



Westways Primary School

Safeguarding and Child Protection Policy

September 2026

This policy will be reviewed annually

Date ratified:	12 October 2026
Author/Reviewer:	Jo Thomas / Charles Hollamby
Date for Review:	September 2027

DOCUMENT CONTROL

Unless there are legislative or regulatory changes in the interim, this Policy will be reviewed annually. Should no substantive changes be required at that point, the policy will move to the next review cycle.

First Issue	September 2024
Originator	Jo Thomas
Linked Policies	- Online Safety Policy - Attendance Policy - Behaviour and Relationship Policy - SEND Policy and SEND Information Report - Code of Conduct Policy - Anti-Bullying Policy - Whistleblowing Policy
Target Audience	School Staff; Volunteers; parents and carers; governors
Dissemination via	School website; shared with parents and staff

Contents

- Aims, Ethos and School Values
- Legislation and Statutory Guidance
- Definitions
- Equality Statement
- Roles and Responsibilities
- Confidentiality and Information Sharing
- Recognising Abuse and Taking Action
- Online Safety and the Use of Mobile Technology
- Notifying Parents or Carers
- Pupils with Special Educational Needs, Disabilities or Health Issues
- Pupils with Medical Conditions
- Young Carers
- Pupils with a Social Worker
- Looked-After and Previously Looked-After Children
- Pupils Who Are Lesbian, Gay or Bisexual
- Pupils Who Are Questioning Their Gender
- Complaints and Concerns About School Safeguarding Policies
- Record-Keeping
- Training
- Monitoring Arrangements
- Links with Other Policies
- **Appendix 1:** Types of Abuse and Indicators
- **Appendix 2:** Safer Recruitment and DBS Checks – Policy and Procedures
- **Appendix 3:** Allegations of Abuse Made Against Staff and Low-Level Concerns
- **Appendix 4:** Specific Safeguarding Issues and Local Referral Pathways

Important Contacts

All members of the Westways Safeguarding Team can be contacted via the school office on **0114 266 2471** or via **enquiries@westways.sheffield.sch.uk**.

Role / Organisation	Name & Position	Specific Responsibilities / Contact Details
Designated Safeguarding Lead (DSL)	Charles Hollamby (<i>Headteacher</i>)	• Designated Safeguarding Lead • Child Sexual Exploitation (CSE) Lead • Prevent Single Point of Contact (SPOC) • headteacher@westways.sheffield.sch.uk

Role / Organisation	Name & Position	Specific Responsibilities / Contact Details
Deputy DSL (DSD) & Inclusion Lead	Jo Thomas (SENDCo & Inclusion Lead)	• Designated Safeguarding Deputy • SENDCo Support & Family Liaison • Designated Teacher for Looked-After Children (CLA) senco@westways.sheffield.sch.uk
Deputy DSL (DSD)	Naoimh Tyrrell (Deputy Headteacher)	• Designated Safeguarding Deputy
Deputy DSL (DSD)	Jo Robinson (Assistant Headteacher)	• Designated Safeguarding Deputy
Deputy DSL (DSD)	Su Woolley (Learning Mentor)	• Designated Safeguarding Deputy
Deputy DSL (DSD) & Attendance Lead	Alex Hayes (Learning Mentor)	• Designated Safeguarding Deputy • Attendance Champion
Deputy DSL (DSD) & Online Safety	Steve Coles (Online Safety Coordinator)	• Designated Safeguarding Deputy • Online Safe Culture & Filtering/Monitoring Lead
Nominated Safeguarding Governor	Giselle Rodrigo	• Oversight of Safeguarding Policies & Deficiencies
Co-Chairs of Governors	Paul Robinson and Anna Rudkin	• Case Managers for Headteacher Allegations
Sheffield Safeguarding Hub (MAST / SCAAS)	Children's Social Care (Front Door)	0114 273 4855 (Any staff member may refer)
Local Authority Designated Officer (LADO)	Sheffield City Council LADO Team	0114 273 4855 / LADO@sheffield.gov.uk
Channel Helpline / Prevent	South Yorkshire Police / DfE	020 7340 7264 / SYP Non-Emergency: 101

1. Aims, Ethos and School Values

1.1 Our Commitment to Safeguarding

Every pupil at Westways Primary School should feel safe, nurtured, and protected from any form of abuse, neglect, or exploitation. The staff and governors at Westways Primary School are committed to safeguarding and promoting the welfare of children and young people and expect all staff, volunteers, and visitors to share this commitment.

