

Elloughton Primary School



Safeguarding in Education

Child Protection Guidance & Procedures for Staff

Revised September 2020

Safeguarding contact list September 2020

Role / Agency	Name & role	Contact details
School Designated Safeguarding Lead	Carole Fulstow, Headteacher Email: head@epsch.co.uk Phone on site: 01482 666231 Phone off site: 07887 398061	
Deputy DSL	Hannah Stillings, Inclusion Manager Email: hstillings@epsch.co.uk Phone on site: 01482 666231 Phone off site: 01482 861995 or 07738 571045	
Designated Safeguarding Governor	Lesley Hemingway Email: lhemingway10@gmail.com	
Chair of Governors	Katherine Parsons Email: kparsons@yorks.ac.uk	
Local Children's Social work team office	For children open to a Social Worker Phone: 01482 565560	
E Safety Coordinator	Louise Hurwood Email: lhurwood@epsch.co.uk	
Safeguarding & Partnership Hub	CP initial referral Support & Advice: Intensive & Specialist Safeguarding support 1. Urgent C P concerns 2. Consultation with Social Worker	Mon to Thu 8:30am – 5:00pm Fri 8:30am – 4:30pm 01482-395500 Request for service forms to: safeguardingchildrenshub@eastriding.gov.uk
Out of Hours		01482-393939
ER School Safeguarding Adviser	Tony Marsh General strategic and operational School Safeguarding & CP advice	01482-392139 07813007237 tony.marsh@eastriding.gov.uk
ERSCB LADO	Lorraine Wilson Siobhan Bath Referral of possible allegations against staff & volunteers.	01482-396999 LADO@eastriding.gov.uk
School critical incident, bomb threats Etc & Educational Visits Emergencies (not Child Protection)	24 hour Guidance & support	01482- 392999
Humberside Police	ER Protecting Vulnerable People Unit	01482 220809
Humberside Police	Hate Crime / incident reporting	101 https://www.reportingcrime.uk/HPhatecrime/

Child Protection Procedures - Staff reference guidance

This guidance provides a summary of:

- Your roles and responsibilities in Child Protection,
- How to respond if you have concerns about the safety and welfare of a pupil and
- What the responsibilities of the Designated Safeguarding Lead (DSL) are.
- Advice and expectations for safe and appropriate working

It should be read in conjunction with the following that school will have made available to you. If at any time you are uncertain about any safeguarding or CP matters or the content of guidance or policies the DSL or other Senior or Pastoral staff should be contacted for advice.

- **The school Strategic Child Protection and Safeguarding policy** - which outlines the overall Child Protection and Safeguarding arrangements in more detail
- **Statutory Guidance Keeping Children Safe in Education 2020 (KCSiE) Part 1 information for all School & College staff**, which details your responsibilities in Child Protection and Safeguarding. It provides detailed information about, and indicators of the various forms of abuse, neglect and other specific safeguarding issues that you need to be aware of such as Child exploitation.
- **The Staff Code of conduct** – which is designed to support the maintenance of a safe and secure learning and working environment
- **The current and ongoing school safeguarding and Health & Safety arrangements for Covid- 19**

Other useful sources of information that are available in the Staff Shared Google Drive folder:

- **What to do if you are worried a child is being abused 2015**
- **KCSiE 2020** the full document (includes management of safeguarding and allegations against staff guidance)
- **The School Safeguarding whistle blowing policy guidance & allegation guidance**

Child Protection Concerns

KCSiE makes it clear that:

'Schools and colleges and their staff are an important part of the wider safeguarding system for children.

*Safeguarding and promoting the welfare of children is **everyone's** responsibility. **Everyone** who comes into contact with children and their families has a role to play and no single practitioner can have a full picture of a child's needs and circumstances. If children and families are to receive the right help at the right time, **everyone** who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.*

School and college staff are particularly important as they are in a position to identify concerns early, provide help for children, and prevent concerns from escalating.

