ERSCB
EAST RIDING SAFEGUARDING CHILDREN BOARD

Keeping children and young people safe

Safeguarding in Education

Strategic Child Protection & Safeguarding Policy

Sept 2016

ELLOUGHTON PRIMARY SCHOOL

Strategic Child Protection & Safeguarding Policy
September 2016

This policy should be read in conjunction with:

- School Safeguarding Whistle Blowing guidance
- Annual Safeguarding / Child protection report to governors
- Keeping Children Safe In Education Statutory Guidance Sept 2016
- School Staff Code of Conduct
- Inspecting Safeguarding in Early years, Education and Skills Settings Ofsted Aug 2016

For the purpose of this policy:

- **'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 pupils of the school.

- **DSL** Designated Safeguarding Lead*
- **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
- **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.

  See Ofsted definition and scope of Safeguarding (Appendix M)

- **Child** Any pupil under the age of 18 is legally a child.
- **Pupils 18 or over** If there is a concern about the welfare of a pupil aged 18+ DSL's are advised to seek advice in the same way as with children e.g. EHaSH may sign post to Adult Services or refer to YFS. See also sec 22 in respect of staff pupil relationships.

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Elloughton Primary School Child Protection & Safeguarding Designated people & advice contact list September 2016

(For notice board display. This list should also be made available to all staff)

Role / Agency	Name & role	Contact details
***School Designated Safeguarding Lead / Child Protection Coordinator**	Carole Fulstow	head@epsch.co.uk
***Deputy DSL / Child Protection P Coordinator**	Chris Marsden	cmarsden@epsch.co.uk
Child Protection / Safeguarding Governor	Emily Hunt	Emily.a.hunt@hotmail.co.uk
Chair of Governors	Steve May	steve@stevemayconsulting.co.uk
Looked After Children Designated Teacher	Carole Fulstow	head@epsch.co.uk
E Safety Coordinator	Marie Woodend	mwoodend@epsch.co.uk
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	**Mon to Thu** 8:30am – 5:00pm **Fri** 8:30am – 4:30pm **01482-395500** childrens.socialcare@eastriding.gcsx.gov.uk
Emergency Duty Team (EDT)	Out of Hours & weekend CP referrals & advice	01377- 241273 emergency.duty.team@eastriding.gcsx.gov.uk
Local ER Children Safeguarding Team	Haltemprice	01482 565560
Local ER Children Safeguarding Team Manager	Natalie Jackson	01482 565560 anlabycc.support@eastriding.gcsx.gov.uk
ER Child Protection Officer & Local Authority Designated Officer (LADO) (Schools)	**Tony Marsh** Referral of allegations against staff & volunteers General strategic and operational Safeguarding & CP advice	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
Humberside Police	**ER Protecting Vulnerable People Unit**	01482 220809 / 220808 (County Hall, part of EHASH)
ER Safeguarding Children Board	General strategic and operational Safeguarding & CP advice	01482-396999 erscb.enquires@eastriding.gov.uk
ER Safeguarding Children Board	Training	www.erscb.org.uk O1482-396994 erscb.training@eastriding.gov.uk
Hull	Children's Social Care	01482-448879 EDT 01482-788080
North Yorks **North Lincs** **North East Lincs**		0845- 034941 EDT 01482 300 304 01724-296500 01472-325555

1. Core Principles

- Our School Community fully recognises our responsibility to safeguard and promote the welfare of all of our pupils.
- We believe that not only is this a moral and statutory responsibility but we know that children who feel safe and secure at school are more likely to achieve their full potential.
- We understand that the standards for positive and appropriate behaviour and mutual respect are set by example by our staff
- Vulnerable children and those with additional needs are supported
- We accept and carry out our responsibility to act on any suspicion, disclosure or belief that a child is suffering or at risk of suffering harm.

