

Safeguarding and Child Protection Policy

This policy applies to all staff and volunteers at Onchan School.

This policy reflects best practice in Safeguarding and Child Protection at Onchan School.

Onchan School contacts

Designated Safeguarding Lead	J Richardson
Deputy Designated Safeguarding Lead	M Kinmond
Designated Teacher for Children who are Looked After	M Gravestock

External Contacts

DESC Child Protection and Safeguarding Officer Grainne Burns	Email: kyra.bell@sch.im Telephone: 686053
Police	L Fitzgerald
Children and Families	Email: childcarereferrals.dsc@gov.im Telephone: 686179
Out of Hours	Contact Police on 631212 and ask for the Duty Social Worker

Contacts for Pupils

Childline	Telephone: 0800 11 11
Social Worker	Email: Telephone: 686179
	Alternatively, send a text message to +44 7624 365298 . Please give your name and the way you would like us to contact you. This text message will only be looked at during office hours so if it is outside office hours, including at the weekend then it would be best if you contacted another person who will be able to find a way of helping you if you need some urgent help.
Out of Hours	Contact Police on 631212 and ask for the Duty Social Worker

The Designated Teachers for Safeguarding in its' widest forms are The Head Teacher and the Deputy Headteacher (J Richardson and M Kinmond) deputised by Mrs Gravestock (SENCO). It applies to all children and young people regardless of age, gender, ethnicity, disability, sexuality or religion. This information is displayed in the school entrance area.

Onchan School is committed to safeguarding and promoting the welfare of all children, staff and others who come into contact with Onchan School establishment, regardless of their background, beliefs, or other personal characteristics.

We aim to meet our commitment by creating a positive and open culture, whereby all individuals feel confident to raise and discuss their concerns and to have their views and wishes considered.

This will be achieved through a framework of identifying and responding to such concerns appropriately and in a respectful manner. Within this framework, all staff, including volunteers, will be made aware of Onchan's policies and procedures, and their own personal duties.

There will be times when the duty to safeguard children will override the wishes of a child or parent, but action needs to be taken to safeguard the child.

Child protection refers specifically to the activity that is undertaken to protect individual children or young people who are suffering or are likely to suffer significant harm. Such concerns can occur at many levels.

Safeguarding is more than child protection and can occur across the continuum of need. Safeguarding begins with promotion and preventative activity which enables children and young people to grow up safely and securely in circumstances where their development and wellbeing is not adversely affected.

Legislation, Policy and Guidance

Safeguarding and promoting the welfare of children is defined in the Isle of Man Safeguarding Together Guidance (found [here](#)) as:

- Protecting children from maltreatment;
- Preventing impairment of children's health or development;
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to have the best outcomes.

This Policy is based on the following legislation, policy and guidance:

- Section 4 of the Safeguarding Act 2018 names the Department of Education, Sport and Culture as a 'Safeguarding body', meaning that the Department and each of its *establishments* has a duty to safeguard and promote the welfare of children
- Education Act 2001;
- Children and Young Person's Act 2001;
- Equality Act 2017;
- Isle of Man Safeguarding Board's guidance and procedures.

Designated Safeguarding Lead ("DSL")

Onchan School has appointed the Headteacher – J Richardson-as DSL and her responsibilities include:

- Advise and support staff on matters relating to child protection and safeguarding;
- Maintain and review the *establishments* relevant policies and procedures, in-line with legal requirements, guidance and updates;
- Ensure that all members of staff have received appropriate training, have read the relevant policies and procedures, and understand their duties for safeguarding and promoting the welfare of children;
- Manage safeguarding referrals to external agencies and
- Share and help to analyse information so that an assessment can be made of the child's needs and circumstances;
- Contribute to whatever actions are needed to safeguard and promote the child's welfare;
- Take part in regularly reviewing the outcomes for the child against specific plans;
- Ensures that all staff receive training commensurate with their role and maintains a list of training undertaken by staff and when it occurred. Safeguarding training is mandatory and should be updated at least every 3 years but preferably within 2 years. Depending on role. (Any staff taking on a lead role for a child subject to planning must attend the Core groups and Conference training run by the Safeguarding Board).
- Maintain records securely and confidentially in line with record keeping guidance. Records should be retained and subsequently destroyed in line with the Retention Schedule ; and

- Undergo training and receive regular updates to maintain the necessary knowledge and skills for the role.

Deputy DSL

Every school should have a Deputy DSL. The individual carrying out the role of Deputy DSL should have the same level of training and knowledge as the DSL with regards to child protection and safeguarding.

Should the DSL be absent, it will be the responsibility of the Deputy to carry out the necessary functions to ensure child protection and safeguarding practices are maintained.

Onchan School's Deputy DSL is the Deputy Headteacher M Kinmond.

