



## ***BUBWITH COMMUNITY PRIMARY SCHOOL***

# **Child Protection & Safeguarding Policy**

## **July 2016**

Blue sections indicate new details following KCSiE July 15

Underlined sections indicate where particular action points need to be considered so that what the policy says the school does it actually does.

### **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 pupils of the school.
- **DSL** Designated Safeguarding Lead
- **CPC** School Child Protection Coordinator
- **CPO** LA Child Protection officer (Schools)
- **LADO** Local Authority Designated Officer
- **CPG** Child Protection Governor
- **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 2015 Statutory Guidance
- **EWOS** Education Welfare Officer/service
- **Child** Any pupil under the age of 18
- **Pupil** All children and young people regardless of age

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**BUBWITH School Child Protection & Safeguarding**  
**Designated people & advice contact list September 2015**

<b>Role / Agency</b>	<b>Name &amp; role</b>	<b>Contact details</b>
<b>Bubwith School Designated Safeguarding Lead / Child Protection Coordinator</b>	Mrs Nicola Stephenson Barr Headteacher	Bubwith School Church Lane Bubwith 01757 288261 <a href="mailto:Bubwith.primary@eastriding.gov.uk">Bubwith.primary@eastriding.gov.uk</a>
<b>Bubwith Deputy DSL / Child Protection P Coordinator</b>	Amy Bailiss AHT	Bubwith School Church Lane Bubwith 01757 288261 <a href="mailto:Bubwith.primary@eastriding.gov.uk">Bubwith.primary@eastriding.gov.uk</a>
<b>Child Protection Governor</b>	Ms Fran Ward	Via the school office or via 01757 288261
<b>Chair of Governors</b>	Mrs Jo Menneer	Via the school office or via 01757 288261
<b>Looked After Children Designated Teacher</b>	Mrs Nicola Stephenson Barr Headteacher	Bubwith School Church Lane Bubwith 01757 288261 <a href="mailto:Bubwith.primary@eastriding.gov.uk">Bubwith.primary@eastriding.gov.uk</a>
<b>Early Help &amp; Safeguarding Hub (EHASH)</b>	<b>CP initial referral</b> <b>Mon to Thu</b> 8:30am – 5:00pm <b>Fri</b> 8:30am – 4:30pm <b>Support &amp; Advice:</b> <ul style="list-style-type: none"> <li>• Urgent C P concerns</li> <li>• Early intervention</li> <li>• Signposting to appropriate services</li> <li>• The Early Help Assessment (CAF) process.</li> </ul>	<b>01482-395500</b> <a href="mailto:childrens.socialcare@eastriding.gcsx.gov.uk">childrens.socialcare@eastriding.gcsx.gov.uk</a>
<b>Emergency Duty Team</b>	Out of Hours & weekend CP referrals & advice	01377- 241273 <a href="mailto:emergency.duty.team@eastriding.gcsx.gov.uk">emergency.duty.team@eastriding.gcsx.gov.uk</a>
<b>Local ER Children Safeguarding Team</b>	Goole Office ( for open cases , not new referrals)	Tel 01482 396842 Fax 01482 396843
<b>Local ER Children Safeguarding Team Manager</b>	Chris Wood	01482 396842 <a href="mailto:chris.wood@eastriding.gcsx.gov.uk">chris.wood@eastriding.gcsx.gov.uk</a>
<b>ER Child Protection Officer &amp; LADO (Schools)</b>	<b>Tony Marsh</b> For CP & Safeguarding advice and referral of allegations against staff & volunteers	01482-392139 <a href="mailto:tony.marsh@eastriding.gcsx.gov.uk">tony.marsh@eastriding.gcsx.gov.uk</a> Room AF 56 County Hall Beverley
<b>ERSCB LADO</b>	<b>Dave Finan</b> for CP & Safeguarding advice and referral of allegations against staff & volunteers	01482-396999 <a href="mailto:dave.finan@eastriding.gcsx.gov.uk">dave.finan@eastriding.gcsx.gov.uk</a> Room AF 56 County Hall Beverley
<b>Humberside Police ER Protecting Vulnerable People Unit</b>		01482 220809 / 220808 (County Hall, part of EHASH)
<b>ER Safeguarding Children Board</b>	General Safeguarding & CP Advice ( open cases)	01482-396999 <a href="mailto:erscb.enquires@eastriding.gov.uk">erscb.enquires@eastriding.gov.uk</a>
<b>ER Safeguarding Children Board</b>	Training	<a href="http://www.erscb.org.uk">www.erscb.org.uk</a> 01482-396994 <a href="mailto:erscb.training@eastriding.gov.uk">erscb.training@eastriding.gov.uk</a>