2. Related legislation & guidance

1) Working Together to Safeguard Children (2015)
2) Keeping Children Safe in Education (KCSiE) (DfE Sept 2016)includes Safer Recruitment & Managing Allegations against Staff
3) ER LA Safer Recruitment Guidance
4) Reasonable Force (DfE July13)
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 2015)
9) School Whistle Blowing (Safeguarding) and Allegation procedures (Sept 2016)
10) ERSCB – Guidance and Procedures
11) Inspecting safeguarding in early years, education and skills settings (Ousted 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)

3. Other Safeguarding related 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
- 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.
See Ofsted Definition & Scope of Safeguarding (Appendix M)

4. The policy

There are four main elements to our Child & Protection Safeguarding Policy:

- **Prevention** (e.g. positive school atmosphere, pastoral support to pupils, the SMSC & PSHE elements in the formal and informal curriculum, safer recruitment procedures and safe & appropriate working practice by staff. Wider safeguarding policies and procedures in place to establish and maintain a safe and secure school environment)

- **Protection** (by following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to Child Protection and other safeguarding 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 other difficulties in their lives. Pupils' 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 and an awareness of possible grooming or influence by violent extremist ideas and the dangers and consequences in engaging in inappropriate behaviour online.

- Ensure that all forms of bullying and harassment including allegations of child on child abuse and online bullying and abusive behaviour.

- 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. They are aware that they are in a Position of Trust and what the implications are of that for their working practice and out of school conduct and that their conduct towards pupils must remain beyond reasonable reproach.

- Fulfil the 'Duty of Care' towards staff by providing appropriate safeguarding guidance, induction and continuing training and support as required by KCSiE

6. Confidentiality

We recognise that all matters relating to Child Protection are highly confidential and the DSLs 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 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*
- Staff Child protection Procedures

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.

7.1 All adults working with or on behalf of children have a professional, moral and legal responsibility to safeguard and promote the welfare of children. This includes a responsibility to be alert to possible abuse, neglect, exploitation and violent extremist radicalisation and to record and report concerns to staff identified with child protection responsibilities within the school.

7.2 This responsibility is outlined in KCSiE 2016 which refers to the following:

- Sec 175 and 157 Education Act 2002
- Working Together to Safeguard Children 2015
- Teacher Standards 2012
- The Prevent Duty Guidance 2015
- Serious Crime Act 2015 (FGM & 'Honour' violence)

7.3 The School DSL/ Deputy DSL*

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 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.

The DSL must keep individual members of staff appropriately aware of the actions taken in response to concerns that they have referred to the 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 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.

* For detailed Role of the Designated Safeguarding Lead see annex B KCSIE 2016

7.4 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 and that all strategic Child Protection and safeguarding arrangements are in place and effective.

7.5 The Governing Body has the responsibility to monitor and ensure that all CP arrangements, procedures, policies and training are in place and effective. 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.

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 in operation, training and procedures and report to the full Governing Body.
- Ensure a written report is presented to each Governing Body meeting on the Child Protection/safeguarding work of the school and that the previous school year annual report is presented to the Autumn Term meeting.
- Ensure that the annual report is forwarded to the ERSCB
- Ensure that this policy is revised and updated annually and in doing so will seek the views of parents and pupils and the views and experience of staff.
- 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 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 and understand the requirement for confidentiality.

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 aware of 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).

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 individual Child's 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 meetings or 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 the headteacher's office. Only the DSLs, 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 Information Sharing guidance (2015)

7. Only factual verified information is recorded as such. Information 'reported' by outside individuals 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 that will need to be redacted.

9. The 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 and retaining Records

Records are transferred to receiving schools when children transfer at normal phase transition and at any other time, including the FE or other settings before the age of 18.

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

When children transfer schools at normal phase transition Child Protection and other safeguarding concerns will be discussed between DSL and the appropriate pastoral staff or DSL at the receiving school.

Records are sent or if possible handed to the receiving school separately from other records and marked 'Private & Confidential for the attention of the DSL'.

If sending by post records will sealed in an envelope and marked as above and sealed in an addressed envelope before sending by recorded delivery.

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

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

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

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, changes in behaviour or poor or irregular attendance.

The DSL and Safeguarding Governor ensure that all staff have received and been given the time to read KCSiE part One and Annex A and have access to the full guidance and '*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. These will be referred to the EHaSH 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 DSL immediately. The DSL will seek advice from the EHaSH before discussing such concerns with parents. All staff are aware of the legal requirement to report concerns about possible FGM abuse.

9.5 Possible Violent Extremist Radicalisation

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

In line with ERSCB, ERLA anf Humberside Police arrangements, 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 other staff.