Designated Teacher for Children Looked After

We have measures in place to ensure that appropriate staff have relevant information about the looked-after status of children, their care arrangements and contact arrangements with birth parents or those with parental responsibility.

To coordinate these measures, Onchan School appointed Mrs Gravestock as its Designated Teacher for Children After, whose responsibility it is for promoting the educational achievement of looked-after children, in-line with DESC guidance.

As part of their role, the designated teacher will:

- Work closely with the DSL to ensure that any safeguarding concerns regarding looked-after children are quickly and effectively responded to; and
- Work with the virtual head to promote the educational achievement of looked-after children.

Appropriate staff have relevant information about children's looked after legal status, contact arrangements with birth parents or those with parental responsibility, and care arrangements.

The designated teacher has details of children's social workers and relevant virtual school heads. **The designated teacher at Onchan School is Mrs Gravestock , who is responsible for promoting the educational achievement of looked-after children in line with DESC guidance.**

The designated teacher is appropriately trained and has the relevant qualifications and experience to perform the role.

Responsibilities

The Head and Deputy are responsible for:

- co-ordinating action within Onchan School and liaising with the Department of Health and Social Care (DHSC/ Manx Care), and other agencies over cases of abuse and suspected abuse.
- acting as a source of advice within Onchan School
- ensuring the staff are familiar with the policies and procedures
- referral of individual cases and suspected abuse
- liaising with agencies about individual cases, including attendance at Conferences
- organising training on Child Protection within Onchan School

Teaching staff and support staff

Any new staff to our school will be informed of the main points of this policy and given a copy to read. All staff will require Level 1 or 2 training in Child Protection as soon as is possible as part of the Induction process. Training will be delivered on a 2 year rolling programme.

Staff should report any concerns immediately, to the designated teachers.

Staff should apply the outlined procedures for responding to a suspected case remembering that:

- you cannot promise confidentiality
- information should only be shared with those that need to know
- it is important to stay calm and reassuring
- the needs and safety of the child must always come first
- when in doubt - ask

Non teaching staff (including ancillaries, caretakers, cleaners and kitchen staff)

Non-teaching staff may also be approached by children or have concerns. They should follow the same procedures as teaching staff in seeking referral at the earliest opportunity.

All staff will require Level 1 training in Child Protection as soon as is possible as part of the Induction process. Training will be delivered on a 2 year rolling programme

SAFER RECRUITMENT

Guidelines for the Safe Recruitment and Vetting of Staff

Onchan School takes great care to do everything in its power to recruit individuals who are committed to safeguarding and promoting the welfare of children. This will be achieved by:

- Following DESC recruitment procedures

- Ensuring panel members have undertaken any required training and understand their responsibilities in relation to safeguarding
- Candidates being subject to DBS checks and any other checks being made to confirm identity and right to work on the Isle of Man.

In doing this, we are assisted by the Office of Human Resources (“OHR”) to collect all relevant information and perform the required pre-employment checks to verify an individual’s suitability to work in an *establishment* environment.

Induction & Training

When a new employee joins Onchan it is of the utmost importance that they receive the necessary training and are made aware of all relevant policies and procedures as part of their induction. This ensures that our staff fully understand their personal duties in relation to child protection and safeguarding.

Safeguarding Training is mandatory and all staff are required to undertake Child Protection training in line with the [Isle of Man Safeguarding Board Competency Framework](#) as soon as reasonably possible following their employment. This training will be delivered on a 2-year rolling programme for all staff, with more frequent training being arranged for those in certain positions.

From time-to-time additional training may be undertaken on particular topics or areas of concern. Inclusion of child protection topics in the *establishment’s* curriculum and awareness campaigns for pupils will be offered as appropriate to age, aptitude and ability of the pupils.

Involvement of parents and caregivers through workshops or information sessions may also be held to ensure increased awareness of topical issues or concerns.

Volunteers, Visitors & Contractors

All volunteers, visitors, contractors and Governors will be subject to checks appropriate to the work that they will be performing, their contact with pupils, and the level of supervision required whilst carrying out their function.

For further information on the necessary checks and managing visitors to Onchan’s premises, please refer to the DBS Policy and the Visitors Policy.

Visitors to Onchan are notified about who the DSL/Deputy DSL are and how to report a concern by a member of SLT. The school’s Safety at Onchan Leaflet contains this information.