## 1. Introduction

Our School Community fully recognises the contribution it makes in protecting and supporting all our pupils. The aim of the policy is to guide all staff and those with specific safeguarding responsibilities to promote all pupils' welfare, safety and health by fostering an honest, open, caring and supportive climate. Pupil safety is of paramount importance to all staff and volunteers.

THIS POLICY DOES NOT INCLUDE some Safeguarding related matters such as Bullying, E Safety & Health and Safety which will be covered in separate policies. Issues such as Whistle Blowing, Managing Allegation and Safer Recruitment are referred to but covered in more detail in Statutory Guidance and School policies.

## 2. Related legislation & guidance

- 1) Working Together to Safeguard Children (2015)
- 2) Keeping Children Safe in Education (DfE [July 2015](#)) includes Safer Recruitment & Managing Allegations Against Staff
- 3) ER LA Safer Recruitment Guidance
- 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 2015)
- 8) Information sharing Advice for practitioners providing safeguarding services to children (HM Govt 2015)
- 9) School Whistle Blowing (Safeguarding) and Allegation procedures (Sept 2015)
- 10) ERSCB – Guidance and Procedures
- 11) Safer Internet Centre Facebook Checklist 2014
- 12) Inspecting safeguarding in early years, education and skills settings ([Ofsted Aug 2015](#))
- 13) The Prevent Duty -advice for schools and childcare providers (DfE 2015)
- 14) Female Genital Mutilation: Multi-Agency Practice Guidelines (HM Govt 2015)
- 15) What to do if you're worried a child is being abused (HM Govt 2015)

### 3. 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 example:

- Behaviour and Anti-Bullying policy
- Safe Handling policy
- Special Educational Needs policy
- Educational Visits policy
- Health and Safety policy
- Sex and Relationships Education policy
- E-Safety policy
- Allegation & Whistle Blowing guidance
- Safe & Appropriate Working / Code of Conduct
- Managing Allegations Initial Guidance
- Safer Recruitment
- 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.

### 4. The policy

There are four main elements to our Child Protection Policy:

- **Prevention** (e.g. positive school atmosphere, pastoral support to pupils, the Staying Safe & PSHE elements in the formal and informal curriculum, safer recruitment procedures and safe & 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 and that there are clear systems of internal information sharing and record keeping)
- **Support** (to all pupils and school staff and to children who may have been abused or are in other ways vulnerable).
- **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 as part of their initial induction process.

## 5. School commitment

The school adopts an open and accepting attitude towards children as part of its responsibility for pastoral care. 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. Pupil'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 pupils feel secure and are encouraged to talk, and are listened to.
- Ensure that pupils know 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 for which equip children with the skills they need to stay safe from abuse and develop resilience.
- Ensure every effort is made to establish effective working relationships with parents and colleagues from other agencies.
- 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, [School attendance concerns](#) and Forced Marriage and that they have access to additional advice and support.
- 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.
- Fulfil the 'Duty of Care' towards staff by providing appropriate guidance, training and support.

## 6. Confidentiality

We recognise that all matters relating to Child Protection are highly confidential and the CPCs 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 verbal discussion in any media including Social Networking sites.

