



# Table of Documents

Name of Document	Description of Document
Alternative Learning Providers Guidance Note 2025	A guidance note for the implementation of appropriate checks and quality assurance for Alternative Learning Providers.
Alternative Learning Provider Quality Assurance Assessment Tool 2025	A Quality Assurance Tool for schools to use with any Alternative Provider that children may be accessing. This document would support written assurances from the AP of Safeguarding Checks.
Annual Safeguarding Update & Declaration	An annual declaration form to be sent out to staff to request notification of any changes to their circumstances.
Arrivals & Departures Policy Template	A guidance note on the expectations of what should be in a policy for children arriving and departing a school site (for nursery and primary schools).
Artificial Intelligence Policy Template	A policy template for the implementation of an Artificial Intelligence Policy and the safe use of it in school.

Bereavement Policy Template	A policy template for schools to support pupils and staff following the death of a family member, sibling, staff member or member of the community.
Change Plan for Children	A plan that can be used to support a child with making changes to any problem or difficulty in their life.
Change Plan for Family	A plan that can be used with families to support them in making changes to any problem or difficulty in their life.
Child-on-Child Abuse Policy Guidance Note	An outline guide to what schools and settings need to change in the generic HHSM Child-on-Child Abuse Policy to make it their own policy.
Child-on-Child Abuse Policy Template	A Child-on-Child Abuse Policy Template to be part of or alongside the School/Setting's Child Protection Policy.
Child-on-Child Abuse School Risk Assessment & Action Plan	A Child-on-Child Abuse School Risk Assessment which allows Schools/Settings to assess their own School's risks around Child-on-Child abuse and develop a subsequent action plan from it.
Communications & Engagement Review	A self-review to assess current communications via different mediums, with parents/children/staff and their effectiveness.
Communications with Parents Policy Template	A policy for parents outlining how school will communicate with them using a variety of different platforms
Communications with Parents Guidance Note	An outline guide to what schools and settings need to change in the generic HHSM 'Communication Policy for Parents' to make it their own policy.



Confidential Reporting & Whistleblowing Example Policy	An example policy for confidential reporting/whistleblowing protocols for all school staff.
Contract of Agreement with Contractors & Businesses	An example contract for schools to use with contractors and businesses to inform them of their school's safer recruitment expectations.
CPOMS Vulnerability List	A list of suggested 'tabs' or 'bars' to be used for recording on CPOMS. E.g. 'bullying', 'child protection incident', 'behaviour incident'.
Culture of Vigilance Guidance Note	A guidance document on how schools can create a culture of vigilance.
Dealing with a Disclosure Guidance Note for Support Staff	A guidance note for staff on how to manage and support when a child makes a disclosure of being at risk of harm.
Draft Letter of Assurance for Alternative Learning Providers & Agencies	An example letter to send to all Alternative Providers and Agencies outlining the school's expectations prior to any contract of agreement. (This can be used alongside the ALP Quality Assurance Tool.)
Example Risk Assessment Tool	An example risk assessment tool for schools to use to support young people in managing risk.
Expectations of Approved Visitors on School Site	A statement of safer recruitment expectations for approved visitors.
Expectations of Children Off Site Policy	A policy template for the expectations of pupil's and their behaviour when representing the school in any circumstances off site.
Guidance for Completing a Report for a Signs of Safety Conference	An example of how to complete a signs of safety conference report and the necessary information to add to it.



Guidance for Schools undertaking Home Visits	A guidance note for staff from schools/settings who may undertake home visits into families home.
Guidance Letter to Parents Regarding Use of Mobile Phones	An exemplar letter for parents around a signed agreement for their child to have a mobile phone in school.
Guidance Note in Supporting Pupils who Require Responsive Medication	A guidance note on ensuring that those children who require responsive medication have appropriate care plans around how their medication is managed and that this is part of the medication policy.
Honour Based Abuse Risk Assessment for Schools	A risk assessment to support schools in managing the risk of harm to children inclusive of FGM and forced marriage.
HT – DSL Safeguarding Governors Report Proforma	An example of a Headteachers report to Governors covering the HHSM business model.
Information Sharing Protocol for Schools	A protocol for the sharing of information safely and confidentially within schools.
Internal Lessons Learnt Proforma	A proforma to be used by schools when any ‘near misses’ occur in school for reviewing any internal procedures.
Interview and New Starters Checklist	A table to assist the recruitment process of appointing a new staff member
Intimate Care Policy Template for Nursery, Primary & Secondary	A generic Intimate Care Policy that can be used and adapted by all settings highlighting the procedures for supporting children with intimate care.
Letter of Assurance for Alternative Providers or Agencies Template	An example letter to send to all Alternative Providers and Agencies outlining the school’s expectations prior to any contract of agreement. (This can be used alongside the ALP Quality Assurance Tool.)