Our love of learning inspires us to achieve, and by nurturing our shared core values, we ensure that our pupils are prepared for, and ready to make a difference in, the wider world.

1.2 The Westways Way (Core Values)



Our whole-school approach to safeguarding, behaviour, and preventative education is intrinsically linked to **The Westways Way**:

- **We aspire for quality (Aspiration):** Maintaining the highest standards of safety, care, and vigilance across all areas of school life.
- **We are kind (Empathy):** Listening attentively to children, validating their experiences, and ensuring early help is delivered with compassion.
- **We are in charge of ourselves (Independence):** Empowering pupils to understand boundaries, personal consent, and how to keep themselves and others safe online and offline.
- **We are brave (Resilience):** Fostering a culture where staff and pupils have the courage to speak out, report concerns, and challenge unsafe or inappropriate behaviour ("it could happen here").
- **We are respectful (Respect):** Promoting zero tolerance for discrimination, peer-on-peer abuse, harassment, or prejudice-based bullying.
- **We are on the team (Citizenship):** Working in multi-agency partnership with Sheffield Safeguarding Hub, families, and local services to wrap support around vulnerable children.

1.3 Key Policy Objectives

- Ensure appropriate, child-centred action is taken in a timely manner to safeguard and promote children's welfare.
- Ensure all staff and governors are fully trained in recognizing signs of harm, neglect, and exploitation and understand their statutory reporting duties.
- Allocate resources effectively through the **Westways Safeguarding Team** to address emerging safeguarding concerns and deliver Early Help.

2. Legislation and Statutory Guidance

This policy is based on the Department for Education's (DfE's) statutory guidance **Keeping Children Safe in Education (KCSIE 2026)** and **Working Together to Safeguard Children (2026)**, alongside the **Maintained Schools: Governance Guide**. We comply with this guidance and the local multi-agency arrangements agreed and published by the **Sheffield Children's Safeguarding Partnership (SCSP)**.

This policy is grounded in the following statutory framework and legislation:

- **Section 175 of the Education Act 2002**, placing a duty on local authority maintained schools to safeguard and promote child welfare.
- **The School Staffing (England) Regulations 2009**, governing Single Central Record (SCR) maintenance and safer recruitment interview standards.
- **The Children Act 1989 and 2004**, establishing the fundamental legal framework for child protection and care.
- **Section 5B(11) of the Female Genital Mutilation Act 2003** (inserted by the Serious Crime Act 2015), creating a statutory duty for teachers to report known cases of FGM in under-18s directly to the police.
- **The Rehabilitation of Offenders Act 1974** and **Schedule 4 of the Safeguarding Vulnerable Groups Act 2006** (as amended by the Protection of Freedoms Act 2012 and Crime & Policing Act 2026), defining Regulated Activity.
- **Counter-Terrorism and Security Act 2015** (the Prevent duty).
- **The Equality Act 2010** and **Public Sector Equality Duty (PSED)**.
- **Data Protection Act 2018, Data (Use and Access) Act 2025**, and **UK GDPR**.
- **Operation Encompass statutory guidance**, enabling police notifications of domestic abuse incidents to reach the school DSL team.
- **The Childcare (Disqualification) Regulations 2018** and **Childcare Act 2006**.
- **Statutory Framework for the Early Years Foundation Stage (EYFS)**.

3. Definitions

- **Safeguarding and promoting the welfare of children** means:
 - Providing help and support to meet the needs of children as soon as problems emerge.
 - Protecting children from maltreatment whether within or outside the home, including online.
 - Preventing impairment of children's mental and physical health or development.
 - Ensuring children grow up in circumstances consistent with the provision of safe and effective care.
 - Taking action to enable all children to have the best outcomes.
- **Child Protection** refers to activities undertaken to protect specific children who are suspected to be suffering, or are likely to suffer, significant harm.
- **Abuse** is a form of maltreatment of a child (physical, emotional, sexual, or neglect) as detailed in Appendix 1.
- **Making or sharing of nudes or semi-nudes** refers to children sharing explicit images, including digitally altered or AI-generated media ("deepfakes"). Any sharing requires a safeguarding response regardless of whether it was consensual or non-consensual.
- **Sheffield Safeguarding Partners** refers to the triad of Sheffield City Council (Local Authority), NHS South Yorkshire Integrated Care Board (ICB), and South Yorkshire Police.

