

Saltash Town Council – Grant Application Form

APPLYING FOR: Community Chest Grant ☒
(Tick one box)

Festival Fund Grant ☐

DATE APPLICATION SUBMITTED:

Contact Name:	<div></div>
Position:	School Business Manager
Organisation:	Burraton CP School
Contact Address:	Fairmead Road, Saltash, Cornwall, PL12 4LT
Telephone Number:	01752 843019
E-mail:	<div></div>
Status of Organisation:	Primary School
Charity/Company number (if applicable)	Charity No: Company No: 9082730 DFE number
What geographical area does your organisation cover?	Trematon Ward

How long has your organisation been in existence?	Over 50 Years
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Please note that you may be asked to attend a meeting of the Policy and Finance Committee to answer questions on your application.

1. Organisation Background

	Date Applied	Project	Amount Applied for	Successful Y/N
<p>Have you applied for a grant from Saltash Town Council within the last <u>5 Years</u>?</p> <p>(Please list – continue on a separate sheet if necessary)</p>				
Please list the aims and objectives of your organisation	<p>I do not believe we have applied in the last 5 years however we have a change in Leadership so we are not 100% sure.</p>			

What are the main activities of your organisation?	<p>Provide Education to some of the children of Saltash. Teaching and learning to include all round child development.</p> <p>Creating a sense of belonging, community engagement supporting wellbeing, celebrating identity and values.</p> <p>Encouraging and supporting children to be the best possible version of themselves.</p> <p>Enjoyment, challenge and activity are at the heart of successful learning.</p>
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	Yes / No or N/A
If application is for a School – Is, it for anything other than environmental purposes or a project that does not benefit the wider community and is not in addition to statutory services?	No
If application is from an education, health or social service establishment – do you work in partnership with other groups?	Yes
If application is from an education, health or social service establishment – is project in addition to statutory services?	Yes

2. Your project

Project	Start Date	01 / 04 / 26
	Finish Date	31 / 08 / 26
	Total Cost	£ 5,000 estimated
	Grant Applied For	£ £1,000

Project title:	Burraton outdoor physical activity improvements
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Description of project (please continue on a separate sheet if necessary):	See attached.
Where will the project/activity take place?	Burraton CP School Key Stage 2 outside space.

Who will benefit from the project? (What groups will benefit and approximately how many people will benefit in total)	The Burraton Community. Families, pupils, staff, visitors. We have 342 pupils and there families who encouraged to use our new equipment and facilities.
What evidence do you have that this project is required? (This might be survey work or statistical evidence)	In the last 10 years across our country we as a society have not managed to shift the lowest movers and have the unhappiest children in Europe and we want to start making a positive change in Saltash and encourage others to promote being active outdoors.

<p>What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organisation Consultation with Community)</p>	<p>Friends of Burraton have agreed to support us with our fundraising efforts. We aim to do some of our own fundraising activities to include a sponsored run, hold events, craft and cake sales and raffles.</p>
<p>How will the project be managed and how will you measure its success?</p>	<p>Not only will the new equipment be used school hours but we will use it after school and hopefully during the school holidays but allow childcare clubs and groups to make use of our facilities. If we can encourage more children to participate in something new by getting volunteers to help with extra curricular we will ensure making a positive change.</p>
<p>Please give the timescale and key milestones for your project, including a start date and finish date.</p>	<p>We will gradually make the improvements throughout the summer term but allowing input from our families and pupils. By September 26 we are hopeful to have completed installing the new equipment.</p>
<p>What arrangements do you have in place to ensure safeguarding of children and/or young people and/or vulnerable people? (Mandatory if your project involves working with this client group.)</p>	<p>Safeguarding Policy and procedures already in place.</p>

3. How you will pay for your project.

What will the money be spent on? (Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on)	£2,500 concrete table tennis table £500 to create activity buckets £1,000 new markings (done by staff) £500 equipment for outdoor play
How will you promote the contribution to your project from STC?	School website, Facebook page, School newsletter and within the community.

Saltash Town Council considers Match Funding is extremely important.
Please list any applications you have made for funding from other organisations in the table below:

Organisation	Contribution Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)
School Fundraising	£2,000	Ongoing	
Possible further grant inc	£1,000	Researching stage	
Friends of Burraton donation	£1,000	Yes	

Please confirm the bank account your project is using is in the project's name/organisation name	Yes
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4. Further information enclosed Checklist.

	Enclosed (please tick)
A copy of your organisation's most recent bank statements (mandatory).	✓
Copies of all <u>relevant</u> Employer's, Building & Public Liability Insurance Certificates & Title Deeds if appropriate (mandatory).	✓
A letter head showing the organisation's address and contact details.	✓
A copy of your constitution and articles of association (or similar documents if the above do not exist, showing the organisation's status).	✓
A copy of your organisation's latest set of accounting statements (if any exist).	3 year budget.
Copies of any letters of support for your project.	N/A.
If your organisation has previously received a grant from STC please include a brief report and evidence of how you promoted the contribution from the Town Council.	N/A.
A copy of your organisations Safeguarding Policy (if relevant).	✓
Other (please list)	

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If any of the above documents have not been enclosed, please give reasons why in the box below:

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5. Declaration by the applicant

I/we declare that, to the best of my/our belief, the information given on this application form and in any enclosed supporting document is correct.

I/we declare that, I/we have read the Town Council's Grants Policy and believe to the best of our knowledge, that we meet the criteria set out by the Policy.

I/we confirm that a risk assessment will be completed prior to an event granted funding by the Town Council.

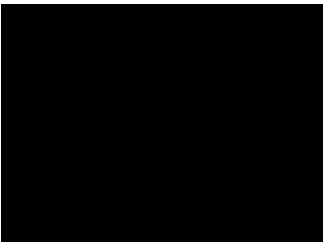
I/we accept the following:

1. that any false information we provide, even if provided in good faith, may lead to the withdrawal of the grant offered;
2. that any grant offered will be used only for the purposes set out in this application;
3. that we will provide reports on progress at the request of the Town Council;
4. it is a condition of the grant that the support of the Town Council is clearly publicised.
5. that should any grant offered, not be used in accordance with the terms and conditions set by the Town Council, we undertake on behalf of the organisation to repay the outstanding amount to the Town Council on demand.
6. Saltash Town Council will use successful grant applications to publicise the Community Chest and Festival Fund.

I/we confirm that on completion of the project the following will be provided within one calendar month:

- a report including photographs to the Town Council demonstrating how the grant was used;
- evidence showing how the support of the Town Council was promoted;
- copies of all receipts.

NOTE: You will be notified whether your application has been successful shortly after the relevant Town Council meeting.

Signed:			
Print Name(s):			
Position(s):	School Business Manager		
Date:	11/12/2025		

Applicants should refer to the Privacy Notice on the Town Council Website www.saltash.gov.uk for details on how we use your data.

COMPLETED FORMS SHOULD BE RETURNED TO:

The Town Clerk, Saltash Town Council, The Guildhall, 12 Lower Fore Street,
Saltash PL12 6JX Email: enquiries@saltash.gov.uk

OFFICE USE ONLY:	
Date received	
Received by:	
Application Reference:	
Date to P&F Chairman/Vice Chairman	
Approved to go to Committee	
Committee Date	
Decision/Minute number	

Amount awarded	
Application refused by P&F Chairman or refused by Committee	
Appeal notice issued	
Appeal received	
Approved for Committee	
Decision/Minute number	

I am writing on behalf of Burraton CP School, where I am currently hoping to develop and create an exciting initiative to promote outdoor physical activity—particularly among our KS2 pupils and girls, two groups whose participation we are especially keen to increase.

We have recently this year formed a new leadership team within the school after our long standing Headteacher retired in the Summer term. Something we feel really passionate about and will be one of our key aims over the next academic year is to encourage pupils to spend more time outdoors, work together, build confidence and relationships, and develop healthy habits. To support this, we are hoping to introduce a range of age appropriate outdoor exercise games and equipment that will make physical activity fun, inclusive, and accessible for all children. We are hoping to create this firstly within our Key Stage 2 outdoor area space which will also be heavily utilised for extracurricular activities outside of the school day.

Alongside enriching playtimes, extracurricular and PE lessons, this equipment would also help us attract a wider and more diverse group of pupils to our after-school clubs, encouraging children who may not normally join in to take part in positive, active experiences.

We would be extremely grateful if you would consider Burraton CP School in the future if Saltash town council are offering any funding support toward the purchase of equipment and materials. Any contribution—large or small—would make a meaningful difference for our pupils and help us create an environment where every child feels encouraged to participate.

We are also planning to do some fundraising activities throughout 2026 to help raise money towards our project. Some ideas we have had include a sponsored run, car boot sale, cake and craft sales and raffles.

Some of the ideas we have had for improvements within our outdoor space include, an outdoor concrete Tennis Table, reinstating our netball post and ring, creating outside markings to play life size games of chess and noughts and crosses which would also help develop a child's strategic thinking plus much more! Unfortunately with the constant stretch and pressure on school budgets we will need to fundraise for this project, with an outdoor table tennis table costing in the region of £2,500 we are hopeful we can raise around £5,000 as most of the work required can be done using our amazing Caretaker and other staff members skills to reduce costs. But we believe creating these additional activities will benefit many of future children of Saltash.



LFS Team 25-26 Budget Book for Maintained Schools

Version 3: 9th May 2025

Burraton Primary

2730

Prepared by:

Gaynor Edwards, Management Accountant

Certified by:

Lisa Tamblyn, Headteacher

Date Approved

*If you have any queries regarding this document, please do not hesitate to contact:
gaynor.edwards@cornwall.gov.uk*

Budget Overview

	2025/26	2026/27	2027/28
Revenue Brought Forward	(225,402)	(4,115)	441,250
Income	(2,475,891)	(2,425,502)	(2,442,692)
Expenditure	2,697,178	2,870,866	3,007,670
Surplus/Deficit (in year)	221,287	445,364	564,979
Revenue Carry Forward	(4,115)	441,250	1,006,228
Capital Brought Forward	0	0	0
Income	(7,960)	(7,960)	(7,960)
Expenditure	7,960	7,960	7,960
Capital Carry Forward	0	0	0
Total Reserves Carry Forward	(4,115)	441,250	1,006,228

Overall Observations

A significant drop in pupil numbers together with some grants now being combined with the Dedicated Schools Grant have resulted in a drop in funding of £60,141. Moving forward, the forecast deficit for coming years will need to be addressed and tough decisions made as with the current school structure Burraton could be looking at large deficits in future years.

Budget Narrative

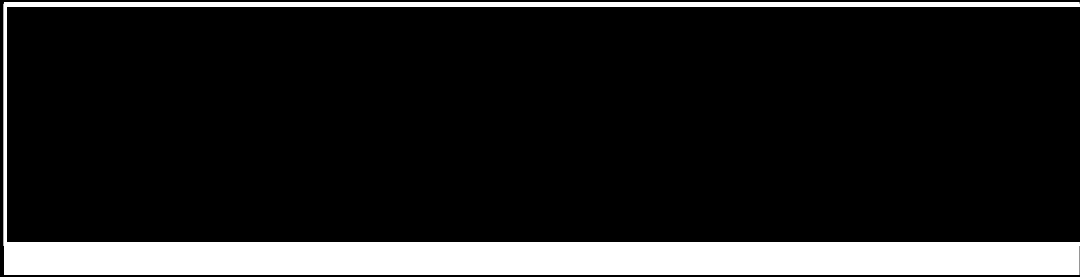
Funding

Some of the previous grants have now been rolled in to the Dedicated Schools Grant. These grants are MSAG, Supplementary Grant, Teachers Pay & Teachers Pension Grants. The removal of these grants together with the drop in pupils on roll have realised a significant drop in funding of £60,141 (£1,803,300 to £1,743,159)

School Income

Limited income has been anticipated for donations and other miscellaneous income

Salaries



Premises

Some savings have been anticipated and noted accordingly

Administration

Some savings have been anticipated and noted accordingly

SLAs

These have been costed but some are charged on a pay as you use basis and so will need to be monitored closely through the year

Curriculum

Some savings have been anticipated and noted accordingly

ARB

Work has been carried out to cost staff to the correct areas, together with a review of recharges made. This will need closer work throughout the year to ensure costs are recharged in a fair manner to both School and ARB

Pre-School

Work has been carried out to cost staff to the correct areas, together with a review of recharges made. This will need closer work throughout the year to ensure costs are recharged in a fair manner to both School and Pre-School

Breakfast/After School Clubs

This area has been targeted to break even. Staff and other costs have also been reviewed and again will be monitored closely

SCHOOL BUDGET AUTHORISATION SUMMARY FORM 2025/26

Burraton Primary	2730	Version 3 - 9th May 2025	
Reserves brought forward	2025/26	2026/27	2027/28
Revenue Reserves			
General Reserve	(225,402)	(4,115)	441,250
Specific Reserves	0	0	0
Total revenue reserves brought forward	(225,402)	(4,115)	441,250
Income			
Total Funding	(2,458,391)	(2,425,502)	(2,442,692)
Total School Income	(17,500)	0	0
Total Income	(2,475,891)	(2,425,502)	(2,442,692)
Expenditure			
Total Employees	1,942,528	2,075,419	2,202,295
Total Premises	70,611	73,065	75,642
Total Administration	128,888	129,567	130,281
Total SLAs	39,190	39,190	39,190
Total Curriculum	111,690	111,150	111,150
Total ARB	423,932	442,475	449,112
Total Pre-School	(19,661)	0	(0)
Total Breakfast/After School Clubs	0	0	0
Total Revenue Financed Capital	0	0	0
Total Expenditure	2,697,178	2,870,866	3,007,670
Surplus/Deficit (in year)	221,287	445,364	564,979
Revenue Reserves			
General Reserve	(4,115)	441,250	1,006,228
Specific Reserves	0	0	0
Total revenue reserves carry forward	(4,115)	441,250	1,006,228
Capital			
Total capital reserves brought forward	0	0	0
Capital Income	(7,960)	(7,960)	(7,960)
Capital Expenditure	7,960	7,960	7,960
Total capital reserves carry forward	0	0	0
Total reserves carry forward	(4,115)	441,250	1,006,228

Authorised by:

Headteacher

Date

Chair of Governors

Date

Once authorised, please sign, scan as a PDF and return to the LFS Team by email: lfsteam@cornwall.gov.uk by 19 May 2025. **Please name your file '<DFE> 25-26 Budget Authorisation'**