## 7. Roles and responsibilities

**All staff** have received a copy of;

- Keeping Children Safe in Education; Information for all school & College staff (July 15)
- ERSCB / ERLA School Staff Code of Conduct (Sept 15)

7.1 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 and such failures will be regarded as potential disciplinary matters.**

### **7.2 The School DSL/ CPC and Deputy DSL / CPC**

are 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
- maintaining and transfer CP records for individual children
- ensuring the preparation of appropriate reports for and attendance at Case Conferences and other multi agency meetings
- arranging appropriate training for all staff
- liaising with the headteacher and Child Protection Governor
- encouraging a culture in staff of listening to pupils and taking account of their wishes and feelings and measures put in place to support or protect them.

The DSL/CPC must keep individual members of staff appropriately aware of the actions taken in response to concerns that they have referred to the DSL/CPC . 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/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 to Children's Social Care or the LADO.

See Appendix K Role of the Designated Safeguarding Lead

### **7.3 Management and leadership by the Headteacher and Governors**

ensures that the time, resources and training are adequate to ensure that the DSL responsibilities, as outlined in KCSiE, are carried out.

**7.4 The Governing Body** has the responsibility to monitor and ensure that all CP arrangements, procedures, policies and training are in place and appropriate. Safeguarding is an agenda item on every full governing body meeting, and any relevant reports on the working of the CP policy are reported to governors in this way.



## **7.4 Continued.**

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

The Governing Body will:

- Designate a governor (DSG) for Child Protection/ Safeguarding who will monitor the school's Child Protection policy, procedures and report to the full Governing Body as necessary.
- Ensure a written annual report is presented annually to the Governing Body on the Child Protection/safeguarding work of the school
- Ensure that the report is forwarded to the ERSCB
- 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

The DSG acts as a 'Champion' for Child Protection CP and liaises with the Head & DSL in order to report to and update and advise the full Governing Body on the strategic and operational aspects of safeguarding.

Governors will not normally have access to details of individual Child Protection Cases.

## **8.1 Records and monitoring**

1. It is essential to keep detailed, accurate and accessible records in order to protect children effectively. All staff are made clear about the need to record and report concerns about a child or children within our school.
2. All staff should record such concerns or disclosures on a 'Record of Concern' sheet (App B) and if needed a Body Map (App C). This includes concerns relating to, Physical, Emotional, Sexual abuse, Neglect and possible Radicalisation, Child Sexual Exploitation, Female Genital Mutilation and Forced Marriage
3. The DSL 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 or appropriate Senior Manager.

4. Each file of concern or official documentation will contain a 'Chronology Sheet' (Appendix D), 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 other school records.
5. Separate child or if appropriate, family CP files are stored in a locked and secure location in HT office. Only the CPCs, Headteacher and other appropriate Senior or Pastoral Staff have access to these files.
6. The information in these files may be shared with other agencies as appropriate and in some cases used as evidence by other agencies in line with current Government Information Sharing guidance (2015)
7. Only factual verified information is recorded as such. Second hand information is clearly indicated.
8. Parents may request to read their child's file. 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.
9. The CPC/ DSL will decide what information needs to be shared within school 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 that there are concerns or at the least that individual children are being monitored.
10. Child protection records are reviewed each term to check whether any action, advice or updating is needed.

## **8.2 Transferring 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.

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 25<sup>th</sup> birthday of the pupil.

## **9.1 Recognising concerns**

School staff are particularly well placed to observe, and should be alert to, outward signs of abuse or risk taking behaviour and changes in behaviour.

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 July 2015' and have access to the full statutory guidance and non-statutory guidance 'What to do if you are worried a child is being abused' Mar 15, which contain detailed information about forms of abuse and related issues .

## **9.2 Sexual, Physical & Emotional Abuse & Neglect**

All staff are aware of the indicators of such abuse and how to respond to disclosures and other concerns.

## **9.3 Child Sexual Exploitation (CSE)**

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

## **9.4 Female Genital Mutilation (FGM) and Forced Marriage**

Staff are reminded of the need to be aware of the possibility of such abuse at Primary and Secondary school age and to be alert to any indicators that they should pass on to the CPC/ DSL immediately. The DSL will seek advice from the EH&SH before discussing such concerns with parents.

