



CHILD PROTECTION POLICY

This policy was revised by the Child Protection Designated Lead and Headteacher in September 2018 in consultation with the Local Authority, Staff and Governors.

We want children to enjoy their time at Snaitth Primary School. We want to equip them with skills, knowledge and understanding to provide the foundation stones they need as they progress through life. We want to provide a secure, stimulating and happy environment in which they can develop and learn in a way appropriate to their experience and understanding. In an environment in which they are encouraged to talk, they are listened to, and their viewpoints valued.

The welfare of our children is of paramount importance. The need for confidentiality should be respected at all times. Health Education and Personal & Social Development in school should address personal safety, with the aim of empowering children to make confident decisions in their own best interests. Staff should be available to listen to children's worries and fears.

Snaitth Primary School fully recognises its responsibilities for child protection. Everyone working within the school has a legal duty to work with other agencies in protecting children from harm and responding to abuse.

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1. Child Protection – Designated people contact list

Role / Agency	Name & role	Contact details
School Child Protection Coordinator (DSL)	Miss Lorraine Timney	Snaith Primary School 01405 860452
Deputy Child Protection Coordinator	Mrs Helen Calpin-Headteacher	Snaith Primary School 01405 860452
Child Protection/Safeguarding Governor (DSG)	Mr Chris Emsen	Mr Chris Emsen Snaith Primary School 01405 860452
Chair of Governors	Mr Chris Emsen	Mr Chris Emsen
Looked After Children Designated Teacher	Mrs Helen Calpin	Snaith Primary School 01405 860452
E Safety Co-ordinator	Mr James Constantine	Snaith Primary School 01405 860452
ER Golden Number Early Help & Safeguarding Hub (EHASH)	CP initial referral Support & Advice: Urgent C P concerns Early intervention Signposting to appropriate services The Early Help Assessment (CAF) process	CP initial referral 8:30am - 5:00pm Mon to Thu 8:30am - 4:30pm Fri tel 01482-395500 fax 01482-395530 childrens.socialcare@eastriding.gcsx.gov.uk
EHASH Out of Hours (Formerly Emergency Duty Team)	Out of Hours & weekend CP referrals & advice	tel 01482-395500 childrens.socialcare@eastriding.gcsx.gov.uk
Local ER Children Safeguarding Team	Steve Runnacles	tel 01482-396842 childrens.socialcare@eastriding.gcsx.gov.uk
ER Child Protection Officer & LADO (Schools)	Tony Marsh For CP & Safeguarding advice and referral of Allegations	tel 01482-392139 tony.marsh@eastriding.gcsx.gov.uk Room AF 56 County Hall Beverley
ERSCB LADO	Lorraine Wilson referral of allegations against staff & volunteers	01482-396999 lorraine.wilson@eastriding.gcsx.gov.uk Room AF 56 County Hall Beverley
Humberside Police	ER Protecting Vulnerable People Unit	01482 220809 / 220808 (County Hall, part of EHASH)
Humberside Police	Hate crime/incident reporting	101 https://ww.reportingcrime.uk/HPhatecrime
Early Help & Support Hub	Support & Advice: -C P concerns -signposting to appropriate services -the CAF process.	tel 01482-393339
ER Safeguarding Children Board Advice Line	Safeguarding & CP Advice, Support for existing 'open' cases.	tel 01482-396999
ER Safeguarding Children Board	Training	www.erscb.org.uk 01482-396994 erscb.training@eastriding.gov.uk
ER Safeguarding Children Board	General strategic and operational Safeguarding & CP	01482-396999 erscb.enquires@eastriding.gov.uk

	advice		
PREVENT – concerns regarding anti radicalisation	Anti Terrorism and radicalisations concerns	Golden Number	tel 01482-395500 fax 01482-395530 Prevent@humberside.pnn.police.uk Or contact Humberside police on 101 or 999
Hull	Children’s Social Care	01482-448879	EDT 01482-300304
North Yorks North Lincs North East Lincs	Children’s Social Care	01609- 780780 01724-297000 01472-326292	EDT 01609- 780780 EDT 01724 - 297000 EDT 01472 - 326292

2. Our Child Protection Policy

There are four main elements to our Child Protection Policy:

- **Prevention** (e.g. positive school atmosphere, pastoral support to pupils and safe and appropriate working practice by staff)
- **Protection** (by following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to Child Protection concerns)
- **Support** (to pupils and school staff and to children who may have been abused);
- **Collaboration** with children & Young People, parents and other agencies to promote Safeguarding & Wellbeing for all of our children and Young People.

This policy applies to all staff, governors and visitors to the school. We recognise that child protection is the responsibility of all staff within our school. We will ensure that all parents and other working partners are made aware of our child protection policy and procedures. All staff new to the school will be made aware of the school safeguarding procedures.

3. School commitment

Our school adopts an open and accepting attitude towards children as part of its responsibility for pastoral care. Our staff strive to ensure that children and parents will feel free to talk about any concerns and will see school as a safe place when there are difficulties. Children’s worries and fears will be taken seriously and children are encouraged to seek help from, or confide in, members of staff.