GOOD PRACTICE AND STAFF CODE OF CONDUCT

Good practice includes:

- Treating all pupils with respect.
- Setting a good example by conducting ourselves appropriately. This will include online and mobile usage, and all staff must adhere to the Acceptable Use Policy.
- Involving pupils in decisions that affect them where possible.
- Encouraging positive, respectful and safe behaviour among pupils.
- Being a good listener.
- Being alert to changes in pupils’ behaviour and to signs of abuse, neglect and exploitation.
- Recognising that challenging behaviour may be an indicator of abuse.
- Reading and understanding this policy, along with the *establishments* other related policies – e.g. staff code of conduct, behaviour policy, guidance etc.
- Being aware that the personal circumstances and lifestyles of some pupils may lead to an increased risk of abuse.
- Referring all concerns about a pupil’s safety and welfare to the DSL (or Deputy-DSL in their absence), or, if necessary, directly to police or Children and Families.

Safeguarding relates to the widest form of keeping children and young people safe at all times. It also relates to adults and ensuring they too are safe from harm or exploitation.

Child Protection sits within the wider safeguarding arena and relates specifically to best practice in ensure the children in our care are kept safe and concerns are acted upon immediately. It is the most important role that we perform.

- Onchan School is committed to Safeguarding, promoting the welfare of all its pupils and to protect them from the risks of harm. All staff and volunteers are expected to share this commitment by demonstrating their understanding of how each individual adult working on behalf of the school has an active part to play in protecting children from harm and promoting their welfare.

- All staff must be clear about their own role and that of others in providing a caring and safe environment for all pupils and know how they should respond to any concerns about an individual child that may arise.
- The school will ensure that all staff, whether permanent or temporary, and volunteers know who the Senior designated person is, who has overall responsibility for child protection. In that person's absence there is a Deputy designated lead.

The Safeguarding leads ensure all staff are up to date in their training, that a whole staff update takes place annually and that key messages in Safeguarding underpins the work of the school. This policy relates to all staff, volunteers, Governors, sub-contractors and those on work placements.

- Information regarding the DSL is displayed in the school entrance area.
- All visitors sign in.
- All visitors will wear a Visitors Lanyard
- All staff are DBS checked and records are kept. (It is the responsibility of staff to ensure DBS checks are up to date).
- A Safeguarding leaflet is available for all visitors to our school.
- Staff training is updated every 2 years (Level 1 or 2 where appropriate)

Every member of our school community has a crucial role to play in protecting the children in our school, in safeguarding and promoting their welfare and in protecting them from abuse or harm – including physical, emotional, neglect or sexual abuse, E-safety and child exploitation.

Our role is two-fold -

- to recognise and refer on any outward signs of abuse, changes in a child's behaviour or signs of failure to thrive.
- to prevent abuse by following our procedures and policies in the way we manage such cases. Identifying and speaking out about possible safeguarding issues and by encouraging a positive self-image in all our pupils through our Sex Education, P.S.M.E. and Behaviour policies. In this way we will also give pupils an awareness of the contacts and strategies that can ensure their own protection. The school is supported on a three-year cycle by Child line- UK.

The schools' Vision Statement

Onchan School has developed, through staff consultation, the following learning ethos which is developed at all times.

"Inspiring minds to ignite lifelong learning".

Our values of Respect, Integrity, Compassion, Courage and Endeavour are referred to explicitly through assemblies and class practice and form our school Ethos which is demonstrated by all within our school. Where it is not, it is challenged.

Broad Guidelines

We all follow the IOM Safeguarding Procedures (Safeguarding and Protecting Children- IOM Safeguarding / Protecting Children's Board) and subsequent information. We understand that our work in safeguarding and protecting children must always be in line with the Isle of Man Safeguarding Board's guidance and procedures.

Every member of staff must read this policy and ask any questions about which which they are not clear.

Through the prospectus and parents' induction process, we ensure that parents are aware of our responsibility for the welfare of our pupils and that, on occasions we may have to refer cases to other agencies and that this action can be constructive and helpful. Information regarding Safeguarding and Child Protection is shared with parents)

The designated teacher/s will attend relevant training and feedback to other staff to ensure everyone is kept up to date with current procedures. The school ensures that all staff are trained to the correct level as stipulated by DESC.

The ethos of our school provides our children with a secure, open and honest environment in which they can feel happy and confident to talk to staff. This means that we will listen to and believe our children when they are disclosing any form of abuse to us.

Safeguarding and promoting the welfare of a child includes

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care and
- undertaking that role to enable those children to have optimum life chances and to enter adulthood successfully.

Child abuse and neglect because of the secrecy around them and should never be condoned

KEEPING CHILDREN SAFE

Child Protection - Responding to concerns about individual children

All children at this school must be able to place their trust and confidence in any adult working in the school. They must feel sure that they can speak about any worries or concerns they may have and that they will be listened to, taken seriously and responded to appropriately. All staff must therefore know what to do if a child chooses to talk to them about any matter, which raises child protection concerns.