All staff should be prepared to identify children who may benefit from early help.¹ Early help means providing support as soon as a problem emerges at any point in a child's life, from the foundation years through to the teenage years'

*'All staff should ensure that they remain aware of the signs of possible abuse or neglect and maintain an attitude that **'IT COULD HAPPEN HERE'**.*

Awareness of indicators of Abuse & Neglect

- All staff should be aware of the possible indicators or signs and symptoms of PHYSICAL, EMOTIONAL, SEXUAL ABUSE and NEGLECT and these are described in KCSiE and *'What to do if you are worried a child is being abused'* and in your online training module.

In addition to these forms of abuse it is important to remain aware of other Child Protection and safeguarding concerns also outlined in these documents and training concerning a child who:

- is disabled and has specific additional needs;
- has special educational needs (whether or not they have a statutory Education, Health and Care Plan);
- 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 at risk of modern slavery, trafficking or exploitation;
- is at risk of being radicalised or exploited;
- is in a family circumstance presenting challenges for the child, such as drug and alcohol misuse, adult mental health issues and domestic abuse;
- may be a victim of Child Sexual and Criminal Exploitation (County Lines)
- is involved in inappropriate or sexualised behaviour such as 'Sexting'

Within school it is important to remain vigilant to the possibility of:

- Pupil on Pupil abuse and not dismiss such behaviour such as sexual touching or verbal abuse as 'part of growing up' or banter.
- That children with SEN, disability or challenging behaviour may make them more likely to be abused and that this may be masked by their additional needs, communication difficulty or challenging behaviour

Responding to concerns or disclosures

‘Never do nothing – Do the simple things well’

Any member of staff who has a concern about a child’s welfare must follow the internal referral process as outlined in the flow charts in this booklet without delay. Staff should ensure that concerns are recorded clearly on CPOMS and passed to the DSL or other appropriate staff as indicated in the flow chart. You must not investigate but refer concerns as soon as possible and in potentially urgent or serious cases immediately.

At all times you must maintain the strictest confidentiality in respect of individual Child Protection matters.

Responding to - Disclosures

- React calmly, promise CONFIDENTIALITY **not** SECRECY
- Tell the child that they have done the right thing by telling you
- Avoid making comments or judgements about what is shared
- 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 TED type questions if you need to clarify but this may be better left to the DSL or others
- Tell me what happened - Explain what you mean - Describe how it made you feel
- Tell the child or parent what will happen next

Feedback

You should expect to receive feedback following such internal referrals on a ‘Need to Know’ basis from the DSL. If this does not happen seek feedback.

The DSL or Dep DSL * will be available on site when the school is open to advise staff or respond to urgent Child Protection matters. The DSL and Deputy DSL 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 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 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.

**A fuller outline of the Role of the DSL is at Annex B of KCSiE 2020*

Safe and Appropriate Working - Code of Conduct

KCSiE instructs all schools to issue a Code of Conduct to all staff. It is designed to;

- Help all staff establish safe and responsive learning environments which safeguard children
- Reduce the risk of adults being unjustly accused of unprofessional, inappropriate or abusive conduct
- Help staff to work safely to protect pupils and themselves
- Ensure that all staff are aware of what is regarded as appropriate or inappropriate conduct and practice
- Support the School managers in setting clear expectations for all staff

It is important that you **understand and follow** this Code to ensure that you protect yourself and to be aware that failure to do so could result in concerns about your behaviour and possible disciplinary action.

It is particularly important that you are aware that this code of conduct includes the requirement to follow the school 'Acceptable use policy' in respect of the use of internet and other IT applications. Also that behaviour out of school may call into question your suitability to work with children will need to be assessed by the school managers.

If there are any parts of this code or any issues arising from your work in this area you have concerns or queries about you should seek advice from the Headteacher or another senior member of staff.

You may also wish to refer to the following documents which give more detailed guidance.

- Safer working Practice for Adults who work with Children & Young People in Education Settings (May 2019 Safer Recruitment Consortium)
- *School Safeguarding Whistle blowing guidance*
- *KCSiE 2020 part 4 Managing Allegations against teachers and other staff*
- Use of reasonable force Advice for Headteachers, staff and governing bodies DfE July 2013

Concerns about the conduct of other members of staff or volunteers

The responsibility for Child Protection and Safeguarding includes a clear obligation to report concerns you have or disclosures made to you that indicate inappropriate or abusive behaviour by members of staff or volunteers. Such allegations should usually be referred to the Headteacher or if the allegation is about the Headteacher to the Chair of Governors, a Senior Member of staff or the Local Authority Designated Officer.