## **9.5 Possible Extremist Radicalisation**

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 (Appendix K).

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.  
(A.Bailiss attended Prevent Training 18.1.16)

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.

## 10. 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/DSL **immediately** as outlined in (Appendix A).
- Wherever possible this information should be recorded on the 'Record of Concern Form'. (Appendix B).
- Concerns relating to marks or injuries should be recorded on a 'Body Map' which should be attached to the 'Record of Concern Form'. (Appendix C)
- If using a body map it is also important to describe the injuries or marks in addition to locating on the body map.
- Photographs must not be taken of any marks or injuries.

It is vital that staff are reminded to maintain an 'It could happen here' attitude and **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.
- delay passing concerns to the DSL/CPC.

**Staff are made aware that it is unacceptable for any member of staff to keep such concerns to themselves, including concerns about the conduct of another member of staff. (see sec 20) and that such failures will be regarded as potential disciplinary matters.**

Each case will be considered by the DSL who will decide what information to share with which staff.

## 11. Further action

### 11.1 Decision Making

The CPCs will decide, taking advice from EH&SH or CST 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.

- This 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 should be made with that Social Worker or if unavailable the 'Duty' team member.
- If a child is considered to be potentially a Child In Need consent and advice for a Common Assessment should be sought. Advice and guidance can be sought from EH&SH.
- The CPC may decide that the school should record and monitor the situation.

The CPC/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 appropriate.

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.

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

## **11.2 Informing Parents / Carers**

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

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 cases of possible radicalisation, FGM or Forced marriage.

### **11.3 Child Protection Referrals**

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

After a telephone contact to the 'EHaSH the CPC will email a written 'Confirmation of Referral' as soon as possible - **ideally immediately after initial telephone referral** and at the latest within 24 hours.

### **11.4 Feedback**

Within 24 hours of receiving the written confirmation the CST in whose area the child lives should report back to the school and indicate their decision on future action.

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 EHaSH for advice.

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' principal.

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.

## **12. Vulnerable children - supporting pupils at risk**

1. Children may be vulnerable because, for example, they have additional or Special Educational Needs, are Looked After, have experienced or are experiencing some form of neglect or other 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. 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, help with changing or physical support or physical intervention.
4. If a child, who is the subject of a Child Protection Plan, is missing from school without a verified valid reason the CPC will contact the assigned social worker.
5. In the same way if a child that the school has concerns about, is missing the school will consider making a CP referral or contacting EHaSH, the EWO and / or the police depending on the circumstances.

### **13. 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;

- Early Help Assessments (formerly CAF)
- CP Case Conferences, core groups and other multi-agency meetings
- Joint working with EWS
- Youth & Family Support Service intervention

### **14. Case Conferences and Core Group Meetings**

1. The CPC & Headteacher will ensure that the appropriate member(s) of staff attend Initial & Review Child Protection Case Conferences and subsequent Core Groups and that written reports are prepared for each Case Conference.
2. Reports will be compiled using the 'Signs of Safety' report templates after discussion with relevant staff involved with the child.
3. 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.
4. Feedback will be given to school staff under the 'Need to know' principle on a case-by-case basis.

### **15. 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 the legal right to share information.

The CPC/headteacher will ensure that:

- the information is shared appropriately and confidentially.
- information is shared only with the appropriate professionals.
- sharing of information is recorded on the child's CP file.

### **16. 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. We will seek to develop resilience in the children and ensure that they are aware that they can seek help and support.

1. Children will be made aware of the opportunities available to them to seek advice and support within the formal and informal curriculum. (Appendix E)
2. 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.

## **17. Vetting, Recruitment and selection of staff**

1. The school complies fully with Statutory Guidance 'Keeping Children Safe in Education 2015 Part 3 Safer Recruitment' and the ERLA safer recruitment supporting guidance.
2. The school ensures that DBS checks on all staff and volunteers in Regulated Activity are carried out as required by the Statutory Guidance.
3. 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.
4. The Head and at least one Governor complete the appropriate safer recruitment training which is updated every 5 years.
5. All appointment panels will have at least one member who has completed this training in the last 5 years.