Our school will therefore:

- Establish and maintain an ethos where children feel secure and are encouraged to talk, and are listened to;
- Ensure that children feel safe in knowing that there are adults in the school whom they can approach if they are worried or are in difficulty;
- Include in the curriculum activities and opportunities which equip children with the skills they need to stay safe from abuse and develop resilience.
- Ensure that all forms of bullying and harassment including allegations of child on child abuse and sexual harassment, hate incidents and online bullying & abusive behaviour are dealt with at the appropriate level and in line with national and local guidance and procedures.
- Ensure every effort is made to establish effective working relationships with parents and colleagues from other agencies;

- Operate safe recruitment procedures and make sure that all appropriate checks are carried out on new staff and volunteers who will work with children.
- Ensure that staff are aware of how and when to act on concerns that they have and work in a safe and appropriate manner at all times and are aware that they are in a Position of Trust.
- Ensure that staff have an understanding of when to make referrals to the DSL when there are indicators or concerns of possible Neglect, Sexual, Physical or Emotional harm and indicators of possible Child Sexual Exploitation, Female Genital Mutilation, Radicalisation and Forced Marriage and that they have access to additional advice and support.
- Fulfil the 'Duty of Care' towards staff by providing appropriate guidance, training and support.

4. Confidentiality

We recognise that all matters relating to child protection are highly confidential and the Headteacher or CPC will share that information on a '**need to know, what and when**' basis.

These concerns 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 verbal discussion in any media including Social Networking sites.

Staff are also aware that such breaches of confidentiality and data protection may result in disciplinary action as such breaches place vulnerable children at risk. In addition such breaches would bring the school into disrepute and under GDPR legislation potential heavy fines.

5. Roles and responsibilities: & Early Help

All staff have received a copy of/briefing in/time to read;

- Keeping Children Safe in Education; Part 1 and Annex A (Sept 18)
- *ERSCB / ERLA School Staff Code of Conduct*
- *Staff Child Protection Policy and Procedures*
- School Behaviour & Attendance policies - and understand the safeguarding context of both.
- The role and identity of the DSL, DDSL & DSG

All staff 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 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 immediately to staff identified with child protection responsibilities within the school.

Early Help

All staff are particularly alert to the potential need for Early Help for children at risk as in 7.1 and also a child who:

- is disabled and has specific additional needs.
- has special educational needs (whether or not they have an EHCP).
- is a young carer.
- is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups.
- is frequently missing/goes missing from care or from home.
- is misusing drugs or alcohol themselves.
- Is at risk of modern slavery, trafficking or exploitation.
- is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health problems or domestic abuse.
- has returned home to their family from care.
- is showing early signs of abuse and/or neglect.
- is at risk of being radicalised or exploited.
- is a privately fostered child.

(KCSiE 18 para 18)

This responsibility is outlined in KCSiE 2018 which refers to the following:

- Sec 175 and 157 Education Act 2002.
- Working Together to Safeguard Children 2018.
- Teacher Standards 2013.
- The Prevent Duty Guidance 2015.
- Serious Crime Act 2015 (FGM & 'Honour' violence).

The School Child Protection Coordinator (CPC) 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 pupils and liaising with previous and receiving schools
- ensuring the preparation of appropriate reports for and attendance at Case Conferences, Core Groups and other multi agency meetings
- arranging appropriate induction and continuing training for all staff
- liaising with the headteacher and Designated Child Protection/ Safeguarding Governor
- encouraging a culture in staff of listening to pupils and taking account of their wishes and feelings and supporting measures and plans put in place to support or protect them.
- Ensuring that any educational or social assessments of children consider the **wider contextual environmental factors** present in the child's life.

The CPC/DSL must keep individual members of staff appropriately aware of the actions taken in response to concerns that they have referred to the CPC/DSL. 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 CPC or Senior Member of staff and press for reconsideration or discussion. If there is still a concern by the member of staff or they feel the situation is urgent they can refer themselves to Children's Social Care or the LADO (Local Authority Designated Officer).

The Deputy CPC/DSL is available to give advice and support if the CPC is unavailable.

The Headteacher ensures that the time, resources and training are adequate to ensure that the CP / Safeguarding responsibilities of the school, as outlined in Safeguarding Children & Safer Recruitment in Education, are carried out.

Any allegations of abusive or inappropriate behaviour against a member of staff should be passed immediately to the headteacher. If the allegation is against the headteacher it should be referred to the Chair Of Governors, the deputy headteacher or the LA Child Protection Officer (schools)

The CP Designated Governor acts as a 'Champion' of the safeguarding role of the school and liaises with the Headteacher & CPC in order to report to and advise the full Governing Body. A written annual report is presented annually to the Governing Body on the Child Protection/safeguarding work of the school and that the report is forwarded to the ERSCB

The Governing Body, The Governing Body fully recognises its responsibilities with regard to Child Protection and to safeguarding and promoting the welfare of children as outlined in Section 2 of KCSiE

In particular the Chair, has the responsibility to monitor and ensure that all CP procedures, policies and training are in place and appropriate. The CPC/DSL in consultation with the CP Governor prepare a termly CP report (included in the headteachers report to governors) to be discussed at the full Governing Body meeting and annually a full written report.

The Governing Body and Designated CP Governor will also :

- Ensure that this policy is revised and updated annually
- Remedy any identified weaknesses in the policy or application of the policy immediately.
- Ensure all Governors Complete ERSCB online Child Protection training
- Make opportunities available for Governors to complete ERSCB:
- Safer Recruitment training
- Governor's Safeguarding Roles & Responsibilities training
- Governors will not have access to details of individual Child Protection Cases and understand the requirement for confidentiality.

6. Records and monitoring

1. Well-kept records are essential to good child protection practice. All staff are made clear about the need to record and report concerns or disclosures about a child or children within our school on a 'Record of Concern' sheet (see appendix 2) and if needed a Body Map (Also see Appendix 3). This includes concerns relating to, Physical, Emotional, Sexual abuse, Neglect and possible Radicalisation, Child Sexual Exploitation, Female Genital Mutilation and Forced Marriage.
2. All staff are made aware of the need to record and report concerns about a child or children within the school immediately to the DSL.
3. ***CPC 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 Headteacher.***
4. Each file will contain a 'Chronology Sheet' (**Appendix 4**), which will detail and reference any concerns, contact with parents and other agencies, information shared, case conferences and other events. The file will also contain all other relevant information but be separate from the child's school records.
5. CP files are stored in secure location in the Headteacher's office. Only the head, CPC and Deputy CPC have access to these files.