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

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

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

- The school will only remove children from the register if the statutory grounds for doing so are met and will inform the LA of the intention to do so. In the case of CME school will make all reasonable efforts to locate the child/ren as required by the guidance.
- The school will inform the LA EWS if any pupil fails to attend without permission for a continuous period of 10 days or more and will refer children whose attendance has fallen below the agreed level to the EWS.

10. Responding to concerns.

'Never Do Nothing – Do the basic things well - It can happen here'

- All staff have a responsibility to respond to disclosures by children or other concerns and pass these concerns on to the DSL **immediately** as outlined in (Appendix A).

- Staff do not need 'proof' of abuse and should not 'investigate' concerns.

- This information must be recorded on the 'Record of Concern Form'. (Appendix B).

- Concerns relating to marks or injuries must also be recorded on a 'Body Map' which should be attached to the 'Record of Concern Form'. (Appendix C)

- If using a body map injuries or marks must be described, in addition to locating on the body map.

- Photographs must not be taken of any marks or injuries.

Staff are issued with a 'Child Protection Quick Reference Guide', and regularly reminded to maintain an 'It could happen here' attitude and **not to:**

- dismiss concerns or disclosures as insignificant, they may provide a vital link to other information.

- keep such concerns to themselves.

- investigate or seek proof.

- **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…., **E**xplain…., **D**escribe…

- delay recording or passing concerns to the DSL.

- Discuss with parents or carers

Staff are made aware that it is unacceptable legally, professionally and morally 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 any 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.

11.1 Further action – Seeking advice

The DSL 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 EHaSH will be made before discussing the matter with parents or carers. This will 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 EHaSH an Early Help Assessment is agreed to be appropriate and that school is best placed to initiate this assessment consent must be obtained from parents or carers and if appropriate the pupil. Advice about the EHA process is available from EH&SH.

- After consultation with EHaSH 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.

11.2 Escalating concerns about individual cases

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

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

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

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

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.

11.3 Informing Parents / Carers

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.

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 about sexual or physical abuse involves a parent or other family member.
- There is a possibility that a crime may have been committed.
- In cases of suspected fabricated illness, radicalisation, FGM or Forced marriage.
- Informing parents/ carers might place staff at risk.
- Where a delay may be caused in referring if contact cannot be made to parents.

11.4 Child Protection Referrals

If school makes a CP referral the East Riding Safeguarding Children Board Procedure will be followed by the DSL.

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

11.5 Feedback

Within 24 hours of receiving the referral from EHaSH 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 DSL should contact the CST Manager. If this fails to get a response the DSL should contact EHaSH for advice.

12.1 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, 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 supporting Looked After Children will liaise with the DSL and staff involved with Looked After Children to support the child and ensure that the needs indentified 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, is missing from school without a verified valid reason the DSL will contact the assigned social worker or CST duty desk if unavailable.

7. If a child that the school has concerns about, is missing the school will consider contacting EHaSH, the EWS and / or the police depending on the circumstances.

12.2 Peer on Peer abuse and harassment

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

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

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

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

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

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

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

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

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

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
- 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

14. Case Conferences and Core Group Meetings

1. The DSL & 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 following Conferences & meetings will be given to school staff under the 'Need to know' principle on a case-by-case basis.

15. Information sharing

In cases involving possible child abuse or neglect the school has a duty and the legal right to share information.

The DSL/headteacher will ensure that the sharing of information is in line with the following principles as outlined in: *'Information sharing advice for practitioners providing safeguarding services to children'* 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

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 and through school surveys etc 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 2016 Part 3 Safer Recruitment' and the ERLA safer recruitment (or other HR Provider) supporting guidance.

2. The school ensures that DBS checks on all staff, Governors and volunteers who are engaged in Regulated Activity are carried out as required by the Statutory Guidance.
3. Any staff or volunteers not in regulated activity are continually supervised by staff.
4. A Single Central Register for all staff, visiting staff, volunteers and governors is maintained using LA guidance.
5. The Head and at least one Governor complete the appropriate safer recruitment training which is updated every 5 years. All appointment panels will have at least one member who has completed this training in the last 5 years.

6. All staff that are covered by the 2009 Child Care Disqualification requirements 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.

18. Induction

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 2016 (Sec 1 & Annex B)
- The School's Code Of conduct.
- The Child Protection Staff Reference guide.