Budget Authorisation Statement 2025-26

Burraton Primary
2730

REVENUE	Version 3 - 9th May 2025						
INCOME	Version 3 - 9th May 2025						
	Current Budget 24/25	Projected Outturn 24/25	Variation	Proposed Budget 25/26	Proposed Budget 26/27	Proposed Budget 27/28	Narrative
Funding							
ARB Funding	(420,503)	(326,302)	(109,634)	(435,936)	(442,475)	(449,112)	Taken from Summer Statement, then 1.5% increment year on year
Dedicated Schools Grant	(1,702,093)	(1,705,693)	(37,466)	(1,743,159)	(1,713,792)	(1,729,479)	See note in funding section
EHCP Statemented Top Up Funding	(26,515)	(58,063)	(2,519)	(60,582)	(52,824)	(47,690)	As per current monthly SEN top ups, adjusted for leavers
High Needs Protection Funding	0	0	0	0	0	0	None anticipated based on last year
Interest	0	0	0	0	0	0	Duplication - remove this line
MSAG	0	0	0	0	0	0	Remove line - programme finished 24/25
National Insurance Grant				(39,776)	(39,324)	(39,324)	New funding for NI's increase
Pupil Premium	(109,000)	(109,700)	(3,920)	(113,620)	(112,329)	(112,329)	Calculated - see attached funding sheet
Recovery Premium	0	(2,800)	2,800				Remove line - programme finished 24/25
Sports Premium	(19,730)	(19,442)	(78)	(19,520)	(19,480)	(19,480)	Calculated - see attached funding sheet
Supplementary Grant	0	(35,028)	35,028				Remove line - Now included in DSG
Teachers Pay Grant	(28,481)	(28,294)	28,294				Remove line - Now included in DSG
Teachers Pension Grant	(34,350)	(34,285)	34,285				Remove line - Now included in DSG
Tutor Led Grant	(2,638)	(2,178)	2,178				Remove line - programme finished 24/25
Universal FSM Funding	(46,487)	(46,773)	975	(45,798)	(45,278)	(45,278)	Calculated - see attached funding sheet
			0				
Total Funding	(2,389,797)	(2,368,558)	(89,833)	(2,458,391)	(2,425,502)	(2,442,692)	
NOR (Number on Roll)	373			352	348	348	NB: Pupil numbers dropped to 348 January 2025
	Oct 23			Oct 24	Oct 25	Oct 26	
School Income							
Donations	(12,500)	(6,806)	(3,194)	(10,000)			Target
Interest Receivable	(13,879)	(13,879)	13,879				None anticipated
Lettings Income	0	0	0				None anticipated
Miscellaneous Income	(5,000)	(9,673)	2,173	(7,500)			Target
Pupil Premium Funding received from External Bodies	0	0	0				None anticipated
School Fund Income	0	(15)	15				None anticipated
			0				
Total School Income	(31,379)	(30,373)	12,873	(17,500)	0	0	
Total Income	(2,421,176)	(2,398,931)	(76,960)	(2,475,891)	(2,425,502)	(2,442,692)	
EXPENDITURE							
Employees							
Administrative Staff	137,975	132,327	(8,791)	123,536	128,098	132,823	Calculated
Apprenticeship Levy	9,009	8,269	0	8,269	8,269	8,269	Static
Caretakers	26,643	26,636	1,949	28,585	29,632	30,715	Calculated
Cleaners	59,819	53,049	12,627	65,676	68,131	70,673	Calculated
Lunchtime Supervisors	50,273	69,466	3,323	72,789	76,181	79,544	Calculated
Overtime	0	0	0				Remove line?
Staff Training/Development	7,570	5,891	109	6,000	6,000	6,000	Reduced slightly
Supply Sickness & Other	18,000	20,670	(10,670)	10,000	10,000	10,000	Static
Supply Sickness Insurance	24,578	30,723	1,536	32,259	33,872	35,566	5% Increment year on year
Teachers	1,021,610	1,129,857	(62,835)	1,067,022	1,159,594	1,246,092	Calculated
Teaching Assistants	481,895	425,009	102,383	527,392	554,642	581,614	Calculated
Travel & Other Staff Costs	1,000	967	33	1,000	1,000	1,000	Static
Tutor Led Grant	0	0	0				Remove line - grant now finished
			0				
Total Employees	1,838,372	1,902,864	39,664	1,942,528	2,075,419	2,202,295	
Staff Percentage of Core Funding/Income		79%		78%	85%	90%	0

Budget Authorisation Statement 2025-26

Burraton Primary
2730

REVENUE	Version 3 - 9th May 2025					
INCOME	Version 3 - 9th May 2025					

	Current Budget 24/25	Projected Outturn 24/25	Variation	Proposed Budget 25/26	Proposed Budget 26/27	Proposed Budget 27/28	Narrative
Premises							
Cleaning Supplies	5,000	2,122	378	2,500	2,500	2,500	
Energy Costs	60,107	47,823	(10,209)	37,614	39,495	41,470	Accrual, then 5% Increment year on year
Grounds Contract	3,993	5,820	(1,320)	4,500	4,725	4,961	Contract, then 5% Increment year on year
Kitchen R&M	0	0	0				Is this line needed?
Property Compliance	2,145	1,365	(365)	1,000	1,000	1,000	SBM implementing new processes
Rates	0	0	0				
Refuse Collection	7,418	6,636	332	6,968	7,316	7,682	5% Increment year on year
Repairs & Maintenance	20,581	13,230	(3,230)	10,000	10,000	10,000	Reduced
Salix Loan Repayments	0	0	0				Remove this line - no longer required
Security	1,200	168	832	1,000	1,000	1,000	
Water Costs	8,287	7,469	(440)	7,029	7,029	7,029	Changing to Water Plus account, £440 per year saving possible
			0				
Total Premises	108,731	84,633	(14,022)	70,611	73,065	75,642	.

Administration							
Advertising & Interview Expenses	3,500	3,464	(1,464)	2,000	2,000	2,000	
Clerking	3,384	0	0				Covered by Sam Mansfield and already included in Admin - remove this line
First Aid Supplies	950	1,100	(100)	1,000	1,000	1,000	
Free School Meals & KS1 Free School Meals	68,533	92,703	(703)	92,000	92,000	92,000	Includes CaterEd contract, KS1 and KS2 Free School Meals
General Office Expenses	1,200	(3,705)	5,705	2,000	2,000	2,000	
Governor Development Team	0	719	(719)				Remove this line
Insurances	6,999	9,772	489	10,261	10,774	11,312	5% Increment year on year
Printing & Photocopying	18,000	19,684	(1,684)	18,000	18,000	18,000	
Projects - revenue	0	0	0				Remove this line
Postage	300	193	107	300	300	300	
School Fund Non Educational Expenditure	800	3,914	(3,914)				
Stationery	0	4	(4)				Remove this line
Telephones	2,865	3,169	158	3,327	3,494	3,669	5% Increment year on year
			0				
Total Administration	106,531	131,017	(2,129)	128,888	129,567	130,281	

SLAs							
CAPH	475	475	0	475	475	475	Estimate
CC - Admissions and Appeals	608	615	(115)	500	500	500	Estimate
CLEAPS				90	90	90	As per SLAs online purchasing
Cornwall Outdoors	0	0	0				Remove line - not required
Education Library Service	4,710	5,603	(1,148)	4,455	4,455	4,455	As per SLAs online purchasing
Educational Psychologist	1,500	1,629	(129)	1,500	1,500	1,500	Estimate
Education Welfare Officer	0	0	0				Remove line - not required
Fisher Family Trust	740	646	94	740	740	740	Estimate
Finance (LFS Team)	5,340	7,326	674	8,000	8,000	8,000	As per SLAs online purchasing
Health & Safety	975	418	617	1,035	1,035	1,035	As per SLAs online purchasing
Legal	2,000	0	2,000	2,000	2,000	2,000	Estimate
Occupational Health & Wellbeing	1,500	717	783	1,500	1,500	1,500	Estimate
Payroll / Personnel	963	7,963	37	8,000	8,000	8,000	As per SLAs online purchasing, includes payroll processing etc.
Safer Recruitment	360	400	(20)	380	380	380	As per SLAs online purchasing
School Improvement	3,190	6,400	(2,900)	3,500	3,500	3,500	Estimate
SIMS Support	2,285	4,244	636	4,880	4,880	4,880	Purchase Order already processed
SIMS - SCOMIS Support	1,608	1,608	142	1,750	1,750	1,750	Estimate
Trees (NES)	365	144	241	385	385	385	As per SLAs online purchasing
			0				
Total SLAs	26,619	38,188	1,002	39,190	39,190	39,190	

Budget Authorisation Statement 2025-26

Burraton Primary
2730

REVENUE	Version 3 - 9th May 2025
INCOME	Version 3 - 9th May 2025

	Current Budget 24/25	Projected Outturn 24/25	Variation	Proposed Budget 25/26	Proposed Budget 26/27	Proposed Budget 27/28	Narrative
Curriculum							
Art	750	651	(151)	500	500	500	Inc Access Art
Assessment	1,600	1,577	923	2,500	2,500	2,500	Insight, FFT, Tapestry
Curriculum English/General	0	(27,042)	27,042				Remove - no longer required
Curriculum Furniture	1,200	6,790	(5,290)	1,500	1,500	1,500	
Curriculum Support	12,500	10,429	(429)	10,000	10,000	10,000	Reduced (less pupils)
Design & Technology	1,217	1,034	966	2,000	2,000	2,000	
Early Years Development	0	333	1,167	1,500	1,500	1,500	
EAL Funding	0	0	0				Remove - no longer required
Educational Visits - Early Years	321	321	(321)				Carry forward balance will be input
Educational Visits - Year 1	1,836	1,836	(1,836)				Carry forward balance will be input
Educational Visits - Year 2	2,391	2,391	(2,391)				Carry forward balance will be input
Educational Visits - Year 3	1,284	1,284	(1,284)				Carry forward balance will be input
Educational Visits - Year 4	(1,951)	(1,951)	1,951				Carry forward balance will be input
Educational Visits - Year 5	(139)	(139)	139				Carry forward balance will be input
Educational Visits - Year 6	8,316	8,316	(8,316)				Carry forward balance will be input
Education Other	0	0	0				Remove - no longer required
English	6,565	3,595	3,175	6,770	6,770	6,770	Includes subscriptions
Environmental Education	11,000	13,788	(3,788)	10,000	10,000	10,000	Estimated
EYFS Curriculum Furniture	0	0	0	0			Remove - no longer required
Geography	960	17	983	1,000	1,000	1,000	Estimated
Gifted & Talented	0	0	0				Remove - no longer required
Governors	0	0	0				Remove - no longer required
Healthy Schools	0	0	0				Remove - no longer required
History	600	1,596	404	2,000	2,000	2,000	Estimated - Blast from the Past
ICT/ Broadband	13,800	20,386	1,614	22,000	22,000	22,000	Incs ICT Support, Internet, filtering contract
Library	500	305	195	500	500	500	Static
Mathematics	3,285	2,480	520	3,000	3,000	3,000	Includes subscriptions
Modern Foreign Languages	350	291	59	350	350	350	Static
Music	620	1,167	(167)	1,000	1,000	1,000	Includes Charanga subscription
Physical Education	0	0	0	0	0	0	See PE Funding
PSHE	550	0	500	500	500	500	Estimated
Pupil Premium	5,000	(1,638)	6,638	5,000	5,000	5,000	Estimated
Read Write Inc	450	9,241	(7,241)	2,000	2,000	2,000	Includes RWi Portal
Reception	1,150	898	102	1,000	1,000	1,000	Estimated
Religious Education	150	0	300	300	300	300	Estimated
School Dog	1,500	1,716	(1,216)	500			Leaving
School Fund Educational Expenditure	0	1,000	(1,000)	0			Remove - no longer required
Science	550	1,079	(79)	1,000	1,000	1,000	Estimated
Special Needs All School	17,000	13,999	(5,999)	8,000	8,000	8,000	Reduced
Sports Premium	23,836	27,229	(7,709)	19,520	19,480	19,480	Estimated - questionable whether this will continue under new Government
Swimming	8,400	0	7,000	7,000	7,000	7,000	Parental contributions?
Year 1	250	240	10	250	250	250	Static
Year 2	250	139	111	250	250	250	Static
Year 3	250	78	172	250	250	250	Static
Year 4	250	46	204	250	250	250	Static
Year 5	250	0	250	250	250	250	Static
Year 6	250	216	784	1,000	1,000	1,000	Includes SATs Companion
Total Curriculum	127,091	103,698	7,992	111,690	111,150	111,150	

Budget Authorisation Statement 2025-26

Burraton Primary
2730

REVENUE	Version 3 - 9th May 2025						
INCOME	Version 3 - 9th May 2025						
	Current Budget 24/25	Projected Outturn 24/25	Variation	Proposed Budget 25/26	Proposed Budget 26/27	Proposed Budget 27/28	Narrative
ARB							
ARB Administrative Staff	5,130	5,130	10,946	16,076	16,677	17,300	Calculated
ARB Cleaners	4,416	4,416	(359)	4,057	4,300	4,499	Calculated
ARB Lunchtime Supervisors	31,065	17,661	7,383	25,044	26,319	27,434	Calculated
ARB Overtime	0	715	(715)				Remove - no longer required
ARB Teachers	125,248	135,962	11,481	147,443	153,032	158,830	Calculated
ARB Teaching Assistants	219,229	219,229	(31,776)	187,453	195,451	202,870	Calculated
ARB Cleaning Supplies	943	943	57	1,000	1,000	1,000	Estimated
ARB Printing & Copying	1,174	1,174	326	1,500	1,500	1,500	Estimated
ARB Repairs & Maintenance	1,742	17,023	(7,023)	10,000	10,000	10,000	Estimated
ARB Resources/Equipment	28,396	28,396	(18,396)	10,000	11,806	2,209	Estimated (balancing figure for budgeting purposes)
ARB Subscriptions	704	699	51	750	750	750	Estimated
ARB Utilities - Electric & Gas	15,818	6,997	9,612	16,609	17,439	18,311	Realigned, then 5% increment year on year
ARB Utilities - Water	2,062	1,976	2,024	4,000	4,200	4,410	Realigned, then 5% increment year on year
ARB - Other	0	0	0				Remove - no longer required
			0				
Total ARB	435,927	440,321	(16,389)	423,932	442,475	449,112	Should balance with anticipated funding
				(435,936)	(442,475)	(449,112)	ARB Funding
				(12,004)	(0)	0	Variance
Pre-School							
Pre-School Income	(124,411)	(159,418)	6,135	(153,283)	(141,903)	(148,718)	Nursery Funding Statement. Then targeted to break even
Pre-School Other Costs	0	0	0				Remove - no longer required
Pre-School Cleaning Supplies	501	501	(1)	500	500	500	Estimated
Pre-School Printing & Copying	900	900	100	1,000	1,000	1,000	Estimated
Repairs & Maintenance	1,388	1,388	(138)	1,250	1,250	1,250	Estimated
Pre-School Resources/Equipment	4,500	2,043	2,457	4,500	4,500	4,500	Estimated
Pre-School Subscriptions	1,633	1,847	(197)	1,650	1,650	1,650	Estimated
Pre-School Utilities - Electricity & Gas	3,164	3,164	1,836	5,000	5,250	5,513	Increase, then 5% increment year on year
Pre-School Utilities - Water	436	436	564	1,000	1,050	1,103	Increase, then 5% increment year on year
Pre-School Other/Recharges	7,459	1,902	8,098	10,000	10,500	11,025	Realigned, then 5% increment per year
Pre-School Staff Costs	104,431	79,406	19,317	98,723	105,903	111,569	Calculated
Pre-School Admin			10,000	10,000	10,300	10,609	7hrs per week Admin costs
Total Pre-School	1	(67,831)	48,171	(19,661)	0	(0)	
Breakfast/After School Clubs							
Breakfast/After School Club Income	(53,952)	(52,759)	(594)	(53,353)	(55,103)	(56,914)	Targeted to break even
Breakfast/After School Club Other Costs	5,477	2,365	3,135	5,500	5,500	5,500	
Breakfast/After School Club Overtime	0	1,380	(1,380)				
Breakfast/After School Club Staff Costs	48,476	47,727	126	47,853	49,603	51,414	Calculated
			0				
Total Breakfast/After School Clubs	1	(1,287)	1,287	0	0	0	
Revenue Financed Capital							
Revenue Financed Capital	0	1,511	(1,511)				None anticipated
			0				
Total Revenue Financed Capital	0	1,511	(1,511)	0	0	0	
Total Expenditure	2,643,273	2,633,114	64,064	2,697,178	2,870,866	3,007,670	
(Surplus)/Deficit (in year)	222,097	234,183		221,287	445,364	564,979	
	DEFICIT	DEFICIT		In-Year Deficit	In-Year Deficit	In-Year Deficit	
Brought Forward Revenue	(459,585)	(459,585)		(225,402)	(4,115)	441,250	Version 3 - 9th May 2025
Carry Forward Revenue	(237,488)	(225,402)		(4,115)	441,250	1,006,228	
				DEFICIT	DEFICIT		
							Licensed Deficit allowed: £85,806