4. Equality Statement

Children with special educational needs and disabilities (SEND), medical conditions, English as an additional language (EAL), young carers, looked-after children, LGBTQ+ pupils, or those experiencing domestic hardship or racial discrimination can face increased vulnerability to abuse and additional barriers when disclosing harm.

In alignment with **The Westways Way** (*We are respectful & We are kind*), we actively eliminate discrimination, adapt communication tools for non-verbal or vulnerable pupils, and ensure equal safeguarding protection for every child regardless of background, gender, race, or ability.

5. Roles and Responsibilities

Safeguarding is everyone's responsibility. Every member of staff, governor, and regular volunteer at Westways Primary School must maintain an attitude of "it could happen here."

5.1 All Staff

All staff will:

- Read and sign an annual declaration confirming they have read and understood at least **Part 1** and **Annex B** of *Keeping Children Safe in Education (KCSIE 2026)*.
- Know the identity and contact details of the Designated Safeguarding Lead (Charles Hollamby) and Deputy DSLs.
- Log all welfare, safeguarding, and low-level concerns immediately using school recording software (CPOMS) or direct reporting protocols.
- Reinforce online safety expectations when communicating with pupils and parents.

5.2 The Westways Safeguarding Team

The **Westways Safeguarding Team** is responsible for implementing procedures, managing risk, allocating pastoral support, and coordinating with external agencies:

- **Charles Hollamby (Lead DSL)**: Holds overall strategic oversight, acts as CSE Lead and Prevent SPOC.
- **Jo Thomas (Deputy DSL & Inclusion Lead)**: Provides specialized support for pupils with SEND, coordinates provision for Looked-After Children (CLA), and liaises with health and social services.
- **Naoimh Tyrrell & Jo Robinson (Deputy DSLs)**: Provide senior leadership cover and oversee day-to-day child protection processes.
- **Su Woolley & Alex Hayes (Deputy DSLs & Learning Mentors)**: Coordinate early help intervention, pastoral care, and attendance tracking (*Alex Hayes as Attendance Champion*).
- **Steve Coles (Deputy DSL & Online Safety Coordinator)**: Oversees digital filtering and monitoring systems and leads the school's online safety curriculum.

5.3 The Governing Board

The Governing Board will:

- Ensure safeguarding underpins all school policy and strategic development.
- Nominate a dedicated **Safeguarding Governor (Giselle Rodrigo)** to review arrangements and remedy deficiencies.
- Ensure **Paul Robinson** and **Anna Rudkin** (Co-Chairs) act as Case Managers in any allegation against the Headteacher.

- Ensure at least one member of every recruitment panel has completed safer recruitment training.

5.4 The Headteacher

The Headteacher (Charles Hollamby) is responsible for the operational oversight of this policy, ensuring appropriate staffing ratios (including EYFS), managing low-level concerns, and acting as Case Manager for allegations made against staff members.

6. Confidentiality and Information Sharing

- Timely information sharing is essential for effective child protection. Data protection legislation (**UK GDPR / Data (Use and Access) Act 2025**) does not restrict sharing information where there is a valid safeguarding or child protection rationale.
- Staff **must never** promise absolute confidentiality to a child disclosing abuse.
- Where special category data is shared to safeguard an individual at risk, consent is not legally required if seeking it would place the child at increased risk of harm.
- Information is shared internally strictly on a need-to-know basis.
- When a child leaves Westways Primary School, their child protection file will be securely transferred to the receiving school within **5 school days** (or within 5 days of the start of term).

7. Recognising Abuse and Taking Action

If a child is in immediate danger or suffering significant harm:

1. Call Police (999) if immediate emergency.
2. Report IMMEDIATELY to Lead DSL (Charles Hollamby) or any Deputy DSL.
3. The DSL logs the report on CPOMS and contacts the Sheffield Safeguarding Hub on **0114 273 4855**.
4. **Direct Referral:** ANY staff member can call Sheffield Safeguarding Hub (0114 273 4855) directly if the DSL is unavailable or action is delayed.

Staff are trained to recognize the four primary categories of abuse (**Physical, Emotional, Sexual, and Neglect**) as well as specific contextual concerns (such as Child Criminal Exploitation, County Lines, Domestic Abuse, Radicalisation, and Peer-on-Peer Abuse).

