



CHILD PROTECTION and SAFEGUARDING POLICY

Policy Statement

Cirencester Kingshill School is fully committed to the safeguarding of students in the school. It is our intention to provide help and support to meet the needs of our students as soon as problems emerge. All possible child protection concerns are dealt with in accordance with the Gloucestershire Safeguarding Children Partnership (GSCP) and the requirements of Keeping Children Safe in Education 2024.

Our Commitment

Cirencester Kingshill School will ensure that:

- All staff and Trustees are kept up to date with Child Protection issues by formal training taking place every three years. All new members of staff and Trustees are required to complete GSCP's Safeguarding in Education online training. Members of the Safeguarding Strategic Team will maintain their level 3 training every two years.
- We practice safe recruitment in checking the suitability of staff and volunteers to work with children and that any unsuitable behaviour is reported and managed using our Allegations Management procedures.
- We establish a safe environment in which children can learn and develop.
- We raise awareness of child protection issues and equip children with the skills needed to keep them safe.
- We develop and implement procedures for identifying and reporting cases, or suspected cases, of abuse by logging welfare concerns via the online portal and referring to the Multi Agency Safeguarding Hub (MASH) on 01452 426 565.
- We support students who have been abused in accordance with his/her agreed Child Protection Plan or Child in Need Plan.
- As part of our commitment to keeping children safe we have signed up to implement the principles and aims of the Gloucestershire Encompass Model.
- As all staff, including Trustees, who work on the School site can come into direct contact with children, everyone is tasked with reading Part 1, Part 5 and Annex B of Keeping Children Safe in Education 2025 and complete a set of questions.

Aims

We recognise that, because of the day to day contact with children, school staff are well placed to observe the outward signs of abuse. The school will therefore:

- Establish and maintain an environment where children feel secure, are encouraged to talk and are listened to.
- Ensure children know that there are adults in the school whom they can approach if they are worried.
- Include in the curriculum, activities and opportunities which equip children with the skills they need to stay safe from abuse and to know who to turn to for help. This includes contribution from our SchoolBeat Officer, thus signposting students to people outside of school from whom they can enlist support with confidence.

In the event of full or partial school closure and the implementation of on-line learning:

- Children and young people always come first
- Staff should respond robustly to safeguarding concerns
- Contact the DSL in line with our established safeguarding procedure
- Children should be protected when they are online
- Safeguarding will continue to operate in line with statutory expectations outlined in Keeping Children Safe in Education 2024

Strategies

We will follow the procedures set out by the Gloucestershire Safeguarding Executive (GSCE) and take account of the guidance issued by the Department for Children, Schools and Families.

- The designated teacher for all child protection matters in the school is Mr L Ryder, Assistant Headteacher and strategic Designated Safeguarding Lead (DSL). Working alongside Mr L Ryder in a more operational role is Mrs N Norman Deputy Designated Safeguarding Lead (DDSL). Furthermore, our Unlocking Pastoral Assistants – Mrs Ball and Mrs Isogai and Mr M Edwards and Mr S Thomas are also level 3 trained. These six members of staff form the Strategic Safeguarding Team in school. All DSLs are required to receive appropriate Child Protection training every two years.
- The nominated Trustee responsible for child protection is Mr A Thomas. The named Trustee will have appropriate training as outlined by the NGA. The nominated officer within the Local Authority for child protection is Mrs Georgina Summers (Safeguarding in Education Manager) who can be contacted on 01452 426221.
- Clear reminders of all procedures, including the name of the DSL, will be given out to all staff in the INSET meeting at the start of the school year. Trustees are welcome to attend this or receive a mailed update if they wish. All new staff, including NQTs, will receive a more detailed induction into the safeguarding protocols and expectations within the first week of the new school year. Likewise, trainees will also receive a more thorough induction during their first week in the school. All supply teachers receive child protection information in their welcome pack. Photo ID of DSL and DDSLs can be found in Reception and the staff room area.
- There is a calendar of safeguarding training throughout the year to ensure all staff remain vigilant to the importance of safeguarding our students.
- All staff, including Trustees, are required to read Part 1, Part 5 and Annex B of Keeping Children Safe in Education and confirm in writing that they understand their safeguarding responsibilities. Their understanding will also be checked via a series of questions.
- The school ensures all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the Designated Safeguarding Lead.
- The school will ensure that parents/carers understand the responsibility placed on the school and staff for child protection by setting out its obligations in the school prospectus, wherein the following statement will be made:
“The School is committed to safeguarding and promoting the welfare of children. A full version of the School’s Child Protection policy is available on request.”
All students who have a Child Protection Plan will be added to the First Day of Absence calls. This means the Attendance Officer will contact the family in the morning if no explanation has been received for the absence.
- If there is an unexplained absence of more than one day of a student who has a Child Protection Plan, the relevant Social Worker will be informed.

- Despite all attempts being made to avoid this, if a student who has a Child Protection Plan has to be suspended from school, the social worker will be informed. Likewise, if they have a Youth Support worker, they will also be informed.
- The school will ensure compliance with Gloucestershire's procedures for Children Absent from Education.
- The Pastoral team will develop effective links with the relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at child protection conferences, core groups and children in need meetings.
- All staff will be aware that safeguarding issues can manifest themselves via child on child abuse. A separate leaflet, issued by GSCP, will be shared with all staff annually. This may include:
 - bullying
 - physical abuse
 - sexual violence and sexual harassment
 - sexting
 - initiation
 - violence/rituals

These will be dealt with following the advice issued by the DFE in December 2017 and within KCSIE 2025 Staff will be mindful of both alleged victim and perpetrator.

- CPOMS is used as our main system for logging any safeguarding concerns. If a new safeguarding concern is raised, staff are encouraged to use the heading 'Safeguarding Concern' in CPOMS. This enables the Strategic Safeguarding team to monitor how many concerns are raised, action taken or matter closed with reasoning attached. This is all in line with the requirements of KCSiE 2025.
- If an allegation is made against a member of staff or volunteer including supply or agency workers, contractors or governors, the procedures in the Allegations Management Policy will be followed. The LADOs (Local Authority Designated Officer) are Nigel Hatten and Nicky Power. They can be contacted on 01452 426 994. Staff are encouraged to report concerns immediately to either Mrs J Lindley, Headteacher or Mr L Ryder, Assistant Headteacher and DSL. If the allegation is against the Headteacher, the member of staff should go directly to the Chair of Trustees, Mr A Thomas.

Support for Students

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self-worth. They may feel helplessness, humiliation and some sense of blame. The school may be the only stable, secure and predictable element in the lives of children at risk. When at school their behaviour may be challenging and defiant or they may be withdrawn. The school will endeavour to support the student through:

- The content of the curriculum.
- Our Culture and Ethos, most notably Our STEPs which promote a positive, supportive and secure environment and gives students a sense of being valued and belonging.
- The school behaviour policy which is aimed at supporting all students in the school, including those who are vulnerable. The school will ensure that the student knows that some behaviour is unacceptable but they are valued and not to be blamed for any abuse which has occurred.
- Liaison with other agencies that support the student such as Social Care, School nursing team, Child and Adolescent Mental Health Services (CAMHS) and Adult Mental Health Service, Young Minds Matter, Education, Entitlement and Inclusion Team, Educational Psychology Service and the MASH team (Multi Agency Safeguarding Hub).

- Ensuring that, where a student on a child protection plan leaves, their information is transferred to the new school/sixth form college immediately and that the child's social worker is informed.

Our staff seek to adopt an open and accepting attitude towards children and young people as part of their general responsibility for pastoral care. Staff hope that parents/carers and children will feel free to talk about any concerns or worries which may affect educational progress and that they will see school as a safe place if there are any difficulties at home. Children will be taken seriously if they seek help from a member of staff. School will regularly carry out checks via Student Voice to evidence that students feel the school offers a safe environment.

Response to Child Protection Issues

Concerns for a child may come to the attention of staff in different ways:

- When a child has frequent or untypical injuries, not normally associated with the explanation offered.
- When a child exhibits untypical behaviour, his or her progress at school alters or attitude changes.
- When a child indulges in sexual behaviour, either verbal or non-verbal, that is unusually explicit or inappropriate to his or her age.
- Occasionally a child may raise concerns themselves either in reference to themselves or a friend.