Listening to a Disclosure of Child Sexual Abuse Guidance Note	A guidance note to support staff who may receive a disclosure of Child Sexual Abuse in school.
Lockdown Policy (for 200 – 800 people)	A Lockdown Policy for schools in the event of a critical incident.
Lockdown Policy (for Schools over 800 people)	A Lockdown Policy for schools in the event of a critical incident.
Lone Working Policy	A suggested lone working policy for schools for those lone working or home visiting to children’s homes and families.
Low Level Concerns Insert for Staff Behaviour Policy	An insert for your Staff Behaviour Policy on the area of low-level concerns, taken from KCSIE.
Making a Recording Guidance Note	A guidance note to support schools in how to make a recording
Making Effective Referrals to Safeguarding Services	Advice on making effective safeguarding referrals to social care.
Making the Most Effective CP Plan Guidance Note	A guidance note on how schools can contribute to making an effective Child Protection plan.
Mental Health Risk Assessment	An example risk assessment and well-being plan for children requiring support with their mental health both inside and outside of school.
Missing Child On & Off Site & Uncollected Child Policy	A template for managing children who go missing on the school site and off the school site



Mobile Phone Policy	A Policy Template for use of Mobile Phones in schools (Statutory from September 2026)
New Starter Checklist for Induction	A table for monitoring/recording the induction process of new staff members.
Parental Expectations Policy	A policy for parents outlining expectations of parental conduct and engagement with school.
Parental Expectations Policy Guidance Note	An outline guide to what schools and settings need to change in the generic HHSM Parental Expectations Policy to make it their own policy.
Parental Responsibility	A guidance note on what parental responsibility is and court orders in place for parental responsibility.
Permission to Walk Home Unaccompanied	An example letter to be sent to parents for their signed agreement for their children to walk to and from school unaccompanied.
Re-Admission Form for Children	A re-admission form for children to share information about any changes at home during a significant period of absence from school.
Re-Admission Form for Parents	A re-admission form for parents to share information about any changes at home during a significant period of their child's absence from school.
Re-Admission of Staff Following Absence Guidance	A re-admission form to be given to staff to gather their updated information and any changes to their circumstances whilst they have not been working in school full time.
Risk Assessment Checklist for Children Walking To & From School	A risk assessment checklist for schools to use with parents to support decision making around children working to and from school unaccompanied by a parent.



Risk Assessment Template for Gaps on SCR & Personnel File	An individual risk assessment template for schools to use to identify and mitigate risk for any gaps in information regarding a staff member's recruitment e.g. references.
Safeguarding Effectiveness in school – Quiz	A short quiz to give all staff following the updated reading and briefing of Keeping Children Safe in Education
Safer Culture Questionnaire	A questionnaire to be given to all staff to gather information about how safe and secure staff feel in school and how embedded the safeguarding culture is.
Safety Planning Young Persons Plan	An example of a safety plan to use with children and young people.
School Staffs Individual Personnel File Contents List	List of documents recommended for a staff member's personnel file
Self-Assessment Voice of the Child	A RAG rated self-assessment tool for schools to use to look at the evidence-based practice in school around how well the school collates the voice of the child and demonstrates its impact on policy, practice and pupil well-being.
Self-Evaluation of 'Stuck' Cases – Guidance Note	A guidance note to support DSL's in evaluating any interventions with vulnerable children when there is no improvement or change in circumstances, i.e. 'stuck' and a criteria of assessing or self-evaluating is provided.
Signs of Safety Guidance to Scoring & Scaling	A guidance note on how to scale and score when in attendance at child protection conferences.
Single Central Record Gap Log Tracker	A simple log to show an overview of any gaps or missing information on staff's personnel files or SCR at a glance and actions taken to retrieve information.

Staff Attending Court Guidance Note	Advice and guidance for staff attending court and giving evidence.
Staff Behaviour Policy Guidance Note	A guidance note around the implementation of a school's staff behaviour policy
Top Ten Tips for Taking a Sexual Abuse Disclosure	Ten top tips for supporting staff in schools in taking a direct disclosure of child sexual abuse from a child.
Training Matrix for Safeguarding Training 2025	A training matrix that highlights the safeguarding training required for each member of staff in line with their job role
Transfer of Child Protection Files Policy	A policy template on the transfer of information and record retention guidance for child protection files.
Use of Staff WhatsApp Groups – Guidance Note	A guidance note on use of Staff WhatsApp Groups with clear expectations to be in line with the school's code of conduct/staff behaviour policy/staff handbook and safeguarding expectations.
Weapons Policy and Practice Guidance Note	An example of a Weapons Policy and practice guidance for all schools where children may bring a weapon onto site.