If your concerns persist after you have referred Child Protection concerns or allegations as above you should raise these concerns with the recipient. If after these discussions there are concerns that the school has not acted appropriately to protect a child or to address inappropriate behaviour by a member of staff you should consider making a referral to the ER Safeguarding & Partnership Hub or in the case of allegations to the Local Authority Designated Officer.

Child Protection Record of Concern or Disclosure

Hannah Stillings will send you an invite to log into Elloughton Primary School's CPOMS.

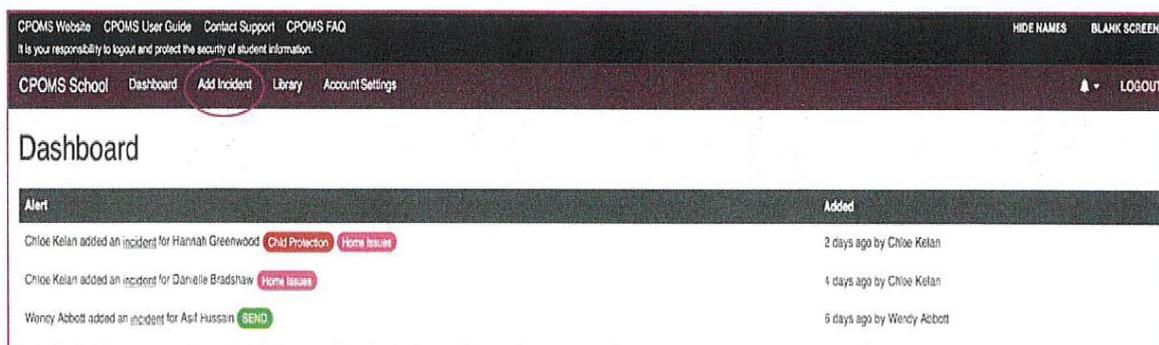
Complete an 'Incident' on CPOMS and mark as Welfare concern or Child Protection. Then alert Carole Fulstow or Hannah Stillings in urgent cases immediately or let urgent on the same day.

To add an incident log onto Elloughton Primary School's CPOMS URL www.elloughton.cpoms.net



If you have forgotten your password, click on Forgotten your password. You will receive an email link to reset your password.

Once logged in you will see an 'Alert' and 'My History' section. To add a new incident to the system click 'Add Incident' at the top of the screen.



This will take you directly to the incident page where you can proceed to fill in the information required.

The screenshot shows the 'Add Incident' form in the CPOMS system. The form is titled 'Add Incident' and has a 'Back' button in the top right corner. The form is divided into several sections:

- Student:** A text input field with the placeholder 'Begin typing a student's name' and a dropdown arrow on the right.
- Incident:** A large text area for entering incident details.
- Categories:** A list of checkboxes for selecting incident categories: Behaviour, Bullying, Child Protection (checked), Home Issues, LAG, Medical Issues, Prevent, and SEND. Below this are 'Child Protection Subcategories' with checkboxes for CAF, Cause for Concern, Child Protection Plan, CIN, and Early Help.
- Linked student(s):** A text input field with the placeholder 'Begin typing a student's name' and a dropdown arrow. Below it is a note: 'Type a student's name to link them to this incident.'
- Body map:** Two human silhouettes, one labeled 'Front' and one labeled 'Back', for marking the location of the incident on the body.
- Date/Time:** Two input fields for the date and time. The date is 'Fri 17 August 2018' and the time is '2:08PM'.
- Alert Staff Members:** A text input field with the placeholder 'Begin typing a staff member's name' and a dropdown arrow. Below it are 'SLT' and 'Teachers' tabs, and a note: 'Type a colleague's name or select an alert group to alert them to this incident. Colleagues highlighted in red would not normally be able to view this incident.' Below this is a 'Who should I alert?' field.
- Files:** A large text area for uploading files, with a button that says 'Click to browse or drag a file to upload'.
- Agency Involved:** A section with a 'Select Agencies' label and a red circle around the 'Add Incident' button.