During times of full or partial school closure and online learning it is even more important that staff are able to identify any child protection concerns and take appropriate action. For example, concerns may arise when:

- A staff member sees or hears something worrying during an online lesson
- A child discloses something of a safeguarding concern during a telephone call or via email.

The pressures on children and their families at this time are significant. There will be heightened awareness of family pressures through being contained in a small area, poverty, and financial or health anxiety. These areas should be considered in the seeing of any work for children to undertake at home (including recognising the impact of online learning – see below) Staff will be aware of the mental health of both children and their parents and carers, informing the DSL about any concerns.

Incidents of Domestic Abuse may increase during the period of isolation as perpetrators can use this time as a “tool of coercive and controlling behaviour”, and victims and their children are consistently more vulnerable during periods of societal stress see government guidance. During such times Operation Encompass will continue as normal with notifications being sent to the school's email address (encompass@). For further information please contact Halah Shams El-Din on 01452 328953 or by email halah.shamseldin@gloucestershire.gov.uk

Risk Online

Young people will be using the internet more during this period. The school may also use online approaches to deliver training or support. Staff will be aware of the signs and signals of cyberbullying and other risks online and apply the same child-centred safeguarding practices as when children were learning at the school.

However, child protection issues can be very difficult to spot. If in any doubt it is always best to inform the relevant person and allow them to make the decision about what further action is necessary.

Any member of staff receiving a disclosure of abuse from a child, or noticing signs or symptoms of possible abuse, will make notes as soon as possible, recording as exactly as possible using the child's own words, what was seen or said, putting the scene into context and giving time and location. The guidance sheet disseminated to all staff 'Logging CPOMS entries – Good Practice' offers practical support for this. If the disclosure means going home from school could be an issue, it is vital that Mr Ryder, Mrs Norman or another member of the Strategic Safeguarding Team is made aware immediately. At all times, it is essential that the student understands confidentiality cannot be guaranteed in respect of child protection issues.

If appropriate: you may want to read the following policies in conjunction with this policy. The Accessibility Plan, Anti-bullying Policy, School Discipline and Behaviour Policy, Looked After Children Policy, Equality Policy, E-safety Policy, Exclusion Policy, Offensive Weapons Policy and the Substance Misuse Policy.

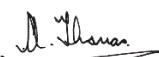
CIRENCESTER KINGSHILL SCHOOL

CHILD PROTECTION POLICY

Reviewed by: L Ryder (Designated Safeguarding Lead)

Date: November 2025

Adopted by Governors: 04 November 2025

Sign: 

Date: 04 November 2025

Next Review Date: November 2026

Appendix 1 Key Contact Details

Appendix 2 Child Protection Procedures

Appendix 3 Actions where there are concerns about a child

Appendix 4 Early Help and Intervention

Appendix 5 Child Abuse Definitions

Appendix 6 Specific Safeguarding Issues

Appendix 7 Logging CPOMS Entries – Good Practice

Appendix 8 Child Protection Process

Appendix 9 Operation Encompass Statement

Appendix 10 Letter to other Schools

(Further information requested for new students who join Cirencester Kingshill School)

The above appendices are available from the school, please contact Reception.

Appendix 1

Key Contact Details

Key Personnel	Name (s)	Contact details
Headteacher	Jo Lindley	01285 651511 Jlindley@kingshillschool.co.uk
Designated Safeguarding Lead (DSL)	Luke Ryder	01285 651511 Lryder@kingshillschool.co.uk
Deputy DSL	Nicci Norman	01285 651511 Nnorman@kingshillschool.co.uk
Other members of the Strategic Safeguarding Team	Janna Ball Ensieh Isogai Mat Edwards Seb Thomas	01285 651511 Jball@kingshillschool.co.uk Eisogai@kingshillschool.co.uk Medwards@kingshillschool.co.uk Sthomas@kingshillschool.co.uk
School's named Prevent Lead	Luke Ryder	Lryder@kingshillschool.co.uk
Nominated Safeguarding Trustee	Adrian Thomas	athomas@kingshillschool.co.uk
MASH (Multi-Agency Safeguarding Hub)		01452 426565
Georgina Summers	Safeguarding in Education Manager for Gloucestershire	01452 426221
LADO	Nigel Hatten Nicky Power	01452 426994
Police		101 or 999 Local community Officers: Richie Webb Richard.Webb@gloucestershire.police.uk Martin West Martin.West@gloucestershire.police.uk
Channel Helpline		08000 113764 prevent@gloucestershire.police.uk

Safeguarding Our Pupils

Our Safeguarding Team at Cirencester Kingshill School



Mr L Ryder
DSL
Assistant Headteacher:
Culture & Ethos



Mrs N Norman
DDSL
Deputy Designated
Safeguarding
Lead



Mr S Thomas
DDSL
Lead
Practitioner:
Unlocking
Potential &
Head of Year 9



Mrs J Ball
DDSL
Unlocking
Potential
Pastoral
Assistant



Mrs E Isogai
DDSL
Unlocking
Potential
Pastoral
Assistant



Mr M Edwards
DDSL
Head of Year 8

Appendix 2

CIRENCESTER KINGSHILL SCHOOL

CHILD PROTECTION PROCEDURES

The school has a trained “named person” / “disclosure officer” – now named Designated Safeguarding Lead, DSL, Mr Luke Ryder, and the Deputy Designated Safeguarding Lead, Mrs N Norman. There are a further four members of staff who are also level three trained: Mr S Thomas, Mr M Edwards, Mrs J Ball and Mrs E Isogal. These six members of staff work together as the Strategic Safeguarding Team in the school. The nominated trustee for Child Protection is Mr A Thomas.

At the first Staff Meeting of every academic year, the issue of staff responsibilities is reviewed. Staff are reminded of procedures and relevant personnel. Handouts are shared including A quick reference guide, Child on Child Abuse and Logging CPOMS entries.

Part 1, Part 5 and Annex B of Keeping Children Safe in Education (September 2025) is made available to all staff. All staff then document that they have read this.

During Term 1 the DSL briefs all new staff more fully about the procedures in place at Kingshill School. Such training is given to all new staff and not just NQTs. The DSL also briefs trainees who join Cirencester Kingshill School as part of their PGCE course.

When a Child Protection concern arises the DSL may refer to it, without necessary details, in the next available staff briefing.

All suspected CP cases are dealt with in accordance with the procedures set out by Gloucestershire Safeguarding Executive (GSE). This is available at www.gscb.org.uk.

Notes on concerns are always recorded by staff on CPOMS following the Logging CPOMS entries – Good Practice guidance.

On receipt of a referral the DSL decides what action to take in consultation with the Gloucestershire Safeguarding Executive procedures alongside the ‘windscreen’ for levels of intervention. Initially advice, without warning the child, may be sought from the MASH Team. If a referral is advised the DSL will complete this on the same day using the online portal.

As a matter of course, parents should be engaged in the process and consent gained for the referral. There are exceptions to this, for example if the child has been sexually abused and the abuser is one of the parents.

If the child is known to have an allocated Social Worker then they will be contacted directly at the DSL’s discretion rather than contacting the MASH Team.

Occasionally the reported incident may also require a crime report to the police. In such a case, a referral to the MASH team will also be completed at the same time.

If a case leads to a strategy meeting or an Initial Child Protection Plan the DSL will attend (or their deputy), sometimes accompanied by the child's Head of Year. The key worker will be identified from the Strategic Safeguarding Team. At CP or CIN level this is likely to be either the DSL or DDSL.

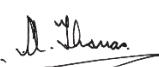
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Actions where there is a Concern about a Child**Member of staff has concerns**

If a member of staff has a concern about the well being of a child, then he/she should:-

Actions where there are concerns about a child**Consultation with DSL**

Share his/her concerns with the DSL or DDSL to help clarify the nature of his/her concerns

**Contact social worker for advice**

If the DSL is unsure about how to proceed, she will contact the Children's Help Desk:
01452 426 565

and ask to speak to a social worker practitioner.

ENSURE IMMEDIATE RELEVANT DETAILS ARE TO HAND

**Contact the children's helpdesk**

In those cases where it is clear a social work assessment is required; a referral will be made to the:

MASH Team via the online portal

within 24 hours (immediately if the concerns are about physical injury or sexual abuse).

