

Child Protection Procedure

This policy is applicable to: South Hunsley School

Intended audience: Employees, agency workers, self-employed workers and professional visitors

Version: 1.2

<p>Important: This document can only be considered valid when viewed on the VLE. If this document has been printed or saved to another location, you must check that the version number on your copy matches that of the document online.</p> <p>Name and Title of Author:</p>	<p>Julie Wickenden, Assistant Head Safeguarding & Inclusion</p>
<p>Name of Responsible Committee/Individual:</p>	<p>Head of School</p>
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<p>Target Audience:</p>	<p>Employees, agency workers, self-employed workers and professional visitors.</p>
<p>Reference Documents:</p>	<p>Trust Child Protection Policy Use of Reasonable Force, July 2013</p>
<p>For display:</p>	<p>School website</p>

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1. Child Protection – Designated people contact list

The Education Alliance Trust Designated Safeguarding Lead & Designated Teacher for Looked After Children	Chris Major	01482 631208 christopher.major@southhunsley.org.uk
Hunsley Primary Safeguarding Lead	Lucy Hudson – Headteacher	01482 631208 lucy.hudson@hunsleyprimary.org.uk
Safeguarding Officer	Emma Laycock	01482 631208 emma.laycock@southhunsley.org.uk
Child Protection Link	Ann Newlove	Via the school
Chair of Governors (Acting)	David Barrett	Via the school
Early Help and Safeguarding Hub (EHASH)	CP initial referral support and advice	Tel: 01482 395500 Childrens.socialcare@eastriding.gcsx.gov.uk
EHASH Out of Hours (previously EDT)	Out of Hours and weekend CP referrals and advice	Tel: 01377 241273 Emergency.duty.team@eastriding.gcsx.gov.uk
Local East Riding Children Safeguarding Team	Haltemprice Children’s Safeguarding Team	Tel 01482 565560
Local ER Children Safeguarding Team Manager	Natalie Jackson	Tel: 01482 565560 Natalie.jackson@eastriding.gcsx.gov.uk
East Riding School Safeguarding Advisor and Local Authority Designated Officer (LADO)	Tony Marsh – Referral of allegations against staff and volunteers General strategic and operational School Safeguarding advice	Tel 01482 392139 Fax 01482 396995 tony.marsh@eastriding.gcsx.gov.uk
ERCSB LADO	Lorraine Wilson – referral of allegations against staff and volunteers	01482 396999 Lorraine.wilson@eastriding.gcsx.gov.uk
School critical incident and Education Visit emergencies (Not CP)	24-hour support and guidance	01482 392999
Humberside Police East Riding Protecting Vulnerable People Unit (PVPU)	County Hall Beverley	Tel: 01482 220809/220808
Hull (PVPU)	Clough Road Police Station	Tel: 01482 578488
East Riding Safeguarding Children Board (ERSCB)	General strategic and operational safeguarding and CP advice	Tel 01482 396999 erscb.enquiries@eastriding.gov.uk
ERSCB Training		www.erscb.org.uk 01482 396994 erscb.training.eastriding.gov.uk
Hull Children’s Social Care	For referrals/advice regarding students within Hull boundary	01482 448879 EDT (out of Hours) 01482 788080

Child Protection Links within School/Sixth Form

E-Safety Co-ordinator Link	Matt Wadsworth	01482 631208
Post 16 Student Services Link	Karen Berry	01482 631208
Head of House Links	Maureen Marshall (Draco)	01482 631208
	Kay Davies (Hercules)	01482 631208
	Jenny Loughton (Pegasus)	01482 631208
	Kirstin Belcher (Vela)	01482 631208
	Jeanine Guy (Orion)	01482 631208
	Katy Kirby (Indus)	01482 631208
SENCO	Jodie Sweeney	01482 631208

2. Child Protection Procedure

Please note this procedure should be read in conjunction with the Trust Child Protection Policy

2.1 Confidentiality

'Confidentiality is an issue which needs to be discussed and fully understood by all those working with children, particularly in the context of child protection. The only purpose of confidentiality in this respect is to benefit the child'.

- We recognise that all matters relating to child protection are highly confidential and the Executive Principal or Designated Safeguarding Lead will share that information on a 'need to know, what and when' basis.
- Staff are made aware that these concerns or other matters relating to pupils should never be discussed elsewhere, inside or outside the school unless in confidential meetings organised for that purpose. This includes the passing of written information or discussion in any media.
- Staff are aware that such breaches of confidentiality and data protection may result in disciplinary action. Breaches of confidentiality also risks bringing the school into disrepute and in specific circumstances may place a child at risk.

Where it is believed that a child is suffering from, or is at risk of, significant harm, we will follow East Riding Safeguarding Children Board Guidelines and Procedures.

- New staff induction days involve input from Designated Safeguarding Lead on basic signs and symptoms and internal procedures.
- Child Protection information is given to all staff via the Staff Handbook. It is also available on our school website with supporting materials on the safeguarding area of south Hunsley VLE
- Basic principles of the schools' Child Protection Policy are given to all staff as part of the September training provision (this includes e-safety and the schools' code of conduct).
- Training days and inset are organised throughout the academic year to increase the level of safeguarding expertise across teaching staff, pastoral staff, and inclusion staff. All new starters (teaching and non-teaching) complete a safeguarding induction and on-line core safeguarding training.
- Training needs of all staff and governors are audited annually
- Key support staff are given external training around safeguarding issues utilising specialist providers who have the most up to date information and strategies such as ERSCB, CEOP, CSE campaigns, Cornerhouse specialist support, guidance and training for staff and students.

2.2 Roles and responsibilities

- All adults working with or on behalf of children have a responsibility to safeguard and promote the welfare of children. This includes a responsibility to be alert to possible abuse, neglect, exploitation and radicalisation and to record and report concerns to staff identified with child protection responsibilities within the school.
- It is unacceptable for any member of staff to keep such concerns to themselves, including concerns about the conduct of another member of staff. Failure to report such concerns may be considered an act of misconduct or gross misconduct within the school's Disciplinary Policy.
- All staff receive and have time allocated to read and the opportunity to seek advice and clarification about the current Keeping Children Safe in Education – Part 1, School Staff Code of Conduct and Staff Child Protection Procedures
- There are **key people** within the school and the Local Authority who have specific responsibilities. The names of those carrying these responsibilities for the current year are listed at the start of this document.
- **The Schools' Designated Safeguarding Lead (DSL)** is designated to take the lead responsibility for Child Protection. This includes:
 - Providing advice and support and information to staff as appropriate
 - Liaising with the LA and other agencies including the involvement in Early Help Assessments and plans
 - Obtaining, maintaining and transferring CP records for individual children, and liaising with previous and receiving schools
 - Ensuring the preparation of appropriate reports for and attendance at Case Conferences and other multi agency meetings
 - Arranging appropriate induction and continuing training for all staff
 - Liaising with the Chief Executive Officer, Executive Principal and Child Protection Director
 - Encouraging a culture in staff of listening to students and taking account of their wishes and feelings and supporting measures and plans put in place to support or protect them

All adults working with or on behalf of children have a responsibility to safeguard and promote the welfare of children. This includes a responsibility to be alert to possible abuse and to record and report concerns to staff identified with child protection responsibilities within the organisation.

It is unacceptable for any member of staff to keep safeguarding concerns to themselves.