*** All staff must:**

- Listen to what the child is saying without interruption and without asking leading questions.
- Respect the child's right to privacy but not promise confidentiality
- Reassure the child that s/he has done the right thing in telling.
- Explain to the child that in order to keep him/her safe from harm the information that has been shared must be passed on.
- Report what has been disclosed to the Designated Person in the school.
- Record, as soon as is practicable, what was said using the child's actual words.
- Sign and date the record.

*** The Designated Person/People for Child Protection will:**

- Assess any urgent medical needs of the child.
- Consider whether the child has suffered or is likely to suffer significant harm.
- Check whether the child is currently subject to a Child Protection Plan or has been previously subject to a Plan.
- Confirm whether any previous concerns have been raised by staff.
- Consider whether the matter should be discussed with the child's parents or carers or whether to do so may put the child at further risk of harm because of delay or the parent's possible actions or reactions.
- Seek advice if unsure that a child protection referral should be made.

The Designated Person will sometimes need to contact the Child Protection and Safeguarding Officer, at the DESC, for additional support or guidance and following this, either make a referral to Children and Families Services or, if a referral is not considered appropriate at that stage, make full written records of the information that they have received detailing the reasons for the judgement that the matter was not referred on to DSC.

Child Protection – Recognition and Response to Abuse

Owing to the nature of the day-to-day relationship children at Onchan School have with staff, all working in the school are particularly well placed to notice any physical, emotional or behavioural signs that a child may be suffering significant harm. We understand that harm means the ill-treatment or impairment of a child's health and/or development, including that caused as a result of witnessing the ill-treatment of another person.

All staff must be alert to any possible indicators that a child is suffering harm and report any concerns to the Designated Person for Child Protection. All staff at Onchan must recognise that it is a statutory duty to ensure that children are protected from harm. We recognise that there are four definitions of child abuse.

A person may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children and young people may be abused in a family or in an institutional or community setting; by those who know them or, more rarely, by a stranger.

- Physical Abuse – may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child, including fabricating the symptoms or deliberately causing ill-health to a child.
- Emotional Abuse – is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person, age or developmentally inappropriate expectations being imposed on children, causing children to feel frightened, or the exploitation or corruption of children.
- Sexual abuse – involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery) or non-penetrative acts. They may include involving children in looking at, or in the production of, pornographic material, or encouraging children to behave in sexually inappropriate ways.
- Neglect - the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development, such as failing to provide adequate food, shelter, clothing, or neglect of, or unresponsiveness
- Fabricated or induced illness- where a person of responsibility- this could be a Parent or Carer acts deliberately to cause illness in a child.

Procedures within School

All concerns should be referred to the Designated Teacher as soon as possible-

- immediately if it is a case of a child disclosing physical injury or sexual abuse (or suspicion thereof)*

*If the designated people are unavailable, Urgent CP advice must be taken from Kyra Bell, at DESC with Child Protection being given as the reason for calling (suspected sexual/ physical abuse) or Ian Postlethwaite

- other concerns must be reported to the Designated Teacher/s as soon as is possible- if a child decides to start talking about something which a member of staff feels may be an abusive situation then they should send their class to another teacher. If this situation arises all staff must be prepared to be flexible and adaptable and accept another class in their room. It is not the role of an adult to dismiss what a child is saying.

CPOMS is completed immediately by the person with the information.

The designated teacher in charge will ensure that a Multi Agency and Assessment Form (MARF) is completed, gathering as much information as possible. This must be sent to the Social Services Duty Office ASAP by email. A telephone call will be made first to warn that a MARF is being completed. Social Care can be contacted on 686179- Option 2 (concern regarding a child).

In most cases the designated officer will attempt to call Parents to inform them of the situation- unless on the advice of Social Services this is not advised or the possibility of specific Child Protection issues would mean this could compromise any situation. Advice will however be sought from Social Services. It must be noted that once information regarding a child's name is divulged then this is formalised through a MARF.

The designated teacher will not attempt to interview the child or young person as this can compromise any further investigation. A child should only tell the facts once.

A MARF must be completed for each referral to Social Care even if a case is open. This ensures a clear line of communication is maintained.

A record of all concerns/ telephone calls is kept in the Headteacher's Office.

CP is confidential. All members of staff do not need to know, nor should they expect to know. Designated staff will share when necessary to ensure Data Protection is complied with at all times.

If you have a concern

Communicate with the child in a way that is appropriate to their age, understanding and preference. This is especially important for disabled children and for children whose preferred language is not English. The nature of this communication will also depend on the substance and seriousness of the concerns and you may require advice from social services or the police to ensure that neither the safety of the child nor any subsequent investigation is jeopardised. Where concerns arise as a result of information given by a child it is important to reassure the child but not to promise confidentiality.