The CYPD social care section will then take responsibility for managing any subsequent enquiries. The referrer should confirm the details of the concern to CYPD, in writing, within 48 hours

**Completion of written record**

Complete a written record of the nature and circumstances surrounding the concern including any previous concerns held

**Resolving professional Difference (escalation policy)**

The 'resolution of professional difficulties (escalation) procedures must be used if the DSL/DDSL feels that the response from social care has not addressed concerns for the child. Advice about procedural issues including using the resolving professional differences procedures can be obtained through the Safeguarding Children Service on 01452 583 629

For out of hours social work advice, please contact the Emergency Duty Team on 01452 614 194.

Appendix 4

CIRENCESTER KINGSHILL SCHOOL

EARLY HELP AND INTERVENTION

“As education and childcare settings have daily contact with most children and families, they are uniquely placed to identify concerns and, with partners as appropriate, address them early.... Early help is support for children of all ages that improves a family’s resilience and outcomes or reduces the chance of problems getting worse.”

“Providing early help is more effective in promoting the welfare of children than reacting later. Early Help can be particularly useful to address non-violent HSB and may prevent escalation of sexual violence.”

(Keeping Children Safe in Education 2025 and Working Together to Safeguard Children
December 2025)

Any child may benefit from early help, but all school staff should be particularly alert to the potential need for early help for a child who:

- is disabled or has certain health conditions and has specific additional needs
- has special educational needs (whether or not they have a statutory Education, Health and Care Plan). We recognise that students with SEND can be more prone to peer group isolation than other children; can have possible abuse put down to their SEND and have communication difficulties. Hence each of these students will be considered individually in fortnightly meetings with Head of Year, SENCO and Key Stage lead. This will offer these students further safeguarding.
- has a mental health need
- is a young carer
- is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups or county lines
- is frequently missing/goes missing from education, home or from care
- has experienced multiple suspensions, is at risk of being permanently excluded from schools, colleges or an Alternative provision or Pupil Referral Unit
- is at risk of modern slavery, trafficking sexual or criminal exploitation
- is at risk of being radicalised or exploited
- has a parent or carer in custody, or is affected by parental offending
- is in a family circumstance presenting challenges for the child, such as drug and alcohol misuse, adult mental health issues and domestic abuse
- is misusing drugs or alcohol themselves
- is a privately fostered child
- is at risk of ‘honour-based’ abuse such as FGM or forced marriage

All staff should be aware of the indicators of abuse, neglect and exploitation so that they are able to identify children who may be in need of help or protection.

Preventative Strategies:

- Rigorous monitoring and reviewing by the Pastoral team through formal weekly meetings with the Head of Year. Safeguarding is an individual item on the weekly SLT agenda. The Inclusion Team also monitor students open to them on a weekly basis.
- Early identification of vulnerable students.
- Active Year and School Councils where, as part of their roles, students become involved in policy making that directly impacts upon them e.g. behaviour policy and e-safety policy.
- A co-ordinated Personal Development programme that focuses on the wider remit of 'keeping safe'.
- Regular assemblies that focus on Keeping Safe.
- Fully engaging with the School Beat system led by Gloucestershire Constabulary.
- Opportunities that arise e.g. Chelsea's Choice offered by the LA to all Year 8 students are always accepted.
- The school participates in TAC (Team Around the Child) meetings, strategy meetings, and case conferences. Screening tools such as Neglect and Child Sexual Exploitation are used by the school and referrals are made to Social Care, CAMHS school nurse and Families First plus when appropriate.

Early Help and Intervention:

- Mentoring support from a range of staff including form tutors, Heads of Year, SLT, Inclusion staff and the Attendance Officer.
- Support from our two Emotional Support staff.
- Support from our Inclusion staff.
- Support from the School Mentors.
- Support from the SENCO, Teaching assistants and SEND area.
- Support from our school nurse.
- Using the graduated response and levels of intervention from Gloucestershire Safeguarding Executive.
- Moving on to a multi-agency approach if this is the best way to meet the student's needs and ensure their well-being. We work closely with the following agencies:
 - Social Care
 - CAMHS
 - Young Minds Matter
 - The MASH (Multi-Agency Safeguarding Hub). This joins together GCC, the Police, GDASS, Schools and Health Services)
 - NHS, School Nurse
 - Youth Support Service
 - Police
 - Families First Plus
 - Educational Psychology Service
 - SEND monitoring and reviewing team
 - Advisory Teaching Service
 - Education Entitlement and Inclusion team
 - Young Gloucestershire

CIRENCESTER KINGSHILL SCHOOL

EARLY HELP AND INTERVENTION

Reviewed by: L Ryder (Designated Safeguarding Lead)

Date: November 2025

Adopted by Governors: 04 November 2025

Sign: 

Date: 04 November 2025

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CHILD ABUSE DEFINITIONS

There are four types of child abuse. They are defined in the UK Government guidance **Keeping Children Safe in Education; Statutory guidance for schools and colleges, September 2025** as follows:

1. Physical abuse
2. Emotional abuse
3. Sexual abuse
4. Neglect

Types of Abuse and Neglect – significant changes below

Abuse: a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused by other children or adults, in a family or in an institutional or community setting by those known to them or, more rarely, by others.

Physical abuse: a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise physical harm to a child.

Emotional abuse: the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Sexual abuse: involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Females can also be abusers as can other children. The sexual abuse of children by other children (also known as child on child abuse) is a specific safeguarding issue in education and **all** staff should be aware of it and their school's policy and procedures for dealing with it.

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. Neglect may involve a parent or carer failing to provide adequate food, clothing, shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

All staff should be aware that **child sexual** and **child criminal exploitation** are forms of child abuse.

Signs of Abuse

Recognising child abuse is not easy. It is every staff member's responsibility to be alert to whether or not child abuse has taken place or if a child is at significant risk of harm from someone. The following information shared back in KCSiE 2018 might be useful for staff to consider, however, this is not an exhaustive list:

The physical signs of abuse may include:

- unexplained bruising, marks or injuries on any part of the body
- multiple bruises – in clusters, or often on the upper arm, outside of the thigh
- cigarette burns
- human bite marks
- broken bones
- scalds, with upward splash marks
- multiple burns with a clearly demarcated edge

Changes in behaviour that can also indicate physical abuse:

- fear of parents being approached for an explanation
- aggressive behaviour or severe temper outbursts
- flinching when approached or touched
- reluctance to get changed, for example in hot weather
- depression
- withdrawn behaviour
- running away from home

Changes in behaviour which can indicate emotional abuse include:

- neurotic behaviour e.g. sulking, hair twisting, rocking
- being unable to play
- fear of making mistakes
- sudden speech disorders
- self-harm
- fear of parent being approached regarding their behaviour
- developmental delay in terms of emotional progress

The physical signs of sexual abuse may include:

- pain or itching in the genital area
- bruising or bleeding near genital area
- sexually transmitted disease
- vaginal discharge or infection
- stomach pains
- discomfort when walking or sitting down
- pregnancy

Changes in behaviour which can also indicate sexual abuse include:

- sudden or unexplained changes in behaviour e.g. becoming aggressive or withdrawn
- fear of being left with a specific person or group of people
- having nightmares
- running away from home
- sexual knowledge which is beyond their age, or developmental level
- sexual drawings or language
- bedwetting
- eating problems such as overeating or anorexia
- self-harm or mutilation, sometimes leading to suicide attempts
- saying they have secrets they cannot tell anyone about

- substance or drug abuse
- suddenly have unexplained sources of money
- not allowed to have friends (particularly in adolescence)
- acting in a sexually explicit way towards adults

The physical signs of neglect may include:

- constant hunger, sometimes stealing food from other children
- constantly dirty or 'smelly'
- loss of weight, or being constantly underweight
- inappropriate clothing for the conditions

Changes in behaviour which can also indicate neglect may include:

- complaining of being tired all the time
- not requesting medical assistance and/or failing to attend appointments
- having few friends
- mentioning being left or unsupervised

Child-on-child abuse

All staff should be aware that children can abuse other children at any age (often referred to as child-on-child abuse). And that it can happen both inside and outside of school or college and online. It is important that all staff recognise the indicators and signs of abuse and know how to identify it and respond to reports.