- **The Safeguarding Officer (SO)** is available to give advice and support if the Designated Safeguarding Lead is unavailable.
- **The School Child Protection Links (CPLs) who are the Heads of House/Post 16 Student Services Link** will be the first line of contact for CP issues identified for individual students. They will liaise with the Designated Safeguarding Lead or Safeguarding Officer on all CP issues.
- **Management and leadership by the Chief Executive Officer, Executive Principal and the Directors/Governors** ensures that the time, resources and training are adequate to ensure that the CP / Safeguarding responsibilities of the school, as outlined in KCSiE, are carried out. Any allegations of abusive or inappropriate behaviour against a member of staff should be passed immediately to the Executive Principal. If the allegation is against the Executive Principal it should be referred to the Chair of Directors, a senior member of staff or the LA LADO.
- **The CP Director** acts as a 'Champion' of the safeguarding role of the school and liaises with the Executive Principal & CPC in order to report to and advise the Board of Directors on the strategic and operational aspects of safeguarding.
- **The Board of Directors** has the responsibility to monitor and ensure that all CP procedures, policies and training are in place and appropriate. The DSL & CP Director prepare a CP annual report to be discussed

in the autumn term by the Board of Directors. The Board of Directors fully recognise their responsibilities with regard to Child Protection and promoting the welfare of children as outlined in Section 2 of KCSI

2.3 Records and Monitoring

- Well-kept records are essential to good child protection practice. All staff are made clear about the need to record and report concerns about a child or children within our school. The schools' Designated Safeguarding Lead is responsible for such records and for deciding at what point these records should be shared with, or transferred to other agencies or schools, in consultation with the Executive Principal or appropriate Senior Manager.
- Child Protection records are stored on the Trust's Child Protection Online Management System (CPOMS) only the Executive Principal, DSL, SO and CPL's can access and input records onto CPOMS. Each file of concern or official documentation will contain a chronology which will **detail clearly and reference any concerns, and the actions taken** such as contact with parents and other agencies, information shared, case conferences and other events. The file will also contain all other relevant information but will be separate from the child's school records.
- Historical paper CP files are stored in secure location in the Designated Safeguarding Lead's office. This may include siblings or if appropriate family CP files. New incidents from September 2016 are recorded on CPOMS.
- The information in these files may be accessed and used as evidence by other agencies, by liaising with the DSL or SO.
- The SO and CPLs linked to the child's case will update chronologies and review actions to be taken in consultation with the Designated Safeguarding Lead
- Parents may request to read their child's file. School will seek advice from the LADO if such a request is made in order to ensure that only appropriate information is disclosed depending on the circumstances and any 3rd party information
- The Designated Safeguarding Lead and Executive Principal decide what information needs to be shared with whom and when on a case by case basis. Confidentiality is essential but staff working with children can only provide effective support and monitor concerns if they are made aware of concerns or at least that the individual child is being monitored.
- Child protection records are reviewed each term to check whether any action, advice or updating is needed.

Transferring and retaining Records

- Records are transferred to receiving schools when children transfer at normal phase transition and at any other time, including the FE or other settings before the age of 18.
- Copies of records will be made if siblings attend the school and the records are relevant to them.
- When children transfer schools at normal phase transition Child Protection and other safeguarding concerns will be discussed between DSL and the appropriate pastoral staff or DSL at the receiving school.
- Records are sent or if possible handed to the receiving school separately from other records and marked 'Private & Confidential for the attention of the DSL'.
- If sending by post records will be sealed in an envelope and marked as above and sealed in an addressed envelope before sending by recorded delivery.
- If the receiving school has the CPOMS system, records can be transferred securely through CPOMS, **after receiving confirmation that the child is on roll there.**

Written receipt of records will be obtained from the receiving school.

When admitting children at times other than the normal phase transition checks with the previous school will be made to establish if there is Child Protection information in respect of the child or children.

The current early years, education or skills setting is regarded as the 'Custodian of the records'. Records should be retained by the setting they attended at 18 up to the 25th birthday of the pupil and then destroyed at the earliest convenience

2.4 Recognising Concerns

School staff are particularly well placed to observe, and should be alert to, outward signs of abuse, changes in behaviour or failure to develop. Staff are also made aware of emerging local safeguarding trends and given advice on what they may identify.

2.5 Sexual, Physical, Emotional Abuse and Neglect

Sexual abuse – behaviour changes – precocity - withdrawal – sexually inappropriate behaviour

Emotional abuse – excessive dependence – inappropriate emotional responses - over reaction to mistakes

Neglect- inadequate clothing – hunger - lack of sleep- lack of supervision

Physical Abuse – aggression - inconsistent explanations - refusal to discuss injuries.

It is important to note that these signs are not proof but can give rise to suspicion and these suspicions must be reported and logged.

2.6 Child Sexual Exploitation (CSE)

Staff are made aware of the possible indicators of CSE and the need to refer these concerns to the DSL. These will be referred to the EHASH in order that the LA CSE Response Team can consider this information.

2.7 Female Genital Mutilation (FGM) and Forced Marriage

All Staff are reminded of the need to be aware of the possibility of such abuse at Early Years, Primary and Secondary school age as outlined in Annex A of KCSiE 2016 and that they have a statutory duty and responsibility to report concerns related to FGM.

The following reporting procedures in line with ERSCB / Humberside Police agreed arrangements should be followed in case of possible or disclosed FGM. However, if there is a suspicion that a girl is at immediate risk of such abuse police should be contacted via 999.

Reporting Concerns

- a) If a member of staff **suspects** that a girl has suffered or may be at risk of suffering FGM or subject to Forced Marriage they must discuss these concerns with the DSL immediately. The DSL will follow ERSCB procedures and contact EHASH by phone.
- b) The DSL or Teacher will follow advice from the EHASH before discussing such concerns with parents or carers.
- c) If a member of staff **discovers** by disclosure by the victim, or peer, or physical evidence (which is highly unlikely for a member of school staff) that FGM has taken place. The DSL must be informed immediately and a referral to EHASH, **which is effectively a referral to the police** made initially by phone.

- d) **In this case if the member of staff is a teacher (or employed to carry out teaching duties) the referral to EHASH will be made by this teacher with the guidance and support of the DSL. For other staff such a referral will be made by the DSL but this will need to identify the member of staff and the information they have reported.**
- e) The referral will be made at the latest by the close of the next working day but ideally immediately and on the same day if a school holiday or weekend follows the next day
- f) If the DSL or Deputy DSL is not available within this timescale the member of staff should contact EHASH and update the DSL.
- g) A written 'Confirmation of Referral' form should be forwarded to EHASH in line with ERSCB safeguarding procedures.

2.8 Possible Violent Extremist Radicalisation

Staff are made aware that concerns about the possible radicalisation of, or influence on children by violent extremist political or religious groups should be referred to Senior Staff or the DSL.

In line with ERSCB, ERLA and Humberside Police arrangements, advice will be sought by contacting EHASH which includes Humberside Police Decision makers (Appendix 11).

If there is an immediate concern of risk or emergency the school will call 999.

Following an assessment of the levels of risk appropriate levels of training will be given to DSL, Other Senior staff and other staff.

The PSHE/SMSC curriculum will ensure that issues such as **tolerance, respect, democracy and individual liberty** are covered in age appropriate ways.

Visiting speakers and organisations will be checked to assess the suitability in respect of the above elements of PSHE /SMSC activities within school.

2.9 Peer on Peer abuse and harassment

It is important for all staff to be aware that children are capable of abusing their peers and that any allegations, disclosures or concerns about such behaviour are treated as potential abuse and referred to the DSL. This includes incidents or behaviours that may have occurred outside of the school that staff become aware of.