6. The information in these files may be accessed and used as evidence by other agencies in line with current Government Information Sharing guidance and GDPR (2018)
7. Only factual verified information is recorded as such. Second hand information is clearly indicated.
8. Only factual information is recorded as such. If unsubstantiated information is recorded it is indicated as such.
9. Parents may request to read their child's file under Subject Access Request or GDPR. School will seek advice from the LA 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 that will need to be redacted.
- 10 The CPC/DSL and Headteacher 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.
- 11 Child protection records are reviewed regularly to check whether any action, advice or updating is needed.
- 12 Records are transferred to future schools as appropriate.

Records are transferred to receiving schools when children transfer at normal phase transition and at any other time.

Copies of records will be made if siblings attend the school and the records are relevant to them.

- Such 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 should be sealed in an envelope and marked as above and sealed in an addressed envelope before sending by recorded delivery.
- Written receipt of records should be obtained from the receiving school.
- When admitting children school will check with the previous school if there is Safeguarding / Child protection information in respect of the child.
- The current school 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.
- Any concerns will be discussed by the DSL with the relevant DSL or pastoral team at the receiving school.

7a. Recognising concerns

The DSL and Safeguarding Governor ensure that all staff have received and been given the time to read 'KCSiE Information for all school & College staff Sept 18' and have access to the full statutory guidance and non-statutory guidance 'What to do if you are worried a child is being abused' July 15, which contain detailed information about forms of abuse and related issues. These should be referred to with regard to understanding what constitute the following 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.

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

Child Sexual Exploitation (CSE) - Concerns will be referred to the EH&SH in order that the LA can consider this information.

Child Criminal Exploitation – County Lines –including exploitation of children to carry drugs and money which may involve violent coercion or other threats to the child or their siblings. Indicators can include poor or irregular attendance, signs of physical injury or neglect.

Female Genital Mutilation (FGM) and Forced Marriage – concerns of immediate risk must be reported to 999

Prevent - Possible Violent Extremist Radicalisation

– A check sheet of criteria for the identification of radicalisation –is also available in the CP file and as part of the schools anti-radicalisation policy statement.

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

Advice will be sought by contacting the EH&SH which includes Humberside Police Decision makers

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 all other staff.

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

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

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

Emergency Contacts and Informing School of Absence

Parents are asked to inform the school of any absence **on the first day and subsequent days by 9am**. Failure to inform the school will result in the school contacting the family on the numbers provided. (The school will always request a minimum of two numbers and parents are reminded to keep the school updated with any changes.) The school will always endeavour to establish why the child is not in education and where the child is. If school is unable to make contact they may contact EHaSH for advice.

- 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.
- 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.

Private Fostering & Direct Payments

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))

If we are made aware that a direct payments worker is engaged by parents for overnight supervision of children EHaSH will be notified if the school has concerns about such arrangements.

A fuller list of possible Signs & Symptoms is contained in **Appendix 1**

7b. Responding to concerns

‘Never Do Nothing – Do the basic things well’

All staff have a responsibility to respond to disclosures by children or other concerns and pass these concerns on to the CPC immediately as outlined in (**appendix 2**). And in 8.3 Wherever possible this information should be recorded on the ‘Record of Concern Form’. (**Appendix 3**). Concerns relating to marks or injuries should be recorded on a ‘Body Map’ outline (**Appendix 3a**), which should be attached to the ‘Record of Concern Form’. 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
- **ask closed questions** that lead a child into a particular answer. but if they need to clarify aspects of a disclosure by or about a child use only ‘TED’ type questions i.e.;
 Tell me...., Explain...., Describe...
- **delay** passing concerns to the DSL/CPC.
- **Discuss with parents or carers where there is a risk to the child.**

8. Further action

A Considerations

The CPC/Headteacher should decide, taking advice from the CPO or Social Care if needed, which of the following actions is appropriate:

- If it is considered that a pupil may have suffered or may be at risk of suffering significant harm, or that the concern might constitute a criminal offence, an immediate contact to EH&SH will be made before discussing the matter with parents or carers.
- Any referral to EH&SH must be done as soon as the information or concern emerges to ensure that the CST and in some cases the police are able to respond within the school day.
- If the child is already ‘Open’ to a Social Worker an initial contact will be made with that Social Worker or if unavailable the ‘Duty’ team member.
- If after consultation with EH&SH 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 EH&SH.
- After consultation with EH&SH the DSL may advise that the situation will be monitored and inform the appropriate staff.

- In all cases records of discussions with EHASH and other professionals will be recorded in the Child's file.
- If a child is considered to be in need of help consent for a Common Assessment should be sought and used to inform a Child in Need referral to Social Care if appropriate

The CPC/DSL should keep a record of all information collected and any subsequent decisions and action taken, including details of other persons involved in the decision-making.

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 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.

If there is still a concern by the member of staff or they feel the situation is urgent s/he can refer to EHASH, the allocated Social Worker or the LADO them self.

B Consulting Parents

In all cases before parents or carers are informed the DSL should contact EHASH and be advised as to who should inform parents and when.

1. All concerns about a child's welfare should be discussed with parents/guardians provided that this will not:
 - Informing parents/ carers might place the child at increased risk.
 - A disclosure by a child involves a parent or other family member.
 - There is a possibility that a crime may have been committed.
 - Informing parents/ carers might place staff at risk.