All staff should be clear as to the school's policy and procedures with regards to child-on-child abuse. Further information can be found in the Child on Child leaflet distributed at the start of term or when a member of staff joins the school. Child-on-child abuse is most likely to include, but may not be limited to:

- bullying (including cyberbullying, prejudice-based and discriminatory bullying)
- abuse in intimate personal relationships between children (sometimes known as 'teenage relationship abuse')
- physical abuse which can include hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm
- sexual violence, such as rape, assault by penetration and sexual assault
- sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment

What school and college staff should do if they have concerns about a child

At school we should always maintain an attitude of 'it could happen here' where safeguarding is concerned. When concerned about the welfare of a child, staff should always act in the best interests of the child.

Staff should not assume a colleague, or another professional will act and share information that might be critical in keeping children safe.

If staff have any concerns about a child's welfare, they should act on them immediately.

SPECIFIC SAFEGUARDING ISSUES

Expert and professional organisations are best placed to provide up to date guidance and practical support on specific safeguarding issues. The table at the end of this appendix offers links to relevant web sites. Further detail is also available in Annex B of KCSiE September 2025.

However, if staff have any concerns about a child's welfare, they should act on them immediately. Staff must follow the Child Protection Policy and speak to Luke Ryder (DSL) or Nicci Norman (DDSL) or another member of the Strategic Safeguarding Team.

Where a child is suffering, or is likely to suffer from harm, it is important that a referral to children's social care (and, if appropriate, the police) is made immediately. This will be done by a member of the Strategic Safeguarding Team however it is important to be aware that any adult can refer to the MASH team and the Prevent Duty is the responsibility of all in terms of reporting. That said, we would usually expect school staff to refer any concerns to the DSL/DDSL in the first instance.

All staff should have an awareness of safeguarding issues that can put children at risk of harm. Behaviours linked to issues such as drug taking, alcohol abuse, deliberately missing education, serious violence, consensual and non-consensual sharing of nude and seminude images can be signs that a child is at risk

- Child Abduction and community safety incidents
- Children and the court system
- Children missing from education
- Children with family members in prison
- Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE)
- County Lines
- Cybercrime
- Domestic Abuse
- Mental health
- Homelessness
- Honour based violence including female genital mutilation (FGM) and Forced Marriage
- Modern Slavery and the National Referral Mechanism
- The Prevent Duty and Preventing Radicalisation
- Serious Violence

- Sexual violence and sexual harassment between children in schools and colleges

Further information on CME, Child Sexual Exploitation, Child Criminal Exploitation, Female Genital Mutilation and Preventing Radicalisation, Peer on Peer Abuse, Serious Violence and Mental Health

Children who are Absent from Education

All staff need to be aware that children being absent from School can act as a vital warning sign of a range of safeguarding possibilities. Such children are increasingly at risk of being harmed, exploited, including involvement in County Lines, or radicalised. Staff will monitor children that go missing from school, particularly on repeat occasions, following our Attendance Policy. Any student absent from school without explanation will be followed up that same day by the Attendance Officer. Any concerns will be raised with the DSL. Early intervention is essential to identify the possible existence of any underlying safeguarding risk.

If a child does not attend school for more than 10 days without explanation or leaves school suddenly without a known destination, the Local Authority's Children Missing from Education policy will be followed.

Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE)

Both Child Sexual Exploitation and Child Criminal Exploitation are forms of abuse and can occur when an individual or group takes advantage of an imbalance of power to “coerce, manipulate or deceive” a child into sexual or criminal activity. In some cases, the abuse will be in exchange for something the victim needs or wants.

It is important to recognise that victims can be exploited even when the activity appears to be consensual.

Child Sexual Exploitation (CSE) involves exploitative situations, contexts and relationships where young people receive something (for example food, accommodation, drugs, alcohol, gifts and money or in some cases simply affection) as a result of engaging in sexual activities. Sexual exploitation can take many forms ranging from the seemingly 'consensual' relationship where sex is exchanged for affection or gifts, to serious organised crime by gangs and groups. What marks out exploitation is an imbalance of power in a relationship. The perpetrator always holds some kind of power over the victim which increases as the exploitative relationship develops. Sexual exploitation involves varying degrees of coercion, intimidation or enticement, including unwanted pressure from peers to have sex, sexual bullying including cyberbullying and grooming.

Key indicators of CSE may include:

- Regularly miss school or education or do not take part in education
- Go missing for periods of time or regularly come home late
- Appearing with unexplained gifts and new possessions
- Associating with other young people involved in exploitation
- Having older boyfriends/girlfriends
- Suffer from changes in emotional well-being
- Misuse alcohol and other drugs

- STIs/pregnancy
- Misusing drugs or alcohol
- Obsessive attachment to a mobile phone

However, it is also important to recognise that some young people who are being sexually exploited do not exhibit any external signs of this abuse.

Child Criminal Exploitation (CCE)

Child Criminal Exploitation (CCE) can include children being forced to work in cannabis factories, county lines, forced to shoplift or threaten other young people. Key indicators of CCE may include:

- Children who appear with unexplained gifts or new possessions
- Children who associate with other young people involved in exploitation
- Children who suffer from changes in emotional well being
- Misuse of drugs and alcohol
- Missing school for lengths of time or regularly going home late
- Regularly missing school

DSL has completed training on use of the Child Exploitation toolkit.

Cybercrime

Criminal activity committed using computers and/or the internet. Cyber-enabled is where the crime can happen off line however it may happen more quickly or on a bigger scale if on line. Cyber-dependent means the crime can only be carried out on a computer.

Cyber-dependent includes:

Unauthorised access to computers e.g. using the school's network to access test paper answers

Denial of service. This is where attempts are made to overwhelm a computer, website or network thereby making it unavailable

Making, supplying or obtaining malware with the intention of committing an offence. If concerns are raised about a child involved in this arena, a referral to the Cyber Choices programme might be appropriate

Domestic Abuse

The Domestic Abuse Act 2021 received Royal Assent on 29 April 2021. The Act introduced the first ever statutory definition of domestic abuse and recognises the impact of domestic abuse on children, as victims in their own right, if they **see, hear or experience the effects of abuse**. The statutory definition of domestic abuse, based on the previous cross-government definition, ensures that different types of relationships are captured, including ex-partners and family members. The definition captures a range of different abusive behaviours, including physical, emotional and economic abuse and coercive and controlling behaviour. Under the statutory definition, both the person who is carrying out the behaviour and the person to whom the behaviour is directed towards must be aged 16 or over and they must be "personally connected" (as defined in section 2 of the 2021 Act).

Types of domestic abuse include intimate partner violence, abuse by family members, teenage relationship abuse and child to parent abuse. Anyone can be a victim of domestic abuse, regardless of sexual identity, age, ethnicity, socio-economic status, sexuality or background and domestic abuse can take place inside or outside of the home. The government has issued statutory guidance to provide further information for those working

with domestic abuse victims and perpetrators, including the impact on children. All children can witness and be adversely affected by domestic abuse in the context of their home life where domestic abuse occurs between family members. Experiencing domestic abuse can have a serious, long lasting emotional and psychological impact on children. In some cases, a child may blame themselves for the abuse or may have had to leave the family home as a result.

Young people can also experience domestic abuse within their own intimate relationships. This form of child-on-child abuse is sometimes referred to as teenage relationship abuse'.

'Honour -based' abuse including Female Genital Mutilation (FGM)

So-called 'honour-based' abuse encompasses incidents or crimes which have been committed to protect or defend the honour of the family and/or the community, including FGM, forced marriage and [practices such as breast ironing. It is likely that such abuse will involve a wider network of family and therefore multiple perpetrators. All forms are abuse and must be escalated as such.

Female Genital Mutilation (FGM) comprises all procedures involving partial or total removal of the external female genitalia or other injuries to the female genital organs. It is illegal in the United Kingdom and a form of child abuse with long lasting harmful consequences.

Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM. There is a range of potential indicators that a child or young person may be at risk of FGM, which individually may not indicate risk but if there are two or more indicators present this could signal a risk to the child or young person. Victims of FGM are likely to come from a community that is known to practice FGM. Professionals should note that girls at risk of FGM may not yet be aware of the practice or that it may be conducted on them, so sensitivity should always be shown when approaching the subject.

