Safeguarding and Child Protection Policy

Czech School & Community Manchester

Safeguarding

Czech School & Community Manchester is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Czech School & Community Manchester have a legal duty to recognise and respond appropriately to:

- Significant changes in the children's behaviour
- Deterioration in their general well-being
- Unexplained bruising, marks or signs of possible abuse
- Signs of neglect
- Comments children make which give cause for concern.

If you recognise one of the above for a child, the severity and circumstance will dictate your actions. The important thing for you is to do something and not ignore it. We will create an environment to make the children be and feel safe. Any suspicions or allegations of abuse will be taken very seriously, and they will be acted on quickly and correctly by following the procedure set by the Local Safeguarding Children's Board (LSCB).

Four Categories of Abuse – This list is not exhaustive

All types of abuse can occur in all types of homes, across all social and income groups.

Neglect

Definition

Longstanding and/or severe neglect. Effect on the child's development. Non-organic failure to thrive.

Signs/Symptoms

Constant hunger, tiredness, stealing or scrounging. Poor personal hygiene, or inappropriate clothing for weather or activities. Untreated medical problems. Low self-esteem, poor social relations.

Physical

Definition

Deliberate injury to the child – allowing injury. Beyond 'reasonable' chastisement. Poisoning, inc. alcohol. Withholding drugs or apparatus. Both the use of an implement e.g. a belt or a physical strike that leaves a mark are illegal.

Signs/Symptoms

Unexplained or untreated injuries, especially if repetitive. Refusal to discuss injuries, and untreated injuries. Shrinking from physical contact. Fear of returning home, undressing, or medical help. Aggression or bullying. Unexplained pattern of absences which may serve to hide bruises or other physical injuries.

Sexual

Definition

Sexual exploitation of any kind including watching others and viewing pornographic material.

Signs/Symptoms

Sexual awareness inappropriate to the child's age, through drawings, games, vocabulary etc. Frequent public masturbation. Attempts to teach other children about sexual activity. Aggressiveness, anger, anxiety, fearfulness. This is a short summary, there are other signs, individual to certain children.

Emotional

Definition

Must be persistent. Must undermine the child's sense of self-worth. Might reflect poor parenting skills. Includes witnessing domestic violence of primary carer.

Signs/Symptoms

Continual self-depreciation, self-harm or mutilation. Inappropriate response to painful situations. Compulsive stealing/scrounging. Air of detachment, social isolation or desperate attention seeking behaviour, depression or withdrawal. Eating problems, either overeating or a lack of appetite.

Child Sexual Exploitation (CSE)

Involves exploitative situations where a child, male or female, receives something from an adult as a result of engaging in sexual activity. This can be seemingly 'consensual' relationships to serious organised crime gangs. There will be an imbalance of power where the perpetrator holds power over the victim. Technology is often used. This is a serious crime.

Female Genital Mutilation (FGM)

This is illegal and a form of child abuse. It involves a procedure to remove all or some of the female genitalia or any other injury to these organs. It is a legal duty to report known cases to the police.

Forced Marriage

Is illegal and a form of child abuse. A marriage entered without the full and free consent of one or both parties, where violence, threats or coercion is used.

Child-on-Child (Peer-on-Peer) Abuse

Czech School & Community Manchester recognises that children can, and sometimes do, harm other children. This is known as child-on-child or peer-on-peer abuse, and it is never dismissed as 'just banter', 'part of growing up', or a 'one-off'.

This can include, but is not limited to:

- Bullying, including cyberbullying and prejudice-based bullying
- Physical abuse between children
- Harmful sexual behaviour, including sexual comments, touching, or coercion
- Making, sharing, or pressuring another child to share indecent images, including AI-generated or 'deepfake' images
- Initiation or hazing-type behaviour

Any concern about behaviour between children will be treated with the same seriousness as any other safeguarding concern, reported to the Safeguarding Lead, and recorded. We will consider the needs and welfare of every child involved, including the child displaying the behaviour, and will not assume it is an isolated incident.

Online Safety

Children's use of the internet, social media, and messaging apps carries safeguarding risks that staff and parents should be alert to, including online grooming, exposure to harmful or extremist content, cyberbullying, and the sharing of inappropriate images or videos (including those created or altered using AI).

To help keep children safe online, Czech School & Community Manchester will:

- Never contact a child directly through personal social media accounts – all communication with children and families will be through official school channels, e.g. What's App community
- Encourage children to tell a trusted adult if something online makes them feel uncomfortable, worried, or unsafe
- Treat any disclosure of online harm with the same procedure as any other disclosure (see 'Dealing with a Disclosure' below)
- Ensure staff are aware that concerns about online activity, including the sharing of self-generated images, must be reported to the Safeguarding Lead immediately

Parents are encouraged to speak to their children about safe and responsible internet use, and to raise any concerns with the Safeguarding Lead.