Record full information about the child at the first point of contact, including name(s), address(es), gender, date of birth, name(s) of person(s) with parental responsibility (for consent purposes) and primary carer(s), if different, and keep this information up to date. In schools, this information will be part of a pupil's record on CPOMS.

Record all concerns, discussions about the child, decisions made, and the reasons for those decisions. The child's records should include an up-to-date chronology, and details of the lead worker in the relevant agency – for example, a social worker, GP, health visitor or teacher.

Talk to your manager and other professionals: always share your concerns, and discuss any differences of opinion. Follow up your concerns. Always follow up oral communications to other professionals in writing and ensure your message is clear.

Response to a disclosure

If a child chooses to share information with you, reassure them saying such things as

"I believe you"

"It's not your fault"

"I'm glad you told me"

Always adhere to the following basic principles:

Listen to the child, rather than directly question him or her.

Never stop a child who is freely recalling significant events.

Make a note of the discussion, taking care to record the timing, setting and people present as well as what was said.

Record all subsequent events up to the time of the substantive interview. It is important to write up at least a rough draft immediately in order to retain as much accurate information as possible.

If monitoring is required then the class teacher will keep accurate and informative notes which are to be kept in the Headteacher's room.

If a strategy meeting is called this will be attended by the Designated Teacher/s and, if possible the appropriate class teacher. Conference and Core Group meetings will be attended by the Designated Teacher/s and, if possible the appropriate class teacher.

Reports will be written by the appropriate class teacher and Designated Teacher/s together.

Reports will be typed. Confidentiality is paramount. Only the immediate people who 'need to know' will be informed about incidents of abuse/ concern - this will mean the Designated Teacher/s or class teacher. This information will be kept as confidential as possible.

Sensitive records will always be kept in the Headteacher's office.

Records relating to Safeguarding are kept on CPOMS.

Child Protection status is updated on Arbor.

New members of staff must read the Safeguarding Policy and familiarise themselves with the relevant procedures and subsequent information as soon as they are appointed. The Designated Teacher/s will take new members of staff through this Policy Document and will arrange training for them as soon as possible.

The Headteacher/Deputy Headteacher will ensure ECT training is organised where this falls outside the 2 year annual staff update.

We must recognise that abuse is often perpetrated by person/s who are known to the child and that they may be known in a professional capacity e.g. school teacher, Sunday School teacher or Activity Club Leader. The same procedures must be applied if professional abuse is suspected. All staff must follow the DESC Whistleblowing Policy.

All safeguards are taken to ensure that correct procedures are followed in the appointment of staff to ensure that:

- A) they are who they say they are
- B) they do not have any criminal record which could endanger the safety of our children, to this end all new appointments must undertake a full Police Check through the DEC
- c) Other parents or volunteers working in school are not left unattended with pupils at any time.
- D) We only use when necessary, Supply Teachers/ Relief Workers who have all been Police Checked (DBS) by DESC.

Procedures for monitoring, recording and reporting any incident of child protection

At the time keep brief notes at the time or immediately after. You should note on CPOMS:

- Date and time of disclosure/incident observed
- Place and context of disclosure concerned
- Facts you need to report when you can
- Complete CPOMS. In the case of there being bruises or injuries the Body Map should also be completed on CPOMS.
- Remember to keep the information factual.
- Use the child's own language to quote rather than translating into your own terms. Be aware that these sheets may be used at a later date to support a referral to an external agency.

The Designated Teacher will

- Follow-up the referral using the Log as a basis for consideration before action
- Make additional records of discussions and any investigation that take place
- Make a decision whether to continue to monitor the situation or take the referral further and communicate this to the individual making the initial referral
- Where a child is referred to DHSC the MARF (Multi agency referral form) should be completed immediately and submitted.

Children with individual files

- Historically, Children who have been referred to Social Care will have their own file, which is stored in a secure cabinet in the Headteacher's Office. Recorded information from care meetings and other reports are stored in their individual file.
- Please note that CPOMS must be completed for any incidents/observations regarding children who are currently open to Safeguarding/ Child Protection/ LAC.

Reporting Directly to External Agencies

There may be occasions where any member of staff may be required to report and share information directly with Children and Families or the Police:

- The situation is an emergency and the DSL, their Deputy and the Headteacher are all unavailable.
- The staff member is convinced that a direct report is the only way to ensure the pupil's safety.
- Where there are reasons to believe a direct referral is in the child's best interests; or
- Where child sexual abuse has occurred/is suspected, staff have a duty to notify police under section 87 of the Sexual Offences and Obscene Publications Act 2021.