- Firstly, select the child to whom you want to add the incident, begin typing the name in the student box at the top of the page. This will begin to filter through all the pupil names held within the system. Once you have selected a name, the box will turn grey. If you have selected the wrong name click the red 'X' delete button to choose an alternative.

- Fill in the incident text box with all of the details about the incident which you are adding. This is a free text box so you can add as much or as little as needed. Be careful to be accurate and specific.

N.B When inputting any linked student names into the incident text box, please ensure that you spell their name identically to how it is spelt within your SIMs. This ensures that if you do need to use the 'Hide Names' feature in the future, their name will be detected and blanked out. If the student is not linked in to the incident, we recommend using their initials as they will not automatically be picked up by the 'Hide Names' feature.

- After you have filled in all of the details of the incident you need to select at least one category to assign it to (if there is an overlap you can select more than one).

- You can then choose to link in other students if more than one is involved in a particular incident. This will copy the incident to all pupils selected. You can also click to monitor the linked student under the same category, if necessary, and also share any documents attached to the incident.
- The 'Body map' feature allows you to apply numbered markers to a body map image to support your incident text.
- Following this you can select a time and date. These will both default to the current time and date you are adding the incident, however if you wish to change it to when the incident actually occurred you can do so here.
- Next, you can choose which members of staff you wish to alert. Begin typing a name and CPOMS will filter through all CPOMS registered staff members. Alternatively, you can select to alert an entire alert group by choosing the relevant alert group button(s) (beneath the individual alert option).
- If you would like to attach a document to support the incident e.g. a social services letter, previous school case notes, or meeting minutes etc. you can do so at this point. Simply click to browse and find the relevant document on your pc and add as you would an email attachment, or drag a file from one of your folders to upload.
- Next, you can add any agency names to the incident to make others aware of which agencies are involved with this pupil.
- Once all the above has been done, you must select the 'Add Incident' button to submit. This will then send out email alerts to all of the selected staff members telling them that they need to log in to CPOMS to look at a newly added incident.

