

# Child Protection Procedures

Auckley Primary Academy

*(Updated and aligned with Keeping Children Safe in Education – December 2025)*

To be read alongside the Safeguarding and Child Protection Policy

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## 1. Introduction and Statutory Context

Auckley Primary Academy is committed to safeguarding and promoting the welfare of all children. These Child Protection Procedures have been written in line with statutory guidance Keeping Children Safe in Education (KCSIE) and local safeguarding arrangements.

Safeguarding and promoting the welfare of children is everyone's responsibility. All staff, volunteers and governors are required to act in the best interests of the child and to follow these procedures when concerns arise.

These procedures set out how the school will respond to concerns, disclosures and allegations relating to child protection and should be read in conjunction with the school's Safeguarding Policy and Code of Conduct.

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## 2. Aims and Objectives

Everyone at Stanley Grove has a responsibility to protect pupils from harm by:

- Providing a safe and secure environment in which children can learn
- Identifying children who are suffering, or are likely to suffer, significant harm
- Taking appropriate action to ensure children are kept safe both at home and in school

We do this by:

- Preventing unsuitable people from working with children
  - Promoting safe practice and challenging unsafe or poor practice
  - Recognising concerns early and responding appropriately
  - Working in partnership with parents, carers and external agencies
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## 3. Roles and Responsibilities

## Designated Safeguarding Lead (DSL)

The Designated Safeguarding Lead (DSL) has overall responsibility for child protection and safeguarding in school. This includes:

- Managing and monitoring safeguarding concerns and records
- Liaising with children's social care and other agencies
- Supporting staff and providing advice and guidance
- Ensuring safeguarding records are transferred securely

Deputy DSLs are trained to support this role when required.

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## 4. Recording and Reporting Concerns

### CPOMS

All safeguarding concerns must be recorded on CPOMS.

- Staff must record concerns directly on CPOMS
- Any adults not on CPOMS may record concerns on paper (gold paper), which must be scanned and uploaded to CPOMS by a teacher or DSL
- CPOMS maintains secure, chronological safeguarding records accessible only to authorised safeguarding staff

Paper copies are shredded once uploaded in line with data protection requirements.

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## 5. Immediate Response to a Disclosure

If a child discloses information:

- Listen carefully and remain calm
- Do not ask leading or investigative questions
- Accept what the child says
- Reassure the child they have done the right thing
- Do not promise confidentiality
- Inform the DSL immediately

Staff must not investigate concerns themselves.

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## 6. Recording Information

Staff must:

- Record concerns as soon as possible
  - Use factual language and the child's own words where appropriate
  - Sign, date and time records
  - Use body maps where injuries are observed
  - Pass all records to the DSL promptly
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## 7. Referral to Children's Social Care

The DSL is responsible for:

- Making referrals to children's social care
  - Following up verbal referrals in writing within 24 hours
  - Informing parents unless doing so would place the child at risk
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## 8. Types of Abuse and Safeguarding Issues

Staff should be aware that abuse can take many forms, including:

- Physical abuse
- Emotional abuse
- Sexual abuse (including sexual violence and sexual harassment)
- Neglect
- Child-on-child abuse
- Domestic abuse
- Child sexual exploitation (CSE)
- Child criminal exploitation (CCE), including county lines
- Online abuse
- Radicalisation and extremism
- Mental health concerns

Safeguarding issues may overlap and require a holistic response.

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## 9. Child-on-Child Abuse

Child-on-child abuse can include physical abuse, sexual violence, harassment, bullying, online abuse and harmful sexual behaviour. All concerns are taken seriously and responded to in line with safeguarding procedures.

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## 10. Female Genital Mutilation (FGM)

FGM is a form of child abuse. Where staff discover that an act of FGM appears to have been carried out on a girl under the age of 18, there is a mandatory duty to report this to the police. The DSL must also be informed immediately.

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## 11. Preventing Radicalisation

Preventing radicalisation is part of the school's wider safeguarding responsibilities. Staff are trained to recognise signs of vulnerability and concerns are reported to the DSL. The school works with external partners including the Prevent Police Officer and Channel Panel where appropriate.

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## 12. Allegations Against Staff

Any allegation or concern regarding a member of staff, volunteer or visitor must be reported immediately to the Headteacher. If the allegation concerns the Headteacher, it must be reported to the Chair of Governors. Procedures will be followed in line with KCSIE and Local Authority guidance.

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## 13. Whistleblowing

Staff are encouraged to raise concerns about poor or unsafe practice and are protected by the school's Whistleblowing Policy.

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## 14. Supporting Pupils at Risk

The school supports pupils at risk by:

- Providing a positive and inclusive school ethos
  - Delivering RSHE curriculum focused on safety and wellbeing
  - Following behaviour policies that support vulnerable pupils
  - Working with external agencies
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## 15. Operation Encompass

The school participates in Operation Encompass. When a notification is received, appropriate checks and support are provided and recorded on CPOMS.

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## 16. Safeguarding Meetings and Monitoring

DSLs meet weekly to:

- Review safeguarding concerns
  - Monitor children on safeguarding lists
  - Record actions and review progress using a tracker
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## 17. Transfer of Safeguarding Records

When a pupil transfers to another school:

- Safeguarding records are transferred securely and without delay
  - Social workers are informed where relevant
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## 18. Review

These procedures are reviewed annually or sooner if statutory guidance changes.