Safeguarding & Child Protection in Specific Circumstances

Attendance

- We are aware that a pupil's unexplained absence from Onchan School could mean that they are at risk from harm.
- We will always report an unexplained absence of a child with a Child Protection Plan to the child's social worker within one day
- We will always seek to clarify the reason for a child's absence from school with the child's parent or carer as soon as is practicable on the first day
- We will always report a continued absence about which we have not been notified by the parent or carer to the Education Welfare Service
- We will always report to the Education Welfare Service the continued absence of a child known or thought to have been taken overseas if the child does not return to school on the expected return date.

Pupil Behaviour

- We will aim to maintain a safe and calm environment by expecting good behaviour from our pupils in line with our behaviour policy.

- We are aware that any physical response from a member of staff to a pupil's poor behaviour could lead to a child protection concern being raised by the child or parent/carer.
- No member of staff will use force when dealing with a pupil's breach of our behaviour policy unless the potential consequences of not physically intervening are sufficiently serious to justify such action. The acceptable method for Positive Handling is Team Teach.
- We will always record any occasion when physical intervention has been necessary
- We will always notify parents or carers of any such incident
- Behaviour incidents are logged on Arbor.

Bullying

- We understand that bullying is harmful to children. We have an anti-bullying policy that sets out our aim of ensuring no child becomes a victim of bullying and the work that we carry out in school to foster an environment where bullying behaviour is known to be unacceptable. We will always take seriously any reports of bullying and respond appropriately and in a timely manner.
- Class teachers will follow up any allegations and communicate with Parents/ Carers.
- We understand that bullying may take different forms and may include racist or homophobic behaviour. Any such reported or observed incident will be dealt with in accordance with our anti-bullying policy.

E-Safety

- We recognise that children's use of the Internet is an important part of their education but that there are risks of harm associated with its use. We have an e-safety policy and an Acceptable User Policy that addresses how we minimise those risks in school and teach children how to stay safe when using the internet in their lives out of school.
- We also recognise that all members of staff and volunteer staff must always be mindful of the need to follow our policy of acceptable use of our ICT equipment.
- E-safety is taught throughout the school year in all classes as well as within assemblies at appropriate times.

Photographs

- We recognise the need to celebrate and promote young people's involvement in education but there can be risks of harm associated with its use. We have a policy on photographing children and will ensure permission is sought from parents and carers prior to recordings being made. We will ensure members of the public follow the policy on photographing children. All Parents and Carers complete consents which are stored on Arbor. Before photographs are taken Class Teachers will check Consents to ensure permission has been given. No child may be photographed without consent.

Working Together with Parents/Carers

Pupil Information

We recognise the importance of keeping up-to-date and accurate information about pupils. We will regularly ask all parents/carers to provide us with the following information and to notify us of any changes that occur.

- names and contact details of persons with whom the child normally lives
- names and contact details of all persons with parental responsibility
- emergency contact details
- details of any persons authorised to collect the child from <school> (if different from above)
- any relevant court orders in place including those which affect any person's access to the child (e.g. Residence Order, Contact Order, Care Order, Injunctions etc.)
- name and contact detail of G.P.
- any other factors which may impact on the safety and welfare of the child
- Photographic consents
- App Consents and web based platforms
- Trips out of school

Confidentiality

Information about pupils given to us by the children themselves, their parents or carers, or by other agencies will remain confidential. Staff will be given relevant information only a "need to know" basis in order to support the child if that is necessary and appropriate.

We are, however, under a duty to share any information, which is of a child protection nature. We understand that this is in the best interests of the child and overrides any other duties we have regarding confidentiality and information sharing.

We have a duty to keep any records which relate to child protection work undertaken by us or our partner agencies and to ensure that these are kept apart from the main pupil record, stored securely and only accessible to key members of staff. We also have a duty to send copies of these records to any school to which the pupil transfers.

Referrals to partner agencies

If we have a reason to be concerned about the welfare of a child we will always seek to discuss this with the child's parents or carers in the first instance. On occasion, according to the nature of our concern, it may be necessary for us to make an

immediate referral to Children's Social Care, when to do otherwise may put the child at risk of further harm either because of delay, or because of the actions of the parents or carers.

Communication with Relevant Authorities and Agencies

In all situations the welfare and safety of children and young people is paramount. The decision to disclose information in an emergency or life-threatening situation will always be supported.

Data protection and human rights law are not barriers to justified information sharing but provide a framework to ensure that personal information about living individuals is shared appropriately.

When considering communication and information sharing with other authorities and agencies, decision-making is in-line with the Isle of Man Safeguarding Board's:

- [Information Sharing Protocol](#); and
- [Information sharing guidance for professionals working with children and adults at risk of abuse or neglect](#).

RECORD KEEPING

Onchan School will follow the DESC Procedures for Safeguarding Records Guidance and establish and maintain a record system that ensures that all information is kept in an appropriate manner.