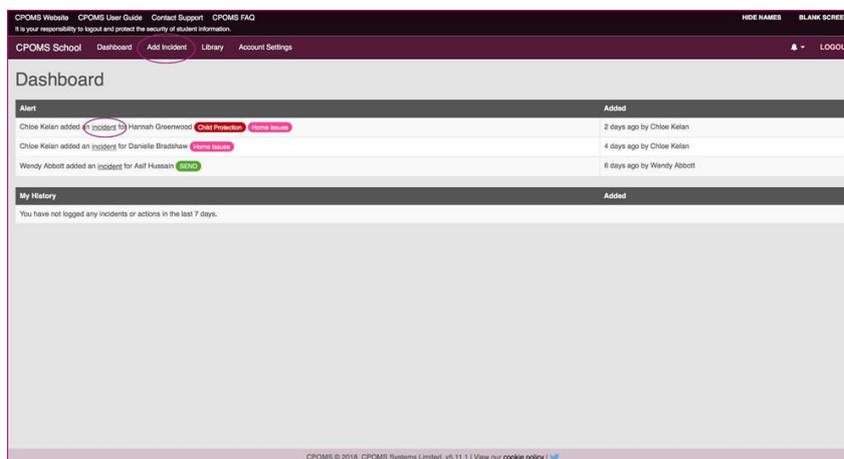
Adding an action

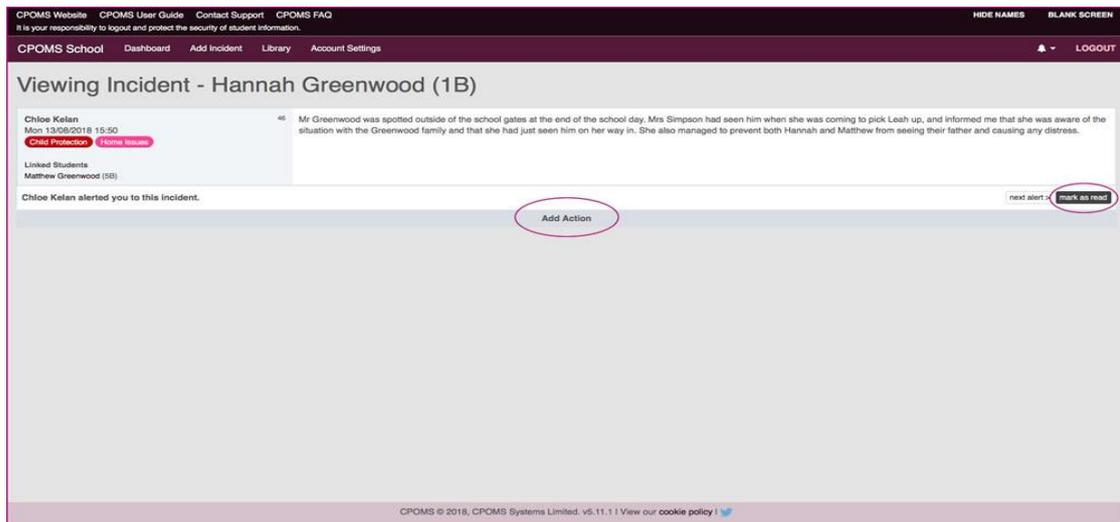
Once you have read and dealt with the incident, you can choose to 'Add Action' below the content, to add in the detail of any action you have taken, or what you would now like a colleague to follow up.

Once you have added your action you may mark the incident as read to acknowledge that you have seen the incident and understand the content.

mark as read

N.B Please note as you do not have key access, once you have marked the incident as read, the alert will disappear from your alerts dashboard and you will not be able to read it again. Therefore if you are required to add any actions make sure to do this before you select the 'mark as read'.

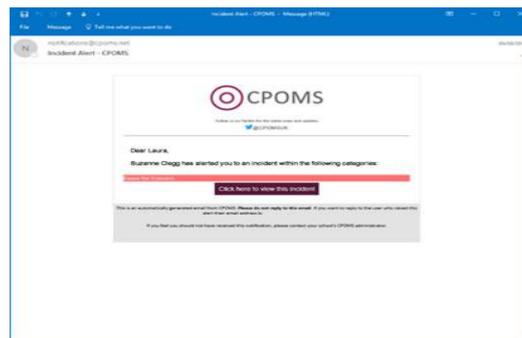




Viewing an incident

If you have been sent any alerts at all, you will receive an email to your school email address to make you aware of the fact that you have been sent an alert by a member of staff in school.

The email will tell you who has created the alert and which category it comes under but no other information. It will then give you a link to the log in page for your CPOMs to view the content in full.