## **18. Induction**

When new staff start at the school they are briefed on the school CP and Safe Working procedures and given:

- Keeping Children Safe In Education 2015 (Sec 1) – Information for all staff.
- The School's Code Of conduct.
- The School's Whistle Blowing procedures.

All staff have access to the following :

- School CP / Safeguarding Policy
- KCSiE Full Guidance
- What to Do if you are worried a child is being abused
- School 'Record of concern' forms and body maps

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

## **19. Staff Safeguarding Training**

- ✓ All staff (teaching and non-teaching) are reminded of the policy and procedures at the start of each school year. September 2016
- ✓ All staff complete the ERSCB online training 'Safeguarding in Education' (available Autumn 2015) (Which will include CSE, FGM & Radicalisation)-when original certificate runs out.
- ✓ All Staff will receive refresher training every 3 years thereafter.



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
- ✓ Early Help Assessments (formerly CAF)

## **20. Safe Handling / Physical Intervention**

1. Staff will ensure that the school policy on physical intervention is followed and that any incidents requiring such action will be logged with the headteacher or appropriate senior manager, and parents informed on the same day.
2. 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.

## **21. Safe & Appropriate working**

1. All staff are made aware and regularly reminded of the requirements of the school Code of Conduct Working (Sept 2015) and related policies and have access to these documents and advice from Senior staff as needed.

## **22. Allegations against staff & Whistle Blowing**

1. All staff have access to;
  - a. the School Whistle Blowing (Safeguarding ) policy and
  - b. the Initial Allegation Management guidance
  - c. Statutory Guidance – Allegations of Abuse made against teachers & other Staff (sec 4 KCSiE)
  - d. 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 may 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 (or other in 5) will, on the same day, contact the LADO and follow the statutory guidance Keeping Children Safe in Education 2015 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 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 they can refer to Children's Social Care or the LADO.

### **23. 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 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.

### **24. Site Security, Visitors & 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.

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.

The school will follow [KCSIE](#) and ER LA Recruitment Team advice in such cases.

[Any organisations or individuals booking the school site or parents of it will be checked for suitability including possible extremist activities and recruitment.](#)

See [Community Use of School Facilities policy](#)

## **25. Parents.**

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 Early Intervention strategies such as the Common Assessment Framework should be used whenever 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. (Appendix 6 & Section 9.2 above)
3. Parents are also made aware that [this policy](#) is available from the school. The name and contact details (via school) of the CP governor 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 Governor, CPC or Headteacher.

## **26. Policy review**

1. The staff will review this policy each year, and if any changes are suggested or required they will be discussed by governors. The views of the children, parents, and 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 and immediately remedied.

**Review Date: November 2016**



## APPENDIX A

### Bubwith School Child Protection 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

**T**ell me what happened  
**E**xplain what you mean  
**D**escribe how it made you feel

#### **Or other open ended type 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 on a 'Record of Concern sheet':
  - What is said
  - Who is present
  - Anything else that happens after the child discloses
  - Ensure legibility, full dates & clear signature
  - Maintain strict confidentiality
  - If you see or are shown marks or injuries describe them and record on a body map (App 3a)
  - Pass the information to the CPC immediately



## APPENDIX B

### Bubwith School Child Protection Policy

#### Child Protection Record of Concern or Disclosure

Complete and pass to one of schools CP Coordinators as soon as possible on the same day.