- Where a delay may be caused in referring if contact cannot be made to parents.
 - In cases of possible radicalisation, FGM or Forced marriage.
2. If there are doubts or reservations about involving the parents the CPC should seek advice from Social Care. Personal details need not be discussed unless the advice confirms a referral and who will inform parents and when.

C CP Referrals

If the school makes a CP referral the ER Safeguarding Children Board Procedure will be followed by the CPC.

After a telephone referral the CPC will send a written 'Confirmation of Referral' to the Child Care Team and a copy to the CPO both within 24 hours. (Ideally on the same day). This information will be made available to the CST manager by EHaSH.

D Feedback

Within 24 hours the Child Care Team should report back to the CPC and indicate their decision on future action.

Whatever the outcome of reported concerns the CPC will report back to the member of staff involved and appraise them of the situation as appropriate, under the 'Need to Know' policy.

The CPC/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 CPC or Senior Member of staff and press for reconsideration or discussion.

9. Vulnerable children & Children with SEN or disabilities

1. Children may be vulnerable because, for example, they have additional or Special Educational Needs, are Looked After Children (LAC) have experienced or are experiencing a form of neglect or abuse. We will seek to provide such children with the necessary support and to build their self-esteem and confidence.
2. 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.
3. Staff are reminded that **Children with SEN, disabilities, communication or behaviour** problems are at greater risk of abuse, neglect and bullying than other children. They may not be identified as being at risk of harm as indicators of possible abuse such as behaviour, mood, and injury may be assumed to be related to disability or SEN rather than possible abuse,

neglect or bullying and communication of abuse may be difficult. Staff specifically supporting such children and other staff will be alert to these factors.

4. The Designated Teacher who supports and promotes the educational achievement of Looked After Children(LAC) and previously LAC, will liaise with the DSL and staff involved with the child to ensure that support is provided and ensure that the needs identified in the child's Personal Education Plan are supported by staff involved with the child.
5. Safeguarding 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, and help with changing or physical support or physical intervention.
6. 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

10. Peer on Peer abuse and harassment

All staff are 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, although the DSL may recommend that such a concern is reported to EHASH directly by person raising the concern if not school staff.

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, transphobic, disability hate, racist and other discriminatory behaviour.

Staff should refer to the guidance in KCSIE18 Annex A & Part 5 regarding what consists of Sexual harassment and misconduct, taking seriously all concerns and allegations.

The DSL and other senior and pastoral staff are aware of and will be guided by : 'Sexual violence & sexual harassment between children in schools & colleges DfE 2018' and EHASH advice.

If there is a concern that the level of possible abuse may 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.

In cases of possible hate crime a separate referral will be made to the Humberside police Hate Crime reporting system via 101 or online. This will not prevent or delay the school in following our own internal disciplinary procedures in such cases.

If an incident has occurred during session time or is occurring that is clearly an urgent criminal matter 999 will be called.

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

11. Joint working with other agencies

The school 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 Assessments & Team around the family meetings
- CP Case Conferences, core groups and other multi-agency meetings.
- Joint working with EWS.
- Youth & Family Support Service, Prevention in Education Team & Children Centre intervention.
- Health & CAMHS intervention & assessment.
- The school also works in partnership with Humberside Police as part of the Domestic Abuse alert system **Operation Encompass** and with the Safer Schools.
- Partnership arrangements with the local Community Policing Team.

12. Case Conferences and Core Group Meetings

1. The CPC/DSL & Headteacher will ensure that the appropriate member(s) of staff will attend initial and review Case Conferences and core groups and provide written reports for these.
2. Reports will be compiled after discussion with relevant staff such as class teachers and SENCOs etc.
3. Reports will be compiled using the 'Signs of Safety' report templates after discussion with relevant staff involved with the child.
4. 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.
5. Feedback will be given to staff under the 'Need to know' principle on a case-by-case basis.

13. Information sharing

Information will be shared in line with the key principles outlined in 'What to do if you are worried a child is being abused' (p19). In cases involving possible child abuse the school has a duty to share information.

The CPC/DSL & headteacher will ensure that:

- factual information only is shared
- the information is shared appropriately and confidentially
- with the appropriate professionals
- that this is logged on the child's CP file
-

In line with the following principles as outlined in: '*Information sharing advice for practitioners providing safeguarding services to children 2018*' that it is:

- 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

14. Children's Concerns

1. 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.

2. Children will be made aware of the opportunities available to them to seek advice and support within the formal and informal curriculum. (Appendix 5) 2) p71-73
3. 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.

15. Recruitment and selection of staff

1. The school complies fully with Statutory Guidance 'Keeping Children Safe in Education 2016 Part 3 Safer Recruitment' and the ERLA safer recruitment supporting guidance
2. The Head and at least one Governor have complete the online safer recruitment training and ensure that their expertise is updated as required. The school complies fully with Statutory Guidance 'Keeping Children Safe in Education 2015 Part 3 Safer Recruitment' and the ERLA safer recruitment supporting guidance. Safer Recruitment training is updated every 5 years. All appointment panels will have at least one member who has completed this training in the last 5 years.
3. The school ensures that DBS checks on all staff, Governors and volunteers engaged in Regulated Activity are carried out as required by the Statutory Guidance and a central school file is maintained.
4. A Single Central Register for all staff, visiting staff and volunteers is maintained using LA guidance and that the register is checked by the LA Recruitment Team annually and by the Governor responsible for safeguarding at least termly.
5. Any staff or volunteers not in regulated activity are continually supervised by staff.
6. **'Disqualification under the Childcare Act 2006 Statutory guidance for local authorities, maintained schools, academies and free schools Aug 2018'** requirements are staff are aware of their responsibilities to disclose any possible matters that need to be considered under this act. If such disclosures are made the headteacher will seek advice from the LA HR service (or other HR provider) who will liaise with the LADO.
7. 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.

