‘safeguarding arrangements’ take into account NSCP policies and procedures. Schools and academies and places where children access learning and alternative education must ensure that children are safe from terrorism and extremist material when accessing the on-line content in education settings.

All those who work with children in either a paid or voluntary capacity should understand when it is appropriate to make a referral to the named Designated Safeguarding Lead for support to make a Prevent or Channel programme referral.

DSLs have completed Prevent/ Channel training and maintain an up-to-date knowledge of emerging threats.

New Online Prevent training courses can be accessed through the Home Office website and are references with electronic links provided in KCSiE 2023. These are to be further developed from and informed by Government publication strategy CONTEST 2023 launched by The Secretary of State for the Home Office Hon Suella Braverman on 18th July 2023.

**Note:** KCSiE 2023 Annex B Preventing radicalisation. Additional information is provided on what terrorism looks like and more information on Channel. It includes Home Office links to further information, guidance, referrals forms and opportunities to access e-learning courses.

The National Police Counter Terrorism Service has created an online platform to increase awareness and confidence for the public and agencies to recognise and respond early concerns and signs of suspected radicalisation or extremist behaviours. The electronic platform is called ACTearly. It also provides interactive learning opportunities and links to resources which many of our schools have found useful.

**Q 28 ALTERNATIVE PROVISION AND ELECTIVE HOME EDUCATION (statutory requirement)** new requirement

(KCSiE 2023 Part One, Part Two and Annex C).

KCSiE has further strengthened the guidance for Alternative Provision and Elective Home Education especially for children who have EHCP plans and SEND:

**Alternative Education -** The cohort of pupils in Alternative Provision often have complex needs, it is important that governing bodies and proprietors of these setting are aware of the additional risks of harm that their pupils may be vulnerable to.

**Elective Home Education -** Many Home Educated Children have an overwhelmingly positive learning experience. However, this is not the case for all, and home education can mean some children are less visible to the services that are there to keep the safe and supported in line with their needs.

Where a child receiving elective home education has an EHCP, the LA need to review the plan working with the parents and carers.

Where a school places a pupil with an alternative provision provider, the school continues to be responsible for the safeguarding of that pupil and should be satisfied that the provider meets the needs of the pupil. Schools should obtain written confirmation from the alternative provision provider that appropriate safeguarding checks have been conducted on individuals working at the establishment, i.e., those checks that the school would otherwise perform in respect of its own staff.