Budget Authorisation Statement 2025-26

Burraton Primary
2730

REVENUE	Version 3 - 9th May 2025					
INCOME	Version 3 - 9th May 2025					

	Current Budget 24/25	Projected Outturn 24/25	Variation	Proposed Budget 25/26	Proposed Budget 26/27	Proposed Budget 27/28	Narrative
CAPITAL							
Capital Funding							
Capital Income	(8,196)	(8,438)	478	(7,960)	(7,960)	(7,960)	Anticipated DFC
Revenue to Capital Income	0	0	0				
Capital Donations/Private/Voluntary Income	0	0	0				
			0				
Total Capital Funding	(8,196)	(8,438)	478	(7,960)	(7,960)	(7,960)	
Capital Expenditure							
DFC	18,302	(1,511)	9,471	7,960	7,960	7,960	Matches anticipated funding
Projects - capital	0	20,055	(20,055)				
			0				
Total Capital Expenditure	18,302	18,544	(10,584)	7,960	7,960	7,960	
Net Capital	10,106	10,106		0	0	0	
Brought Forward Capital	(10,106)	(10,106)		0	0	0	
Carry Forward Capital	0	0		0	0	0	
Total Revenue/Capital Carry Forward	(237,488)	(225,402)		(4,115)	441,250	1,006,228	

HEADTEACHER
FAIRMEAD ROAD
SALTASH
PL12 4LT

Current Account

Summary	
Statement Date	05 DEC 2025
Period Covered	29 NOV 2025 to 05 DEC 2025
Previous Balance	£83,784.71
Paid In	£2,514.34
Withdrawn	£264.10
New Balance	£86,034.95

Welcome to your NatWest Statement

Why file and store your statements when we can do it for you? Manage your statements online at www.natwest.com
If you have changed your address or telephone number please let us know.

Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
29 NOV 2025	BROUGHT FORWARD			83,784.71
01 DEC	Automated Credit NATIONAL SAVINGS A AKAL21339 FP 01/12/25 1253 06125332917401000N TFC 1100026875367	23.00		83,807.71
	Automated Credit NATIONAL SAVINGS A SCLE82070 FP 01/12/25 0752 12075231239355000N TFC 1100039115814	126.50		83,934.21
	Automated Credit NATIONAL SAVINGS A LCLE32380 FP 01/12/25 0752 41075231213831000N TFC 1100056018003	11.50		83,945.71
	Automated Credit NATIONAL SAVINGS A MLLO91845 FP 01/12/25 0551 04055128936302000N TFC 1100089404002	70.50		84,016.21
	Automated Credit NATIONAL SAVINGS A LCLE32380 FP 01/12/25 0752 42075231266966000N TFC 1100056018003	17.25		84,033.46
	Automated Credit NATIONAL SAVINGS A AKAL21339 FP 01/12/25 0149 46014906032927000N TFC 1100026875367	11.50		84,044.96
	Automated Credit NATIONAL SAVINGS A CHEA31559 FP 01/12/25 0149 41014906013740000N TFC 1100052275464	32.00		84,076.96
	Automated Credit NATIONAL SAVINGS A IZAM58473 FP 01/12/25 1353 57135345986559000N TFC 1100051964126	125.00		84,201.96
	Direct Debit BT GROUP PLC GP01125391-000031		73.13	84,128.83
	Direct Debit GOCARDLESS NURSERYINABO-WAPRB		178.80	83,950.03
	Direct Debit BT GROUP PLC WW29140735-000030		12.17	83,937.86
02 DEC	Automated Credit PARENTPAY LTD B4&L8R	397.99		84,335.85
03 DEC	Automated Credit RPYD PAYMENTS LIM FP 03/12/25 0900 XP5506600141182605 M46115838,M4615047 2,M46192009M462351 71,M46278614,M4632 2526M46362024	1,280.15		85,616.00
	Automated Credit J [REDACTED] [REDACTED] 03/12/25 1604 500000001675956594	0.60		85,616.60
04 DEC	Automated Credit NATIONAL SAVINGS A EMUR97740 FP 04/12/25 0108 32010826994460000N TFC 1100034145232	40.25		85,656.85
	Automated Credit NATIONAL SAVINGS A IMUR78792 FP 04/12/25 0108 33010827021808000N TFC 1100061185333	40.25		85,697.10
05 DEC	Automated Credit NATIONAL SAVINGS A NGRE46694 FP 05/12/25 0102 51010235072188000N TFC 1100026480077	147.50		85,844.60
	Automated Credit NATIONAL SAVINGS A RLYF28468 FP 05/12/25 0350 63035051404216000N TFC 1100050045054	10.00		85,854.60
	Automated Credit SLC LOANS CCG2422782	128.35		85,982.95
	Automated Credit COOP FLEXIBLE [REDACTED] [REDACTED]	52.00		86,034.95



CORNWALL COUNCIL

LOCAL AUTHORITY

INSTRUMENT OF GOVERNMENT: COMMUNITY SCHOOLS

1. The name of the School is Burraton Community Primary School.
2. The School is a Community School.
3. The name of the governing body is "The governing body of Burraton Community Primary School."
4. The governing body shall consist of :
 - a. 2 parent governors
 - b. 2 staff governors (including the headteacher)
 - c. 1 Local Authority governor
 - d. 4 co-opted governors
5. The total number of governors is **9**
6. The term of office of all categories of governor is four years.
7. This instrument of government comes into effect on
8. This instrument was amended by order of Cornwall Children's Services Authority on



Burraton CP School

Head Teacher: Mrs Hannah Robinson *BEd NPQH*

Fairmead Road
Saltash
Cornwall, PL12 4LT
Tel: 01752 843019

www.burraton.cornwall.sch.uk



Healthy
Schools



Aspiration to achieve; determination to succeed

TO WHOM IT MAY CONCERN3rd April 2025

Dear Sirs

We are the Risk and Insurance Managers for the client below and have pleasure in confirming details of their insurance arrangements as follows:-

Insured Details:

Name(s) **Cornwall Council, Corserv Limited, Cornwall Housing Limited, Corserv Solutions Limited, Careers South West, Port Health Authority, Inshore Fisheries and Conservation Authority, Corserv Facilities Limited, Corserv Care Limited, Cormac Contracting Limited**

Postal Address **County Hall, Treyew Road, Truro, Cornwall, TR1 3AY, United Kingdom**

Our Ref **[REDACTED]**

Business Description **Unitary Authority**

Employers' Liability

Insurer	: AXA XL Insurance Company UK Limited (55%) and Aviva Insurance Limited (45%) via Maven Public Sector
Policy No.	: [REDACTED]
Expiry Date	: 31 st March 2026
Limit of Indemnity	: £35,000,000 any one claim any one occurrence
Indemnity to Principals	: Included

Excess Employers' Liability

Insurer	: AXA XL Insurance Company UK Limited (55%) and Aviva Insurance Limited (45%) via Maven Public Sector
Policy No.	: [REDACTED]
Expiry Date	: 31 st March 2026
Limit of Indemnity	: £15,000,000 any occurrence in excess of £35,000,000 any one occurrence

Public / Products Liability

Insurer	: AXA XL Insurance Company UK Limited (55%) and Aviva Insurance Limited (45%) via Maven Public Sector
Policy No.	: [REDACTED]
Expiry Date	: 31 st March 2026
Limit of Indemnity	: £35,000,000 any one occurrence and in the aggregate for Products Liability
Indemnity to Principals	: Included
Business Activity Included	: Cover extends to the Council's business as a letting agent in respect of residential housing
Additional Information	: Please note Cormac Contracting is covered by a separate policy

Excess Public / Products Liability

Insurer	: Allianz Insurance plc via Maven Public Sector
Policy No.	: [REDACTED]
Expiry Date	: 31 st March 2026
Limit of Indemnity	: £15,000,000 any occurrence in excess of £35,000,000 any one occurrence
Additional Information	: Please note Cormac Contracting is covered by a separate policy

Professional & Officials Indemnity

Insurer	: AXA XL Insurance Company UK Limited (55%) and Aviva Insurance Limited (45%) via Maven Public Sector
Policy No.	: [REDACTED]
Expiry Date	: 31 st March 2026
Limit of Indemnity	: £10,000,000 any one claim and in the aggregate for the period of insurance
Additional Information	: Please note Cormac Contracting is covered by a separate policy

Cover is subject to the full terms, conditions and exclusions of the policy.

This document is issued to you as a matter of information only and the issuance of this document does not: -

- i) create any contractual relationship between Arthur J. Gallagher Insurance Brokers Limited and the recipient
- ii) make the person or organisation to whom it has been issued an additional assured, nor does it modify in any manner the contract of Insurance between the Assured and the Underwriters.

Any amendments, change or extension of such contract can only be effected by specific endorsement attached thereto with the consent of the Assured and the Underwriters.

We accept no responsibility whatsoever for any inadvertent or negligent act, error or omission on our part in preparing this information or for any loss, damage, expense hereby occasioned to the recipient of this letter

Should the insurance cover be cancelled assigned or changed in any way during the period of insurance neither we nor insurers accept any obligation to notify any recipient.

This policy template was written on behalf of CAPH by Helen Trelease (Independent Safeguarding Trainer and Advisor). It has been revised annually in line with all KCSIE revisions **(Next Revision date will be in light of any changes to the Children's Wellbeing and Schools Bill anticipated in early 2026)**. The RHSE guidance that has recently been published will be reviewed and implemented for September 2026.

This policy reflects the revised Keeping Children Safe in Education (KCSIE): Statutory guidance for schools and colleges September 2025.

It is endorsed by the Local Authority



Burraton C.P. School

Keeping Children Safe in Education Child Protection and Safeguarding Policy (CAPH Model Policy)

“Safeguarding is everyone’s responsibility”

**“Don’t think what if I have got it wrong, think what
if I have got it right”**

Key Information

- This policy was developed and adopted on: 9th September 2025
- The policy will be reviewed on: 8th September 2026
- The Designated Safeguarding Lead (DSL) is: Hannah Robinson
- The Deputy Designated Safeguarding Lead (DDSL) is: Chris Murray; Debbie Gale; Alison Maclean; Tracey Olan

- The name of the Designated Teacher for Children in Care and Previously in Care is: Hannah Robinson
- The Single Point of Contact (SPOC) for the Prevent agenda is: Hannah Robinson
- The Child Sexual Exploitation Lead is: Hannah Robinson
- The named Safeguarding Governor is: Mark Kelly
- The named Whistleblowing Governor is: Jocelyn Davis
- The Mental Health lead is: Hannah Robinson

Title page and key contacts within school	1
CONTENTS PAGE	2-3
1. <u>Introduction and Context</u>	4
1.1 Our responsibilities	
1.2 Meeting your communication needs	
1.3 Terminology	
1.4 Acronyms	
1.5 Key Documents	
2. <u>Our Principles</u>	8
2.1 Key elements of this policy	
3. <u>Early Help (with local referral contacts)</u>	9
4. <u>Child Abuse and Wellbeing Definitions</u>	11
4.1 Generic Term	
4.2 Physical Abuse	
4.3 Emotional Abuse	
4.4 Sexual Abuse	
4.5 Neglect	
4.6 Bullying	
4.7 Child Mental Health	
5. <u>Reporting your concerns- making a referral</u>	13
5.1 General Principles	
5.2 If the DSL/DDSL are not available	
5.3 Contact MARU	
5.4 Making a referral in writing	
5.5 Informing Parents	
5.6 Resolution of Professional Differences	
5.7 If the child/family are already known to Social Care	
6. <u>Specific Safeguarding Issues</u>	15

6.1 Child Sexual Exploitation (CSE)	
6.2 Child Criminal Exploitation	
6.3 County Lines	
6.4 Extremism/ Radicalisation/PREVENT	
6.5 Honour based Abuse	
6.6 Female Genital Mutilation (FGM)	
6.7 Forced Marriage	
6.8 Child on Child Abuse	
6.9 Sexual violence and sexual harassment between children in schools	
6.10 Vulnerable Children including Special Educational Needs and Disabilities, LGBTQ	
6.11 Online Safety including filtering	
6.12 Domestic Abuse	
6.13 Children Missing Education	
6.14 Looked after Children and previously looked after children	
6.15 Young Carers	
6.16 Private Fostering	
6.17 Modern Slavery & Human Trafficking	
6.18 Contextual Safeguarding	
6.19 Serious Violence	
6.20 Special Circumstances including the role of the Appropriate Adult during Police Investigations	
7. <u>Confidentiality and Information Sharing</u>	25
8. <u>Record Keeping</u>	25
9. <u>Allegations against Staff</u>	27
10. <u>Whistleblowing</u>	28
11. <u>Safeguarding roles and responsibilities</u>	28
11.1 Designated Safeguarding Lead	
11.2 Deputy Designated Safeguarding Lead	
11.3 Governing Body including the role of the safeguarding governor	
12. <u>Safer Recruitment</u>	28
13. <u>Attendance at Child Protection Conference</u>	30
14. <u>Training</u>	30
15. <u>Extended School and Off-site arrangements</u>	31
16. <u>Photography and Images</u>	32
17. <u>Supporting Our Staff</u>	32
 <u>APPENDICES</u>	
Appendix A: Signs and Indicators of abuse	33
Appendix B: Managing a Disclosure of Abuse	38

1. Introduction and Context

1.1 Our responsibilities

Section 175 of the Education Act 2002 places a duty on local authorities in relation to their education functions, the governing bodies of maintained schools and the governing bodies of further education institutions (which include sixth-form colleges) to exercise their functions with a view of safeguarding and promoting the welfare of children who are either pupils at a school or who are students under 18 years of age attending further education institutions.