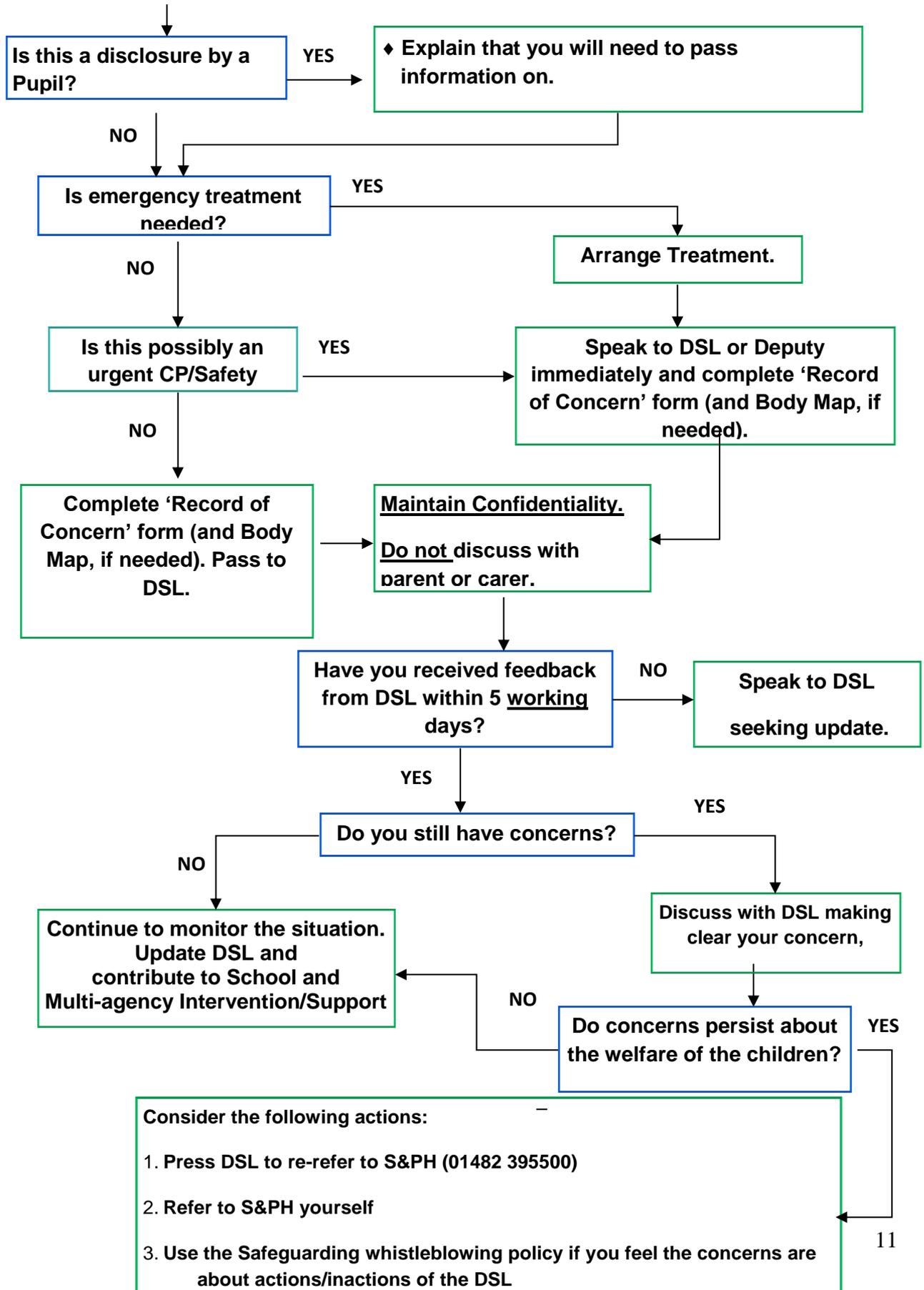
If you click on the word '**Incident**' it will take you directly to view the incident.

Once you have read and dealt with the incident, you can choose to '**Add Action**' below the content, to add in the detail of any action you have taken, or what you would now like a colleague to follow up. Once you have added your action you may mark the incident as read to acknowledge that you have seen the incident and understand the content.

mark as read

Child Protection Flowchart

Suspicion or disclosure that pupil has suffered or is at risk of suffering harm.
What you must do:



Allegation Flowchart

When you have a concern, disclosure or allegation about inappropriate or abusive behaviour towards children by a member of staff or volunteer.

What you must do:

Is there a suspicion or disclosure that a child has suffered or is at risk of suffering harm? If so also follow procedure on Flowchart 1

Is the allegation against the Head teacher?

YES

NO

Contact:

SLT, COG or Local Authority Designated Officer (LADO).
Maintain strict confidentiality.

Contact:

Head teacher or other SLT available.
Maintain strict confidentiality.

Have you received appropriate feedback? (from Head, SLT, LADO ?)

YES

NO

Seek meeting or request feedback

Do you still have concerns?

NO

YES

No further action required

Refer back to Head, CMC or SLT (or LADO) confidentially in writing if appropriate.

If concerns persist:

◆ Use the Safeguarding Whistleblowing policy to report your concerns.

Or

◆ Contact ERSCP LADO (01482 396999) or LADO@eastriding.gov.uk