



Child Protection Procedure

We are 'seeds sown in the good soil'
(Matthew 13:23)

Adopted:

Approved by Governors:

Review date: September 2026

Child Protection Procedure

This policy is to be read in conjunction with our [Safeguarding Policy](#) and [Whistleblowing Policy](#). It explains the procedures subsequent to a disclosure or a cause for concern.

At Orford CofE Primary School and Nursery we recognise that Child Protection is the responsibility of all staff, governors and volunteers working in the school.

The purpose of this policy is to:

- Ensure we practise safe recruitment in checking the suitability of staff and volunteers to work with children
- Raise awareness of child protection issues and equip children with the skills needed to keep them safe
- Develop and implement procedures for identifying and reporting cases, or suspected cases, of abuse
- Support pupils who have been abused in accordance with the agreed child protection plan
- Establish a safe environment in which children can learn and develop

We recognise that, because of their 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 they can approach all adults in school if they are worried
- Include opportunities in the personal, social, health and education (PSHE/RSE) curriculum for children to develop the skills they need to recognise and stay safe from abuse.

Leadership

- The Designated Safeguarding Lead (DSL) and Alternate Designated Safeguarding Lead (ADSL) take lead responsibility for child protection
- All referrals come to the DSL or alternate DSL

The designated safeguarding leads are:

- Mr Matt Head, Headteacher
- Mrs Andrea Berry, Class 3 Teacher

- o Mrs Janet Bishop, Safeguarding Governor

The DSL and/or alternate will be available during school hours for staff and parents to discuss any safeguarding concerns. In the unlikely event that they cannot be contacted, Andrew Berry, CEO and Safeguarding Lead of the Tilian Partnership, can be contacted as a DSL.

The DSLs can be contacted out of school hours by staff by using the contact numbers available to all staff on Arbor.

If parents have safeguarding concerns out of school hours or during holiday periods then we advise

1. In an emergency with immediate risk to a child, call the police on 999
2. Make an [online referral to the Suffolk MASH](#)
3. If you are worried about a child contact the NSPCC 0808 800 5000 or make an [online referral](#)
4. Or contact the Emergency Duty Service in Suffolk on 0808 800 4005

Training

- All staff receive training every two years as a minimum, as well as regular updates on the latest safeguarding concerns and systems
- All staff meetings prioritise safeguarding as an agenda item
- The DSL/ADSL have undertaken designated safeguarding lead training which is renewed every two years
- The Headteacher is 'safer recruitment in education' trained

Disclosures

Staff receive regular training to know what to do if a child discloses a safeguarding issue to them:

- Listen to the child and allow them time to talk freely; do not ask leading questions
- Stay calm and do not show that you are shocked or upset
- Tell the child they have done the right thing in telling you
- Explain what will happen next and that you will have to pass the information on. Do not promise to keep it a secret.
- Report the concern on [My Concern](#), as soon as possible after the disclosure. Use the child's own words, stick to the facts and do not put your own judgement on it. If, for any reason, MyConcern is not accessible, we have a white Safeguarding Form stored in the staffroom; this is then filled in and returned immediately to the DSL.
- Verbally inform the DSL. Alternatively, if appropriate, make a referral to children's social care and/or the police directly and inform the DSL as soon as possible that you have done so

Recording (see addendum below)

If staff have a concern they must record this on MyConcern. The DSL will make a decision on how to progress the concern. They may:

- Call 999 if immediate danger to the child is suspected (including FGM)
- Contact parents of the child (unless this would increase the risk to the child)
- Call the Professional Consultation Line on 0345 6061499 to speak to a MASH social worker to discuss whether or not a referral is required or use the webchat feature
- Complete the [Multi-Agency Safeguarding Form](#)
NB: If a MARF is completed and the DSL is unhappy with the response, challenge it and record that you have challenged it in the pupil's safeguarding

file

- In emergencies call 0345 6066167 if a referral is to be made
- Initiate a CAF
- Ask staff to monitor the situation
- Take no further action

