

St. Peter's C.E. Primary School



Child Protection Policy

Updated: September 2025

To be reviewed: September 2026

This policy was approved by the full governing body on 3rd November 2025

1. Vision and Values

Our vision is to provide an environment where every child can flourish academically, spiritually and socially.

Our core values are 'Love', 'Hope' and 'Wisdom'.

Keeping children safe and free from harm is key to achieving our vision and upholding our school values.

2. Key contacts

Contact	Contact details	Notes
MASH: Multi-Agency Safeguarding Hub	0161 253 5678	Monday – Friday, 8:45am – 4:45pm
Emergency Duty Team	0161 253 6606	Out of Office hours
Initial Response Team (IRT)	0161 253 5454	For children already open to a Social Worker
Family Safeguarding Team	0161 253 6868	For children already open to a Social Worker
Complex Safeguarding Team	0161-253-5678	Contact through MASH
Care and Support Service (CASS)	0161 253 6666	For children already open to a Social Worker
Virtual School Headteacher: Gemma Parkes	g.parkes@bury.gov.uk 07583 015 321	Children who are looked after (CLA)
Police	101 999	
Local Authority Designated Officer: Mark Gay	lado@bury.gov.uk 0161 253 6168 07583 877 250	
Lead Safeguarding Officer for Schools/Colleges: Gina Andrews	g.andrews@bury.gov.uk 0161 253 5811 07974 604 223	
Radcliffe Locality Team Telephone (Early Help hub)	0161 253 7465 0161 253 7468	

3. Roles and responsibilities

Name	Role	Location and/or Contact Phone Number
Mr Stephen Wedgeworth	Designated Safeguarding Lead	0161 764 2017 s.wedgeworth@bury.gov.uk
Mrs Katie Cheadle	Deputy Designated Safeguarding Lead Designated Teacher for Children who are looked after (CLA)	0161 764 2017 senco.stpeters@bury.gov.uk
Mrs Meenaz Mukhtar	Chair of Governors	0161 764 2017 meenazmukhtar@st-peters-bury.co.uk
Mrs Sherridan Matthews	Link governor for Safeguarding	0161 764 2017 sherridan@st-peters-bury.co.uk

4. Child protection procedures

Staff, volunteers and governors must follow the procedures set out below in the event of a children protection issue.

Please note – in this and subsequent sections, any references to the DSL mean “the Designated Safeguarding Lead (or deputy Designated Safeguarding Lead)”.

4.1 If a child is suffering or likely to suffer harm

Inform the DSL immediately in person or on the phone. As soon as possible, record the concern on the school’s safeguarding system, CPOMS. The DSL will phone Bury MASH team and then make a written referral. Phone 999 if you think a child is in immediate danger. While anyone can make a referral, this is part of the DSL’s role and it will only be necessary for another member of staff to make a referral in exceptional circumstances.

Following a referral, MASH will make a decision within 1 working day of a referral about what course of action to take and will let the person who made the referral know the outcome. The DSL must follow up with MASH if this information is not made available, and ensure outcomes are properly recorded.

If the child’s situation does not seem to be improving after the referral, the DSL will follow this up to ensure concerns have been addressed and that the child’s situation improves.

4.2 If a child makes a disclosure to you

If a child discloses a safeguarding issue to you, you should:

- Listen to and believe them. Allow them time to talk freely and do not ask leading questions
- Stay calm and do not show that you are shocked or upset
- Tell the child they have done the right thing in telling you. Do not tell them they should have told you sooner
- Explain what will happen next and that you will have to pass this information on. Do not promise to keep it a secret
- Inform the DSL straight away either in person or by phone
- Write up your conversation as soon as possible on CPOMS in the child’s own words. Stick to the facts, and do not put your own judgement on it

All staff should be aware 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 are 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 designated safeguarding lead if they have concerns about a child. It is also important that staff determine how best to build trusted relationships which facilitate communication with children and young people.

4.3 Notifying parents

Where appropriate, we will discuss any concerns about a child with the child’s parents. The DSL will normally do this in the event of a suspicion or disclosure.

Other staff will only talk to parents about any such concerns following consultation with the DSL.

If we believe that notifying the parents would increase the risk to the child, we will discuss this with the local authority children’s social care team before doing so.

In the case of allegations of abuse made against other children, we will normally notify the parents of all the children involved.

4.4 If you have concerns about a child (as opposed to believing a child is suffering or likely to suffer from harm, or is in immediate danger)

Write up your concerns on the school’s safeguarding reporting system, CPOMS.

Early help

If early help is appropriate, the DSL will set up an inter-agency assessment as appropriate. Staff may be required to support other agencies and professionals in an early help assessment. The DSL may complete a 'Story so Far' with the parent/carer. Parents will be asked to provide their consent for early help work and this will not take place without their permission.

Referral

If it is appropriate to refer the case to the MASH team or the police, the DSL will make the referral.

4.5 The role of staff in statutory assessments

Staff may be required to provide information to the DSL to assist social workers with their assessments, including Section 17 (Children in need) and Section 47 (a child suffering, or likely to suffer, significant harm). The DSL uses a standard form that staff may be asked to complete. The information requested by the DSL needs to be provided promptly.

5. Key documents and training

5.1 Keeping children safe in education

All staff who work directly with children are required to read Part 1 and Annex B of Keeping children safe in Education. Staff who do not work directly with children are required to read Annex A. Governors and designated safeguarding leads are required to read the whole document. This policy should be read in conjunction with Keeping children safe in education.

5.2 Training for staff

New staff are provided with child protection training on induction, including online safety and monitoring/filtering. Training is regularly updated and staff are also given updated information at least once per year.