Indicators that may show a heightened risk of FGM include:

- The level of integration of the family into UK society
- Any girl with a mother or sister who have already been exposed to FGM
- Any girl withdrawn from PSHEE

Indicators that may show FGM could take place soon:

- A female family elder is visiting from a country of origin
- A girl has confided that she is soon to have a 'special' ceremony
- A girl may ask for help
- A girl may talk about going on a long holiday to her family's country of origin or visiting a country where FGM practice is prevalent.

Indicators that it has taken place:

- Difficulty walking, sitting or standing
- Spending longer than normal in the toilet
- Reporting absence for reasons such as bladder infections/menstrual issues
- Repeated absence and low mood

According to section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) **any teacher MUST personally report to the police cases where they discover an act of FGM appears to have taken place. This is a statutory duty.** They should also consider and discuss any such case with the DSL who will involve social care as appropriate. The statutory duty does not apply to suspected cases although it must be still raised with the DSL.

Preventing Radicalisation

There is no place for extremist views of any kind at Cirencester Kingshill School. This includes students, parents, staff, governors and outside agencies working in the school. Students at Cirencester Kingshill see the school as a safe place where they can explore controversial issues safely and where teachers ensure this is facilitated professionally. All staff have a duty to manage this safely.

Protecting children from the risk of radicalisation should be seen as part of schools' wider safeguarding duties, and is similar in nature to protecting children from other forms of harm and abuse. During the process of radicalisation it is possible to intervene to prevent vulnerable people being radicalised.

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism. There is no single way of identifying an individual. Staff should be alert to changes in children's behaviour which could indicate that they may be in need of help or protection.

All schools are now subject to a duty under Section 26 of the Counter Terrorism and Security Act 2015 to have 'due regard to the need to prevent people from being drawn into terrorism'. This is called the Prevent Duty.

Cirencester Kingshill School will help prevent radicalisation of students by:

- Monitoring behaviour and passing on any concerns promptly.
- Build students' resilience to radicalisation by promoting fundamental British Values and enabling them to challenge extremist views.
- Monitoring ICT access and ensuring that, as part of our E-Safety, appropriate filters are maintained to ensure that students are safe from terrorist and extremist material when using the internet at school.
- All staff to be reminded at least annually of the importance of this responsibility.
- Consider referring a student to the Channel programme as a voluntary early help strategy.

Cirencester Kingshill will keep under constant review the potential radicalisation of students and ensure that it is regularly discussed at pastoral meetings. Any concerns about radicalisation at the school will be immediately passed on to the correct authority.

The school will use the following resources:

- Gloucestershire Safeguarding Children Board
- Police (contacted via 101 if considered a non-emergency)
- DFE's dedicated helpline (0207 340 7264)
- The Channel awareness programme
- The Educate Against Hate website

Challenging behaviours such as 'wolf whistling', 'pinching bottoms'. Dismissing or tolerating such behaviours risks normalising them.

Serious Violence

Staff should all be aware of the indicators that may suggest a student is at risk from, or involved with, serious violent crime. This may include:

- Absence from school
- Change of friendship groups, including relationships with older individuals
- Significant decline in performance
- Significant change in well-being
- Signs of assault or unexplained injuries
- Unexplained gifts or new possessions.

Staff need to be aware that violence can often peak in the hours just before or just after school, when students are travelling to and from school.

Mental Health

- All staff should be aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation.
- Staff should be alert to spotting behaviours that may suggest a student is experiencing a mental health problem.
- Adverse Childhood Experiences (ACE) can have a lasting impact on a child's mental health, behaviour and education.

Sexual violence and sexual harassment (please see Part Five KCSIE 2025)

Sexual violence and sexual harassment can occur between two children of any age and sex and it can also occur online. It can also occur through a group of children sexually assaulting or sexually harassing a single child or a group of children.

Children who are victims of sexual violence and sexual harassment will likely find the experience stressful and distressing. This will, in all likelihood, adversely affect their educational attainment and will be exacerbated if the alleged perpetrator(s) attends the same school or college. Sexual violence and sexual harassment exist on a continuum and may overlap, they can occur online and face to face (both physically and verbally) and are never acceptable.

It is essential that **all** victims are reassured that they are being taken seriously and that they will be supported and kept safe. A victim should never be given the impression that they are creating a problem by reporting sexual violence or sexual harassment. Nor should a victim ever be made to feel ashamed for making a report.

Staff should be aware that some groups are potentially more at risk. Evidence shows girls and children with special educational needs and disabilities (SEND) are at greater risk.

Staff should be aware of the importance of:

- making clear that there is a zero-tolerance approach to sexual violence and sexual harassment, that it is never acceptable, and it will not be tolerated. It should never be passed off as "banter", "just having a laugh", "a part of growing up" or "boys

being boys". Failure to do so can lead to a culture of unacceptable behaviour, an unsafe environment and in worst case scenarios a culture that normalises abuse, leading to children accepting it as normal and not coming forward to report it.

- recognising, acknowledging, and understanding the scale of harassment and abuse and that even if there are no reports it does not mean it is not happening, it may be the case that it is just not being reported
- challenging physical behaviour (potentially criminal in nature) such as grabbing bottoms, breasts and genitalia, pulling down trousers, flicking bras and lifting up skirts. Dismissing or tolerating such behaviours risks normalising them

What is sexual violence and sexual harassment?

Sexual Violence

It is important that school and college staff are aware of sexual violence and the fact children can, and sometimes do, abuse their peers in this way and that it can happen both inside and outside of school/college. When referring to sexual violence we are referring to sexual violence offences under the Sexual Offences Act 2003 as described below:

Rape: A person (A) commits an offence of rape if: he intentionally penetrated the vagina, anus or mouth of another person (B) with his penis, B does not consent to the penetration and A does not reasonably believe that B consents.

Assault by Penetration: A person (A) commits an offence if s/he intentionally penetrates the vagina or anus of another person (B) with a part of her/his body or anything else, the penetration is sexual, B does not consent to the penetration and A does not reasonably believe that B consents.

Sexual Assault: A person (A) commits an offence of sexual assault if: s/he intentionally touches another person (B), the touching is sexual, B does not consent to the touching and A does not reasonably believe that B consents (Schools should be aware that sexual assault covers a very wide range of behaviour so a single act of kissing someone without consent, or touching someone's bottom/breasts/genitalia without consent, can still constitute sexual assault)

Causing someone to engage in sexual activity without consent: A person (A) commits an offence if: s/he intentionally causes another person (B) to engage in an activity, the activity is sexual, B does not consent to engaging in the activity and A does not reasonably believe that B consents. (This could include forcing someone to strip, touch themselves sexually or to engage in sexual activity with a third party)

What is consent? Consent is about having the freedom and capacity to choose. Consent to sexual activity may be given to one sort of sexual activity but not another, e.g. to vaginal but not anal sex or penetration with conditions, such as wearing a condom. Consent can be withdrawn at any time during sexual activity and each time activity occurs. Someone consents to vaginal, anal or oral penetration only if s/he agrees by choice to that penetration and has the freedom and capacity to make that choice

- A child under the age of 13 can never consent to any sexual activity

- The age of consent is 16
- Sexual intercourse without consent is rape

Sexual Harassment

When referring to sexual harassment we mean ‘unwanted conduct of a sexual nature’ that can occur online and offline; inside or outside school. When we reference sexual harassment, we do so in the context of a child on child sexual harassment. Sexual harassment is likely to: violate a child’s dignity, and/or make them feel intimidated, degraded or humiliated and/or create a hostile, offensive or sexualised environment.

Sexual harassment can include:

- Sexual comments, such as, telling sexual stories, making lewd comments, making sexual remarks about clothes and appearance and calling someone sexualised names
- Sexual “jokes” or taunting
- Physical behaviour, such as: deliberately brushing against someone, interfering with someone’s clothes and displaying pictures, photos or drawings of a sexual nature, and
- Online sexual harassment. This may be standalone, or part of a wider pattern of sexual harassment and/or sexual violence. It may include:
 - Consensual or non-consensual sharing of nudes. Taking and sharing nude photographs of those aged under 18 is a criminal offence.
 - Sharing of unwanted explicit content
 - Upskirting (is a criminal offence)
 - Sexualised online bullying
 - Unwanted sexual comments and messages, including on social media
 - Sexual exploitation; coercion and threats

Our response

It is essential that all victims are reassured that they are being taken seriously and that they will be supported and kept safe. A victim should never be given the impression that they are creating a problem by reporting sexual violence or sexual harassment. Nor should a victim ever be made to feel ashamed for making a report.