Confidentiality

- Information is recorded and shared with the DSL or ADSL as soon as possible.
- Information is shared when children are at risk of serious harm and as part of a bigger picture.
- When a child in our school discloses information that gives staff cause for concern, staff will never promise to keep the information secret as this is not in the best interests of the child
- Safeguarding concerns about pupils must be forwarded immediately to the DSL (or alternate DSL in their absence)
- Safeguarding concerns about adults must be forwarded immediately to the Head (or in their absence the CEO) without discussing with anyone else. If the concern is about the Head this must be forwarded to the CEO. If the concern is about the CEO the concern must be forwarded to the Chair of Trust Board
- Children's safeguarding records, and allegations of abuse against staff, are retained in a 'child protection' file, separate from the child's main file. These are locked away and only accessible to the DSL.
- Safeguarding records are transferred to any future school the child moves to, clearly marked: *Confidential – child protection – for the attention of the Designated Safeguarding Lead* or by use of secured transfer using MyConcern
- Half termly checks of safeguarding by the Head and annual checks by the CEO ensure that processes are carefully monitored

Child on Child Abuse

Our school recognises that abuse is not limited to harmful behaviours perpetrated by adults; children can abuse too and this is known as child-on-child abuse.

Child on child abuse can manifest itself in many ways. This may include bullying (including cyber bullying), physical abuse, online abuse, gender-based abuse, sexual violence and sexual harassment, sharing nudes/semi-nudes and initiation ceremonies. Upskirting is a form of sexual harassment and is a criminal offence.

We do not tolerate any harmful behaviour in school and will take swift action to intervene where this occurs. We use lessons and assemblies to help children understand, in an age-appropriate way, what abuse is and we encourage them to tell a trusted adult if someone is behaving in a way that makes them feel uncomfortable.

Any incidents of child on child abuse will be managed in the same way as any other child protection concern and will follow the same procedures.

See [Appendix 1 Safeguarding Policy](#)

Please see our [child friendly Child-on-Child Abuse Policy](#)

Early Help Offer

Early Help is about working with children, young people and families to identify and address problems as soon as possible and before they escalate. It includes services that are available to support all families, as well as services that support more vulnerable families who need a greater level of help.

We aim to support families and children by providing:

- Headteacher 'meet and greet' at the gate every morning for parents and children
- Breakfast club daily, with additional breakfast items stocked for children who report being hungry, or come to school not having had breakfast
- After school club
- 'The Hub' after school care until 5.30pm
- Books, buddies and biscuits sessions
- Parent evenings
- We have a dedicated Mental Health & Wellbeing champion for pupils (Karen Robinson).
- Weekly PSHE/RSHE lessons for all pupils
- 'No Outsiders' programme used for weekly collective worship to supplement PSHE programme about relationships and acceptance of those with protected characteristics.
- Weekly ELSA and Lego Therapy sessions for those requiring time and space to express their feelings; use of Zones of Regulation for pupils/cohorts who find it beneficial

- Strong working relationships with external professionals including Health Visitor, Special Education Services, Educational Welfare Officer, School Nursing Team, Speech & Language Services and Young Carers.
- Cost of new uniform support for families in financial difficulties; £1 an item second hand uniform stock available all year round
- Supportive transition year on year, between phases and to secondary school placements
- Signposting parents to services including the school nursing team, primary mental health community worker, Triple P parent support, Barnardos etc.
- Termly class newsletter to support parents/carers and children with new routines and expectations
- Regular parent consultations about welfare
- Monthly online-safety newsletter sent to all families
- Common Assessment Framework (CAF) offer and host for multi-agency family network meetings
- Enrichment Offer which provides at least two school trips (linked to curriculum learning and enhancing cultural capital) per year with at least one being NO COST to families
- Good transition plans in place year-on-year, between phases, classes and schools, with extra support as required

For details on safeguarding issues please see Keeping Children Safe in Education [KCSIE 2025](#)

Parents and Families

Orford CofE Primary School and Nursery recognises that the protection of children should always be of paramount importance and consideration and that the primary focus in child protection should always be the child's safety and welfare. However, good child protection practice and outcome relies on a positive, open, honest working partnership with parents and carers. We will ensure that all parents and families are treated with respect and courtesy.

We have an open door policy and leaders are visible in the school playground at the beginning and end of the school day. We encourage parents and carers to join us in a variety of events throughout the year including celebration assemblies, Books Buddies and Biscuits events, curriculum days/events, church services, sporting fixtures amongst others.

Monitoring

- Half-Termly visits from the Safeguarding Governor
- Pupil Questionnaire
- Parent Questionnaire
- Regular SCR checks
- Regular Safeguarding files checks
- Regular DSL Team Meetings