CHILD-ON-CHILD ABUSE

Staff should be aware that children are not only capable of bullying, but also causing abuse to other children. No matter how unlikely staff believe it to be that such an incident could occur, they should also keep an open mind and be aware that it could happen.

Child-on-child abuse may take many forms, examples of which include:

- Physical abuse;
- Bullying;
- Sexual violence, such as rape, assault by penetration and sexual assault;
- Sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment;
- Causing someone to engage in sexual activity without consent;
- Consensual and non-consensual creation and sharing of nude or semi-nude images and/or videos;
- Abuse of intimate personal relationships between peers;
- Recording intimate images
- Voyeurism
- Initiation/hazing – inducting newcomers into an organisation, club or team by subjecting them to a series of potentially humiliating, embarrassing or abusing trials which are claimed to promote a bond between members; and
- Prejudiced behaviour – behaviour that causes someone to feel powerless, worthless or excluded and which relates to prejudices around belonging, identity and equality – most commonly prejudices linked to disabilities, additional educational needs, gender and sexual identity, and ethnic, cultural and religious backgrounds.

All child-on-child abuse is unacceptable, and allegations must be handled in accordance with this policy, its related procedures, and the [Keeping Children Safe in Education 2023 guidance](#).

Sharing nudes or semi-nudes

Sharing nudes or semi-nudes means the sending or posting of nude or semi-nude images, videos or live streams by young people under the age of 18 online.

The prolific use of mobile phones, social media and other online platforms, means there are many ways in which this can occur, including:

- Social media
- Gaming platforms
- Apple's AirDrop
- Text/Whatsapp/Messenger etc.

If you are made aware of an incident involving the consensual or non-sensual sharing of nudes or semi-nudes, **you must** report it to the DSL as soon as practicable.

You must not:

- View, copy, print, share, store or save the imagery yourself, or ask a pupil to share or download it (if you have already viewed the imagery by accident, you must report this to the DSL);
- Delete the imagery or ask the pupil to delete it;
- Ask the pupil(s) who are involved in the incident to disclose information regarding the imagery (this is the DSL's responsibility);
- Share information about the incident with other members of staff, the pupil(s) it involves or their, or other, parents and/or carers;
- Say or do anything to blame or shame any children or young people involved.

For further guidance on responding to incidents involving the sharing of nudes or semi-nudes, you should refer to the Department's guidance

CONTEXTUAL SAFEGUARDING

Contextual Safeguarding is an approach to understanding, and responding to, young people's experiences of significant harm beyond their families. Traditional approaches to protecting children/young people from harm have focused on the risk of violence and abuse from inside the home and don't always address the time that children/young people spend outside the home and the influence of peers on young people's development and safety.

Contextual safeguarding recognises the impact of the public/social context on young people's lives, and consequently their safety. Contextual safeguarding seeks to identify and respond to harm and abuse posed to young people outside their home, either from adults or other young people. It's an approach that looks at how interventions can change the processes and environments, to make them safer for all young people, as opposed to just focusing on an individual.

Children who have Adverse Childhood Experiences (ACEs) are considered to be more vulnerable to being exploited.

SERIOUS VIOLENCE

Staff should be aware of the indicators that a child is at risk of, or is involved with, serious violent crime. Such indicators may include:

- Increased absence from Onchan School ;
- A change in friendships or developing relationships with older individuals or groups;
- A significant decline in educational performance;
- Signs of self-harm; or
- New gifts/possessions – these may indicate that a child has become involved in criminal activity or has otherwise been approached by a criminal gang.

Child Criminal Exploitation (CCE)

Child criminal exploitation can include children being forced or manipulated into committing crime or threatening/committing serious violence to others.

Such exploitation can result in the victims becoming financially indebted to the perpetrators as a means of manipulation, leading to victims or their families being subject to abuse and threatening behaviour.

Children involved in criminal exploitation may carry weapons as part of the coercion, or as a means of protecting themselves. It is also common for these children to commit crimes themselves, making it difficult to recognise their vulnerability as victims.

Children may not always understand or recognise that they are being exploited.

Child Sexual Exploitation (CSE)

CSE is a form of child sexual abuse which can occur over time or be a one-off occurrence and may occur without the child's immediate knowledge. It may also be the case that some children do not realise they are being exploited and believe they are in a romantic relationship.

CSE can affect any child who has been coerced into engaging in sexual activities, including 16 and 17-year-olds who can legally consent to have sex.

Honour-Based Abuse (HBA)

"Honour-based" abuse (HBA) encompasses incidents or crimes committed to protect or defend the honour of the family and/or community, including FGM or forced marriage.

Abuse committed in this context often involves a wider network of family or community pressure and can include multiple perpetrators.