8. Online Safety and Filtering/Monitoring

Under the leadership of **Steve Coles (Online Safety Coordinator)**, Westways Primary School maintains an active online safety culture:

- **Filtering & Monitoring:** DfE-compliant filtering systems block inappropriate online content on all school networks and devices. Search logs and keyword alerts are regularly reviewed by the IT and DSL team.
- **Mobile Technologies:** Staff personal mobile devices must be stored securely during contact time and are strictly prohibited in Early Years Foundation Stage (EYFS) settings.
- **Curriculum:** Online safety is embedded across the curriculum (*We are in charge of ourselves*), teaching pupils about online relationships, digital footprints, and privacy.

9. Notifying Parents or Carers

We aim to work in open partnership with parents and carers. We will inform parents/carers of any safeguarding concerns or referrals made regarding their child **unless** doing so would:

- Place the child at increased risk of significant harm.
- Interfere with a police investigation or statutory assessment by Children's Social Care.

10–16. Specific Safeguarding Groups and Considerations

- **SEND & Medical Conditions (Sec 10–11):** Led by Jo Thomas (SENDCo), staff recognize that non-verbal indicators or physical symptoms in SEND pupils require heightened sensitivity, as indicators of abuse can be misattributed to existing conditions.
- **Young Carers & Social Worker Status (Sec 12–13):** Mentors Su Woolley and Alex Hayes monitor the attendance and emotional wellbeing of young carers and pupils with an allocated social worker, linking directly with Sheffield MAST.
- **Looked-After (CLA) and Previously Looked-After Children (Sec 14):** Jo Thomas (Designated Teacher) oversees educational progress and multi-agency PEP meetings in collaboration with the Virtual School Head.
- **LGBTQ+ and Gender Questioning Pupils (Sec 15–16):** In line with *The Westways Way (We are respectful)*, we offer a supportive environment. Any support regarding gender questioning or identity is managed compassionately on a case-by-case basis, balancing pupil welfare, safeguarding duties, and parental engagement.

17. Complaints and Whistleblowing

- Complaints regarding school safeguarding procedures should follow the standard **School Complaints Policy**.
- Staff wishing to raise concerns about internal safeguarding practice or low-level staff conduct should refer to the **Whistleblowing Policy** or call the **NSPCC Whistleblowing Advice Line** on **0800 028 0285**.

18. Record-Keeping

- All safeguarding concerns, discussions, and actions are logged electronically on **CPOMS** (stored separately from academic records).
- Records detail objective facts, verbatim pupil disclosures, physical indicators noted, actions taken, and DSL sign-off.

19. Training

- **All Staff:** Receive statutory safeguarding induction before starting and undergo annual refresher training, supplemented by regular termly briefings.
- **Safeguarding Team:** Complete formal DSL training refreshed every 2 years, alongside specialist local authority (SCSP) training modules.
- **Governors:** Complete governance safeguarding modules including safer recruitment and filtering/monitoring oversight.

20. Monitoring Arrangements

This policy is evaluated annually by the Governing Board. **Giselle Rodrigo (Nominated**

Safeguarding Governor) regularly reviews safeguarding logs, SCR compliance, and filtering reports alongside Charles Hollamby (Lead DSL) to remedy any identified deficiencies.

21. Links with Other Policies

This policy should be read alongside the following school policies:

- Staff Code of Conduct & Low-Level Concerns Policy
- Behaviour Policy & Anti-Bullying Policy
- Online Safety & Acceptable Use Policy
- Safer Recruitment Policy
- Whistleblowing Policy
- Attendance Policy

Appendix 1: Types of Abuse and Indicators

1. Physical Abuse

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

Indicators: Unexplained bruises, marks or burns (particularly on soft tissue areas); injuries that do not fit the explanation given; fear of physical contact; wearing clothing unsuitable for the weather to cover injuries.

2. Emotional Abuse

Definition: 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 useless or unloved, severe bullying, or exposing a child to domestic violence.

Indicators: Extremes of behaviour (excessively withdrawn or aggressive); developmental delay; low self-esteem; obsessive habits or speech disorders.

3. Sexual Abuse

Definition: Involves forcing or enticing a child to take part in sexual activities, not restricted to physical contact. It includes sexual violence, harassment, exploitation, and the consensual or non-consensual sharing of nude/semi-nude images.