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 and awareness

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 (teaching and non-teaching) are reminded of the policy and procedures at the start of each school year and receive regular and topical updates as appropriate through the school year.
- ✓ All teaching and teaching assistant and pastoral staff and DSG complete the ERSCB online training 'Safeguarding in Education'.
- ✓ Other staff and Governors complete the ERSCB 'Awareness of Child Abuse & Neglect' module.
- ✓ All Staff will complete ERSCB refresher training every 3 years thereafter.

- ✓ The Workshop to Raise Awareness of Prevent (WRAP) will be delivered to the appropriate staff following an appropriate risk assessment which will be regularly reviewed.

DSL training

The DSL & Deputy DSL complete the following ERSCB training as a minimum.
This training will be enhanced by other ERSCB training on topics relevant to the school's specific needs.

- ✓ Annual ERSCB/ LA School DSL dedicated update and refresher training
- ✓ In school 1:1 LADO / CP Officer training, support & audit
- ✓ Safeguarding in Education (Online)
- ✓ Working Together to Safeguard Children
- ✓ Child Protection Case Conferences and Core Groups (2 days)
- ✓ Workshop to Raise Awareness of Prevent
- ✓ Early Help Assessments
- ✓ FGM online training
- ✓ Threshold of Need & Intervention

20. Safe Handling / Physical Intervention

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.
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.

21. E 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.

22. Safe & Appropriate working

All staff are made aware and regularly reminded:

- That they are in a Position of Trust and what the implications of that are.
- Of the requirements of the school Code of Conduct and related policies.
- If at any time staff are concerned that an action or comment made may be misinterpreted or that a child behaves or makes a comment in a way that causes concern in this respect, they should the log your concerns immediately with the appropriate senior member of staff and seek advice.
- That failure to adhere to the Code of Conduct including carrying out their safeguarding responsibilities may result in disciplinary action against them and in some cases allegations of inappropriate or abusive behaviour and Child Protection investigation.
- That their conduct towards pupils must remain beyond reasonable reproach.
- That any sexual 'relationship' consensual or otherwise with pupils up to 18 would constitute a criminal offence. Any such behaviour with pupils 18 or over would be regarded as a serious disciplinary matter.

23. Allegations against staff & Whistle Blowing

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 and procedure to follow 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 about 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 2016 Sec 4.

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.

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

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

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

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

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

24. Site Security, Visitors, Supply and agency staff & Contractors

Visitors to the school including contractors and volunteers are asked to sign in and are given a badge to confirm that they have permission to be on site.

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.

26. 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 strategies such as the Early Help Assessment and intervention by Children's Centres and Youth and Family Support Services.

2. However we ensure that parents are aware that we may in rare circumstances need to make Child Protection 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 DSG 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 DSL, DSL or Headteacher.

27. 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 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: September 2017

APPENDIX A

Elloughton Primary 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 DSL or others.

The use of 'TED' questioning may be appropriate

Tell me what happened
Explain what you mean
Describe 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
  - What , if any questions you asked and the responses
  - 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 C)
  - Pass the information to the DSL immediately

APPENDIX B

Elloughton Primary 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.

Pupils Name:	**Class**	**Yr:**
	DoB:	
Concern identified by:	**Date:**	**Time:**

Nature of Concern / details of disclosure / other relevant information.

Use Body Map (App C) if appropriate

Continue on reverse if needed

Passed to:	**Received by:** **Date**:			

Action taken by DSL (or person receiving this form)