Peer on peer abuse can take the same forms as adult on child abuse and include online behaviour such as sexting and bullying in addition to sexual or physical abuse and emotional abuse in forms such as homophobic, disability hate, racist and other discriminatory behaviour.

It is important that staff do not regard behaviour such as pupils suffering sexual touching as 'part of growing up' or verbal abuse or harassment as 'banter'.

If there is a concern that the level of possible abuse would reach a threshold for Police and or Social Care involvement or that either the alleged victim or perpetrator should be offered support or intervention from YFS or Children's Centre the DSL will refer the matter to EHASH for advice.

If the behaviour does not reach a threshold for referral to EHASH or advice from EHASH is that the behaviour should be dealt with by school appropriate action will be taken under the behaviour policy.

In either case if any child involved is open to the CST the Social Worker or YFS worker will be informed.

If allegations of such abuse are investigated by Police or Social Care the school will take advice from these agencies as to internal investigation and supervision of the pupils involved. School will make every effort to ensure that during such investigations all pupils involved are treated fairly and consistently and that appropriate supervision and support is in place. Parents will be made aware of any specific arrangements that are put in place.

Whilst it is important that the school does not make an assumption of guilt without clear evidence or direction from other agencies it is important to ensure that the victim or alleged victim is fully protected and supported in throughout the process.

In circumstances where a pupil may present a risk to peers or staff appropriate Risk Management plans will be developed with appropriate advice from other agencies. These plans will be discussed with staff on a need to know basis and the child and parents/ carers.

2.10 Children Missing from or Missing Out on Education (CME & CMOE).

- **Add school first and subsequent days absence procedures e.g. call, text.**
- The school will only remove children from the register if the statutory grounds for doing so are met and will inform the LA of the intention to do so. In the case of CME school will make all reasonable efforts to locate the child/ren as required by the guidance.
- The school will inform the LA EWS if any pupil fails to attend without permission for a continuous period of 10 days or more and will refer children whose attendance has fallen below the agreed level to the EWS.
- If a child, who is the subject of a Child Protection Plan or is otherwise open to the CST, does not attend school without a verified valid reason the DSL will contact the assigned social worker or CST duty desk if unavailable.
- If a child not open to CSC that the school has concerns about, does not attend school the school will contact, EHASH, the EWS and / or the police depending on the circumstances.
- If a child absconds from the site the school will make an initial search and contact the parent / carer or other emergency contact. **(and Social Worker if open to CSC)**. If after that search the child is not located the school will contact the police within 20 minutes of the alert.

2.11 Parental Capacity

Advice if there are concerns about the capacity of parent / carer collecting children

If the school has concerns that a parent, carer or person authorised to collect a child appears to be:

- drunk
- under the influence of other drugs whether prescription or not
- behaving in an irrational, aggressive or concerning way

which suggests they are not able to offer safe care to the child or not fit to drive, the school should take appropriate steps to avoid releasing the children to the carer.

Whilst the school cannot legally refuse ultimately to withhold the child there is a safeguarding and moral responsibility to attempt to clarify the situation and take steps to protect the child as much as possible in such circumstances.

If there is clear evidence or a judgement taken in good faith by staff that if the parent takes charge of the child it will be at immediate risk of harm:

- 1) Staff concerned will alert senior staff and keep the child separate if possible
- 2) Staff will talk to the adult and re - assess their ability to keep the child safe
- 3) Consider contacting other authorised carers
- 4) If not appropriate or not available and there is a perceived risk we will explain to the adult that CSC and the police are being contacted for advice and ask s/he to be patient & calm. The child will be supervised elsewhere in school if possible
- 5) If it is not possible to avoid the adult taking the child and there are concerns for their safety and that of staff and others 999 will be called and EHASH or EDT notified

2.12 Private Fostering

If the school is made aware that a child under the age of 16 (under 18 if disabled), is or may be cared for by someone who is not their parent or a 'close relative'*; in a private arrangement made between a parent and a carer; for 28 days or more, a referral to EHASH should be made.

*(Close relatives are defined as step-parents, grandparents, brothers, sisters, uncles or aunts (whether of full blood, half blood or marriage/affinity))

2.13 Direct Payments

If we are made aware that a direct payments worker is engaged by parents for overnight supervision of children EHASH will be notified.

2.14 Responding to Concerns

- All staff have a responsibility to respond to disclosures by children or other concerns and pass these concerns on to the CPL, SO or DSL immediately as outlined in (Appendix 2)
- Wherever possible this information should be recorded on the 'Record of Concern Form' (Appendix3) or on a referral form, along with an entry onto the child's CP chronology.
- Concerns relating to marks or injuries should be recorded on a 'Body Map' outline which should be attached to the 'Record of Concern Form' or clearly indicated on the referral form. (Appendix 3a) Photographs must not be taken of any marks or injuries.

It is vital that staff do not:

- **dismiss** concerns or disclosures as insignificant, they may provide a vital link to other information
- **keep** such concerns to themselves
- **promise** secrecy to children or adults making disclosures but reassure them that information will be shared appropriately and confidentially.

It is unacceptable for any member of staff to keep such concerns to themselves, including concerns about the conduct of another member of staff. Failure to report such concerns may be considered an act of misconduct or gross misconduct within the school's Disciplinary Policy.

2.15 Passing on Concerns

Each case will be considered by the Designated Safeguarding Lead or Safeguarding Officer who will decide what information to share with which staff.

What do we do when an issue is recognised / suspected?

It is essential that all suspected Child Protection issues are taken seriously and that guidelines are followed.

If a child discloses information of a Child Protection nature to you:

- never promise the child that what they have told you can be kept secret. Explain that you have a responsibility to report what the child has said to someone else,
- if the child then decides not to continue this must be reported as a concern in itself,
- listen to what the child has to say with an open mind,
- do not ask probing or leading questions designed to get the child to reveal more,
- never stop a child who is freely recalling significant events,
- make a note of the discussion, taking care to record the timing, setting and people present as well as what was said.
- Report the concerns to the relevant CPL immediately after the disclosure and provide them with the notes you have made. In the absence of the relevant House CPL any CP issues should be reported to the Safeguarding Officer or the Designated Safeguarding Lead. This should be done even if it means contacting them at home
- Do not investigate the matter further yourself, or contact parents/carers.

If an external source alerts you to a potential child protection issue.

As above and take the details of the person expressing the concern if possible.

If you suspect a child protection issue due to observations you have made.

- Write detailed and accurate notes about your concerns immediately.
- Report the concerns to the relevant CPL immediately and provide them with the notes you have made. In the absence of the designated CPL any CP issues should be reported to another available CPL, the Safeguarding Officer or Designated Safeguarding Lead. This should be done even if it means contacting them at home.
- Do not investigate the matter further yourself, or contact parents/carers.

What do the Child Protection Link, Safeguarding Officer or Designated Safeguarding Lead do with the information?