The same duty applies to independent schools (which include academies and free schools) by virtue of regulations made under Section 157 of this Act.

In order to fulfil their duty under Sections 157 and 175 of the Education Act 2002, all educational settings to whom the duty applies, should have in place arrangements that reflect the importance of safeguarding and promoting the welfare of children

All schools should give effect to their duty to safeguard and promote the welfare of their pupils under the Education Act 2002 and, where appropriate, under the Children Act 1989 by:

- Creating and maintaining a safe learning environment for children and young people
- Identifying where there are child welfare concerns and taking action to address them, in partnership with other organisations where appropriate.

These duties are further reinforced within Keeping Children Safe in Education - Statutory Guidance for schools and colleges: Revised guidance September 2025. **This guidance must be adhered to in full by all schools and colleges.** KCSIE now also applies to providers of post 16 education as set out in the Education and Training (Welfare of Children) Act 2021.

This policy develops procedures and good practice within our school, to ensure that there is an understanding of the duty to safeguard and promote the welfare of all children and young people including those who are vulnerable. We endeavor to provide a safe and welcoming environment where children and young people are respected and feel valued. It provides evidence of how this will be implemented within our school and within multi-agency working arrangements.

This policy has been read by all staff and signed to the effect that they have read and understood it.

The policy will be accessible to all visitors to the school, including temporary staff, volunteers, parents and carers through the school website and a hard copy will be available

1.2 Meeting your communication needs

We want to ensure that your needs are met. If you would like this information in audio type, in Braille, large print, any other format or interpreted in a language other than English please inform the Designated Safeguarding Lead.

1.3 **Terminology**

- **Child/ren** includes everyone under the age of 18 years old.
- **All staff** – refers to all those staff working for or on behalf of the school, full time or part time, permanent or temporary, in either a paid or voluntary capacity.
- **Parent** – refers to birth parents and other adults in a parenting role, for example step parents, foster carers, and adoptive parents, any other person(s) who have legal parental responsibility for a child.
- **Governing Body** – refers to all forms of governance within a multi academy trust, academy, independent or maintained school.
- **Safeguarding and promoting the welfare of children is defined in KCSIE 2025 as:**
 - Providing help and support to meet the needs of children as soon as problems emerge
 - protecting children from maltreatment, whether that is within or outside the home, including online
 - preventing the impairment of children’s mental and physical health or development
 - ensuring that 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

Safeguarding is proactive – it is what we do to prevent harm

- **Child protection** refers to the processes undertaken to protect children who have been identified as suffering, or being at risk of suffering significant harm.

Child Protection is reactive - it’s the way in which we respond to harm

- **Children in Need** refers to a child who is unlikely to achieve or maintain a reasonable level of health and development, or whose health and development is likely to be significantly or further impaired, without the provision of services, or a child who is disabled. Local authorities are required to provide services for children in need for the purposes of safeguarding and promoting their welfare.

1.4 Acronyms used in this policy

DSL – Designated Safeguarding Lead

DDSL – Deputy Designated Safeguarding Lead

MARU – Multi Agency Referral Unit

CSE – Child Sexual Exploitation

CCE – Child Criminal Exploitation

FGM – Female Genital Mutilation

KCSIE – Keeping Children Safe in Education (Revised 1st September 2025)

OSCP – Safeguarding Children Partnership

LADO – Local Authority Designated Officer

CIC – Children in Care

PLAC – Previously Looked After Children

CIOS – Cornwall and Isles of Scilly

SEND – Special Educational Needs and Disability

1.5 Key Documents

This is an overarching policy and should be read in conjunction with the following documents:

[Keeping Children Safe in Education](#) September 2025, which is the statutory guidance for Schools and Colleges.

[Working Together to Safeguard Children](#) December 2023. Updated June 2025, which is statutory guidance to be read and followed by all those providing services for children and families, including those in education. **This guidance applies in its entirety to all schools.**

[What to do if you are worried a child is being abused- advice for practitioners](#) March 2015

[Information sharing advice for safeguarding practitioners](#) March 2015. Updated May 2024

[The Prevent duty](#): an introduction for those with safeguarding responsibilities: Updated March 2024.

[Multi agency Statutory Guidance on Female Genital Mutilation](#) Updated July 2020

[Children Missing Education- Statutory guidance for local authorities](#) August 2024

[Multi-agency statutory guidance for dealing with forced marriage and multi-agency practice guidelines: Handling cases of forced marriage \(accessible version\) - GOV.UK \(www.gov.uk\)](#) Updated April 2023

[Multi agency practice guidelines for dealing with Forced Marriage](#) Updated April 2023

[Child Sexual Exploitation Definition and a guide for Practitioners](#) February 2017

[Guidance for Safer Working Practice for those working with Children and Young People in Education settings](#) Revised February 2022

[Sexual Violence and sexual harassment between children in schools and colleges](#) September 2021

[Mental Health and Behaviour in school Guidance](#) Updated November 2018

[County Lines: Criminal exploitation of children and vulnerable adults.](#) Updated October 2023

The [General Data Protection Regulation \(GDPR\) and Data Protection Act 2018](#)

[Gender Questioning Children – Non statutory guidance for schools and colleges in England – Draft consultation December 2023.](#)

[Exclusions from maintained schools, academies and PRUs](#) (statutory guidance for schools)
Last updated August 24

[Relationships Education, Relationships and Sex Education \(RSE\) and Health Education- statutory guidance](#) Updated July 2025

Ofsted Education Inspection Framework with [specific reference to Inspecting Safeguarding in early years, education and skills settings](#) August 2023

[Sharing nudes and semi-nudes: advice for education settings working with children and young people](#) Updated March 2024

Cornwall and Isles of Scilly Multi Agency [Safeguarding Children Partnership Guidance](#) which includes links to relevant policies and procedures as well as training and useful links for children, parents/carers and professionals. www.ciossafeguarding.org.uk

Furthermore, we will follow the procedures set out by:

The [South West Child Protection Procedures](#) and [Our Safeguarding Children Partnership \(OSCP\) for Cornwall and the Isles of Scilly.](#)

In accordance with the above procedures, the School carries out an annual audit of its Safeguarding provision (S175/157 Safeguarding Audit, requirement of the Education Act 2002 & 2006) and sends a copy to the Local Authority from which a report is submitted to OSCP.

This policy should also be read in conjunction with the following policies linked to safeguarding within the school which can include:

- **Anti-bullying**
 - **Online safety**
 - **Health and Safety**
 - **Visitors**
 - **Intimate care**
 - **Behaviour Management**
 - **Confidentiality**
 - **Safer Recruitment**
 - **Whistleblowing**
 - **Radicalization**
 - **Equality and diversity**
 - **Physical Interventions**
 - **First Aid** (including management of medical conditions)
 - **Bereavement**
 - **Child on Child Abuse** (this should include child on child sexual violence and sexual harassment (Part 5 of KCSIE), and 'up skirting')
 - **Attendance** including children who are dual registered, reduced timetables
 - **Information Sharing and Record Keeping** - including GDPR and the transfer of files
 - **Code of Conduct** including acceptable user policy and links to keeping yourself safe – based on, Guidance for Safer Working Practice for those working with Children and Young People in Education settings
- School security to include Fire and Lockdown/Critical Incident**
- **Educational visits**
 - **Emotional Wellbeing and Mental Health**
 - **Managing Allegations against Staff including low level concerns**
***currently in Appendix C**

2. Our Principles

The purpose of this policy is to provide a secure framework for all staff in safeguarding and promoting the welfare of those pupils who attend our school. Our school recognises that the safety and welfare of children is paramount and that we have a responsibility to protect children in all of our school activities. We take all reasonable steps to ensure, through appropriate procedures and training, that all children, irrespective of sex, age, disability, race, religion or belief, sexual identity or social status, are protected from abuse. We will seek to:

- Ensure that all children feel listened to and valued
- Create a safe and welcoming environment where children can develop their skills and confidence.

- Support and encourage other groups and organisations to implement similar policies.
- Recognise that safeguarding children is the responsibility of everyone, not just those who work with children.
- Ensure that any training or events are managed to the highest possible safety standards.
- Review ways of working to incorporate best practice. Including this policy being regularly reviewed and updated to reflect current best practice and Government expectations.
- We are committed to ensure that we at all times demonstrate anti-discriminatory and anti-oppressive practice throughout the school and with our parents, carers and all those we work with.
- Treat all children with respect regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity.
- Recognise the additional needs of children from minority ethnic groups and disabled children and the barriers they may face.
- Carefully recruit and select all employees, contractors and volunteers.
- Respond swiftly and appropriately to all complaints and concerns about poor practice or suspected or actual child abuse.
- Work with partner agencies and share information about concerns with agencies who need to know, and involving parents and children appropriately.
- Maintain an attitude of '**it could happen here**' at all times.

2.1 Key elements to this policy

- Establishing positive, supportive, secure working practices that put children first.
- Ensuring we practice safer recruitment in checking the suitability of all staff who work in our school.
- Keeping child protection issues at the forefront of our work and know who in the school the DSL and DDSL are.
- Ensuring that all staff implement procedures for identifying and reporting cases, or suspected cases of abuse and regularly reviews them.
- Supporting children and young people in accordance with his/her agreed child protection plan.
- We will follow the procedures set out by the OSCP and take account of all guidance issued by the DfE, OFSTED and other significant bodies.
- Ensure we have a DSL and a DDSL who have received appropriate training and support for their role and that we are adhering to Annex C of KCSIE September 2025 (see training section).

- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding early help and child protection matters including attendance at case conferences, if appropriate.
- Keep written, dated and signed records of concerns about “vulnerable” children including chronologies, even where there is no need to refer the matter immediately. This includes the use of any screening tool that aids identification of Neglect, Child Sexual Exploitation (CSE), Radicalisation, Children Missing Education, Female Genital Mutilation (FGM), online use or other such issues and that such records are securely placed.
- Follow procedures where an allegation is made against a member of staff and that such procedures are robust to deal with any allegation and that clear records of investigations and outcomes of allegations are held on staff files.
- Risk-assess any off-site activity, led by us, the school.

3. Early Help

There are situations which may occur in a family’s life where they may benefit from additional support that cannot be provided solely by universal services. These can include when a child:

- Is disabled and has specific additional needs.
- Has special educational needs (whether or not they have a statutory education, health and care plan).
- Is a young carer.
- Is showing signs of engaging in anti-social or criminal behaviour, including gang involvement and association with organised crime groups.
- Is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health, domestic abuse;
- Is showing early signs of abuse and/or neglect.
- Is showing signs of displaying behaviour or views that are considered to be extreme.
- Is frequently missing/goes missing from care or home.
- Is misusing drugs or alcohol themselves.
- Is at risk of modern slavery, trafficking or exploitation.

These children are therefore more vulnerable; this School will identify who their vulnerable children are, ensuring **ALL** Staff and Governors know the processes to secure advice, help and support where needed. In the first instance a discussion should take place with the DSL and a record kept of this discussion. If further advice is needed or the school wishes to make a referral, then they would contact the Early Help Hub.

It is important that parents are aware of a referral being made to early help and that they give their consent. In the event that you feel the child would be unsafe if you discussed it

with the parents first then you should be seeking advice from MARU. Please see 5.5 for further clarification.

The school will support other agencies and professionals if an early help assessment is considered appropriate and may act as the lead professional in certain circumstances.

Additional guidance can also be accessed by using the [OSCP multi-agency threshold document](#).

Within Cornwall, the Early Help Hub is the first point of contact when considering additional support for children and their families

- Support is provided: from pre-birth to the age of 18 (or 25 when the young person has additional needs) when the child, young person or family has needs that are not met solely by universal services.
- It is single point of access for professionals, families and young people to access Early Help Services in Cornwall.
- The triage team decides which Early Help service best meets the needs identified in the request for help. It is then allocated to the appropriate service within 72 hrs.

Contact details:

- **Telephone: 01872 322277**
- **Email: earlyhelphub@cornwall.gov.uk**
- **www.cornwall.gov.uk/earlyhelphub**

Please note that for any schools who have children who attend their school and do not live in Cornwall then they need to refer to the County that the child lives in. Contact details for other southwest local authorities are on the [South West Child Protection Procedures website](#).

If staff have any concerns about a child's welfare they must act immediately.

4. Child Abuse

There are four main types of child abuse as defined in Working Together to Safeguard Children 2023

4.1 Generic term for 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. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse, including where they see, hear or experience its effects. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children.

4.2 Physical Abuse

May involve hitting, shaking, throwing, poisoning, burning/scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

4.3 Emotional Abuse

Is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

4.4 Sexual Abuse

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of 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 in 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; women can also commit acts of sexual abuse, as can other children.

4.5 Neglect

Is 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 occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and 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)

- Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

If you are to refer a child or young person because of possible neglect, always check back to see if there have been any previous concerns. The Children Act 1989 talks about how the persistent neglect of very basic needs is likely to cause impairment in the child or young person's development.

Signs and Indicators which may assist in the identification of some forms of abuse can be found in Appendix A.

4.6 Bullying

Our school takes bullying incidents very seriously. Children should be helped to understand what constitutes bullying and understand what actions will be taken if such incidents were to occur. All forms of bullying are emotionally harmful to children. As a school we have a zero tolerance to bullying. Our behaviour policy outlines the differing aspects of bullying and the school's response to this. All incidents of bullying must be reported and clearly recorded. Please see the school behaviour policy for more details.

4.7 Child Mental Health

All staff should be aware that in some cases mental health problems can be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation.

Only appropriately trained professionals should attempt to diagnose a mental health problem. Staff however are well placed to notice any changes in a child's behaviour that may indicate they are developing or are experiencing a mental health problem.

Where children have experienced abuse or neglect or other traumatic adverse childhood experiences (ACE's), this can have a lasting impact throughout their childhood, adolescence and into adulthood. It is key that staff are aware of how these children's experiences can impact on their mental health, behaviour, and education.

If staff have a mental health concern about a child that they think may be a safeguarding concern they should talk to the DSL/DDSL immediately.

Given the level of concern currently relating to children's mental health, it is advised that schools create a mental health and well-being policy to include how to identify and support children who may be at risk or self-harming.