16. Induction of New Staff

When new staff start at the school they are briefed on the school CP and Safe Working procedures and given time to read and discuss the following:

- Keeping Children Safe in Education – Part 1 information for all School & College staff.
- *School Staff Code of Conduct*.
- Staff Child protection Policy & Procedures.
- School Behaviour & Attendance policies - and understand the safeguarding context of both.
- The role and identity of the DSL, DDSL & DSG

All staff have received training / briefing about and had time allocated to read and 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*.
- Staff Child protection Policy & Procedures.
- School Behaviour & Attendance policies - and understand the safeguarding context of both.
- The role and identity of the DSL, DDSL & DSG.

All staff 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.

Other short term or visiting staff and volunteers are made aware of the CP reporting procedures within the school and the School Code of Conduct.

Other temporary or visiting staff and volunteers are made aware of the CP reporting procedures within the school and given a written statement including the contact details of the CPC and the schools code of conduct.

17. Training

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 One and Annex A
- *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 staff are reminded of the policy and procedures regularly.
 - All staff complete the ERSCB online training 'Safeguarding in Education' (available Autumn 2105) (Which will include CSE, FGM & Radicalisation). every 3 years thereafter.
 - Other staff and Governors complete the ERSCB 'Awareness of Child Abuse & Neglect' module.
 - Prevent training will be delivered to the appropriate staff following an assessment each year of the level of risk.

The DSL & Deputy DSL complete the following ERSCB training as a minimum:

Safeguarding in Education (Online)
 Working Together to Safeguard Children
 Child Protection Case Conferences and Core Groups
 Annual ERSCB DSL dedicated training
 Workshop to Raise Awareness of Prevent In school
 1:1 LADO / CP Officer training, support & audit
 Early Help Assessments (formerly CAF)
 Threshold of Need & Intervention
 FGM online training

- Other staff in key pastoral roles may complete ERSCB training as appropriate to broaden the expertise within the school.
- The CPG will attend the LA CPG training session.
- All Governors will be invited to school CP training events and encouraged to attend the ERSCB Foundation Level training

18. Reasonable Force

1. Staff will ensure that the school policy on physical intervention is followed
2. All incidents requiring such action will be logged with the headteacher or appropriate senior manager, and parents informed on the same day.
3. Incident Reports by all staff involved will be completed as soon as possible after the incident on the same day unless in exceptional circumstances.

4. Staff must only use physical intervention as a last resort to protect the safety of children or adults after appropriate de-escalation strategies have been used or in the event of serious situations where this is not possible. The decision to use reasonable force will be based on professional judgement and depend on individual circumstances and dynamic risk assessment.
5. Restorative methods will be considered after each such incidents and the pupil's views on the incident sought.
6. Support will be offered to staff involved and incidents will be reviewed by senior staff not involved directly. Any aspects which could be improved or avoided will inform the planning process.

19. Online Safety & Acceptable Use policies

The School's E safety and AUP 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 systems are managed by the LA Schools IT service but we are fully aware that these filters are not infallible and staff are aware that effective monitoring by staff is essential.

We understand that this situation has a level of risk but at the same time that an 'over blocking' system would prevent effective teaching of online safety and resilience. In the same way that we could not attempt to teach children to swim without taking them to the pool.

20. Safe and Appropriate Working Code of Conduct

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.

All staff are made aware and regularly reminded of the requirements of the school Code of Conduct Working (Sept 2016) and related policies and have access to these documents and advice from Senior staff as needed.

21. Allegations against staff

1. All staff have access to;
 - a. The School Whistle Blowing (Safeguarding) policy and
 - b. Statutory Guidance – Allegations of Abuse made against teachers & other Staff (sec 4 KCSiE)
 - c. Contact details of the Chair of Governors and LADO

2. All staff are made aware of their responsibilities in this and the procedure to follow and that such matters will be dealt with in the strictest confidence.
3. However it must be appreciated that in the case of a Whistle Blowing situation an investigation process may reveal the source of the information and a statement by the referrer might be required
4. 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 Headteacher.
5. If the allegation concerns the Headteacher the referrer should contact the Chair of governors, a senior Member of staff or the LADO immediately. **It is unacceptable for any member of staff not to refer such concerns.**
6. The head teacher will, on the same day, contact the LADO and follow the statutory guidance Keeping Children Safe in Education 2016 Sec 4 and ERSCB Initial Allegation management guidance.
7. **All involved will attempt to ensure that any allegation is dealt with fairly, quickly, proportionately 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.**
8. 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 Headteacher (or other in 5) and press for reconsideration or discussion. If the concern persists and they feel the situation is urgent they can refer to Children's Social Care or the LADO.

22. Extended School and Offsite provision

Where extended school activities are provided and managed by the school, our own Child Protection and Safeguarding policy and procedures will apply. If other organisations provide services or activities on our site on our behalf we will obtain written assurances that these organisations have appropriate safeguarding, safer recruitment and vetting procedures in place.

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 written the same written assurances.

If vulnerable pupils or pupils that may present a level of risk to themselves 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.

23. Visitors, Supply Staff & Contractors and Site Security

Volunteers

School will undertake a risk assessment informed by professional judgement when deciding whether or not to obtain an enhanced DBS certificate for any volunteer not involved in regulated activity as outlined in part 3 of Keeping Children Safe in Education 2018. Para 160-62. If it is decided that in certain circumstances that a DBS check is not required for specific events or volunteers the volunteers and supervising staff are made fully aware of the expectations and responsibilities involved in such arrangements to ensure that there are no situations where such volunteers are in unsupervised contact with children.

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.