- When the Child Protection Officers receive the information, they will immediately check with the person providing this, to ensure they have and understand all the information that is available.
- Whenever possible discussion will take place between the Child Protection Links and the Designated Safeguarding Lead or Safeguarding Officer in order to clarify the information and to decide on the action to be taken.
- Whenever possible the investigating CPL, DSL or SO will talk to the child as soon as possible. This may not be possible due to the child's absence.
- A decision will be made regarding the next steps to take. These steps may include:
- Consulting with EHASH about initial concerns
- Monitoring the situation alerting the tutor and subject teachers providing them with the minimum information required to effectively monitor the child.
- Contact the parent/carer to discuss concerns; consideration of whether this would put the student at greater risk needs to be made.
- Make a referral to EHASH on 01482 395500, giving as much information as possible. This must be confirmed in writing within 2 working days using the Confirmation of Referral form to the Child Care team and to County Hall using the standard Child Protection notification form. A copy should be emailed to Tony Marsh (LADO).
- CPOMS records must be made of the details of the referral, in the event CPOMS is unavailable a paper Chronology Sheet (Appendix 5) should be made and filed in the secure and confidential CP filing system, until the information can be placed on CPOMS A CP sticker must be placed on the Child/Young Person's general folder.
- Any further information/concerns obtained must also be passed to the Child Care Team via the CPL, DSL or SO, and filed in the CP file.

- If the Child Care Team do not contact the school within 24 hours the CPL, DSL or SO should contact them to confirm what action will be taken if any.
- The Child Protection Links will meet regularly with the DSL/SO to review the ongoing CP referrals.

2.16 Decision Making

The Safeguarding Leads will take into account information given by members of staff directly or via the CPL, EHASH, the Child Care Teams and or Lead Social Worker if needed, before deciding which of the following actions is appropriate:

- If it is considered that a pupil has suffered or is at risk of significant harm, or that the concern might constitute a criminal offence, an immediate CP referral should be made. This referral will be made before discussing the matter with parents or carers.
- If the child is already 'Open to' a Social Worker an initial contact should be made with that Social Worker or if unavailable the duty team member.
- If after consultation with EHASH an Early Help Assessment is agreed to be appropriate and that school is best placed to initiate this assessment consent must be obtained from parents or carers and if appropriate the pupil. Advice about the EHA process is available from EHASH.
- After consultation with EHASH the DSL may advise that the situation will be monitored and inform the appropriate staff.
- It may be necessary to take further advice from EHASH as new information emerges

The CPL, Designated Safeguarding Lead or Safeguarding Officer will keep a record of all information collected and any subsequent decisions and action taken, including details of other persons involved in the decision-making.

2.17 Escalating concerns about individual cases

If the DSL feels that advice or action after discussion with EHASH or the CST is inappropriate, that the child's circumstances are not improving or that there are delays in the case management, the DSL will insist on discussion with the appropriate team manager and if the concerns persist escalate this further to the next line manager.

Records of all such discussions and responses must be retained in the pupil's chronology.

The DSL will keep a record of all information collected and any subsequent decisions and action taken, including details of other persons involved in the decision-making. This will include recording reasons not to refer the concerns to other agencies or not to seek advice if that was the course of action.

The DSL will update the school referrer as soon as possible on a 'Need to know' and 'Case by case' basis. If the member of staff feels that that the actions taken are inappropriate, ineffective or that the situation of concern is continuing they should raise concerns with the DSL or Senior Member of staff and press for reconsideration or discussion.

2.18 Consulting Parents

If possible any concerns about a child's welfare should be discussed with parents/guardians provided that this will not:

- possibly place the child at increased risk
- possibly place staff at risk
- be against the wishes of the young person if they are thought to be sufficiently mature to make an informed judgement
- cause a delay in referring if contact cannot be made

- It is possible to seek advice and or make a referral to EHASH number without getting parental consent

If there are doubts or reservations about involving the parents the Designated Safeguarding Lead, Safeguarding Officer or CPL should seek advice from Early Help and Advice Support Hub (EHASH), or the Local Safeguarding Children Team, or ERSCB or CPO /LADO.

2.19 Child Protection Referrals or Contacts to ER Local Safeguarding Children Team (LSCT)

If the school makes a CP referral / contact the ER Safeguarding Children Board Procedure will be followed by the DSL, SO or CPL.

After a telephone contact to EHASH the CPC will email a written 'Confirmation of Referral' (appendix10) to EHASH as soon as possible and ideally immediately after initial referral and at the latest within 24 hours. This information will be made available to the CST manager by EHASH

2.20 Feedback

- Within 24 hours the Child Care Team should report back to the Designated Safeguarding Lead, CPL or SO and indicate their decision on future action.
- If no response is received the CPL, DSL or SO should contact EHASH or the allocated CST to seek information.
- Whatever the outcome of reported concerns the Designated Safeguarding Lead, SO or relevant CPL will report back to the member of staff involved and appraise them of the situation as appropriate, under the 'Need to Know' policy.

2.21 Supporting Students at Risk - Vulnerable children

Our organisation recognises that children who are abused or who witness violence may find it difficult to develop a sense of worth and to view the world in a positive way.

Our school communities will endeavour to support learners through;

- The curriculum, to encourage self-esteem, and self-motivation.
- Our ethos, which promotes a positive, supportive and secure environment.
- The implementation of behaviour management policies.
- Regular liaison with other professionals and agencies who support the students and their families (including Early Help Assessment processes in East Riding and liaising with EHASH).
- Staff in contact with such children will be made appropriately aware of the child's needs and circumstances in order to maximise the effectiveness of support.
- CP implications will be considered when individual support plans are reviewed in the case of children who require, for example, medication, some form of intimate care, help with changing or physical support or physical intervention.
- If a child, who is the subject of a Child Protection Plan, is missing from school for 2 days without a verified valid reason the CPL will contact the assigned social worker.
- In the same way if a child that the school has serious concerns about, is missing the school will consider making a CP referral.
- The school Education Welfare Officer should be informed in such circumstances.

2.22 Joint working with other agencies

The Trust recognises that inter-agency working is essential if children are to receive effective targeted support as early as possible. In this way we hope to ensure that barriers to learning and social inclusion are minimised for vulnerable children.

We are therefore committed to initiating and supporting inter-agency work such as the;

- Early Help Assessment Framework
- CP Case Conferences, core groups and other multi-agency meetings
- Joint working with the school EWO & Education Welfare Service
- Multi-agency review/planning meetings
- Working with Youth & Family Support Services, Prevention in Education Team and Children's Centres
- Working with Child Adolescent Mental Health Services

The school also works in partnership with Humberside Police as part of the Domestic Abuse alert system **Operation Encompass** and within the Safer Schools Partnership arrangements with the local Community Policing Team.

2.23 Case Conferences and Core Group Meetings

- The Designated Safeguarding Lead & Executive Principal will ensure that the appropriate member(s) of staff will attend Initial & review Case Conferences and Core Groups and that written reports are prepared each Case Conference.
- Reports will be compiled after discussion with relevant staff involved with the child.
- Reports will be discussed if possible with parents before forwarding to the Case Conference Chair 3 days before an Initial and 5 days before a Review Conference.
- Feedback will be given to staff under the 'Need to know' principle on a case-by-case basis.

2.24 Information Sharing

Information will be shared in line with the key principles outlined in *Information Sharing Guidance for Practitioners and Managers p 11-13*. In cases involving possible child abuse the school has a duty and ability to share information

The Designated Safeguarding Lead / Executive Principal will ensure that:

- Necessary, proportionate, relevant, adequate, accurate, timely and secure.
- Information shared is necessary for the purpose for which it is shared.
- It is shared only with those individuals who need to have it.
- It is accurate and up-to-date.
- It is shared in a timely fashion.
- It is shared securely.

2.25 Children's Concerns

- The School recognises that listening to children/young people is an important and essential part of safeguarding them against abuse and neglect. To this end any expression of dissatisfaction or disquiet in relation to an individual child/young person will be listened to and acted upon to in order to safeguard

his/her welfare. We will seek to develop resilience in the children and ensure that they are aware that they can seek help and support.