KCSIE 2021 highlighted the importance of having a Mental Health Lead in school. Their role is to ensure with the governors that there are clear systems and processes in school for identifying possible mental health problems, including routes to escalate and clear referral and accountability systems. The Mental Health Lead is also responsible for overseeing the in-house mental health support and school's well-being offer. The mental health lead must go on recognised mental health training and take responsibility for cascading learning in relation to the mental health and wellbeing of children to all staff. The purpose of this should be to improve understanding and confidence in identifying and supporting children who may be vulnerable

All referrals to external mental health services are overseen by the Mental Health Lead and the DSL.

5. Reporting your concerns

5.1 General Principles

In the first instance if a member of staff has a concern about a child they should report this immediately to the DSL.

The DSL may well have information that others members of staff do not know about a child and their family. Staff should be told on a 'need to know basis' (see confidentiality Section 7).

However insignificant you think your concern might be pass it on to your DSL. It may only be a small piece of information but it helps to form a bigger picture.

If the DSL is not available, then speak to the DDSL.

Early information sharing is vital for effective identification, assessment and support.

5.2 If the DSL/DDSL are not available.

If there is an immediate concern about a child or their family **any member** of staff can phone the MARU for advice and guidance if the DSL/DDSL are not available.

Contact details: MARU 0300 1231 116

- **They may ask you to** Complete an [inter agency referral](#) - NB you will need to save this and email it to us
- **You can also email them** at multiagencyreferralunit@cornwall.gov.uk

If the concerns arise out of office hours contact 01208 251300

If the risk of significant harm to the child is imminent then you must call the police on 999

5.3 Contacting MARU (for advice or when making a referral)

Ensure that you have as much factual information about the child as possible when you phone include:

- Full name
- D.O.B
- Address
- Family composition details (including names of parent(s) and siblings)
- Any key professionals working with the school
- Factual information about the concerns you have – including access to any chronologies the school has on the child

NSPCC - what you can do to report abuse [dedicated helpline](https://www.nspcc.org.uk/help-and-advice/child-protection/child-protection-helpline/) is available as an alternative route for staff who do not feel able to raise concerns regarding child protection failures internally or are concerned about how a safeguarding issue is being handled within school. Staff can call 0800 800 5000 8am - 10pm Monday – Friday and 9am – 6pm at weekends, or email help@nspcc.org.uk

Details of MARU can be given to anyone in the school community if they need to report concerns out of school time; i.e. weekend or holidays.

5.4 Making a referral in writing

You will need to back any phone call up in writing by completing the multi-agency referral form. This is available from the [OSCP website](https://www.oscp.org.uk/). You must then send it in by secure email which is clearly highlighted on the referral form:

MARU Secure email: multiagencyreferralunit@cornwall.gov.uk

5.5 Informing Parents

Schools should ensure they have spoken to the family about their concerns and proposed actions unless to do so would place the child at risk or when in exceptional circumstances; the decision not to inform parents/carers must be justified and the details recorded. If a child makes a disclosure or presents with an injury, it is imperative that advice is sought immediately prior to the child returning home and as soon as the school become aware of this.

5.6 Resolution of Professional Differences

In the event that the school disagrees with the actions or decisions of another agency we will consider using the [Resolution of Professional Differences policy](#), formerly referred to as the escalation policy.

5.7 If the Child/Family are already known to Social Care

When a member of Staff, parent, practitioner, or another person has concerns for a child, and if the school are aware that the case is already open to social care then they should contact the allocated worker. If they do not know the name of the worker, they can contact MARU who will provide contact details of the worker and/or their manager.

The DSL has responsibility for promoting the educational outcomes of children with a social worker. The DSL will ensure staff know who these children are, understand their academic progress and attainment, and maintain a culture of high aspirations for this cohort.

6. Specific Safeguarding Issues

There are specific issues that have become critical issues in Safeguarding that Schools will endeavour to ensure **ALL** their Staff and Governors are familiar with; having processes in place to identify, report, monitor and which are included within teaching:

- Bullying including cyber bullying
- Child Sexual Exploitation (CSE)
- Child criminal exploitation (CCE)
- Children missing from Education
- County lines
- Domestic Abuse
- Substance abuse
- Fabricated or induced illness
- Children with family members in prison
- Faith abuse
- Female Genital Mutilation (FGM)
- Forced Marriage
- Gangs and Youth Violence
- Gender based violence/Violence against women and girls (VAWG)
- Hate
- Mental Health of parents and children
- Homelessness
- So called 'Honour-based' abuse
- Child on child abuse (previously known as peer on peer)
- Sexual violence and sexual harassment between children in schools
- Private Fostering
- Preventing Radicalisation
- Online abuse including nude or semi-nude images
- Teenage Relationship abuse
- Trafficking
- Missing children and vulnerable adults
- Child sexual abuse within the family
- Poor parenting, particularly in relation to babies and young children
- Serious violence
- Cyber crime

The School will incorporate signs of abuse and specific safeguarding issues into briefings, staff induction training, and ongoing development training to all Staff and Governors. Annex A of KCSIE (September 2025) provides more detail on the following:

6.1 Child Sexual Exploitation (CSE)

Child Sexual Exploitation is a form of child sexual abuse. It occurs where an individual or group take advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology. (DfE Child Sexual Exploitation February 2017).

CSE can occur over time but could also be a one off occurrence and may happen without the child's immediate knowledge; e.g. through others sharing images or videos of them on social media.

CSE can affect any child who was coerced into engaging in sexual activities including 16/17 year olds who can consent to sex. Some children may not realise that they are being exploited and may believe they are in a genuine romantic relationship.

All suspected or actual cases of CSE are a safeguarding concern in which Child Protection procedures **must** be followed; this will include a referral to MARU and where the risk is immediate to the police. If any staff are concerned about a pupil, they will refer to the Designated Safeguarding Lead/s and the CSE lead within the School.

Potential indicators of CSE are contained within Appendix A.

6.2 Child Criminal Exploitation

Activities such as county lines, shoplifting, pickpocketing, vehicle theft/damage can all be forms of CCE.

Children can get trapped by this type of exploitation as perpetrators can threaten victims (and their families) with violence and entrap and coerce them into debt. They may be forced to carry weapons such as knives or as a form of protection for themselves. Children involved in CCE often commit the crime themselves so are not easily seen as victims and are therefore very vulnerable. They may still have been criminally exploited even if they appear to have agreed or consented to the activity. It can be very specific e.g. County Lines, shoplifting, vehicle theft, pick pocketing.

All professionals should be aware that girls can also be involved in CCE. Although the indicators may not be the same. It is important to note that those involved with CCE may be at higher risk of sexual exploitation.

6.3 County Lines

County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs (primarily crack cocaine and heroin) into one or more areas within the UK, using dedicated mobile phone lines or other forms or 'deal line'. This activity can happen locally as well as cross the UK. Children and vulnerable adults are exploited to move, store and sell drugs and money. Offenders will often use coercion, intimidation, violence (including sexual violence) and weapons to ensure compliance of victims.

Children can be targeted and recruited into County Lines in a number of locations including schools and other education settings.

Children are increasingly being targeted via social media. Children can be easily trapped by this type of exploitation as county lines can manufacture drug debts which need to be worked off or threaten serious violence towards victim and their families if they attempt to leave the county lines network

Any concerns about county lines should be referred to the DSL immediately and they should then contact MARU for guidance and advice.

6.4 Extremism/Radicalisation/PREVENT

Extremism goes beyond terrorism and includes people who target the vulnerable – including the young- by seeking to sow division between communities on the basis of race, faith or denomination: justify discrimination towards women and girls: persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in society (Working Together December 2023)

The School will ensure **ALL** staff including governors adhere to their duties in the Prevent guidance 2015 to prevent radicalization

The HT/Principal and Chair of Governors will:

- Establish or use existing mechanisms for understanding the risk of extremism
- Ensure staff understand the risk and build capabilities to deal with issues arising
- Communicate the importance of the duty
- Ensure **All** Staff and Governors implement the duty.

School staff receive training to help to identify signs of extremism. Opportunities are provided in the curriculum to enable pupils to discuss issues of religion, ethnicity and culture and the school follows the DfE advice Promoting fundamental British Values as part of SMCS (spiritual, moral, social and cultural education) in Schools (2014).

Ensure the risks of Radicalisation are referred to within all relevant policies including visitors anti bullying and e-safety.

The School will respond to any concern about Extremism/Radicalisation/Prevent as a Safeguarding concern and will report in the usual way using local safeguarding procedures. We will seek to work in partnership, undertaking risk assessments where appropriate and proportionate to risk, building our children's resilience to radicalisation.

When reviewing our PREVENT duties we would consider the guidance contained on the [Safer Cornwall website](http://www.safercornwall.org.uk). www.safercornwall.org.uk

What can we do to help our children understand these issues and help protect them?

- Provide a safe space for them to debate controversial issues.
- Help them to build resilience and the critical thinking they need to be able to challenge extremist arguments.
- Give them confidence to explore different perspectives, question, and challenge.

The school is committed to providing effective filtering systems and this will include monitoring the activities of children when on-line in the school. We follow the guidance set out in Annex C (KCSIE September 2025) Please refer to the online safety policy.

All staff in the first instance should contact the SPOC (Single Point of Contact) within the school – Hannah Robinson - with any concerns.

Additional contact details:

**Concerns can be discussed with the Prevent Lead for Cornwall:
Steve Rowell email: prevent@cornwall.gov.uk**

MARU can also be contacted for advice: 0300 1231 116

Emergency Out of Hours: Tel No: 01208 251300

If immediate and serious concerns call the police on 999

6.5 Honour-Based Abuse

So called honour-based violence (HBA) encompasses incidents or crimes which have been committed to protect or defend the honour of the family and/or the community, it includes female genital mutilation, forced marriage, and practices such as 'breast ironing'.

6.6 Female Genital Mutilation (FGM)

The School recognises and understands that there is now a mandatory reporting duty for all teachers to report to the police where it is believed an act of FGM has been carried out on a girl under 18 in the UK. Failure to do so may result in legal/disciplinary action being taken.

All suspected or actual cases of FGM are a Safeguarding concern in which safeguarding procedures will be followed; this will include a referral to the police and to Children's Social Care via MARU. If any staff are concerned about a pupil, they will refer to the Safeguarding Designated Lead/s within the School unless there is a good reason not to do so.

Potential indicators of FGM are contained within Appendix A.

6.7 Forced Marriage

The UK Government describe this as taking someone, usually overseas, to force them to marry (whether or not the forced marriage takes place) or marrying someone who lacks the mental capacity to consent to the marriage (Coercion may include physical, psychological,

financial, sexual and emotional pressure). It may also involve physical or sexual violence and abuse.

Arranged marriage is common in some cultures. The families of both spouses take a leading role in arranging the marriage, however the choice of whether or not to accept the arrangement remains with the prospective spouses. Children may be married at a very young age and well below the age of consent in England. ALL Staff should be particularly alert to suspicions or concerns raised by a pupil. Since June 2014 forcing someone to marry has become a criminal offence in England and Wales under the Anti-Social Behaviour, Crime and Policing Act 2014. Since February 2023 it has also been a crime 'to carry out any conduct whose purpose is to cause a child to marry before their 18th birthday, even if violence, threats or another form of coercion are not used'. (This applies to all children who previously could have married once they reached 16 years of age).

If at any time the school had a concern regarding a child who this may apply too immediate contact will be made with MARU for guidance and advice.

NB: Since February 2023 16 and 17 year olds can no longer marry in England and Wales or enter a civil partnership, even if they have parental consent.

6.8 Child on Child Abuse

Children can abuse other children. All staff should be aware that safeguarding issues can manifest themselves via child on child abuse. The reasons for this are complex and are often multi-faceted. We understand that we need as a school to have clear mechanisms and procedures in place to identify and report incidents or concerns. We aim to reduce this behaviour and any related incidents with an expectation to eliminate this conduct in the school.

Please refer to the Child on Child Abuse policy we have in school.

Please also refer to our Anti Bullying, Equality and Diversity and online safety policies.

6.9 Sexual Violence and sexual harassment between children in schools and colleges

Our school has a zero tolerance to sexual harassment and sexual violence. It is never acceptable and will never be tolerated. Sexual violence and sexual harassment can occur between two children of any age and sex. It can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children.

All victims must be taken seriously, supported and kept safe. A victim should never be given the impression that they are creating a problem by reporting the abuse.

Reports of sexual assault and harassment are extremely complex to manage. It is essential that victims are protected, and every effort is made to minimise the disruption to their education.

Part 5 of KCSIE (September 2025) clearly outlines the response that should be taken. Please refer to our child on child policy.

If anyone has any concerns that a child or children may be at risk they must report them to the DSL immediately. They should then liaise with MARU and follow guidance laid out in KCSIE (September 2025)

6.10 Vulnerable Children including Children with special educational needs and disabilities and LGBTQ children.

Children with special educational needs (SEN) and disabilities can face additional safeguarding challenges. The school may need to devise a policy /procedure that meets the individual needs of a child. This should be written in conjunction with the parent(s) and staff working with the child. The child where they are of sufficient understanding should have the policy/procedure discussed with them. All staff need to be confident in its use.

The School recognises that additional barriers can exist when identifying abuse and neglect in this group of children. These can include:

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration;
- The potential for children with SEN and disabilities being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs and being more prone to being isolated from their peers than other children; and
- Communication barriers and difficulties in overcoming these barriers.

The individual needs of every special educational needs or disabled child will be reviewed regularly and consideration given to any additional vulnerabilities they may have which could lead to safety and welfare concerns arising. In addition, we will keep under review the potential need for additional pastoral support.

LGBTQ Children

A child who may be LGBTQ is not in itself an inherent risk factor for harm. However, it may increase their vulnerability to being targeted by other children whether they are identifying themselves as LGBTQ or whether they are perceived by others to be LGBTQ.

All staff need to be able to minimise any additional barriers they may face and provide a safe place for them to share their concerns.

Should any concerns arise in relation to any child in relation to their safety and welfare, Burraton C.P. School will follow the same procedures as outlined within this policy and liaise with the DSL initially.

6.11 Online safety (including cyber-crime)

Burraton C.P. School take online safety very seriously both in terms of our pupils and all of our staff. Please also refer to our online safety policy and the acceptable user policy for staff.

All staff safeguarding training will include regular on line safety training and briefings. This is to help build the school community's understanding and confidence in recognising areas of

concern and vulnerability in relation to children's /students use of online technology both in and outside of school.

The DSL has responsibility for ensuring that the school has appropriate filtering and monitoring on school devices and school networks.

At Burraton School, we hold paramount the safety and well-being of our students. Our Child Protection Policy underscores the utmost significance of E-safety in this digital age. We are committed to ensuring that all our school staff receive regular training on E-safety measures, equipping them with the necessary knowledge and skills to protect our students in the online realm. Moreover, we employ robust filtering processes to safeguard our young learners from harmful online content. Our Acceptable Use and Mobile Technologies Policy provides clear guidelines for the safe and responsible use of devices, aligning with the stringent standards set forth in Keeping Children Safe in Education 2024. This comprehensive approach to E-safety reflects our unwavering dedication to creating a secure and nurturing environment for all children at Burraton School.