All forms of HBA are abuse and will be handled and escalated as such. All staff will be alert to the possibility of a child being at risk of HBA or already having suffered it. If staff have a concern, they will speak to the DSL, who will activate local safeguarding procedure.

ONLINE SAFETY

In the context of an increasingly online and digital-oriented society, it is essential that measures are in place to safeguard children from potentially harmful and inappropriate material. When considering online safety, four key risk areas are highlighted by the '4 Cs of online safety':

- **Content** – being exposed to illegal, inappropriate or harmful content, such as pornography, fake news, racism, misogyny, self-harm, suicide, antisemitism, radicalisation and extremism.
- **Contact** – being subjected to harmful online interaction with other users, such as peer-to-peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes.
- **Conduct** – personal online behaviour that increases the likelihood of, or causes, harm, such as making, sending and receiving explicit images (e.g. consensual and non-consensual sharing of nudes and semi-nudes and/or pornography, sharing other explicit images and online bullying); and
- **Commerce** – risks such as online gambling, inappropriate advertising, phishing and/or financial scams.

To support appropriate online activity, Onchan School aims to:

- Have processes (including filtering and monitoring systems) in place to ensure the online safety of pupils, staff, governors and visitors;
- Protect and educate the whole school community in its safe and responsible use of technology, including mobile phones;
- Set clear guidelines for the use of mobile phones for the whole school community (see our behaviour, anti-bullying and acceptable use/e-safety policies); and
- Establish clear mechanisms to identify, intervene in and escalate any incidents or concerns, where appropriate.

Work with the NSPCC

Bi-annually, the NSPCC complete workshops with the children in Years 5 and 6. This work follows their own programme and is aimed at raising awareness of what is safe and unsafe practice regarding safeguarding and the children. In other years teachers deliver lessons with the children along themes of privacy, the bag or worries and what is not acceptable. In other years teachers use the PSHE curriculum to talk to the children about what is safe practice and what to do if there are any concerns. This is an important part of learning and is aimed at increasing pupil voice whilst decreasing the incidence of safeguarding allegations. Parents are informed about this activity in advance.

ADULTS WORKING WITH CHILDREN

Allegations against staff

All staff should take care not to place themselves in a vulnerable position with a child. It is always advisable that your work with individual children or meetings with parents are conducted in view of other adults.

We will ensure staff are aware of our school behaviour policy.

We understand that a pupil may make an allegation against a member of staff. If such an allegation is made, the member of staff receiving the allegation will immediately inform the Head/Deputy or the most senior teacher if they are not present using the MASM process.

The Head/Deputies on all such occasions will discuss the content of the allegation with the DESC Child Protection and Safeguarding Officer.

We recognise that children cannot be expected to raise concerns in an environment where staff fails to do so. All staff will therefore be made aware of their duty to raise concerns about the attitude or actions of colleagues.

If an allegation is made to a member of staff concerning the behaviour of the Head, the person receiving the allegation will immediately inform the CEO.

WhistleBlowing and raising concerns at work.

Staff must acknowledge their individual responsibility to bring matters of concern to the attention of the Headteacher.

Although this can be difficult, it is particularly important where the welfare of children may be at risk.

You may be the first to recognise that something is wrong but may not feel able to express your concerns out of a feeling that this would be disloyal to colleagues, or you may fear harassment or victimisation. These feelings, however natural, must never result in a child or young person continuing to be unnecessarily at risk. Remember it is often the most vulnerable children or young people who are targeted.

Staff must always follow the Isle of Man Whistleblowing policy ([here](#)).

Isle of Man Safeguarding Board Whistleblowing guidance ([here](#)).

MONITORING AND REVIEWING OUR POLICY AND PRACTICE

Our Designated Person for Child Protection will continually monitor our child protection and safeguarding practices and bring to the notice of the Senior Managers any weaknesses or deficiencies.

This policy is updated, monitored and reviewed annually and must form part of the Induction Process for all members of Staff. This policy forms part of the wider policy and practice framework for Onchan School and is referenced in other such policies such as Learning and teaching,

- DESC Recruitment and Retention of staffing,
- Health and Safety,
- Managing allegations against staff (DESC),
- The School's Behaviour policy and
- Bullying policies.

Further guidance can be found at:
<https://www.safeguardingboard.im>

APPENDIX – RESOURCES

Source	Content
Gov.im	Safeguarding Together Guidance
	Whistleblowing Policy
Isle of Man Safeguarding Board	Competency Framework
	Children's Safeguarding Procedures
	Information Sharing Protocol
	Information Sharing Guidance
	Whistleblowing or Raising Concerns at Work
NSPCC	Safeguarding and child protection in schools
	Child abuse and neglect
	Safer recruitment
	Online safety
Gov.uk	Keeping Children Safe in Education 2023
	Sharing Nudes and Semi-Nudes Guidance

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