Indicators: Explicit sexual knowledge or language inappropriate for age; physical discomfort or injury in genital area; sudden changes in mood or school performance; self-harm.

4. Neglect

Definition: The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in serious impairment of health or development (e.g., failure to provide adequate food, clothing, shelter, medical care, or protection from harm).

Indicators: Constant hunger; dirty or inadequate clothing; untreated illness or poor hygiene; frequent tiredness; poor school attendance.

Appendix 2: Safer Recruitment and DBS Checks – Policy

and Procedures

1. Principles

Westways Primary School is committed to safeguarding children by recruiting staff and volunteers through robust safer recruitment procedures.

2. Recruitment Process

- **Job Descriptions & Person Specifications:** All vacancies explicitly state the school's commitment to safeguarding and require an enhanced DBS check with barred list clearance for regulated activity.
- **Shortlisting:** Standardized application forms (CVs alone are not accepted). References are requested prior to interview and verified directly with referees. Online searches are conducted on shortlisted candidates as part of statutory due diligence.
- **Interview:** Interviews include panel questions designed to explore safeguarding awareness, values, and motives for working with children. At least one panel member must have completed accredited Safer Recruitment Training.
- **Pre-Employment Checks:**
 - Identity verification and proof of right to work in the UK.
 - Enhanced DBS check with Children's Barred List check.
 - Verification of professional qualifications and QTS status.
 - Prohibition from teaching check (and section 128 direction check for management roles).
 - Overseas criminal checks where applicable.
- **Single Central Record (SCR):** A centralized live register of all pre-employment checks is maintained by the school administrative team and audited regularly by the Headteacher and Safeguarding Governor.

Appendix 3: Allegations of Abuse Made Against Staff and Low-Level Concerns

1. Handling Allegations Against Staff

Where a member of staff, volunteer, or contractor is alleged to have:

- Behaved in a way that has harmed a child, or may have harmed a child;
- Possibly committed a criminal offence against or related to a child;
- Behaved towards a child in a way that indicates they may pose a risk of harm; or
- Behaved in a way that indicates they may not be suitable to work with children.

Procedure:

- The concern must be reported immediately to the **Headteacher (Charles Hollamby)**. If the allegation involves the Headteacher, it must be reported directly to the **Co-Chairs of Governors (Paul Robinson and Anna Rudkin)**.
- The Case Manager will contact the **Sheffield Local Authority Designated Officer (LADO)** on **0114 273 4855** within 24 hours to agree next steps.
- No internal investigation will occur prior to consultation with the LADO and police where criminal conduct is suspected.

2. Low-Level Concerns Framework

- **Definition:** A low-level concern is any concern—no matter how small—that does not meet the harm threshold set out above, but indicates that an adult working in or on behalf of the school may have acted in a way that is inconsistent with the Staff Code of Conduct (e.g., being overly friendly with a pupil, spending unapproved one-on-one time, or inappropriate communication).
- **Reporting:** All low-level concerns must be logged with the Headteacher.
- **Purpose:** Recording low-level concerns enables early intervention, identifies training gaps, and prevents escalation of boundary breaches. Low-level concerns are recorded confidentially and reviewed periodically.

Appendix 4: Specific Safeguarding Issues and Local Referral Pathways

- **Child Sexual Exploitation (CSE) & Criminal Exploitation (CCE / County Lines):** Led by Charles Hollamby. Staff report signs of unexplained gifts, truancy, or association with older individuals to the DSL, who coordinates with South Yorkshire Police and Sheffield MAST.
- **Prevent Duty & Radicalisation:** Charles Hollamby acts as Prevent SPOC. Concerns regarding radical ideology or extreme online views are referred via the Sheffield Prevent team / Channel helpline (**020 7340 7264**).
- **Female Genital Mutilation (FGM):** Mandatory reporting duty applies to all teachers. If a teacher discovers that FGM has been carried out on a girl under 18, they must report directly to the police (101/999) and inform the DSL team.
- **Domestic Abuse (Operation Encompass):** Notifications received from South Yorkshire Police are triaged confidentially by the DSL team to provide immediate emotional and practical support to affected pupils.
- **Local Front Door Contact:** Any staff member or member of the public can make a direct safeguarding consultation or referral to the **Sheffield Safeguarding Hub** on **0114 273 4855**.