Harmful Sexual Behaviour (HSB)

Children’s sexual behaviour exists as a continuum, from normal and developmentally expected to inappropriate, abusive and violent. HSB can occur online and / or face to face and can occur simultaneously between the two.

Staff need to be aware of the age and stages of development of any children when considering HSB. For example, if one is older, in particular by more than two years or one is pre-pubescent and the other is not.

Addressing inappropriate behaviour can be an important intervention that helps prevent more problematic, abusive behaviour in the future.

It is vital that all victims are reassured and taken seriously. The law is there to protect rather than criminalise.

If a child raises concern with a member of staff, the staff member should:

- Listen carefully, not asking leading questions. Only prompt with where, what, when etc
- Ensure a written record is made that records the facts as the child presents them
- Inform the DSL as soon as possible

Additional advice and support

Abuse

- [What to do if you're worried a child is being abused](#) – DfE advice
- [Domestic abuse – Various Information/Guidance](#) – Home Office (HO)
- [Faith based abuse: National Action Plan](#) – DfE advice
- [Relationship abuse: disrespect nobody](#) – Home Office website
- [Tackling Child Sexual Abuse Strategy](#) – Home Office policy paper
- [Together we can stop child sexual abuse](#) – HM Government campaign

Bullying

- [Preventing bullying including cyberbullying](#) – DfE advice

Children missing from education, home or care

- [Children missing education](#) – DfE statutory guidance
- [Children missing from home or care](#) – DfE statutory guidance
- [Children and adults missing strategy](#) – Home Office strategy

Children with family members in prison

- [National Information Centre on Children of Offenders](#) – Barnardo's in partnership with HM Prison and Probation Service

Child Exploitation

- [Trafficking: safeguarding children](#) – DfE and HO guidance
- [Care of unaccompanied and trafficked children](#) – DfE statutory guidance

- Modern slavery: how to identify and support victims – HO statutory guidance

Drugs

- Drug strategy 2017 – Home Office strategy
- Information and advice on drugs – Talk to Frank website
- Drug and Alcohol Education – teacher guidance & evidence review – PSHE Association website

(so called) “Honour Based Abuse” including FGM and forced marriage

- Female genital mutilation: information and resources – Home Office guidance
- Female genital mutilation: multi agency statutory guidance – DfE, DH and HO statutory guidance
- fmu@fcdo.gov.uk – Forced Marriage Unit (FMU) statutory guidance
- FGM resource pack – HM Government guidance

Health and Well-being

- Fabricated or induced illness: safeguarding children – DfE, DH, HO
- Rise Above: Free PSHE resources on health, wellbeing and resilience – Public Health England
- Medical-conditions: supporting students at school – DfE statutory guidance
- Mental health and behaviour – DfE advice

Homelessness

- Homelessness: How local authorities should exercise their functions – Ministry of Housing, Communities & Local Government guidance

Private fostering

- Private fostering: local authorities - DfE statutory guidance

Radicalisation

- Prevent duty guidance: Home Office Guidance
- Prevent duty: additional advice for schools and childcare providers – DfE advice
- Educate Against Hate website – DfE and Home Office Advice
- Prevent for FE and Training – Education and Training Foundation (ETF)

Violence

Serious violence strategy – Home Office Strategy

Factors linked to serious violence and how these factors can be used to identify individuals for intervention – Home Office

Youth Endowment Fund – Home Office

Gangs and youth violence: for schools and colleges - Home Office advice

Ending violence against women and girls 2016-2020 strategy – Home Office strategy

Violence against women and girls: national statement of expectations for victims – Home Office guidance

Sexual violence and sexual harassment between children in schools and colleges – DfE advice

CPOMS

As a new member of staff, it is essential you immediately register for CPOMS.

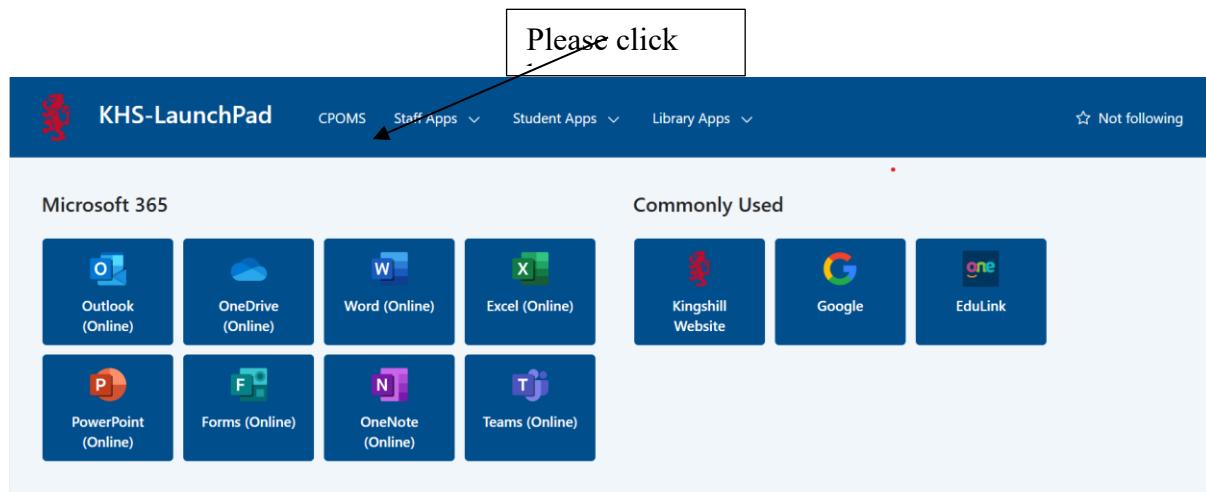
This is where we record a chronological order of concerns for our students.

It is essential that concerns are Recorded and Reported in a timely manner. This is a requirement of all staff and is stated in the Keeping Children Safe in Education (KCSIE).

'In order to prevent issues escalating and promote children's welfare, it is important that children receive the right help, at the right time.'

Any concerns raised or communications with parents, the pupil or outside agencies must be recorded on CPOMS.

In the case of a safeguarding concern, you need to log this on CPOMs making sure you highlight safeguarding and send it to the safeguarding team. This concern must be communicated to one of the members of staff from the Safeguarding Team in person as soon as possible.



Register your email and password. See Nichola Norman or Steve if you have any issues with this.

Download the authenticator app on your phone called **Authenticator**, please see picture below

This is what the authenticator App looks like in the APP store.

App Store Preview

This app is available only on the App Store for iPhone



Microsoft Authenticator 4

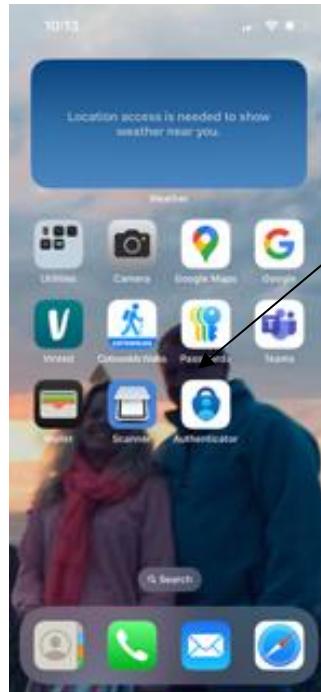
Protects your online identity

Microsoft Corporation

#2 in Productivity

★★★★★ 4.8 • 500.2K Ratings

Free

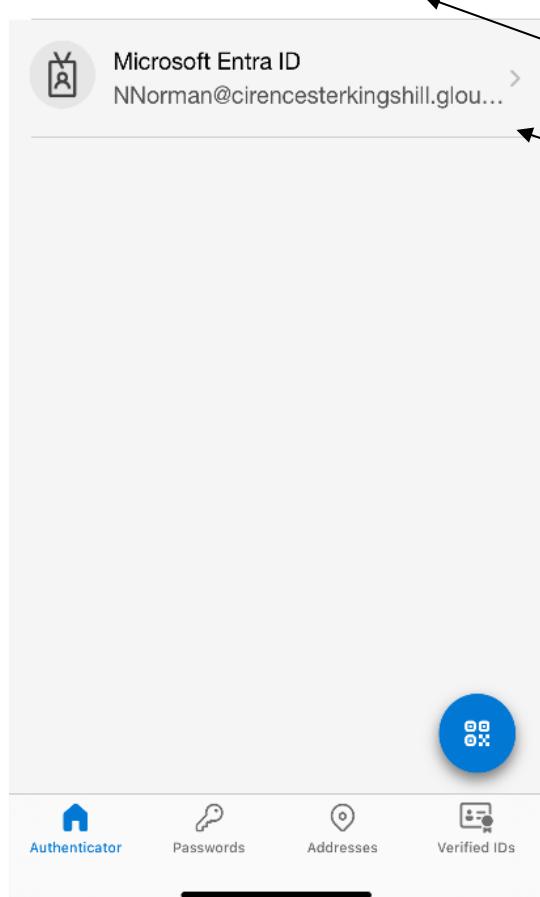


This is how the App looks on your phone once downloaded.