<b>Pupils Name:</b>	<b>Class</b>	<b>Yr:</b>
	<b>DoB:</b>	
<b>Concern identified by:</b>	<b>Date:</b>	<b>Time:</b>
<b>Nature of Concern / details of disclosure / other relevant information.</b>  <u>Use Body Map (App 3a) if appropriate</u>		
Continue on reverse if needed		
<b>Passed to:</b>	<b>Received by:</b>	
	<b>Date:</b>	
<b>Action taken by CPC (or person receiving this form)</b>		
This form to be filed in pupils CP file and noted on CP chronology		



**Appendix C**

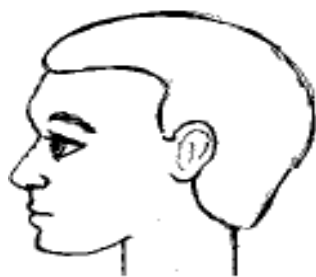
**Bubwith School CP Policy**

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

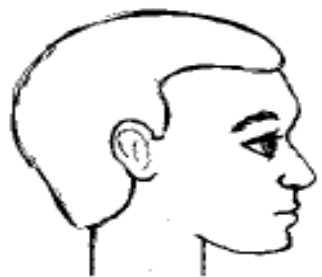
Name of Child:

Date

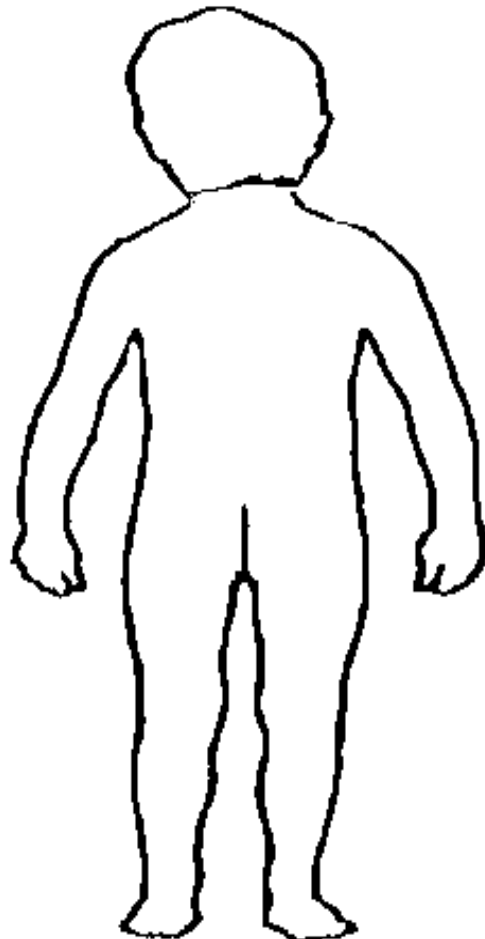
Date of Birth

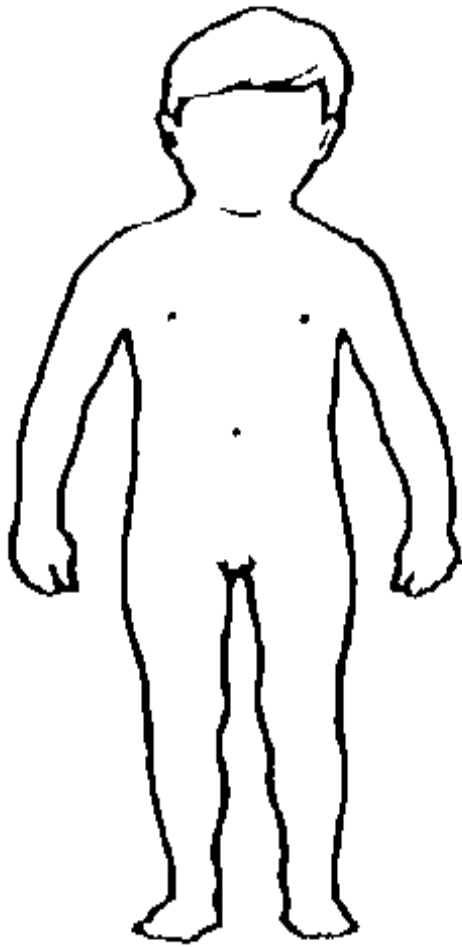


**Left Side**



**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**







## **APPENDIX E**

### **Bubwith 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](http://www.nspcc.org.uk)

[www.childline.org.uk](http://www.childline.org.uk) 0800 1111

## **APPENDIX F**

### **Bubwith School Child Protection**

Information for parents (suggested wording for use by school if felt necessary)

"At Bubwith School, 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 speak to the Headteacher or your child's class teacher. Or Mrs Sue Bakes who is the Governor with responsibility for Child Protection.