- Children will be made aware of the opportunities available to them to seek advice and support within the formal and informal curriculum. (Appendix 5) (Safeguarding Children & Safer Recruitment in Education (2007- DCSF /DfES) p71-73)
- Safe school procedures including Child Protection matters will be discussed by the School Council to gather children's opinions about the support systems in place.

2.26 Recruitment and selection of staff

The Trust complies fully with 'Keeping Children Safe in Education Legislation'

The Trust ensures that that all statutory pre-employment checks are carried out eg.

- an identity check
- a barred list check
- an enhanced DBS check
- a prohibition from teaching check
- further checks on people living or working outside the United Kingdom (UK)
- a check of professional qualification
- a check to establish the person's right to work in the UK

A Single Central Register (SCR) is maintained by The Trust's Human Resources Director

If other organisations provide services or activities on our site, on our behalf, including Agency Supply staff, we will obtain written assurances that these organisations have appropriate safeguarding, safer recruitment and vetting procedures in place.

The Executive Principle, HR Director and at least one Governor have completed the appropriate safer recruitment training and it is ensured that the appropriate expertise is updated as required (recommended every 5 years).

2.27 Induction

When new staff start at the school they are briefed on the school CP and Safe Working procedures and given a copy of and access to:

- This policy
- Expectations & Code of Conduct
- E-safety Policy
- Acceptable Use of ICT policies
- Safeguarding Handbook
- KCSiE 2016

Other temporary or visiting staff are made aware of the CP reporting procedures in the school and given a written statement including the contact details of the DSL, CPL and SO.

2.28 Staff Safeguarding Training and Awareness

- **All staff** are reminded of the policy and procedures at the start of each school year and at other times if required.
- **All staff** have received and had time allocated to read and have the opportunity to seek advice or clarification about the current;
 - Keeping Children Safe in Education – Part 1 information for all school & College staff.
 - *School Staff Code of Conduct.*

- The Child Protection Staff Reference guide.

and have access to the current:

- Keeping Children Safe In Education Full guidance
- School Strategic Child Protection & Safeguarding Policy
- What to Do if you are worried a child is being abused
- The School safeguarding whistle blowing guidance
- All teaching and teaching assistant and pastoral staff and DSG complete the ERSCB online training 'Safeguarding in Education'
- Other staff and Governors complete the ERSCB 'Awareness of Child Abuse & Neglect' module
- All Staff will complete ERSCB refresher training every 3 years thereafter
- Workshops to Raise Awareness of Prevent (WRAP) will be delivered to the appropriate staff following an appropriate risk assessment which will be regularly reviewed.

DSL training

The DSL & SO complete the following ERSCB training as a minimum.

This training will be enhanced by other ERSCB training on topics relevant to the school's specific needs.

- Annual ERSCB/ LA School DSL dedicated update and refresher training.
- In school 1:1 LADO / CP Officer training, support & audit.
- Safeguarding in Education (Online).
- Working Together to Safeguard Children.
- Child Protection Case Conferences and Core Groups.
- Workshop to Raise Awareness of Prevent.
- Early Help Assessments.
- FGM online training.
- **All Senior Leadership** will have completed the ERSCB online CP Training
- **CPLs** will complete ERSCB training up to at least Level One to ensure that the expertise and awareness is adequate across the school.
- The ERSCB online 'Awareness of Child Abuse and Neglect' will be rolled out to all staff who come into regular contact with students
- **All Staff** will complete CP Training as part of their induction.
- **All Heads of House** will complete the following ERSCB training as a minimum to enable their role as Child Protection Link
 1. Foundation Level - A Shared Responsibility
 2. Level One - Working Together
 3. Working Together Refresher (every 2 years)
 4. LA CPC Training
- **The Learning and Development Department** will monitor training records annually to ensure training requirements are up to date and provide updates on safeguarding training for CPC report to Directors.

All Directors and Governors will be invited to school CP training events and will be given the opportunity to attend the ERSCB_Foundation Level training.

2.29 Safe working

- All staff will be made aware and regularly reminded of the requirements of the school & DCSF (2009) Safe & Appropriate working guidance and related policies and have access to these documents and related advice from senior staff as needed.
- All staff should ensure that they do not behave in a way that will result in founded or unfounded allegations of inappropriate, abusive or dangerous behaviour.
- The School 'Expectations and Code of Conduct for Staff' policy is given to all staff.
- That any sexual 'relationship' consensual or otherwise with pupils up to 18 would constitute a criminal offence. Any such behaviour with pupils 18 or over would be regarded as a serious disciplinary matter.

2.30 Allegations against staff – Whistle Blowing

See Whistle Blowing Policy and the school's Expectations and Code of Conduct Documents

- All staff are made aware that if they receive an allegation of inappropriate or abusive behaviour by a colleague, or feel required to make such an allegation, they should pass the information, without delay, to the Chief Executive Officer or Executive Principal.
- If the allegation concerns the Chief Executive Officer or Executive Principal the referrer should contact the Chair of The Board of Directors, a senior Member of staff or the LADO immediately. **It is unacceptable for any member of staff not to refer such concerns.**
- All staff are made aware of their responsibilities in this and the procedure to follow.
- Any such matters will be dealt with in the strictest confidence.
- The Chief Executive Officer or Executive Principal (or other in 2) will, on the same day, contact the LADO and follow the statutory guidance contained in ERSCB Guidance & '*Dealing with Allegations of Abuse Against Teachers & Other Staff.*' DfE 2011 and '*Keeping Children Safe in Education Legislation.*'
- All involved will attempt to deal with any allegation is fairly, quickly and consistently, in a way that provides effective protection for the child and at the same time supports the person who is subject to the allegation.

2.31 Reporting concerns about other members of staff.

It is unacceptable for any member of staff to keep such concerns to themselves.

If in this situation the member of staff feels unable to discuss the issue with the Executive Principal s/he should contact, another senior member of staff or the LA Designated Officer / LA/CPO, Tony Marsh on 01482 392139.

2.32 Parents

- We believe that our Safeguarding and Child Protection work will be more effective if it is carried out in partnership with parents and carers and that preventative and supportive strategies such as Inter-agency working and the Early Help Assessment Framework should be used whenever possible.
- However we ensure that parents are aware that we may need to make CP referrals or seek related advice without their consent or knowledge.
- Parents are also made aware that the CP policy is available from the school. The name and contact details (via school) of the CP Director is publicised should parents wish to raise any suggestions or queries about the policy or specific issues. Any such concerns will be taken into account when the policy is reviewed and responded to by the CP Director, Designated Safeguarding Lead or Executive Principal.

3. E Safety & Acceptable Use policies

The School's E safety and Acceptable Use Policy explains how we try to keep pupils safe in school and protect and educate them in the safe and appropriate use of technology. Behaviour such as cyberbullying and sexting will be managed through the anti - bullying procedures or Child Protection or CSE procedures if more serious. Filtering and Monitoring systems are in place but we are fully aware that these filters are not infallible and staff are aware that effective monitoring by staff is essential.

4. Extended School and Offsite provision & Educational / Residential Visits

Where extended school activities are provided and managed by the school, our own Child Protection and Safeguarding policy and procedures will apply.

When pupils attend off – site activities and provision including day, residential, work related learning placements and other alternative provision we will ensure that we obtain the same written assurances.