Set up Face authenticator on the app
It will then show you a number



005 800 4



Type the number that is shown here on your App into the box saying enter your one-time code on the CPOMs log in (you do not need the gap between the numbers).



Verify Your Identity

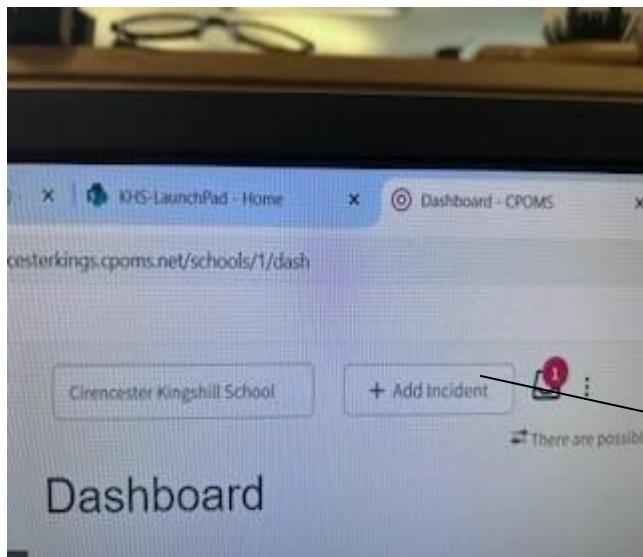
Open your authenticator app and enter the code provided. This may be your phone's in-built password manager. If you continue to have difficulties contact your school administrator to request an account reset.

Enter your one-time code*

Continue

Please type the number into this section.

At the top of CPOMS you need to use:
+ Add Incident



Please then click on Add Incident.



Enter Student name by typing their name in the box, as seen below.

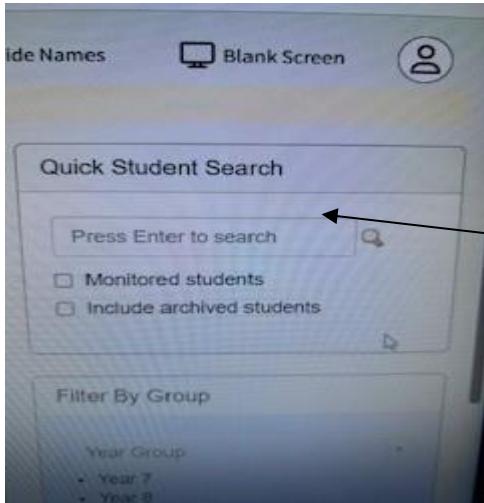
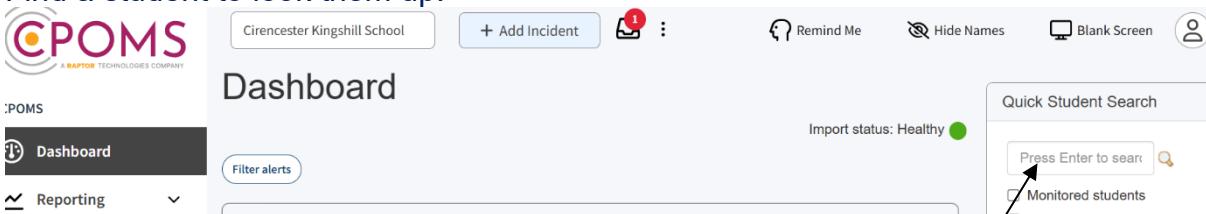
Student

Begin typing a student's name



Start by typing the name of the student in the student
list

Find a student to look them up:



If you want to look up a pupil, type the student's name into the quick student search box on the left-hand side of the screen.

Incident

Fill in as many details as possible. This will need to include name, incident details and category. Only tick the main category as this will help us run data reports.

Please assign all child protection matters to NNO, LRY, JBA.

For basic information refer to the tutor and more significant incidents refer to the UPPA's RSL, JBA and Head of Year.

Please remember our use of language is key:

Please report facts. Something that is known/proven to be true.

Keep language clear and concise.

Include dates and times- this is essential in building chronologies.

State what actions have been taken.

Add any next steps.

If your view is relevant, please make sure you include "In my opinion."

Also consider the students feelings, if social care became involved, they would want the thoughts and feelings of the student to be considered "The student has said they feel..."

Please be aware of the rights to recorded information held on students. The above considerations protect us and the students' feelings.

Incident

Today Ivan pushed Edgar over and kicked him while playing football at break time. There group are friends and play football most days.

Ivan got annoyed because Edgar barged him by accident during the game.

Categories

Attendance Bullying Careers Guidance Child Protection Communication Emotional Support
 Friendship Issues Harmful Sexual Behaviour Home Issues Medical Issues Mentoring Support
 PP Mentoring Safeguarding SEND

Linked Students

Please write the name of the student/s that are also involved in the incident, and this will link into their CPOMS record as well.

PP Mentoring Safeguarding SEND

Linked student(s)

Begin typing a student's name

Type a student's name to link them to this incident.

Categories

Please see the categories listed under incident. Please be mindful here to think about which category that you are ticking. A one-off scuffle at lunch time due to football is not bullying. We need to monitor the types of incidents we have in school and action further resources and support to those areas. Please make sure that you take a moment to think about which category your incident falls into.

A common issue is registering most incidents under bullying when pupils fall out.

Bullying is the repetitive, intentional hurting of one person or group by another, involving an imbalance of power. It can be physical, verbal, emotional, sexual or online, and it can affect anyone.

- *repeated*
- *intended to hurt someone either physically or emotionally*
- *often aimed at certain groups, for example because of race, religion, gender or sexual orientation*

Most common incidents that occur at school are due to fall outs with friends or physical behaviour occurring due to football at break and lunch. There are incidents of bullying as well; but we must think about how the incident is being recorded so we can have accurate information on the safeguarding issues our school is experiencing.

Incident

Today Ivan pushed Edgar over and kicked him while playing football at break time. There group are friends and play football most days.

Ivan got annoyed because Edgar barged him by accident during the game.

Categories

Attendance Bullying Careers Guidance Child Protection Communication Emotional Support
 Friendship Issues Harmful Sexual Behaviour Home Issues Medical Issues Mentoring Support
 PP Mentoring Safeguarding SEND

Alert Staff member

Alert Staff Members

Begin typing a staff member's name

luk
Luke Ryder (Kingshill All Access)

Type staff name here.

Click on the highlighted box when the correct name shows.

Type the name of the staff member you are sending it to. Then click on the name in the dark highlighted area when it brings the correct name up. You can type another name and follow the same process, until you have included all the staff that need informing.

1 staff will be alerted.

Name	Show Documents	Require action
Luke Ryder	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Agency Involved

Add to planner

Submit Incident

Before submitting, please remember the following:

- Under the status heading please identify if you feel the matter is Active/Closed/No further action.

Date/Time	28/05/2025 18:58 <input type="button" value="Click to browse or drag and drop"/>
Status	Active <input type="button" value="Click to browse or drag and drop"/>
Assign to	Active
Files	Closed No Further Action <input type="button" value="Click to browse or drag and drop"/>

Click Status:
ACTIVE-on going.
CLOSED-
Everything has been dealt with.
NO FURTHER ACTION-
Everything has been dealt with and recorded.

Remember to click the add action heading if you need to record any further actions or information regarding the situation.

If you are sent a CPOMS, please **mark as read**.