Dealing with a Disclosure

1. Listen and stay calm. Do not condemn the abuser, do not judge, do not make promises you can't keep.
2. Reassure them. Tell them that you believe them. Tell them that it happens to others and that they are brave to tell you.
3. Stay with them. If you can, 'ground' them ("grounding" means to draw the child back to a more comfortable state of mind through things like normal conversation e.g. what activities have you done today, what's your favourite TV programme).
4. Accurately record the child's words. Make it clear whether it is a fact, opinion or hearsay.
5. Report it to the school management as soon as possible; they will know the right procedure to follow. In some cases, they will speak to the parents first or report to the local safeguarding children's board.
6. If a third party expresses concern that a child is being abused, we will encourage them to contact Social Care directly. If they will not do so, we will explain that the school is obliged to, and the incident will be logged accordingly.

If you have any concerns about a child's welfare at the school, do not keep it to yourself. Write it down and take advice. Only speak directly to the qualified designated persons for child protection.

Czech School & Community Manchester's Safeguarding Lead is Pavla Mataskova.

A Deputy Safeguarding Lead is also in place to ensure a designated person is always contactable during school hours if the Safeguarding Lead is unavailable. Deputy Safeguarding Lead is Zdenka Procházková.

If you are not satisfied with an outcome or anything related to how Czech School & Community Manchester have conducted themselves, you will find the Local Authority contact details at the end of this policy and can report directly to them.

Protecting Yourself

Part of safeguarding is also to protect yourself from allegations and to ensure your actions are not misinterpreted by anyone. Do this by observing the following:

- Avoid being alone with a child in an enclosed environment.
- Take a register of which children are with you for each session.
- If you take a child somewhere e.g. an empty room, it's vital you keep all doors open.
- Do not play-fight.
- School-age children should not be encouraged to sit on your lap. In case of younger children, consult it with their parents.
- Challenge any child using 'bad' language.
- Never let children touch themselves or others inappropriately in any form.
- Never let a child's allegation go unchallenged, unrecorded or not acted on.
- Never do personal things for children that they are capable of doing themselves. Encourage children to help each other.
- Do not build 'special' relationships with individual children.
- You must not, before, during or after your employment make or accept any contact with a child or a friend of a child you know through your work with Czech School & Community Manchester or through social networking websites.
- Any images of children taken on site must only be of those children whose parents allow photos to be taken. Staff should not take any photos off site.
- Any images taken must be appropriate.
- It is each individual staff's personal responsibility to delete any images from cameras, phones and recording devices.
- Images must not be published elsewhere without the authorisation of the school management.

Whistle Blowing

Czech School & Community Manchester will not accept or condone any behaviour by staff or other adults associated with the school that is contrary to our aims and objectives, policies and procedures. We will actively encourage and fully support the reporting of such behaviour. We will do this by:

- Promoting an environment of mutual respect, trust and open communication.
- Promoting an environment that is free from bullying, harassment and discrimination.
- Treating everyone equally and fairly, with dignity and respect and by valuing individual differences.
- Ensuring that the quality of the work of each staff member/volunteer is effectively monitored as well as the work of the school as a whole.
- Ensuring that procedures are in place for reporting unacceptable behaviours/practices.
- Providing staff with a number of ways to report, including a confidential form on our website.

- Actively supporting staff/volunteers that 'blow the whistle' both during the investigation and after, and in line with the relevant legislation.

Allegation Against a Person Within Czech School & Community Manchester

If there is a serious allegation of abuse made against you, Czech School & Community Manchester will have to suspend you whilst the investigation is carried out. This is to protect all parties, including you. You should:

- Stay calm
- Follow the manager's instructions
- Co-operate with questions and enquiries
- Seek advice – head office or citizens advice bureau
- Not confront the accuser
- Not speak with your 'victim'
- Be supported through the process by a designated person at head office and/or your manager.

We provide a form on our website for concerned parties to report any worries directly to the Safeguarding Lead. We take all allegations seriously and will seek advice from the LADO.

Czech School & Community Manchester has a legal duty to inform the Disclosure and Barring Service of any suspicions of any allegations even if staff leave before an investigation is started or completed.

Allegation Against an Adult Outside of Czech School & Community Manchester

If you have any concerns about an adult's behaviour, even if they do not work for Czech School & Community Manchester, for example a parent, other provider on a school site, a member of school staff, etc. you have a duty to report your concerns using our normal procedure of escalating to the school management or the school's safeguarding lead.