We will ensure that attendance at alternative or off site provision for pupils that remain on the school role is monitored in the same way as other pupils.

If vulnerable pupils or pupils that may present a level of risk to them or others are allocated alternative or other off site provision the school will discuss these issues with the provider to ensure that appropriate safeguarding measures and liaison between settings is effective.

In the same way the DSL will discuss such concerns with Educational Visits Coordinators and visit leaders at the visit planning stage.

The school will follow the East Riding planning and Risk assessment procedures for all educational visits and activities.

5. Visitors, Supply and Agency staff & Contractors

Visitors to the school including contractors and volunteers are asked to sign in and are given a badge to confirm that they have permission to be on site. The school has a clear colour coded system for visitor badges, staff and students are able to quickly distinguish staff and visitors on site.

Visitors, contractors and volunteers engaged in regulated activity must be subject to enhanced DBS checks. If not engaged in regulated activity the school must ensure that appropriate supervision is in place.

School Admin will always check the identity of contractors and their staff on arrival at the school by inspecting photo ID.

If other organisations provide services or activities on our site on our behalf including Agency Supply staff we will obtain written assurances that these organisations have appropriate safeguarding, safer recruitment and DBS / vetting procedures in place.

The school will follow KCSiE statutory Guidance advice in such cases.

If Supply Staff are engaged directly by the school the appropriate checks must be carried out by the school.

The Single Central Record is maintained to ensure that all appropriate staff, volunteers, Governors, agency and contracted staff in Regulated Activity are entered on it.

Any organisations or individuals booking the school site or parts of it will be checked as far as possible for suitability including possible extremist activities and recruitment.

7. Glossary and Guidance sources

For the purpose of this policy:

- The term '**staff**' or '**member of staff**' refers to all adults paid or unpaid, working in any capacity in the school or in activities organised by the school, which brings them into contact with the children of the school
- **Parent/s** - refers to adults with parental responsibility for a particular child
- **DSL** – Designated Safeguarding Lead
- **SO** – Safeguarding Officer
- **CPL** - School Child Protection Links
- **LA/CPO** - LA Child Protection Officer (Schools)
- **LADO** – Local Authority Designated Officer (first contact for allegations against Staff & Volunteers)
- **CPD** - Child Protection Director
- **ERSCB** – East Riding Safeguarding Children Board
- **LSCT** – Local Safeguarding Children Teams
- **EHASH**- Early Help & Advice Support Hub
- **DBS** – Disclosure & Barring Service (formally CRB)

Appendix 1 (Trust CP policy)

Definitions of Significant Harm & Indicators of Abuse

A person may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger.

- 1. PHYSICAL ABUSE** may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child whom they are looking after.
- 2. 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. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failure to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.
- 3. EMOTIONAL ABUSE** is the persistent emotional ill treatment 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 feature age or developmentally inappropriate expectations being imposed on children.
- 4. SEXUAL ABUSE** involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (i.e. rape or buggery) or non-penetrative acts. They may include non-contact activities, or encouraging children to behave in sexually inappropriate ways.

Indicators of Abuse

IT IS IMPORTANT TO NOTE THAT THESE LISTS ARE POSSIBLE INDICATORS OF ABUSE. MANY OF THESE SIGNS COULD HAVE OTHER EXPLANATIONS.

Some of the signs are the same, so there will be duplications in the lists. Although these signs do not necessarily indicate that a child has been abused, they may help adults recognise that something is wrong. The possibility of abuse should be investigated if a child shows one or more of these symptoms, or any one of them to a marked degree.

Signs of Physical Abuse

- Unexplained injuries or burns, particularly if they are recurrent
- Improbable excuses given to explain injuries
- Refusal to discuss injuries
- Untreated injuries
- Admission of punishment which appears excessive
- Fear of parents being contacted
- Bald patches
- Withdrawal from physical contact
- Arms and legs kept covered in hot weather
- Fear of returning home
- Fear of medical help
- Self-destructive tendencies
- Aggression toward others
- Running away

Signs of Emotional Abuse

- Physical, mental and emotional developmental lags
- Admission to punishment which appears excessive
- Over-reaction to mistakes
- Continual self-deprecation
- Sudden speech disorders
- Fear of new situations
- Inappropriate emotional responses to painful situations
- Neurotic behaviour (e.g. rocking, hair twisting, thumb sucking)
- Self-mutilation or self-harm
- Fear of parents being contacted
- Extremes of passivity or aggression
- Substance or alcohol abuse
- Running away
- Compulsive stealing or scavenging

Signs of Sexual Abuse

- Sudden changes in behaviour or school performance
- Displays of affection in a sexualised manner inappropriate to age
- Tendency to cling or need constant reassurance
- Tendency to cry easily
- Regression to younger behaviour e.g. thumb sucking, acting like a baby, playing with discarded toys
- Complaints of genital itching or pain
- Distrust of a familiar adult, or anxiety about being left with other adults
E.g. a relative, baby-sitter or lodger
- Unexplained gifts or money
- Depression and withdrawal
- Apparent secrecy
- Wetting, day or night
- Sleep disturbances or nightmares
- Chronic illnesses, especially throat infections and STI's
- Anorexia or bulimia
- Self-mutilation, attempted suicide, frequently running away
- Unexplained pregnancy
- Fear of undressing for gym
- Phobias or panic attacks

Not all sexually abused children will exhibit clear signs of disturbance. Some will be model students, displaying none of the characteristic [effects](#) of sexual abuse.

Signs of Neglect

- Constant hunger
- Poor personal hygiene
- Constant tiredness
- Poor state of clothing
- Emaciation
- Frequent lateness or non-attendance at school
- Untreated medical problems
- Destructive tendencies
- Low self-esteem

- Neurotic behaviour (e.g. rocking, hair twisting, thumb sucking)
- No social relationships
- Running away
- Compulsive stealing or scavenging

Other Indicators that a Child or Young Person may not be safe

School staff are also well placed to observe, and should be alert to other signs that a student may not be safe.

Peer on Peer abuse (Including ‘Sexting’)

The Trust has a programme of PSE activities which educate students about peer on peer abuse. The trust follows Local Safeguarding Children’s Board Procedures to manage individual cases. In such cases the trust will offer further personalised education to individual students, and where appropriate seek further advice from EHASH. If any staff member becomes aware of any incidents of sexting they must report to the CPL who will liaise with the CPC to investigate and determine the most appropriate intervention.

Female Genital Mutilation Female (FGM) is a collective term for procedures, which include the removal of part or all of the external female genitalia for non-medical purposes. Indicators that a child may be at risk include:

- The family belongs to a community in which FGM is practised;
- Maternal or other family member disclosure;
- An awareness by a midwife or obstetrician that the procedure has already been carried out on a mother, prompting concern for any daughters, girls or young women in the family;
- Any female child whose older sibling has undergone FGM;
- The family makes preparations for the child to take a holiday, e.g. arranging vaccinations, planning an absence from school;
- The child talks about a ‘special procedure/ceremony’ that is going to take place.
- The child has changed in behaviour after being absent from school; or
- The child has health problems, particularly bladder or menstrual problems

The trust follows Local Safeguarding Children’s Board Guidance and Procedures in relation to FGM. Any suspicions or patterns of behaviour indicating possible FGM risk will be taken seriously and advice sought from EHASH and the Police.