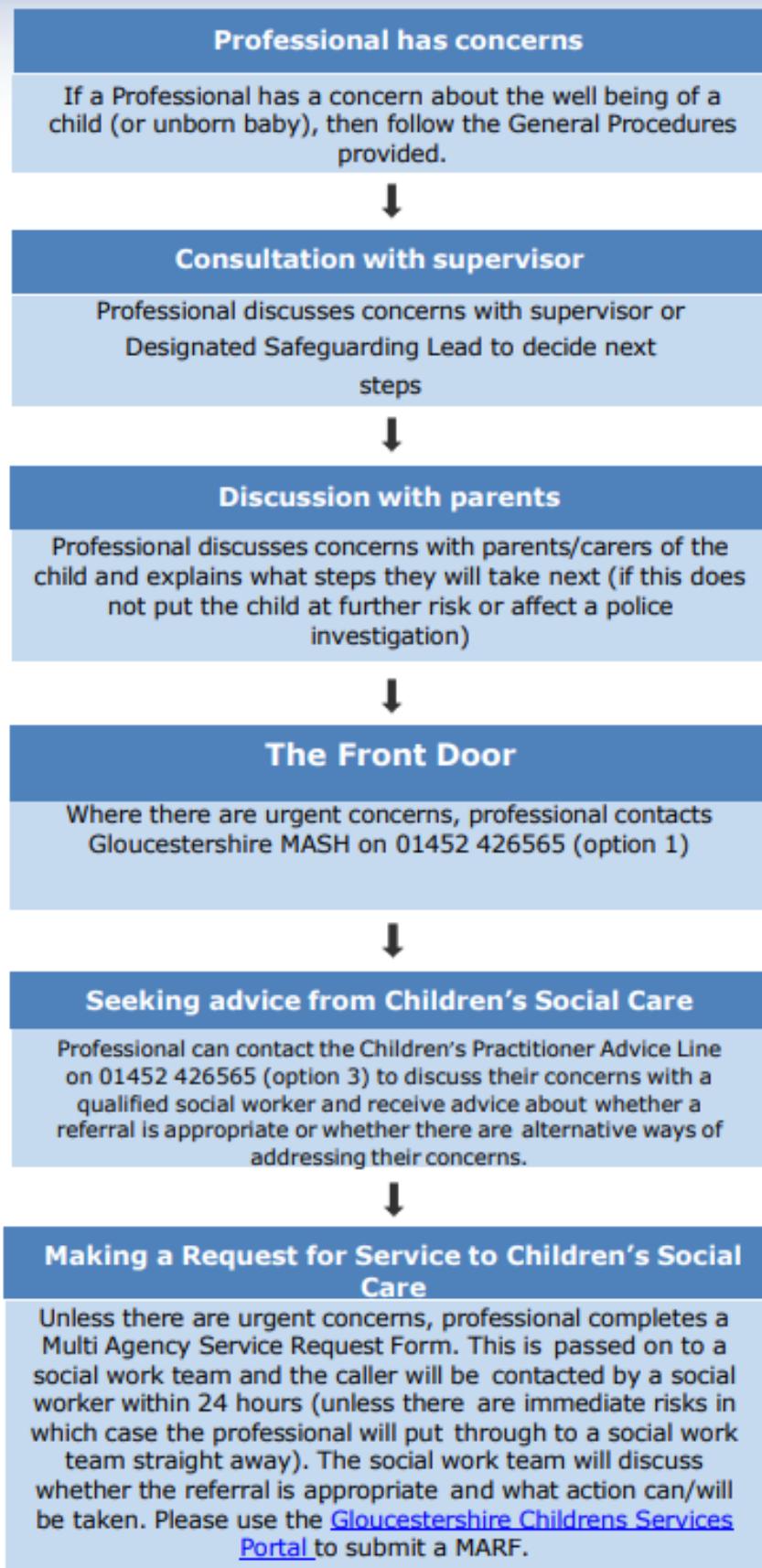
Remember to mark as read!

Luke Ryder alerted you to this incident.

[next alert >](#) **mark as read**



Child Protection Process



Referrals to Social Care



Professional has made a referral to social care



Confirm in writing

If due to urgent concerns, a MARF was not completed at the time of the initial contact, then the referral must be followed up in writing within 48 hours

Childrenshelpdesk@gloucestershire.gov.uk
Gloucestershire MASH, Block 4, 5th Floor, Shire Hall, Glos.
GL1 2TG



Assessment

If accepted the referral will lead to an Assessment being commenced to determine whether there is suspected actual harm or likely significant harm.



Strategy Discussion

The Strategy Discussion is convened by the appropriate Referral and Assessment team where there is suspected actual harm or likely significant harm (within 5 working days).

↓

Section 17 Child in need of services

Section 17 services are required when there are health or development concerns. These are determined through an assessment of need and are appropriate when the child is judged not to be at risk of significant harm or any previous concerns have been resolved.



↓

Section 47 Child in need of protection

A Section 47 enquiry is required because it is judged there is suspected actual harm or likely significant harm to the child. An assessment is carried out and it may be decided that Child Protection Conference is required, which should then be held within 15 working days.



Outcome of Assessment

The Assessment may confirm child protection concerns in which case a Child Protection Conference should be held within 15 working days of the last strategy discussion.
(It may also determine that services are required under Section 17).

Child Protection Conference Process



A Request for a Child Protection Conference has been made

The Strategy Discussion convened by the Social Care Team will decide if a child is judged to be at continued risk. The Child Protection Conference Team must be informed immediately if this is the case.



Initial Child Protection Conference

The multi-agency conference includes all professionals who are involved with the family and the children and young people themselves. Together it is decided whether a Child Protection Plan should be put in place.



No Child Protection Plan

The Child Protection Conference agrees that no Child Protection Plan is required but it may be that Section 17 services are required.

Child Protection Plan

The Child Protection Conference agrees that a Child Protection Plan is required.



Core Group

The Core Group meets after the Conference to follow through the Child Protection Plan lead by the child's Key Worker.



Review Child Protection Conference

Within three months of Initial Conference the Child Protection Conference Team convene this to review the progress of the CP Plan and decides whether to either:

To end the Child Protection Plan
This maybe that:
<ul style="list-style-type: none">- the child protection issues are resolved,- services maybe required under Section 17 or- the child is protected through other procedures (looked after children) <p>so the CP Plan is no longer required.</p>

OR

To continue with a Child Protection Plan
<p>The Child Protection Conference agrees that a Child Protection Plan continues to be required as there is suspected actual harm or likely significant harm.</p> <p>The plan would then be reviewed every six months at a Review Child Protection Conference.</p>

GLOUCESTERSHIRE ENCOMPASS COMMITMENT

Operation Encompass helps police and schools work together to provide emotional and practical help to children (Annex B, Keeping Children Safe in Education 2023). As part of Cirencester Kingshill School's commitment to keeping children safe, we have signed up to implement the principles and aims of the Gloucestershire Encompass Model.

In signing up to Gloucestershire Encompass the Governing Body and Senior leadership team:

- Endorse the Gloucestershire Encompass Model and support the Key Adults in our school to fulfil the requirements of the Gloucestershire Encompass Protocol.
- Promote and implement Gloucestershire Encompass processes and use these in accordance with internal safeguarding children processes.
- Recognise the sensitive nature of the information provided and ensure that this is retained in accordance with the principles of data protection.

Appendix 10

Letter to Other Schools

CIRENCESTER KINGSHILL SCHOOL

Date: _____

To: The Headteacher – please forward to the Designated Safeguarding Lead

At: _____

Student: _____ **Date of Birth:** _____

The above named student has recently joined Cirencester Kingshill School on _____.

We would be most grateful if you could complete the following information and return the form at your earliest convenience.

To the best of my knowledge, I confirm that the above named student:
(please tick as appropriate)

- has never been subject to a child protection concern.
- has never been on the child protection register/plan.
- has been subject to a child protection concern in the past.
- has been on the child protection register in the past.
- is currently the subject of a child protection concern.
- is currently the subject of a child protection plan.
- Any/all documentation relating to child protection issues has been sent, under separate cover, to the Designated

Safeguarding Lead at Cirencester Kingshill School – currently Mr Luke Ryder.

Signed: _____ Print Name: _____

Position: _____ Date: _____

Many thanks for your co-operation.

Yours sincerely,

Mr L Ryder
Assistant Head
Head of Pastoral and DSL