Promoting Awareness Among Staff

The School promotes awareness of child abuse issues through its staff training. The School ensures that:

- Its designated CPO has relevant experience and receives appropriate training.
- Safe recruitment practices are followed for all new staff.
- All staff have a copy of this Child Protection Policy, understand its contents and are vigilant to signs of abuse or neglect.
- All staff are aware of the 'Safeguarding Children Procedure for Staff' poster displayed on the site information board.
- All staff are aware of their statutory requirements with regards to the disclosure of information or discovery of child abuse.
- Its procedures are in line with the guidance in **'Working Together to Safeguard Children (2026)'**, and staff are familiar with the 'What To Do If You're Worried A Child Is Being Abused' flowchart.

- Staff have regard to the statutory guidance **'Keeping Children Safe in Education (2026)'**, which sets out warning signs for children's mental health (including significant changes in behaviour, ongoing difficulty sleeping, withdrawal from social situations, loss of interest in usual activities, and physical signs of self-harm or self-neglect). Where a member of staff believes a child is in immediate danger, they must call 999 or take the child to A&E, or call 111 for non-emergency mental health concerns.

Good Practice Guidelines

All personnel should be encouraged to demonstrate exemplary behaviour in order to promote children's welfare and reduce the likelihood of allegations being made. The following are common sense examples of how to create a positive culture and climate.

Good practice means:

- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).
- Treating all young people/disabled adults equally, and with respect and dignity.
- Always putting the welfare of each young person first, before winning or achieving goals.
- Building balanced relationships based on mutual trust which empowers children to share in the decision-making process.
- Making activities fun, enjoyable and promoting fair play.
- Being an excellent role model – this includes not smoking or drinking alcohol in the company of young people.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognising the developmental needs and capacity of young people and disabled adults – avoiding excessive training or competition and not pushing them against their will.
- Keeping a written record of any injury that occurs, along with the details of any treatment given.

Practices Never to Be Sanctioned

The following should never be sanctioned. You should never:

- Engage in rough, physical or sexually provocative games, including horseplay.
- Allow or engage in any form of inappropriate touching.
- Allow children to use inappropriate language unchallenged.
- Make sexually suggestive comments to a child, even in fun.
- Reduce a child to tears as a form of control.
- Fail to act upon and record any allegations made by a child.
- Do things of a personal nature for children or disabled adults, that they can do for themselves.

Incidents That Must Be Reported/Recorded

If any of the following occur, you should report this immediately to the appropriate officer and record the incident. You should also ensure the parents of the child are informed:

- If you accidentally hurt a child
- If he/she seems distressed in any manner

- If a child appears to be sexually aroused by your actions
- If a child misunderstands or misinterprets something you have done.

Use of Mobile Phones and Cameras

Photographs will only be taken of children with their parents' permission. Only the School camera will be used to take photographs of children at the School, except with the express permission of the management. Please see our mobile and camera policy for full information.

Toilet Supervision

Under 5's – Children will be escorted to the toilets and staff will remain outside the door to assist if help is requested.

Over 5's – All children will ask to use the toilet facilities. Staff will monitor numbers and ensure children return to their lesson in the appropriate location.

Prevent Duty

Czech School & Community Manchester recognises their duty to prevent children and families being drawn into terrorist or extremist behaviour and employs the following methods:

- Follows the guidance in the government document 'Prevent Duty Guidance for England and Wales 2023'.
- Staff have access to Prevent training.
- We value all children and their families equally.
- We promote the development of positive attitudes and behaviours to all people, whether they are different from or similar to themselves.
- We have a commitment to challenging prejudice.
- Report any concerns about children, staff or families to the relevant authorities.

If you are worried about sharing concerns about abuse with a senior colleague, you can contact your local Social Care Team or the police direct (details are below), or the NSPCC Helpline on 0808 800 5000, or Childline on 0800 1111.

Related Policies and Information

Local Authority's Guidance and Contact Numbers

The details of the Local Authority Designated Officer (LADO) are as follows:

https://www.manchestersafeguardingpartnership.co.uk/allegations-against-professionals-lado/

The telephone numbers of local children's social care services departments are as follows:

- Manchester – 0161-234-5001 (out of hours 0161 234 5001)
- Stockport – 0161-217-6028 (out of hours 0161 718 2118)
- Tameside – 0161-342-4186 (out of hours 0161 342 2222)
- Trafford – 0161-912-5125 (out of hours 0161 912 2020)

FGM: Local police.

Anti-terrorist – Prevent Duty: Hotline 0800 011 3764. More info:
https://www.gmp.police.uk/advice/advice-and-information/t/prevent/prevent/

Emergency 999, non-emergency 0207 340 7264. https://report-extremism.education.gov.uk/

Local police: 101

Counter Terrorism Policing North West – 0161 856 6362

Report your concerns to channel.project@gmp.police.uk or 0161 856 6345.

Policy Review

Policy adopted: Autumn term 2018 **Policy last updated and reviewed: 27 September 2026**

This policy is reviewed annually, and sooner if there is a change in legislation, statutory guidance, or following any safeguarding concern.