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 vetting procedures in place.

The school will follow KCSiE statutory Guidance and ER LA Recruitment Team 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 using the LA template 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.

The Safeguarding Policy details how Site Security is maintained.
The critical Incident Plan details procedure in the event of a Bomb scare, fire or other major site emergency.

24. Parents & Carers

1. 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 the Early Help Assessment and intervention by Children's Centres, Youth and Family Support Services

via the Common Assessment Framework should be used when ever possible.

2. However we ensure that parents are aware that we may in rare circumstances need to make CP referrals or seek advice from Children's Social Care without their consent or knowledge.
3. A statement in the school's brochure and web site will inform parents about the school's duties and responsibilities for safeguarding and Child protection.
4. Parents are also made aware that the CP policy is available from the school and the name of the CP governor if they 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 Governor, CPC/DSL or Headteacher.

25. Policy review

1. The staff and governing body will review this policy each year. New legislation together with the views of the children, parents, lunchtime staff and other support staff will be sought and taken into account in this review.
2. If at any time any deficiencies or weaknesses in the Child Protection policy and procedures are identified they will be addressed by the governing body and staff immediately and remedied.

The policy is consistent with the following legislation & guidance

- 1) Working Together to Safeguard Children (2018).
- 2) ER LA Safer Recruitment Guidance.
- 3) Keeping Children Safe in Education (KCSiE) (DfE Sept 2018) includes Safer Recruitment & Managing Allegations against Staff.
- 4) Reasonable Force (DfE July 13).
- 5) Searching, Screening & Confiscation (DfE Feb 14).
- 6) Safer working Practice for Adults who work with Children & Young People in Education Settings (October 15 Safer Recruitment Consortium).
- 7) ERSCB / ERLA School Staff Code of Conduct (Sept 2016).
- 8) Information sharing advice for practitioners providing safeguarding services to children (HM Govt 2018).
- 9) General Data Protection Regulation (ICO 2018)
- 10) School Whistle Blowing (Safeguarding) and Allegation procedures (ERSCB Sept 2016)
- 11) Inspecting safeguarding in early years, education and skills settings (Ofsted Aug 2016).
- 12) The Prevent Duty -advice for schools and childcare providers (DfE 2015).
- 13) Female Genital Mutilation: Multi-Agency Practice Guidelines (HM Govt 2015.)
- 14) What to do if you're worried a child is being abused (HM Govt 2015).

- 15) School Attendance – Guidance for maintained schools, academies, independent schools & LAs (DfE Nov 16).
- 16) Exclusion from maintained schools, Academies and pupil referral units in England (DfE Sept 17).
- 17) LA Education Visit Guidance and Procedures or equivalent.
- 18) The designated teacher for looked-after and previously Looked After Children Feb 2018
- 19) Sexual violence & sexual harassment between children in schools & colleges
- 20) General Data Protection Regulation 2018
- 21) Disqualification under the Childcare Act 2006 Statutory guidance for local authorities, maintained schools, academies and free schools DfE Aug 2018

25. Other relevant policies

The school has a duty to ensure that safeguarding permeates all activities and functions. This policy therefore complements and supports a range of other policies, for instance:

- Good Behaviour Policy –which includes Anti- Bullying
- Physical Interventions/Restraint (Safe handling Policy)
- Safe & Appropriate Working Practice
- Special Educational Needs
- Educational Visits
- First aid and the administration of medicines
- Health and Safety
- Sex Education
- ICT and access to the internet (E-safety)
- Anti- Radicalisation Policy statement
- The Common Assessment Framework
- Safe Handling policy
- Allegation & Whistle Blowing guidance
- Safer Recruitment
- ~ Safeguarding Policy
- Site Security

The above list is not exclusive but when undertaking policy development the school will consider Child Protection and other safeguarding matters within each appropriate policy or guideline.

For the purpose of this policy:

- The term '**staff**' or '**member of staff**' refers to all paid adults, volunteers or students on placement, 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.

- **CPC** - School Child Protection Coordinator (Also known as DSL Designated Safeguarding Lead)
- **DSL** Designated Safeguarding Lead
- **DSG** Designated Safeguarding Governor
- **DDSL** Deputy DSL
- **CPG** Child Protection Governor
- **LADO** Local Authority Designated Officer
- **ERSCB** East Riding Safeguarding Children Board
- **CST** Locality Children Safeguarding Teams
- **EHaSH** Early Help & Safeguarding Hub
- **DBS** Disclosure & Barring Service (Formally CRB)
- **KCSiE** Keeping Children Safe in Education 2016 Statutory Guidance
- **EWO/S** Education Welfare Officer/Service
- **YFS** Youth & Family Support
- **PET** Prevention & Education Team
- **GDPR** General Data Protection Regulations
- **Child Protection** refers to the multi agency arrangements to identify and protect children who are, or may be, at risk of Significant Harm
- **Safeguarding** refers to the protection, safety and promotion of the welfare of all pupils including when in offsite provision or activities and using IT. This includes the building of resilience and awareness of risk through the formal and informal curriculum.

The East Riding 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 at www.erscb.org.uk

Appendix 1 (*Snaith Primary School 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 pupils, displaying none of the characteristic affects 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

Appendix 2 - (Snaith Primary School CP policy)

Responding to Concerns - 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 CPC or others.