Advice if there are concerns about the capacity of parent / carer collecting children

If the school has concerns that a parent, carer or person authorised to collect a child appears to be:

- drunk.
- under the influence of other drugs whether prescription or not.
- behaving in an irrational, aggressive or concerning way.

which suggests they are not able to offer safe care to the child or not fit to drive, the school should take appropriate steps to avoid releasing the children to the carer.

Whilst the school cannot legally refuse ultimately to withhold the child there is a safeguarding and moral responsibility to attempt to clarify the situation and take steps to protect the child as much as possible in such circumstances.

If there is clear evidence or a judgement taken in good faith by staff that if the parent takes charge of the child it will be at immediate risk of harm:

- 1) Staff concerned will alert Senior staff and keep the child separate if possible.
- 2) Staff will talk to the adult and re - assess their ability to keep the child safe.

- 3) Consider contacting other authorised carers.
- 4) If not appropriate or not available and there is a perceived risk we will explain to the adult that CSC and the police are being contacted for advice and ask s/he to be patient & calm. The child will be supervised elsewhere in school if possible.
- 5) If it is not possible to avoid the adult taking the child and there are concerns for their safety and that of staff and others 999 will be called and EHaSH or EDT notified.

Appendix 2 - (Trust CP policy)

Responding to Concerns and Disclosures

- React calmly promise CONFIDENTIALITY **not** SECRECY
- Be aware of your non-verbal messages
- Keep responses short, simple, slow and gentle
- Do not stop a child or parent who is talking freely about what has happened
- Observe and listen but only ask open ended questions if you need to clarify but this may be better left to the CPL (Head of House), DSL or SO

The use of 'TED' questioning may be appropriate

Tell me what happened
Explain what you mean
Describe how...

Or Open ended questions e.g.

What happened?
Where were you?
When did this happen?
Who was there?
How did it make you feel?

- If you have difficulty in understanding the child or parent's communication method, reassure them that you will find someone who can help
- Tell the child or parent they have done the right thing by telling you
- Avoid making comments or judgements about what is shared
- Tell the child or parent what will happen next, and be honest

- Make a written note of:
 - What is said
 - Who is present
 - Anything else that happens after the child discloses
 - Ensure legibility, full dates & clear signature
 - Maintain strict confidentiality
 - Pass the information to the CPL, DSL or SO on the same day

Appendix 3 - (Trust CP policy)

Record of Concern Form

South Hunsley School and Sixth Form College Child Protection Record of Concern or Disclosure

Complete and pass to a CP Link as soon as possible on the same day.
If not available pass to Designated Safeguarding Lead or Safeguarding Officer.

Students Name:	Class/TG		Yr:		
	DoB:				
Concern identified by:	Date:		Time:		
Nature of Concern / details of disclosure / other relevant information.					
Continue on reverse if needed					
Passed to:	Received by:	Date:			
Action taken by CPL (or person receiving this form)					
This form to be filed in students CP file and noted on CP chronology					

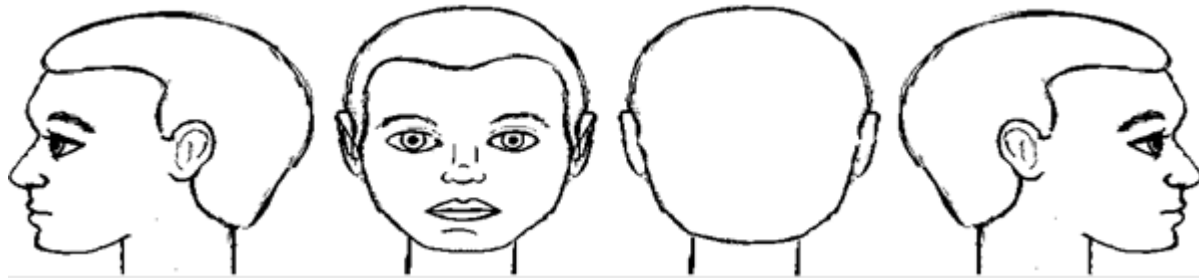
Appendix 3a (Trust CP Policy)

The Education Alliance

Child Protection Record of Concern - Body Map (Attach to Record of Concern Form)

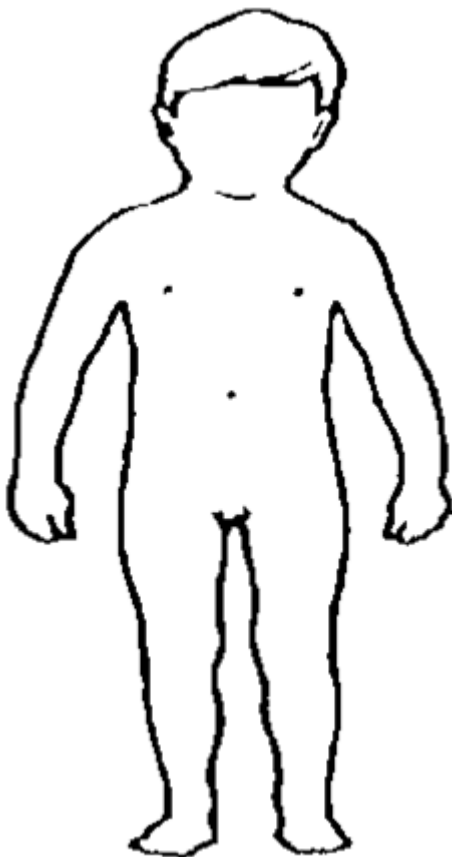
Name of Child :

Date: Name of Adult making record;

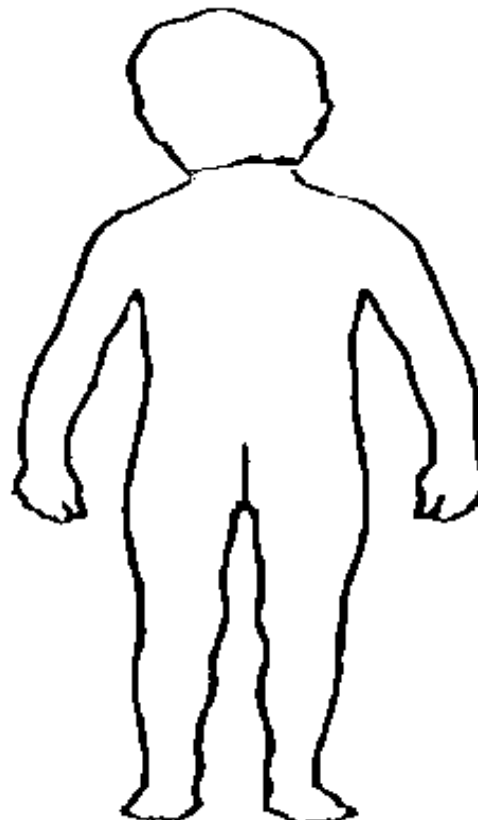


Left Side

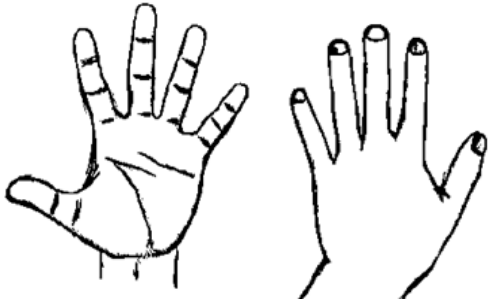
Right Side



Front



Back



Left Hand



Right Hand



Left Foot



Right Foot

Full Description of Injury

A large empty rectangular box for providing a full description of the injury.

Appendix 6 (Trust CP policy)

Example of Advice for Children

If someone is hurting or upsetting you or making you feel scared, it is not your fault.