This form to be filed in pupils CP file and noted on CP chronology

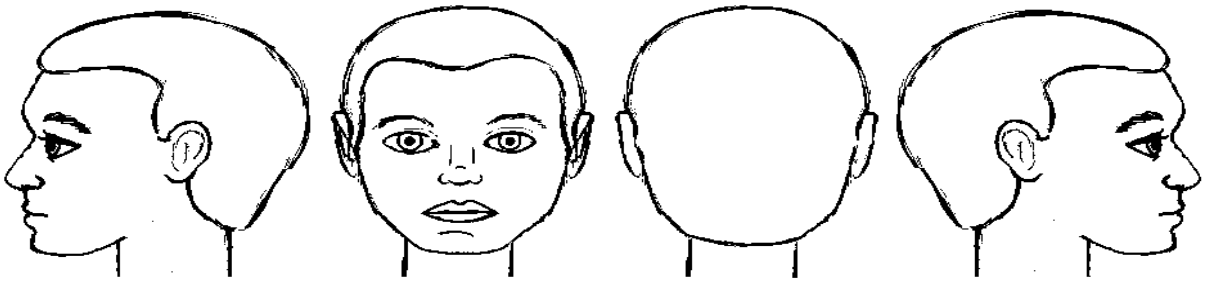
Appendix C

Elloughton Primary School CP Policy

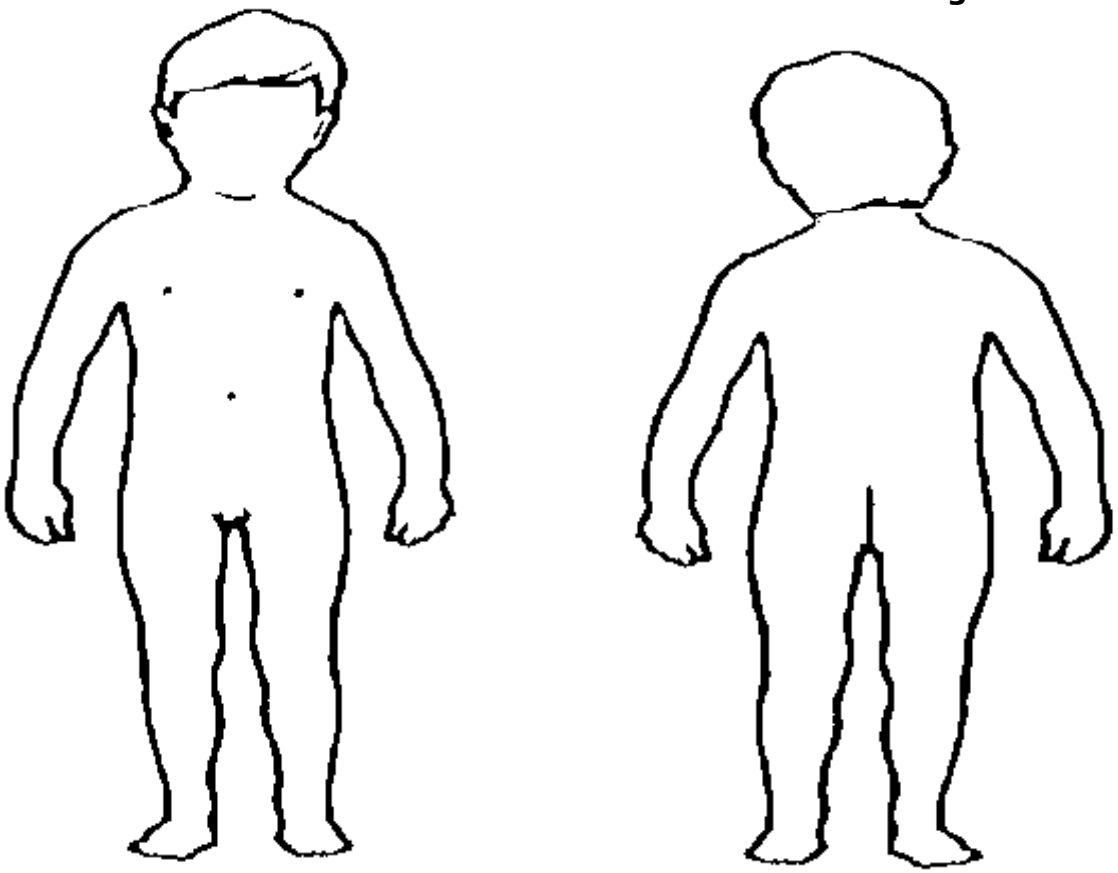
Child Protection Record of Concern - Body Map (Attach to Record of Concern Form)

Name of Child:

Date Date of Birth



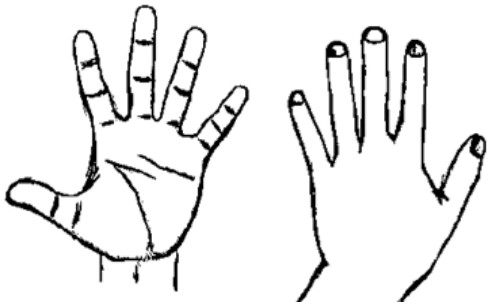
Left Side **Right Side**



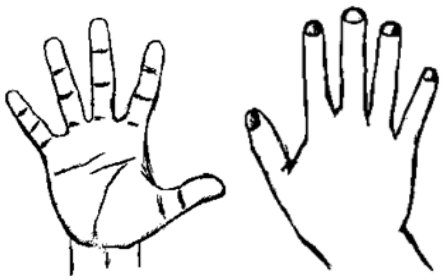
Front **Back**

Name of Child:

Date | | Date of Birth | |



Left Hand



Right Hand

Right Foot

Left Foot

Full Description of Injury
Name of Worker_____ **Attach to Child Protection Record of Concern or disclosure**

APPENDIX D Elloughton Primary School Child Protection

********** School Child Protection / Safeguarding Chronology Sheet									Sheet No
Log all concerns, relevant contact with parents/carers, discussions with staff details of Social Care etc, information shared with whom and why, dates of Case Conferences & Core Groups etc. Cross reference to 'Record of Concern' sheets. Retain with this sheet: all minutes, 'Records of Concern' , Body maps and other information including that from previous schools.									
Name						D.o.B			
Date enrolled				Previous School		Class/TGr			
Date									Initial / Staff Code

APPENDIX E

Elloughton 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 F

Elloughton Primary School Child Protection Policy

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

"At Elloughton Primary 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 Emily Hunt (Emily.a.hunt@hotmail.co.uk) who is the Governor with responsibility for Child Protection

APPENDIX G

Elloughton Primary 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

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 s/he 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 EHaSH 01482- 395500 or outside office hours to the ER Emergency Duty Team on 01377- 241273.

5. Parents/carers should not been informed before discussions with EHaSH 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

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 DSL should contact the CST Manager. If this fails to get a response the DSL should contact EHaSH 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 01482 300 304
North Lincs	01724-296500	
North East Lincs	01472-325555	

Looked After Children

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

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

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 parent

APPENDIX H

Elloughton Primary 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 the headteacher's 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.

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 I

Elloughton 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 the safeguarding folder in administration office and/or the safeguarding noticeboard. Complete this form and pass it to Carole Fulstow or Chris Marsden.

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

Elloughton Primary School Child Protection Policy

integrated children and young people's services

ERSCB Keeping children and young people safe
EAST RIDING SAFEGUARDING CHILDREN BOARD

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?**

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 Elloughton Primary 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.