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 CPC or Deputy CPC on the same day

Appendix 3

Snaith Primary School

Child Protection

Record of Concern

Name of Child	
Date of Concern	Time concern was brought to your attention. (If applicable)
Name of Person Completing Log	Position in School
Copy given to the Child Protection Co-ordinator <input type="checkbox"/>	Headteacher informed <input type="checkbox"/>
Nature of the concern. (Please remember to keep this a factual record of observations/conversation. Any reference to a personal opinion must be clearly stated as such.)	
Action Taken	
Signature	Date

Appendix 4

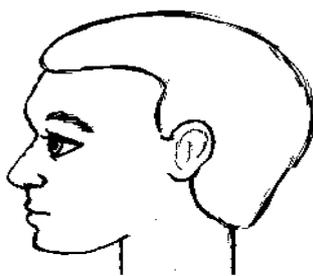
Snaith primary School CP Policy

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

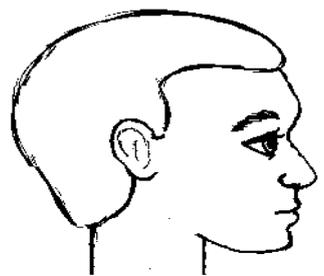
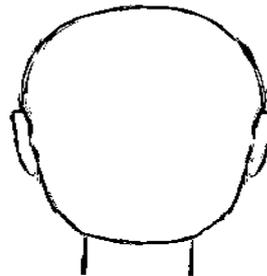
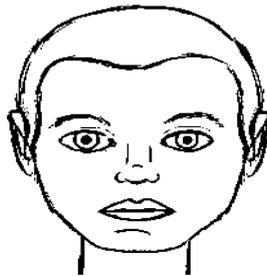
Name of Child:

Date

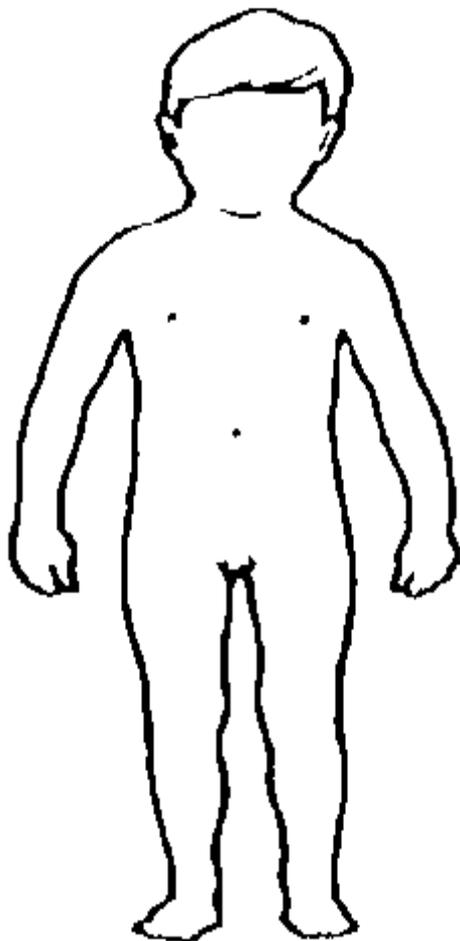
Date of Birth



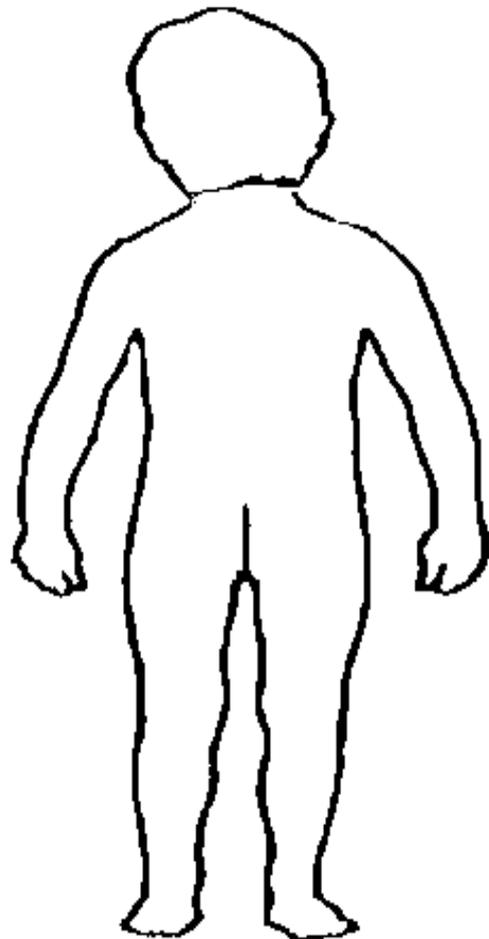
Left Side



Right Side



Front



Back

Name of Worker _____

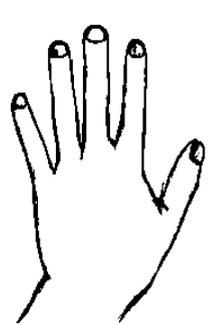
Attach to Child Protection Record of Concern or disclosure

Name of Child:

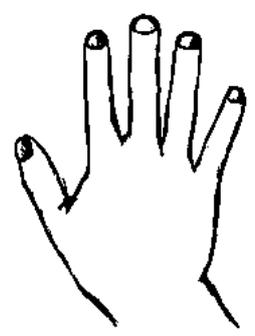
Date Date of Birth



Left Hand



Right Hand



Right Foot



Left Foot

Full Description of Injury

APPENDIX 6

Making A Child Protection Referral.

1. 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 as soon as possible on that day. This will give Social Care and possibly the police the maximum time available to make decisions and take appropriate action if needed within the school day.