You are not alone, there are people who can help you and stop people from making you feel scared or hurt.

You may be frightened of the person hurting you or your friends, but there are things you can do to get help and make it better.

This includes someone who may be frightening you on the Internet or on your mobile

You should:

- **Tell someone** you trust such as your friends, teachers, parents, grandparents. Other people at school may be able to help such as your Head of Year, Connexions, personal advisor.
- **Let people help** to make things better by stopping the person from hurting you or your friends

You shouldn't

- Feel embarrassed or alone.
- Feel that it is your fault or that you are to blame for someone hurting, frightening or touching you. **Anyone who tells you that is a liar**
- Keep it a secret.
- Feel you have no one to turn to – people are there to help

Other help

Designated Safeguarding Lead – Mr Major

Safeguarding Officer – Miss Laycock

www.nspcc.org.uk

www.childline.org.uk **0800 1111**

www.barnardos.org.uk

www.saferinternet.org.uk

www.thinkuknow.co.uk

www.childline.org.uk

Appendix 7 (Trust CP policy)

Advice / Information for parents

(to be used at induction and in newsletters etc)

Within The Education Alliance, we recognise that your child is our responsibility and concern. We want to work in partnership with you, and discuss with you, any concerns we may have or that you may have.

It is a priority to inform and involve you at every stage in your child's time at the school.

Since the first priority is your child's welfare, there may be rare occasions when our concern about your child means that we have to consult other agencies even before we contact you.

The ER Safeguarding Children Board has laid down the procedures we follow, and the school has adopted a Child Protection Policy in line with this for the safety of all.

If you want to know more about our procedures or the policy, please contact the school.

Appendix 8 (Trust CP Policy)

The Local Safeguarding Children Board's Procedures contain the detailed inter-agency processes, protocols and expectations for safeguarding children. They can be found on the East Riding of Yorkshire Website in the Health and Social Care section.

A Making A Child Protection Referral.

If the school believes that a child may have suffered, is suffering or be at risk of suffering significant harm, a referral **must** be made to the Early Help and Safeguarding Hub (EHASH) as soon as possible within the school day.

1. EHASH 01482- 395500 and outside office hours to the ER Emergency Duty Team on 01377- 241639
2. Local Safeguarding Children Teams and the CPO Officer and ERSCB Duty Officer are available to discuss individual cases for advice & guidance.
3. If parents/carers have not been informed it should be established with the LSCT when and by whom they will be informed and if there are other actions the school needs to take.
4. When a CP referral is made the time and the person taking the referral should be recorded on the child's CPOMS record.
5. Telephone referral must be followed by an ERSCB 'Confirmation of Referral' form, (with as much information completed as possible,) which should be emailed or Faxed to EHASH
6. A member of the LSCT should report back to the school within 24 hours of receipt of the written referral to outline the action to be taken. If this is not done the school should seek that information from the LSCT and if there is no response contact the CPO or ERSCB for advice.
7. If it appears that urgent medical attention is required, arrange for the child to be taken to hospital (normally this means calling an ambulance) accompanied by a member of staff who must inform medical staff that non-accidental injury is suspected. Parents must be informed that the child has been taken to hospital.
8. Exceptional circumstances: If it is feared that the child might be at immediate risk on leaving school, take advice from LSCT or the police (for instance about difficulties if the school day has ended). Remain with the child until the Social Worker takes responsibility.
9. If school needs to refer a pupil who lives in a neighbouring Local Authority the following contact numbers should be used for new referrals.

Hull	01482-448879	EDT 01482-788080
North Yorks	0845 034941	EDT 01482 300 304
North Lincs	01724-296500	
North East Lincs	01472-325555	

Looked After Children

If a child is Looked After by the ER the ER Social Worker should be contacted to make the referral.

If the child is resident in ER but Looked After by another LA their Social Worker or Duty manager should be contacted. If such a referral is about an incident occurring in the ER then EHASH should be notified in addition.

Consulting parents

Parent's permission, or the child's **where appropriate**, should be sought before discussing a referral about them with other agencies, unless permission-seeking may itself place a child at increased risk of significant harm.'

Paragraph 5.34 'Working Together to Safeguard Children'

1. If possible any concerns about a child's welfare should be discussed with parents provided that this will not:

- Possibly place the child at increased risk*
- Possibly place staff at risk*
- Cause a delay in referring if contact cannot be made*

2. If there are doubts or reservations about involving the parents the CPC should seek advice from the Family Support Team.

NOTE: Always record your reasons for not discussing your concerns with parents.

3. Even if parents refuse to give consent for information to be shared and you remain concerned about the safety of the child or young person, make the referral to EHASH or other relevant agencies if they are already involved. Record your reasons for dispensing with parental consent.

Appendix 9 (Trust CP Policy)

Record Keeping: Why is it important?

- It provides a consistent account of our involvement with children, young people and their families.
- Well-kept records should mean that families and individuals do not have to keep 'telling their story'
- Records can be reviewed at a later date if issues arise (e.g. a complaint, legal proceedings or a serious case review).
- Good record keeping protects:
 - The Child or Young person
 - Staff
 - The organisation

Record Keeping: Organisation

1. Paper Files will be kept in the filing cabinet in the DSL's office. This is kept locked. The majority of files are stored on the Trust's Child Protection Online Management System (CPOMS)

2. The file contains:

- A Chronology which logs the following
 - Records of Concern
 - Body Map sheets if submitted
 - CP referral form copy
 - Meeting and Case Conference minutes.
 - Copies of reports for meetings
 - Details of siblings
 - Details of Social workers / Family Support workers
 - Details of contact with Parents and other agencies
 - Any other relevant information

It is essential that these are all referred to on chronology sheets and fully dated.

3. When children transfer school.

- a. If there have been child protection concerns, the file is reviewed and transferred separately from other school records and direct to the relevant member of staff in the receiving school.
- b. The file should be sealed and marked 'Private & Confidential FAO the Child Protection Officer' The receiving school will be notified by telephone that there are concerns and records will if possible be delivered or collected.
- c. If posted the sealed and indicated records should be placed within a plain addressed envelope. A record should be kept of the date of such transfer of sensitive files and of the person to whom they are transferred. It is recommended that the receiving school acknowledges receipt of records, and this acknowledgement recorded by the sending school.
- d. In the event of a child moving out of the LA area photocopies of records should be retained before sending them.
- e. If the destination school is unknown the records should be retained until the child is officially removed from the school role and then forwarded to the LA CPO.

When receiving children from other schools the school should contact the sending school ascertain if there are CP concerns.

At transition liaison arrangements should include specific transfer of Child Protection information as part of the formal transition arrangements.

Appendix 10 (Trust CP Policy)

Safeguarding Children; Information for visitors, supply staff and volunteers

This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This means that we have a Child Protection Policy and procedures in place.

All people in the school community have a responsibility to act on any concerns that they have about a child's wellbeing.

If you are concerned about a child's welfare, please record your concerns, and any observations or conversation heard, and report this as soon as possible the same day.

'Record of Concern' forms are available on the safeguarding area of the VLE or from HOH office. Complete this form and pass it to one of the relevant Head of House, Chris Major or Emma Laycock.

If the form is not available ensure that the full details are recorded including date, time, child's name, your name and a factual account of what was said or observed.

Do NOT conduct your own investigation. Keep all concerns or information confidential.

Appendix 11 (Trust CP policy)

Action to take if you have concerns that a person has or is being radicalised into extremist behaviour