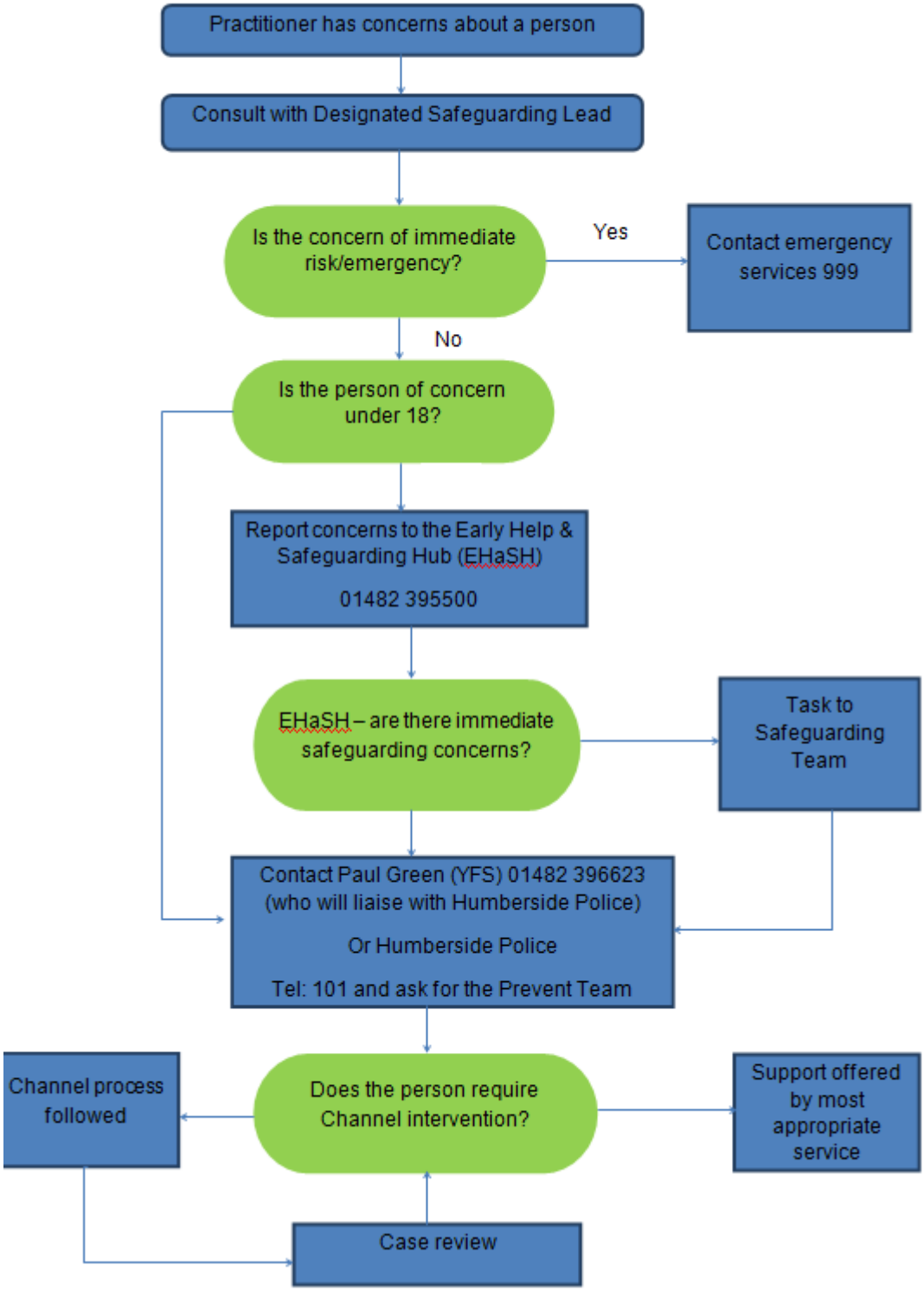
• Ensure the child protection policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school or college in this.

• 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 Elloughton Primary School Child Protection Policy

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



Appendix M Elloughton Primary School Child Protection Policy

Definition of safeguarding '*Inspecting Safeguarding in early years, education & skills settings (Ofsted Aug 2016)*

- In relation to children and young people, safeguarding and promoting their welfare is defined in 'Working together to safeguard children' as:
  - protecting children from maltreatment
  - preventing impairment of children's health or development
  - ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
  - taking action to enable all children to have the best outcomes.

- There is a different legislative and policy base for responding to adults' safeguarding needs. However, most of the principles and procedures that apply are the same as those for safeguarding children and young people.
- Safeguarding action may be needed to protect children and learners from:
  - neglect
  - physical abuse
  - sexual abuse
  - emotional abuse
  - bullying, including online bullying and prejudice-based bullying
  - racist, disability and homophobic or transphobic abuse
  - gender-based violence/violence against women and girls
  - radicalisation and/or extremist behaviour
  - child sexual exploitation and trafficking
  - the impact of new technologies on sexual behaviour, for example 'sexting' and accessing pornography
  - teenage relationship abuse
  - substance misuse
  - issues that may be specific to a local area or population, for example gang activity and youth violence
  - domestic violence
  - female genital mutilation
  - forced marriage
  - fabricated or induced illness
  - poor parenting, particularly in relation to babies and young children
  - other issues not listed here but that pose a risk to children, young people and vulnerable adults.

Safeguarding is not just about protecting children, learners and vulnerable adults from deliberate harm, neglect and failure to act. It relates to broader aspects of care and education, including:

- children's and learners' health and safety and well-being, including their mental health.

- meeting the needs of children who have special educational needs and/or disabilities.
- the use of reasonable force
- meeting the needs of children and learners with medical conditions
- providing first aid
- educational visits
- intimate care and emotional well-being
- online safety and associated issues
- appropriate arrangements to ensure children's and learners' security, taking into account the local context.