Cyber Crime: This is a criminal activity committed using computers and/or the internet.

6.11.1 Filtering and Monitoring

The School is adhering to the guidance within the revised KCSIE (September 2025) Paragraph 141- 143 (inclusive) and this is reflected within our online safety policy. The responsibility for ensuring that appropriate filtering and monitoring measures are in place is the duty of the DSL. However, governing bodies/trustees need to ensure that this responsibility is being undertaken and are giving support where appropriate e.g., additional resources, training and time to fulfill this role.

The DfE has also published guidance that should be being followed:

[Meeting digital and technology standards in schools and colleges - Filtering and monitoring standards for schools and colleges - Guidance - GOV.UK \(www.gov.uk\)](#)

6.12 Domestic Abuse

Domestic abuse is an indicator of abuse and neglect and it can encompass a wide range of behaviours and may be a single incident or a pattern of incidents. Domestic abuse is not limited to physical acts of violence or threatening behaviour, and can include emotional, psychological, controlling or coercive behaviour, sexual and/or economic abuse. Types of domestic abuse include intimate partner violence, abuse by family members, teenage relationship abuse and adolescent to parent violence. Anyone can be a victim of domestic abuse, regardless of gender, age, ethnicity, socio-economic status, sexuality or background and domestic abuse can take place inside or outside of the home. (Working Together July 2018, updated July 2022). Under the Domestic Abuse Act 2021 any child if they see or hear domestic abuse and are related to any adult involved should be considered a victim.

Domestic abuse may take many forms. Witnessing the physical and emotional suffering of a parent may cause considerable distress to children and both the physical assaults and psychological abuse suffered by adult victims who experience domestic abuse can have a negative impact on their ability to look after their children. Children can still suffer the effects of domestic abuse, even if they do not witness the incidents directly. However, in up to 90%

of incidents involving domestic **abuse** where children reside in the home, the children are in the same or the next room. Children's exposure to parental conflict, even where violence is not present, can lead to serious anxiety and distress among children. Children can see school as a safe retreat from problems at home or alternatively not attend school through a perceived need to be at home to protect abused parents or siblings.

Domestic abuse can therefore have a long term damaging effect on a child's health, educational attainment and emotional well-being and development. The potential scale of the impact on children is not always easy to assess but may manifest itself as behavioural, emotional or social difficulties, including poor self-esteem, withdrawal, absenteeism, adult-child conflict. Children sometimes disclose what is happening or may be reluctant to do so hoping that someone will realise something is wrong.

Operation Encompass

Our school is an Operation Encompass school. This means that when there has been a domestic abuse incident at an address where children from our school live and the police have been called and attend the incident then the school should be informed by 9am the next school day via a secure email. This enables us to support the child(ren), and where appropriate the family, within school. Parents are advised by the police that the school will be informed.

Social care also receives reports from the police when they have been involved with children, not just in relation to domestic abuse incidents. These are called PPN's (Police Protection Notices). This information will also be passed to the school if the information is considered appropriate and proportionate. Staff in school will be informed on a 'need to know basis' by the DSL.

Operation Encompass Helpline

The [Operation Encompass Teachers Helpline](#), funded by Home Office and the Department for Education. It is available Monday to Friday from 8am to 11am throughout term-time. Tel No: 0204 513 9990

The Helpline allows staff to speak in confidence with an educational psychologist about how best to support children experiencing domestic abuse.

DSL's would be the most likely people to contact the helpline and should be consulted if a member of staff is contacting them.

6.13 Children Missing/Absent from Education

Attendance, absence and exclusions are closely monitored. A child going missing from education is a potential indicator of abuse and neglect, including sexual abuse and criminal exploitation including involvement in County Lines. The DSL will monitor absence and take appropriate action including notifying the local authority and following local procedures, particularly where children go missing on repeated occasions and/or are missing for periods during the school day.

6.13.1 EHE- Elective Home Education

We will always advise the Local Authority at the earliest opportunity when children are withdrawn from the school to be electively home educated, completing the required Elective Home Education Form (as in link below) and returning it with a copy of a letter from the

parents/carers confirming that they are withdrawing the child from the school to home educate. Further guidance is available via: [Resources | Page | SLA Online](#)

The DSL/DDSL will always alert the Local Authority where there are concerns regarding the safety and welfare of the child in question and/or there is an allocated social worker.

KCSIE 2025 recommends where ever possible that a multi-agency meeting is convened with the parents to ensure the best interests of the child are being met.

6.13.2 Exclusion – Temporary and permanent

All children who are at risk of temporary or permanent exclusion must be risk assessed and this formerly recorded. If it is not deemed appropriate or safe to continue with the exclusion, then the school will work with the local authority to find a more suitable alternative.

If any child at risk of temporary or permanent exclusion has an allocated social worker, they must be consulted ahead of any decision to exclude.

6.13.3 Reduced Time Tables

Should a reduced time table be instigated or be necessary, guidance will be reviewed with the aim the child returns to school full time at the earliest moment or other provision sought to ensure the child/ young person has their full entitlement. Guidance is available at

www.cornwall.gov.uk/schools-and-education/schools-and-colleges/reduced-timetables-part-time-attendance/

The use of a reduced timetable should be an exceptional measure in this school. It is illegal for a school to impose a reduced timetable, but it is accepted that a reduced timetable may be appropriate provided that the setting can demonstrate that the Local Authority's best practice guidance has been followed. [Guidance for schools on the use of reduced timetables - Sept 2022](#) details further the actions and procedures that need to be followed.

6.14 Looked after children and previously looked after children

A previously looked after child potentially remains vulnerable. The most common reason for children becoming looked after is as a result of abuse and/or neglect. Governing bodies should ensure that staff have the skills, knowledge and understanding necessary to keep looked after children safe. KCSIE (revised September 2025)

A designated child in care lead has been appointed from the senior leadership team. In Burraton C.P. School this person is currently Hannah Robinson.

The designated child in care lead will ensure that appropriate staff have the information they need in relation to a child's looked after legal status (whether they are looked after under voluntary arrangements with consent of parents or on an interim or full care order) and contact arrangements with birth parents or those with parental responsibility. They are also responsible for ensuring that they also have information about the child's care arrangements and the levels of authority delegated to the carer by the local authority looking after him/her. The designated children in care lead will have details of the child's social worker. They will have drawn up an individual education plan in consultation with the Virtual School for Children in Care. Designated teachers also have responsibility for promoting the educational

achievement of children who have left care through adoption, special guardianship or child arrangement orders.

The designated child in care lead must have appropriate training and the relevant qualifications and experience. The [training for this role is provided by Cornwall Council](#). They must attend this training regardless of whether there are currently children within the school who are in care or previously looked after children.

All designated children in care staff should read the statutory guidance on '[Promoting the education of looked after children](#)'.

6.15 Young Carers

As a school we recognise the needs of young carers in that they can be more vulnerable or placed at risk.

We aim to be able to identify young carers and ensure they are supported to help reach their potential with an understanding that staff and volunteers may need to refer into early help services for an assessment of their needs via the Early Help Hub.

6.16 Private Fostering

A private fostering arrangement is when a child (up to the age of 16 years) is cared for consecutively for 28 days or longer by someone who is not a member of that child's immediate family. In such a case the local authority should be informed.

If the school are aware of such an arrangement being in place they must advise the family that the school have a responsibility to inform the local authority and encourage the family to advise the local authority themselves.

Advice or a referral can be made via MARU.

6.17 Modern Slavery and Human Trafficking

The above are offences under the Modern Slavery Act 2015. These offences include holding a person in a position of slavery, servitude forced or compulsory labour, or facilitating their travel with the intention of exploiting them soon after.

Although human trafficking often involves an international cross-border element, it is also possible to be a victim of modern slavery within your own country. It is possible to be a victim even if consent has been given to be moved.

Children cannot give consent to being exploited therefore the element of coercion or deception does not need to be present to prove an offence.

If you hold information that could lead to the identification, discovery and recovery of victims in the UK, you can contact the Modern Slavery Helpline 08000 121 700. **All members of staff must also inform the DSL/DDSL of any concerns.**

Advice or referral can be made via MARU (0300 1231 116) or for Vulnerable Adults (0300 1234 131).

6.18 Contextual Safeguarding

Safeguarding incidents can be associated with factors outside of school. All staff should be considering the context within which such incidents and or/behaviours occur. This is known as contextual safeguarding which simply means assessments of children should consider whether wider environmental factors are present in a child's life that are a threat to their safety and/or welfare. It can include child sexual exploitation, child criminal exploitation, serious violence, county lines, domestic abuse and gang culture. It can also involve links to anti-social behaviour, identifying local 'hot-spots' in the community.

Always have a discussion with your DSL/DDSL if you have concerns or if you have been told information that concerns you about a family.

It is important to verify as much as possible the accuracy of the information but this should not get in the way of you having a discussion with your DSL.

If making a referral to social care the school should provide as much information as possible.

6.19 Serious Violence

All staff should be aware of indicators which may suggest that children are at risk from, or are involved with serious violent crime. Indicators may include increased absence from school, a change in friendships, relationships with older people or groups, a significant change in their academic ability or general wellbeing, signs of self-harm, or unexplained injury. Unexplained gifts/money may also indicate that children are involved/associated with individuals linked to gangs or criminal networks.

6.20 Special Circumstances

6.20.1 Work Experience

The school has detailed procedures to safeguard pupils undertaking work experience, including arrangements for checking people who provide placements and supervise pupils on work experience.

6.20.2 Children staying with host families - now referred to as homestay

The schools may make arrangements for pupils to stay with a host family during a foreign exchange trip or sports tour. Some overseas pupils may reside with host families during school terms and we will work with the local authority to check that such arrangements are safe and suitable. In such circumstances the schools follow the guidance in Annex D of KCSIE (September 2025) to ensure that hosting arrangements are as safe as possible.

6.20.3 Role of the Appropriate Adult during Police Investigations

In the event that the police request to interview or meet with a child in school the PACE Code C 2019 needs to be considered. Any child under investigation by the police should have access to an appropriate adult to "*support, advise and assist*" the young person. They should also "*observe whether the police are acting properly and fairly to respect the young person's rights and entitlements, and inform an officer of rank if they are not*"

7. Confidentiality and Information Sharing

Confidentiality needs to be discussed and fully understood by all those working with children, particularly in the context of child protection. No adult must ever guarantee confidentiality to any individual including parents, children, colleagues or other professionals. This includes having an 'off the record discussion'. Staff should make children aware that if they disclose information that may be harmful to themselves or others, then certain actions will need to be taken.

Wherever possible, consent should be obtained before sharing personal information with third parties. In some circumstances, obtaining consent may not be possible or in the best interest of the child or young person, e.g., where safety and welfare of that child or young person necessitates that the information should be shared. The law permits the disclosure of confidential information necessary to safeguard a child or children. Disclosure should be justifiable in each case, according to the particular facts of the case, and legal advice should be sought if in doubt. GDPR provides a number of bases for sharing personal information. It is not necessary to seek consent to share information for the purposes of safeguarding and promoting the welfare of a child provided that there is lawful basis to process any personal information required. (Working Together July 2018, updated July 2022)

If the information given relates directly to the safety and welfare of a child, then the DSL must be informed immediately. They should then contact MARU.

The school adheres to the revised Information sharing – [Advice for practitioners providing safeguarding services](#) (May 2024)

8. Record Keeping

Well-kept records are **essential** to good safeguarding and child protection practice. We are clear about the need to record any concerns held about children or young people, the status of such records and when these records should be passed over to other agencies.

In our work with children and their families, we recognise the importance of:

- Keeping clear detailed up to date written records of concerns about children and young people. This includes a chronology.
- Ensuring all records are kept secure and in a locked location.
- Ensuring records are passed on to the receiving school if a child or young person transfers. In line with current local authority guidance.
- Ensuring all records are clear, factual and jargon free.

At Burraton C.P. School, we use the online system of CPOMS. Every member of staff has an individual log in and all concerns must be logged as soon as possible after the event. The safeguarding team must be alerted to any entry.

9. Allegations against staff

Allegations against staff are covered in all basic training and induction training that takes place within our school. We follow the mandatory guidance in KCSIE 2025 Part Four which includes the management of 'Low Level Concerns'. Please refer to the school's policy on managing allegations against staff

Staff need to be mindful that it is not only their behaviour in school which may lead to concerns being raised. Where a member of staff or volunteer is involved in an incident outside of school which may/may not have involved children but could impact on their suitability to work with children this should be discussed with the LADO. Usually referred to as 'Transferrable risk'.

Never let allegations by a child or young person go unrecorded or unreported, including any made against you. If you receive a disclosure, about an adult colleague, it is important to reassure the child that what they say will be taken very seriously and everything possible done to help.

In all instances the Headteacher must be informed. If the Headteacher is not available, then the DSL should be advised.

If the allegation concerns the Headteacher then our Chair of Governors must be informed – Mark Kelly, mark.kelly@burraton.cornwall.sch.uk

In all situations regarding an allegation of abuse against a member of staff (including supply staff/volunteers/governors) the school must not act alone and must seek advice and make a referral where necessary.

In such circumstances our Headteacher, or Chair of Governors (if the allegation is against the Headteacher) will contact the LADO for advice

As part of our safeguarding duties, the LADO Service has a statutory responsibility to manage and oversee allegations made against professionals and volunteers who work with children. All allegations and concerns should be referred to the LADO within 24 hours where advice and guidance can be provided in respect of balancing the responsibility to safeguard with the need to support staff in difficult situations.

The following issues need to be considered and included in the relevant policy

- what are the safeguarding arrangements of the child or young person to ensure they are not in contact with the alleged abuser?
- contact the parents or carers of the child/young person **if** advised to do so by the LADO;
- consider the rights of the staff member for a fair and equal process of investigation;
- ensure that the appropriate disciplinary procedure is followed, including whether suspending a member of staff from work until the outcome of any investigation is deemed necessary;
- act on any decision made in any strategy meeting; and
- advise the Disclosure and Barring Service (DBS) and any other appropriate regulatory or professional body where a member of staff has been disciplined or dismissed as a result of the allegations founded or would have been if they have resigned.
- If there is any likelihood of a police investigation speak to the LADO before starting any internal investigation
- Ensure low level concerns are also carefully recorded and stored securely and confidentially
- If it feels uncomfortable it is probably a low-level concern. You need to share your concerns

Contact details LADO: 01872 326536; lado@cornwall.gov.uk

If a referral needs to be made, then this must go through MARU who will then pass it on to the LADO team. The referral form can be found on the [OSCP website](#).

10. Whistleblowing

Please adhere to the schools whistleblowing policy. Revised in November 2021 (if using CAPH model policy).