East Riding Resident Child

2. EH&SH are available to discuss individual cases for advice & guidance during office hours on 01482-395500.
3. If the child is currently 'Open' to an ER Social Worker they should be notified directly or if not available their manager or Duty colleague. If this contact cannot be made follow 4.
4. If not open to ER Social Care an immediate referral should be made to the ER 'Golden Number' 01482- 395500 or outside office hours to the ER Emergency Duty Team on 01377- 241273.
5. If parents/carers have not been informed it should be established with EH&SH or the CST when and by whom they will be informed and if there are other actions the school needs to take. (see B below).
6. When a CP referral is made the time and the person taking the referral should be recorded on the child's 'Chronology Sheet'
- 7 All telephone referrals must be followed ideally immediately by a 'Confirmation of Referral' form, which should be emailed to childrens.socialcare@eastriding.gcsx.gov.uk (4) or to the CST manager (3)
- 8 A member of the CST should report back to the school within 24 hours of receipt of the written referral to outline the action to be taken. If no response is received within 24 hours or sooner in urgent cases (where for example school need to be updated before the end of school) the CPC should contact the CST Manager. If this fails to get a response the CPC should contact EH&SH for advice.

Child resident in other LA

- 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. If you are aware that the child is open to that LA follow (3) above.

Hull 01482- 448879 EDT 01482- 300304

North Yorks

01609- 780780 EDT 01609- 780780

North Lincs

01724- 297000 EDT 01724- 297000

North East Lincs 01472- 326292 EDT 01472-

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.

Informing Parents / Carers

In certain circumstances parents should not be informed particularly where there are concerns about physical or sexual abuse involving family members.

These include situations when;

- Informing parents/ carers might place the child at increased risk
- A disclosure by a child involves a parent or other family member
- There is a possibility that a crime may have been committed.
- Informing parents/ carers might place staff at risk
- Where a delay may be caused in referring if contact cannot be made to parents.

In other circumstances it is preferable to inform parents that the school intends to seek advice from, or refer to Children's Social Care. Ideally this will be done with their support but lack of support or consent must not prevent or delay school acting.

If there are doubts or reservations about involving the parents the CPC should seek advice from EHASH or the local CST.

APPENDIX 7

Snaith Primary School Child Protection

Example of Advice for Children

If someone is hurting or upsetting you or making you feel scared you, 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 include 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.
- 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

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 8

Snaith Primary School Child Protection 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 from reception, the headteachers office or the schools shared site under Child Protection.

Complete this form and pass it to Lorraine Timney- Child Protection Co-ordinator (Designated Leader)
or- Helen Calpin -Acting Headteacher and Deputy Child Protection Co-ordinator

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.

You might be concerned if:

- You see an injury
- Another person may express concerns
- Something else raises concerns or worries.
- A pupil tells you something

If a pupil tells you something that needs to be passed on:

- Promise confidentiality not secrecy

- Reassure the child that they have done the right thing
- Listen but do not ask leading questions
- Record and pass on your concerns

Your help in supporting our safeguarding work is appreciated by the school and most importantly by the children and young people.

APPENDIX 9

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. Files will be kept in the filing cabinet in the headteachers office. This is kept locked.
2. The files contains:
 - Chronology sheets (Appendix 2.) 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

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

3. When children transfer school or other settings.

- 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 DSL' 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 and sent by recorded delivery. A record should be kept of the date of such transfer of sensitive files and of the person to whom they are transferred.
- d. It is important that the receiving school acknowledges receipt of records, and this acknowledgement recorded and filed by the sending school.**
- 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 LADO. When receiving children from other schools the school should contact the sending school to ascertain if there are CP concerns.
- f. At transition liaison arrangements should include specific transfer of Child Protection information as part of the formal transition arrangements.

Appendix 10 – Copy of Referral form



CONFIDENTIAL: Confirmation of referral to the Early Help and Safeguarding Hub

When making a referral to the Early Help and Safeguarding Hub, professionals and volunteers should consult the East Riding Safeguarding Children Board Threshold Guidance accessed at <http://www.erscb.org.uk/procedures-and-guidance/>

If you believe that a child is in immediate danger, call the Police immediately on 999. If you believe a child urgently needs specialist support from children's social care, based on the threshold guidance on page 12-13, contact the Early Help and Safeguarding Hub on (01482) 395500 and follow up your telephone call by completing and sending this form ideally immediately but within 24 hours to the following secure email: childrens.socialcare@eastriding.gcsx.gov.uk

Date			
Is this written contact to follow a previous verbal contact?	Yes		No
If yes when was the Early Help and Safeguarding Hub contact made?	Date		Time

Child / Young Person's details			
Surname	Forename	Dob	*
*	*		
Address	Postcode	tel	
*	*	*	

What is the child's first language?			
Does the child have a disability or other Special Educational or Additional Need?	Yes		No
If yes please give brief details			
Is a signer or interpreter needed?	Yes		No

Agency, organisation and service making contact			
Name of professional or volunteer making contact		Contact number	
Are parents/ carers aware of this contact?	Yes		No
Reasons for above response.			
Anonymity			
Professionals including volunteers do not have the option to remain anonymous; as they have a professional duty under Working Together 2013 to share information openly. Only members of the public can remain anonymous.			

Parent and carers details - Name & Address if different to child			Parental responsibility?

Appendix 11 PREVENT Contact details and Flow chart

DC Karen Windross, Prevent Officer, Humberside Police

Hull & East Yorkshire

Karen.windross@humberside.pnn.police.uk

01482 220751

National Counter Terrorism Hotline – 0800 789 321

Early Help and Safeguarding Hub – 01482 395500

SPOC (Paul Green) Youth and Family Support – 01482 396623

The DfE has dedicated a telephone helpline (020 7340 7264) to enable staff and governors to raise concerns relating to extremism directly. Concerns can also be raised by email to counter.extremism@education.gsi.gov.uk. Please note that the helpline is not intended for use in emergency situations, such as a child being at immediate risk of harm or a security incident, in which case the normal emergency procedures should be followed.

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