## **APPENDIX G**

### **Bubwith School Child Protection Policy**

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](http://www.erscb.org.uk)

#### **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 EH&SH 01482- 395500 or outside office hours to the ER Emergency Duty Team on 01377- 241639.
5. Parents/carers should not be informed before discussions with EH&SH or the Social Worker. It should be established with EH&SH or the Social Worker when and by whom they will be informed and if there are other actions the school needs to take.
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](mailto:childrens.socialcare@eastriding.gcsx.gov.uk)
- 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 C above.

Hull	01482-448879	EDT 01482-788080
North Yorks	0845 034941	EDT 0845 9417
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.

## **Informing Parents / Carers**

In certain circumstances parents should not be informed particularly where there are concerns about physical or sexual abuse involving family members. As above EHASH advice on disclosure should be sought, followed and recorded.

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.

## **APPENDIX H**

### **Bubwith School Child Protection 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. Files will be kept in the filing cabinet in HT office. This is kept locked.
2. The file 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 College 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. It is recommended that the receiving school acknowledges receipt of records, and this acknowledgement recorded by the sending school.
- d. 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 ascertain if there are CP concerns.
- e. At transition liaison arrangements should include specific transfer of Child Protection information as part of the formal transition arrangements.



## **APPENDIX I**

### **Bubwith 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. Complete this form and pass it to J.Marshall or ABailiss.

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.

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 J Bubwith School Child Protection Policy

### 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](mailto: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 <input type="checkbox"/> No <input type="checkbox"/>
If yes please give brief details	
Is a signer or interpreter needed?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Agency, organisation and service making contact			
Name of professional or volunteer making contact		Contact number	
Are parents/ carers aware of this contact?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
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?

**Reason for contact. - What is the referrer worried about? What are you worried will happen to the child/young person if nothing changes? What do you think needs to happen?**

Please include as much relevant contextual information and details of any current or previous support or intervention that you are aware of.  
(Expands to fit text)

**Other significant family members**

Name	Address	Relationship to child

**Other Agencies known to be involved with child and family**

Agency / service	Worker	Base	Tel

## **APPENDIX K**

## **Bubwith School Child Protection Policy**

### **The role of the Designated Safeguarding Lead**

Governing bodies and proprietors should ensure that the school or college designates an appropriate senior member of staff to take lead responsibility for child protection. This person should have the status and authority within the school to carry out the duties of the post including committing resources and, where appropriate, supporting and directing other staff.

The broad areas of responsibility for the designated safeguarding lead are:

### **Managing referrals**

- Refer all cases of suspected abuse to the local authority children's social care and:
  - The designated officer(s) for child protection concerns (all cases which concern a staff member).
  - Disclosure and Barring Service (cases where a person is dismissed or left due to risk/harm to a child); and/or
  - Police (cases where a crime may have been committed).
- Liaise with the headteacher or principal to inform him or her of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations.
- Act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies.

### **Training**

- The designated safeguarding lead should receive appropriate training carried out every two years in order to:
  - Understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments.
  - Have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so.
- Ensure each member of staff has access to and understands the school's or college's child protection policy and procedures, especially new and part time staff.

### **Raising Awareness**

- The designated safeguarding lead should ensure the school or college's policies are known and used appropriately:
  - Ensure the school or college's child protection policy is reviewed annually and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors regarding this.
  - Ensure the child protection policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school or college in this.
  - Link with the local LSCB to make sure staff are aware of training opportunities and the latest local policies on safeguarding.
- Where children leave the school or college ensure their child protection file is transferred to the new school or college as soon as possible. This should be transferred separately from the main pupil file, ensuring secure transit and confirmation of receipt should be obtained.

## APPENDIX L

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