Whistleblowing Governor: Jocelyn Davis jocelyn.davis@burraton.cornwall.sch.uk

In the event that you do not feel able to follow the schools whistle blowing policy but remain concerned you must discuss your concerns with an appropriate independent body. In this situation you could contact:

NSPCC Whistleblowing helpline: 0800 028 0285

11. Key Safeguarding Roles and Responsibilities

11.1 Designated Safeguarding Lead (DSL)

There is a legal obligation under the Education Act 2002 S175/157 for all schools to have a designated safeguarding lead. Burraton C.P. School follows the guidance in Annex C of KCSIE (revised September 2025) which outlines the key responsibilities of the DSL. This includes duties relating to filtering and monitoring introduced in September 2024. These are outlined within the schools Online Safety Policy.

11.2 Deputy Designated Safeguarding Lead (DDSL)

As above we follow the guidance in Annex C of KCSIE (revised September 2025) which outlines the key responsibilities of the DSL and DDSL.

11.3 Governing Body including the role of the Safeguarding Governor

The roles and responsibilities of the governing body are outlined in Part 2 of KCSIE (revised September 2025). In addition, we have outlined these responsibilities in Appendix D.

12. Safer Recruitment - also refer to our separate policy on Safer Recruitment.

Our school operates safer recruitment procedures including making sure that:

- statutory duties to undertake required checks on staff who work with children are complied with in line with the Disclosure and Barring Service requirements for Regulated Activity; Teachers' Prohibition Orders; the Child Care Act 2006.
- statutory guidance relating to volunteers is followed
- at least one member of the recruitment panel members has undertaken safer recruitment training through an accredited training programme.

We hold a Single Central Record (SCR) which demonstrates we have carried out the range of checks required by law on our staff. **KCSIE states that if you are a MAT then the SCR can be kept centrally but must be immediately available for an Ofsted Inspection. Best practice recommends schools still take responsibility for updating their own SCR.

Our school complies with the requirements of KCSIE, (September 2024) - Part 3.

13. Attendance at Child Protection Conference

If a child or young person becomes the subject in a Child Protection Conference as a school, we may be asked to share information about the child or young person and his/her family. Usually this will be in the form of a written report, the contents of which will be shared with parents/carers prior to the meeting preferably by the school.

Child protection conferences will be attended by the DSL or DDSL. In exceptional circumstances another member of staff may attend with them. The reason this responsibility is not delegated is because the DSL has the overall training and accountability to act on behalf of the school including agreeing their role in any child protection plan as well as the possible allocation of resources.

Occasionally, there may be information which is confidential and which will be shared in a closed meeting prior to the conference. If this is necessary, the chair of the conference will discuss the matter with parents/carers beforehand.

When any child becomes the subject of a conference, local procedures require all other children in the family are considered. It may well be that staff will be required to provide information on children with whom there appear to be no direct concerns.

Staff may contribute to the process of risk assessment and the decision about the child being in receipt of a child protection plan. This will be undertaken using the signs of safety model. For more information about signs of safety discuss with the allocated social worker or the independent chair prior to the meeting.

14. Training and Briefings

All members of our workforce, who work directly with children, have been provided with, and signed to say that they have read and understood, Part 1 of KCSIE, (September 2025) and governors have been provided with and signed to say they have read and understood Part 2 of KCSIE (September 2025). *Optional for schools, those members of staff who do not work directly with children can be given Part 1 or Annex A*

All staff members will receive appropriate safeguarding and child protection training/briefings which will be regularly updated (minimum of yearly). In addition, all staff members will receive safeguarding and child protection updates. These will be done as part of staff meetings where safeguarding will be a standing item on the agenda of every staff meeting and full governor's meetings.

All staff will also, as part of our induction, be issued with information that includes our Child Protection and Safeguarding Policy, key designated staff, Staff Code of Conduct, Part 1 of KCSIE (September 2025), Key external contacts, What to do if a Child discloses Abuse, and Recording concerns.

All staff need to understand the unique risks associated with online safety and be confident they have the skills to keep children safe whilst they are online in school. Regular training and briefings are held within school and all the school community are expected to attend these.

In addition, all staff must recognise the additional risks that SEND children can face especially with regard to their online activities.

Our DSL and DDSL(s) will undertake multi-agency safeguarding training in addition to the whole school training. Once this training is completed they have a duty to update their training by attending safeguarding briefings and training every year with a full update every two years. It will support both the DSL and DDSL to be able to better undertake their role and support the school in ensuring our safeguarding arrangements are robust and achieving better outcomes for the pupils in our school.

Our Governing Body will have access to basic safeguarding training within the school. KCSIE 2025 Part Two is clear about the expectation that all governors also have an understanding of their **strategic** responsibilities in relation to safeguarding. It recommends and encourages them to undertake training specifically on the safeguarding responsibilities of the governing body in particular the role of the Safeguarding Governor.

At least one member of our recruitment panel will have undertaken safer recruitment training. Best practice is that this is updated every 3 years to ensure that the school are keeping up with changes made to recruitment processes and changes in safeguarding requirements when recruiting staff. All those involved in Safer Recruitment must read KCSIE Part 3.

PREVENT training will be undertaken by all new members of staff and the DSL will guide existing staff on any updates which may involve refresher training

Safeguarding training assurance from 3rd party providers/contractors

It is the responsibility of the School to seek assurance from the 3rd party supplier/contractor as to the level of safeguarding training they provide to their staff (it is perfectly acceptable to ask and challenge for this information so that the School has the assurance needed). In addition to this, the School will ensure that contractors/3rd party suppliers receive local safeguarding information (the School safeguarding leaflet and code of conduct) so that they understand what is expected of them, how to raise any concerns and how to deal with any difficult situations they may find themselves in. The safeguarding information for contractors/3rd party suppliers is also about them protecting themselves as much as it is about protecting the children and young people in school.

For audit purposes and our own assurance, the School will keep a record of responses from contractors/3rd party suppliers.

If there are concerns as to the level of training provided, especially in the case of small independent businesses who may not have access to training, we may consider including or inviting them to attend staff training.

15. Extended school and off-site arrangements

All extended and off site activities are subject to a risk assessment to satisfy health and safety and safeguarding requirements. Where extended school activities are provided by and managed by the school, our own safeguarding/ child protection policy and procedures apply.

If other organisations provide services or activities on our site, we will check that they have appropriate procedures in place, including safer recruitment procedures i.e. DBS checks. This will also include an expectation that they have a safeguarding and child protection policy in place. If an allegation is raised that relates to an incident that happened when an individual or organisation were using our premises for any activity involving children (or vulnerable

adults) we will follow our own relevant safeguarding policies and inform the LADO. This will be the responsibility of the headteacher.

When our pupils attend off-site activities, including day and residential visits, we will check that effective safeguarding/child protection arrangements are in place. There will also be a risk assessment independently undertaken by a member of the SLT within the school. Unless there are exceptional circumstances a member of staff would be expected to accompany any child attending an off-site activity.

16. Photography and images

A separate policy is held but our staff are aware at no times should their own personal cameras/smart phones be used in recording children or young people in this school.

The school will ensure that they get parental permission to take photographs of children for media, website and other school purposes.

Any person taking images of the children should be challenged by staff unless they are absolutely confident they have the relevant permissions.

17. Supporting Our Staff

Our school recognise that all staff may find dealing with safeguarding and child protection concerns very difficult and upsetting. It may trigger memories of their own difficult childhood, or be an experience they have had as an adult, or a member of their family, or close friendship group has experienced.

The school hopes in such situations that the individual staff member would be able to talk to a member of the senior leadership team in school who can make enquiries into what support may be available for the individual member of staff.

There are many organisations within Cornwall who offer support services to individuals on a range of very sensitive issues e.g. Domestic Abuse, Sexual Abuse (current and historic) drug and alcohol misuse, mental health. More information can be accessed via MARU or the Early Help Hub.

In addition, the member of staff should be able to access support through:

- **Their own GP**
- **The Samaritans Telephone: 116 123**
- **NSPCC HELPLINE Telephone: 0808 800 5000 (not just there for children)**

The DSL and Safeguarding Governor will take responsibility for updating this policy and informing all staff and the Governing Body of key changes.

Appendix A: Signs and Indicators of Abuse

A more comprehensive list will be considered within staff training however this will give staff some indication of what to look out for.

Although these signs do not necessarily indicate that a child has been abused, they may help staff recognise that something is wrong.

If you have any concerns, you must pass these to your DSL immediately.

Physical Abuse

Most children will collect cuts and bruises and injuries, and these should always be interpreted in the context of the child's medical/social history, developmental stage and the explanation given. Most accidental bruises are seen over bony parts of the body, e.g. elbows, knees, shins, and are often on the front of the body. Some children, however, will have bruising that is more than likely inflicted rather than accidental.

Important indicators of physical abuse are bruises or injuries that are either unexplained or inconsistent with the explanation given; these can often be visible on the 'soft' parts of the body where accidental injuries are unlikely, e.g. cheeks, abdomen, back and buttocks. Occasionally a 'pattern' may be seen e.g. fingertip or hand mark. A delay in seeking medical treatment when it is obviously necessary is also a cause for concern.

The physical signs of abuse may include:

- Unexplained bruising, marks or injuries on any part of the body.
- Multiple bruises- in clusters, often on the upper arm, outside of the thigh.
- Cigarette burns.
- Human bite marks.
- Broken bones.
- Burns- shape of burn, uncommon sites, friction burn

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.

Neglect

It can be difficult to recognise neglect, however its effects can be long term and damaging for children.

It is also impossible to recognize that aspects of neglect can be very subjective. We may need to challenge ourselves and others and remember that people can have different values and

that there will be differences in how children are cared for which may be based on faith or cultural issues that are different to ours.

In respecting these differences, we must not be afraid to raise our concerns if we believe the care being given to the child may be impacting on its safety and welfare.

The physical signs of neglect may include:

- Being constantly dirty or 'smelly'.
- Constant hunger, sometimes stealing food from other children.
- Losing weight, or being constantly underweight (obesity may be a neglect issue as well).
- Inappropriate or dirty clothing.

Neglect may be indicated by changes in behaviour which may include:

- Mentioning being left alone or unsupervised.
- Not having many friends.
- Complaining of being tired all the time.
- Not requesting medical assistance and/or failing to attend appointments

Emotional Abuse

Emotional abuse can be difficult to identify as there are often no outward physical signs. Indications may be a developmental delay due to a failure to thrive (also known as faltering growth) and grow, however, children who appear well-cared for may nevertheless be emotionally abused by being taunted, put down or belittled. They may receive little or no love, affection or attention from their parents or carers. Emotional abuse can also take the form of children not being allowed to mix or play with other children.

Changes in behaviour which can indicate emotional abuse include:

- Neurotic/anxious 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.
- Development delay in terms of emotional progress.
- Overreaction to mistakes.

Sexual Abuse

It is recognised that there is underreporting of sexual abuse within the family. All Staff and Governors should play a crucial role in identifying/reporting any concerns that they may have through, for example, the observation and play of younger children and understanding the indicators of behaviour in older children which may be underlining of such abuse.

All Staff and Governors should be aware that adults, who may be men, women or other children, who use children to meet their own sexual needs abuse both girls and boys of all ages. Indications of sexual abuse may be physical or from the child's behaviour. In all cases, children who tell about sexual abuse do so because they want it to stop. It is important, therefore, that they are listened to and taken seriously.

The physical signs of sexual abuse may include:

- Pain or itching in the genital area.
- Bruising or bleeding near genital area.
- Sexually transmitted disease.
- Stomach pains.
- Discomfort when walking or sitting down.

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.
- Sexual knowledge which is beyond their age, or developmental level.
- Sexual drawings or language.
- 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.
- Acting in a sexually explicit way towards adults.

Note: A child may be subjected to a combination of different kinds of abuse. It is also possible that a child may show no outward signs and hide what is happening from everyone.

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

Different forms of abuse can often overlap and perpetrators may subject children to many forms of abuse

Many aspects of CSE take place online so it may be difficult to identify this within school. The behaviours also need to be considered within the context of the child's age and stage of development. As they get older this may be more difficult to identify. However, abuse indicators may include:

- Children talking about having lots of 'friends' online whom when asked they do not know personally
- Associate with other children involved in exploitation
- Disengagement from education
- Using drugs or alcohol
- Unexplained gifts/money
- Repeat concerns about sexual health

- Children who suffer from sexually transmitted disease or are pregnant
- Suffer from changes in emotional wellbeing
- Talking about physically meeting up with someone they met online
- Posting lots of images of themselves online
- Going missing or regularly coming home late
- Talking about friendships with older young people/adults
- Children who have older girlfriends/boyfriends
- Engagement with offending
- Exclusion or unexplained absences from school
- Isolation from peers/social network
- Frequently in the company of older people – association with 'risky' adults
- Accepting lifts or being picked up in vehicles
- Physical injury without plausible explanation
- No parental supervision/monitoring of online activity
- Poor school attendance
- Secretive behaviour
- Self-harm or significant changes in emotional well-being
- Concerning use of internet or other social media
- Returning home late
- Chronic tiredness.

Reference: Child sexual Exploitation - guide for practitioners February 2017

County Lines

Indicators may include:

- Go missing and are subsequently found in areas away from their home
- Have been the victim or perpetrator of serious violence (e.g. knife crime)
- Are involved in receiving request for drugs via phone line, moving drugs, handing over and collecting money for drugs
- Are exposed to techniques such as 'plugging' where drugs are concealed internally to avoid detection
- Are found in accommodation they have no connection with, often called a 'trap house' or 'cuckooing' or hotel room where there is drug activity
- Owe a 'debt bond' to their exploiters

Female Genital Mutilation (FGM)

Although situations of FGM may be unusual it is important that you do not assume it could not happen here. 8-15-year-old girls are the most vulnerable.

Indicators may include:

- Days absent from school
- Not participating in physical education

- In pain/has restricted movement/frequent and long visits to the toilet/broken limbs
- Confides that she is having a special procedure, cut or celebration
- Unauthorised and or extended leave, vague explanations or plans for removal of a female in a high risk category especially over the summer period
- Plans to take a holiday which may be unauthorised, unexplained or extended in a country known to practice FGM
- Parents from a country who are known to practice FGM.

Children who may not be ready to disclose.

All staff should be aware that children may not feel ready or know how to tell someone that they are being abused, exploited, or neglected, and/or they may not recognise their experiences as harmful. They might feel embarrassed, have misguided feelings guilt, humiliated or be being threatened. This could be due to their vulnerability, disability, sexual orientation or language barriers. None of this should prevent staff from having 'professional curiosity' and speaking to the DSL.

Appendix B: Managing a Disclosure of Abuse

It is extremely important that if a child discloses that you know what to do. This will be explained by the DSL/DDSL during induction and will form a key part of any safeguarding training undertaken within school. These are the key principles:

If:

- A child or young person discloses abuse, or
- You suspect a child may have been abused, or
- You witness an abusive situation involving another professional.