5.3 Information provided to temporary staff, volunteers & contractors

Temporary staff, volunteers and contractors are provided with a summary of key information upon arrival at school. They are required to electronically confirm that they have read and understood the information. They are also required to read this policy.

6. The role of the designated safeguarding lead and deputy

The Headteacher, Stephen Wedgeworth, is the Designated Safeguarding Lead (DSL). Katie Cheadle, Assistant Headteacher, is Deputy Designated Safeguarding Lead (DDSL). The DSL and DDSL roles include: managing referrals, working with safeguarding partners, share information, raising awareness, undergoing training and providing support to staff.

For a full description of the DSL's role, please see Keeping Children Safe in Education, Annex C.

7. Children absent from education

Children absent from education are those who are persistently absent, which means absent repeatedly and/or for prolonged periods. Absence can act as a vital warning sign to a range of safeguarding issues and we have a range of strategies to promote good attendance (please follow this link for further details): <https://www.stpetersprimarybury.co.uk/web/attendance/588935>

A child's attendance is an important part of our Early Help plans. We will ensure good attendance is a key consideration in plans involving a social worker, such as Child in need or Child protection plans.

Our approach to pupil attendance is intended to reduce the likelihood of a child being removed from the school role and becoming missing from education. In the event of the school being unable to establish the whereabouts of a child, we will keep the child on-roll until all reasonable enquiries are completed jointly by school and Local Authority, even if this means that pupil will amass more than 20 days absence. Periods when the school is closed, e.g. holidays

and INSET days, do not count towards the 20 days of unauthorised absence. The outcome of both the school's and the Authority's attempts to trace the pupil will dictate the next steps.

We will only remove a pupil from our roll in circumstances that comply with regulation 8 (1) of the Education (Pupil Registration) (England) Regulations 2006, amended 1st September 2016. In most cases this will only be acceptable under law after the school and the Local Authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.

8. Online safety

Please refer to our online safety policy, which is available from the school office.

9. Child-on-child abuse

9.1 Forms of child-on-child abuse

Children can abuse each other, both inside and outside of school and online, which is often referred to as child-on-child abuse. Although it is much more likely that girls will be victims and boys perpetrators, all child-on-child abuse is, of course, unacceptable.

Forms of child-on-child abuse include:

- Bullying of all kinds
- Physical abuse (e.g. kicking and hitting)
- Sexual violence and sexual harassment (in the event of a report of sexual violence and/or sexual harassment, we will follow the guidance set out in Part 5 of Keeping Children Safe in Education)
- Consensual and non-consensual sharing of nude and semi-nude images and/or videos (in the event of a report of sharing of nude or semi-nude images, we will follow the guidance from UKCIS Education Group: [Sharing nudes and semi-nudes: advice for education settings working with children and young people](#))

9.2 Minimising the risk of child-on-child abuse

A crucial part of preventing child-on-child abuse is to develop the right school culture. As a school, we aim to ensure that children feel comfortable to approach staff with any worries or concerns they may have. We encourage parents to contact school promptly to share anything we may not be aware of, and we teach children what to do if another child confides in them.

Our school values and curriculum provide children with the necessary knowledge and understanding of appropriate relationships, which makes abuse less likely to occur.

We recognise that no reported cases of child-on-child abuse does not mean that it is definitely not happening. We will take any reports extremely seriously.

9.3 Responding to reports of child-on-child abuse

If child-on-child abuse is reported, we will take it very seriously. Staff will treat the issue as a safeguarding matter and follow the procedures outlined in Section 4 of this policy.

Children can report any concerns to a member of staff, including to the Headteacher or Assistant Headteacher who are on duty at lunchtimes.

Victims, perpetrators and any other affected children will be supported through our pastoral programme and our work with parents/carers.

10. Safer recruitment of staff

As part of our safeguarding culture, our recruitment and selection processes seek to protect and promote the welfare of children. Our procedures are intended to deter and prevent people who are unsuitable to work with children from applying for or securing employment, or volunteering opportunities in the school.

At least one person who conducts an interview will have completed safer recruitment training and our procedures comply fully with Part 3 of Keeping Children Safe in Education.

11. Safeguarding concerns or allegations made about staff, including supply teachers, volunteers and contractors

Our procedures for dealing with low level concerns about staff are covered in our Staff code of conduct.

In the event of more serious allegations, we will follow Bury local authority's procedures. A referral to the Local Authority Designated Officer (LADO) will be made if there is information about a person indicating they have:

- Behaved in a way that has harmed a child or may have harmed a child
- Possibly committed an offence against or related to a child
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children

Further information on local procedures is available here:

<https://burysafeguardingpartnership.bury.gov.uk/safeguarding-children/parents-and-carers/local-authority-designated-officer>

We will also refer to Part 4 of 'Keeping Children safe in education.'

12. The Prevent Duty

All schools and colleges are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015 (the CTSA 2015), in the exercise of their functions, to have "due regard¹⁵¹ to the need to prevent people from being drawn into terrorism" ¹⁵². This duty is known as the Prevent duty.

The DSL and DDSL are familiar with the revised [Prevent duty guidance: for England and Wales](#), especially paragraphs 57-76, which are specifically concerned with schools.

The DSL or DDSL will follow local procedures for making a Prevent referral:

<https://burysafeguardingpartnership.bury.gov.uk/the-prevent-duty/prevent-duty-extremism-and-radicalisation>

Staff are trained on the Prevent duty on induction, which is updated regularly.

13. Alternative provision

When a pupil is placed in alternative provision, we are responsible for ensuring that the provider has appropriate safeguarding arrangements in place. We obtain written confirmation that safeguarding checks and oversight are being conducted regularly and review these arrangements at agreed intervals.

14. Links to other policies

This policy links with our policies on:

- Staff code of conduct
- Online safety
- Keeping Children Safe in Education, DfE