You **RECORD AND REPORT:**

- Respond without showing any signs of disquiet, anxiety or shock.
- Enquire casually about how an injury was sustained or why a child appears upset.
- Confidentiality must never be promised to children, young people, or adults in this situation.
- Observe carefully the demeanor or behaviour of the child.
- Record in detail what has been seen and heard in the child's own words (after you have spoken to them, not during a disclosure).
- Do not interrogate or enter into detailed investigations: rather, encourage the child to say what she/he wants until enough information is gained to decide whether or not a referral is appropriate.
- Ensure if the child is complaining of being hurt/unwell this is reported immediately

Asking questions is fine to help understand what the issue is BUT you must ensure the questions are open and give the child the ability to clarify.

- It is important NOT to ask leading questions e.g. Did ----- Was it -----?
- It is important to know when to stop asking questions and listen.
- It is important not to interrogate.

Types of Questions you can ask: TED

Can you **tell** me?

Can you **explain**?

Can you **describe**?

Remember you are only clarifying with the child if something concerning did happen or could have happened from the information they give you.

Then report to your DSL or DDSL immediately. **If they are not available, contact MARU.**

Staff **MUST NOT**

- Investigate suspected/alleged abuse themselves
- Evaluate the grounds for concern
- Seek or wait for proof
- Discuss the matter with anyone other than the designated staff or MARU
- Speak to the parents until you have had a conversation with your DSL/MARU
- Ask the child to repeat the information to anyone including the DSL/DDSL
- Promise to keep it a secret.

Appendix C: Key Roles and Responsibilities

Designated Safeguarding Lead (DSL):

KCSIE which includes:

- Being a central point of contact for all staff
- Confident in knowing what to do and where to go if you have concerns
- Ensure records are kept up to date, safely and securely
- That all staff are aware of their safeguarding responsibilities
- Be the initial point of contact for external agencies in relation to safeguarding issues
- Promote awareness of safeguarding in relation to the children, all staff, the governing body and parents
- KCSIE has always expected schools to 'ensure [they] have appropriate filters and monitoring systems in place'. KCSIE 2022 adds that these systems should be 'regularly' reviewed. In KCSIE 2024 there were new published standards that all DSL's have read and understood: 123 - 135. [Meeting digital and technology standards in schools and colleges](https://www.gov.uk/guidance/meeting-digital-and-technology-standards-in-schools-and-colleges) - [Broadband internet standards for schools and colleges](https://www.gov.uk/guidance/broadband-internet-standards-for-schools-and-colleges) - [Guidance](https://www.gov.uk/guidance) - GOV.UK (www.gov.uk)
- Although technicians will do the technical work, decisions on what should be allowed are the responsibility of the DSL who should be aiming to keep children safe whilst being 'careful that 'over blocking' does not lead to unreasonable restrictions' (KCSIE). DSLs should see filtering as a strategic safeguarding tool and feel confident to get involved and be the decision maker
-

Deputy Designated Safeguarding Lead (DDSL):

As above. They will be trained to the same level of the DSL.

They should be a permanent member of staff

If you are a large school, you may have more than one DDSL. If this is the case, ensure that there is excellent communication between the Safeguarding team within the school and that all records are kept centrally and available to be accessed by the designated safeguarding staff.

Governing Body

You should adapt to meet the requirements of your own governance but ensure you are still meeting the requirements of Part 2 of KCSIE (September 2021) this includes:

- Taking leadership responsibility for the school's Safeguarding and Child Protection arrangements; this includes assisting the DSL with the S175/157 safeguarding self-assessment on an annual basis
- That they are up to date with emerging issues in Safeguarding and recognise the strategies by the Local Authority in trying to keep children safe in Cornwall
- Ensuring that we have a nominated link Governor for Child Protection and Safeguarding and this person has received appropriate training for their role. They should not be a member of staff within the school as this could lead to a possible conflict of interest and they need to act as the schools 'critical friend'.

- Safeguarding Governors should not act in the role of DSL or DDSL. No member of the governing body should be given confidential information about any child or family in school unless the permission of the family has been given to share the information or it is on the advice of the LADO. All reports involving any information about children for governor meetings and briefings should be anonymised.
- The designated safeguarding governor visits the school regularly to review safeguarding within the school and includes within visits regular discussions with children.
- Ensuring that we have a DSL for Child Protection, appointed from the Senior Management Team and one who oversees and line manages the activities and the activities of all other leads in the school. The number of DDSL's needs to be sufficient in number depending upon the size and demands of the school.
- That the DSL/DDSL are fully equipped to undertake the Safeguarding role and that they have access to the appropriate training and that this is updated with certified training every two years.
- That a DSL is on the premises and available during school hours, where this is not available there is cover in place. Therefore, ensuring there is cover at all times.
- That we have a nominated link Governor for CIC (Children in Care) and SEND alongside other nominated leads in the School on these issues;
- We have an appointed teacher who is responsible for Children in Care who understands his/her Safeguarding responsibilities and is fully aware of the Local Safeguarding procedures and attends regular training and briefings in relation to children in care.
- Safeguarding is an agenda item at every full governing body meeting
- That there are procedures in place in handling allegations against Staff, Supply Staff, Volunteers and Governors and any concerns staff and volunteers have (including concerns about the school) are brought to the attention of the Local Authority Designated Lead (LADO) in every case.
- The governing body have appointed a whistleblowing governor.
- That all Staff, (including volunteers and frequent visitors) who will be working in the school are given a mandatory safeguarding induction which includes knowledge regarding abuse, neglect, staff code of conduct specific safeguarding issues and familiarisation with Child Protection responsibilities. The induction will also include procedures to be followed if anyone has any concerns about a Child's Safety or welfare, and knowledge about the School's policies and procedures.
- That all Staff have regular reviews of their own practice to ensure ongoing personal/professional development.
- That all Staff receives the appropriate training which is regularly updated. Safeguarding briefings and updates are given to all staff including governors a minimum of yearly.
- To ensure that children are taught about Safeguarding, including on line, through teaching and learning opportunities, as part of providing a broad and balanced curriculum including RSE.
- We have in place an Online Safety Policy equipped to deal with a widening range of issues associated with technology.

- That as a Governing Body, we have an overview of children who are at risk of being excluded and EHE (no identifying details).
- That as a school we are making the link between mental health and safeguarding
- That we understand the need to identify trends and patterns regarding Children Missing from Education (CME) and to respond to / refer where required.
- That we notify Children's Social Care if there is an unexplained absence of a pupil who is the subject of a Child Protection Plan.
- That we notify Children's Social Care if it is thought or known that a child or young person may be privately Fostered.
- Making sure that the Child Protection/Safeguarding Policy is available to parents and carers as appropriate including displaying on the school's website.
- That all relevant safeguarding policies are reviewed on a regular basis (safeguarding policy should be annually) and that all legislative changes as well as changes to mandatory national guidance and local processes are reflected within the relevant policies and procedures within school. This includes the introduction of the new mandatory Relationship, Sex and Health Education curriculum.

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3 messages

8 December 2025 at 13:27

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With kind regards,
Naomi.

--
Naomi Rasell

er

8 December 2025 at 13:55

Thank you Naomi.
Are you able to send us the dimensions as well?
Kind Regards

**School Business Manager
Burraton C.P. School
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Saltash
PL12 4LT**

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www.burraton.cornwall.sch.uk**

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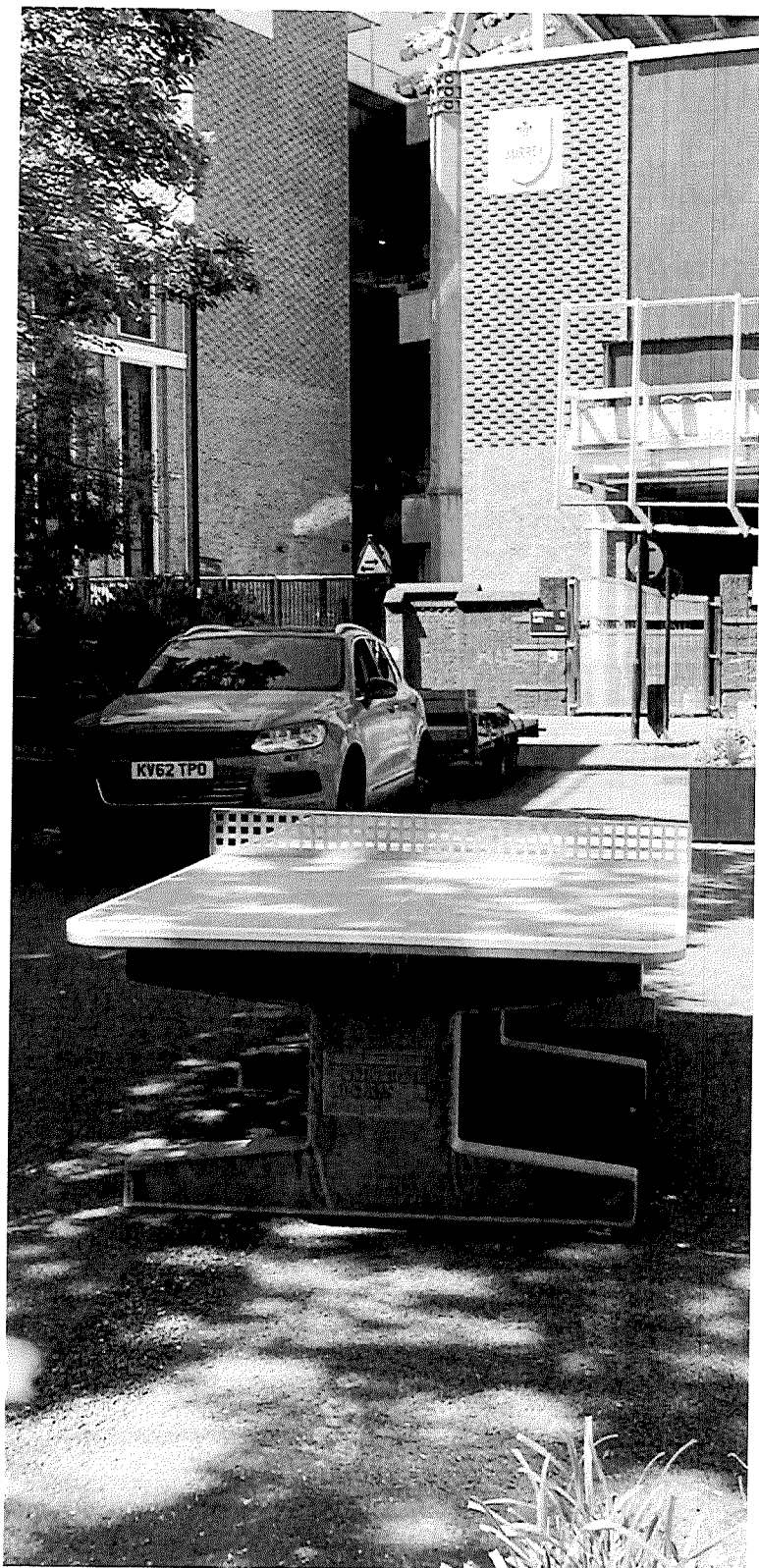
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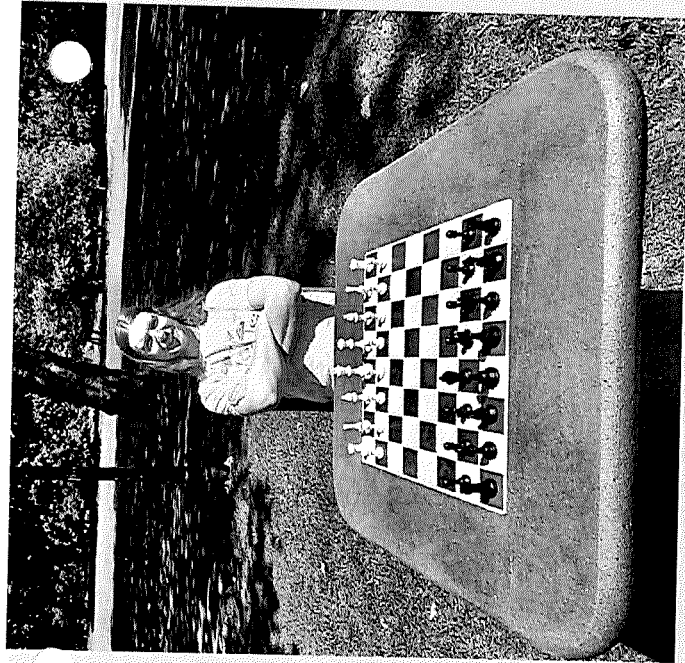
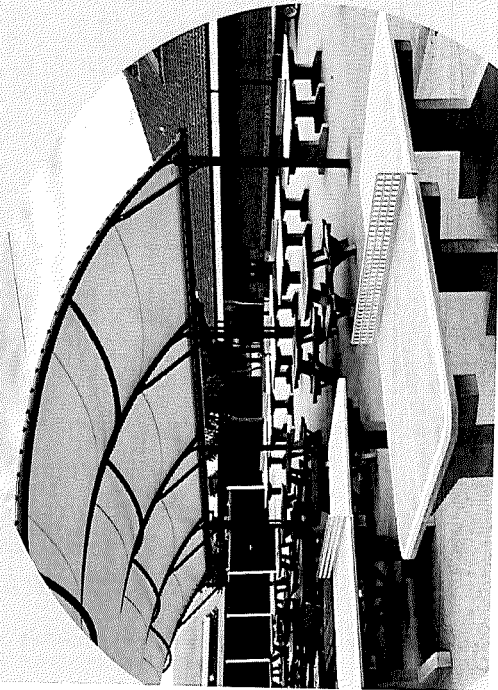
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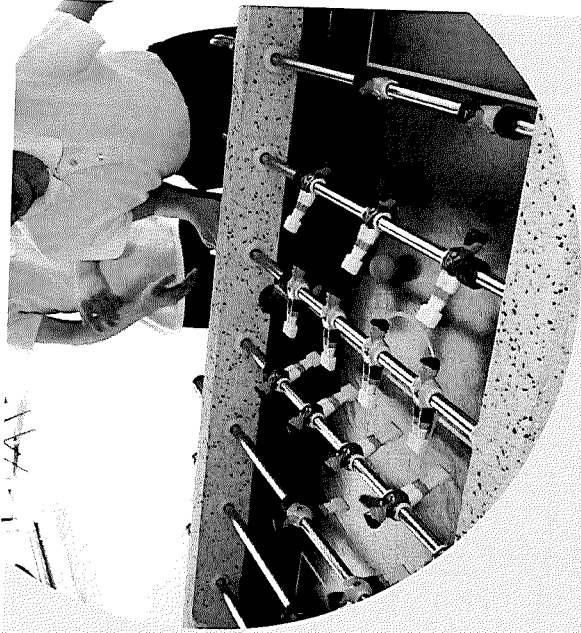
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