



## Child Protection & Safeguarding Policy and Procedure

This policy is applicable to: **Melbourne Primary School as part of the Wolds Learning Partnership (WLP)**

### Version 2.0

<p><b>Important:</b> This document can only be considered valid when viewed on the Website. If this document has been printed or saved to another location, you must check that the version number on your copy matches that of the document online.</p> <p><b>Name and Title of Author:</b></p>	<p>Claire Fielding</p>
<p><b>Name of Responsible Committee/Individual:</b></p>	<p>Board of Trustees</p>
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<p><b>Target Audience:</b></p>	<p>Employees, agency workers, self-employed worker and professional visitors.</p>
<p><b>Reference Documents:</b></p>	<p>Keeping Children Safe in Education 2018          Working Together to Safeguard Children 2018          Section 175 of the Education Act 2002</p>
<p><b>Related Documents</b></p>	<p>Behaviour Management Policy          Anti-Bullying          Special Educational Needs          Health and Safety          Sex Education          Educational Visits Policy          Safe Working Practice Guidance          Recruitment Policy          Whistleblowing Policy          Staff Physical Intervention Policy</p>



**September 2018 (to be reviewed Autumn 2019 in accordance with LA guidance and in line with *Keeping Children Safe in Education September 2018*)**

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 the pupils of the school.
- **'Parent/s'** refers to adults with parental responsibility for a particular child.
- **DSL** – Designated Safeguarding Lead
- **DDSL**– Deputy Designated Safeguarding Lead
- **CPC** – Child Protection Coordinator
- **CPG** – Child Protection Governor
- **LADO** – Local Authority Designated Officer
- **ERSCB** – East Riding Safeguarding Children Board
- **CST** – Local Children Safeguarding Teams
- **EHaSH** – Early Help and Safeguarding Hub
- **DBS** – Disclosure and Barring Service (formerly CRB)
- **KCSiE** – Keeping Children Safe in Education 2018 Statutory Guidance
- **EWO/S** – Education Welfare Officer/Service
- **YFS** – Youth & Family Support
- **PET** – Prevention & Education Team
- **CME** – Child Missing Education
- **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.
- **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/CPC are advised to seek advice in the same way as with children. E.g. EHaSH may signpost to Adult Services or refer to YFS. Please also see section 21 in respect of staff pupil relationships.



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## Child Protection – Designated People and Advice Contact List

Designated Safeguarding Lead/Child Protection Coordinator	Claire Fielding	(01759) 318369 <a href="mailto:cfielding@mcps.org.uk">cfielding@mcps.org.uk</a>
Deputy DSL /Deputy Child Protection Coordinator	Jo Brosenitz	(01759) 318369 <a href="mailto:jbrosenitz@mcps.org.uk">jbrosenitz@mcps.org.uk</a>
Headteacher	Claire Fielding	(01759) 318369 <a href="mailto:cfielding@mcps.org.uk">cfielding@mcps.org.uk</a>
Child Protection Governor	Stuart Winchester	(01759) 318369 swinchester@mcps.org.uk
Chair of Governors	Jane Henley	(01759) 318369 jhenley@mcps.org.uk
LAC Designated Teacher	Claire Fielding	(01759) 318369 <a href="mailto:cfielding@mcps.org.uk">cfielding@mcps.org.uk</a>
Early Help & Safeguarding Hub (EHaSH)	CP initial referral Support & Advice:	(01482) 395500 <a href="mailto:childrens.socialcare@eastriding.gcsx.gov.uk">childrens.socialcare@eastriding.gcsx.gov.uk</a>
EHaSH Out of Hours (formerly EDT)	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>
Local ER Children Safeguarding Team	Wolds and Dale SCT	(01482) 392370
ER School Safeguarding Adviser & Local Authority Designated Officer (LADO)	Tony Marsh - Referral of allegations against staff & volunteers General strategic & Operational School Safeguarding	(01482) 392139 <a href="mailto:tony.marsh@eastriding.gcsx.gov.uk">tony.marsh@eastriding.gcsx.gov.uk</a> Room AF 56, County Hall, Beverley.
ERSCB LADO	Lorraine Wilson Referral of allegations against staff & volunteers	(01482) 396999 <a href="mailto:lorraine.wilson@eastriding.gcsx.gov.uk">lorraine.wilson@eastriding.gcsx.gov.uk</a> Room AF 56 County Hall, Beverley
School critical incident & Educational Visits Emergencies (not CP)	24 hour guidance and support	(01482) 392999



Humberside Police	ER Protecting Vulnerable People Unit	(01482) 220809 / 220808 (County Hall, part of EHaSH)
ER Safeguarding Children Board	General strategic & Operational Safeguarding & CP advice	Tel (01482) 396999 <a href="mailto:erscb.enquiries@eastriding.gov.uk">erscb.enquiries@eastriding.gov.uk</a>
East Riding Safeguarding Children Board	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**

At Melbourne Primary School, we are committed to safeguarding children and young people and we expect everyone who works in our school to share this commitment. Adults in our school take all welfare concerns seriously and encourage children and young people to talk to us about anything that worries them. We will always act in the best interests of the child or young person.

At Melbourne Primary School, pupils are taught about safeguarding, including online, through various teaching and learning opportunities, as part of providing a broad and balanced curriculum to build resilience and raise awareness of how pupils can keep themselves safe.

Our school has a well-developed system for the reporting and recording of Child Protection concerns about individual, family or groups of vulnerable pupils and fully recognises the contribution it can make to protect and support pupils in school. The aim of the Policy is to safeguard and promote our pupils' welfare, safety and health by fostering an honest, open and a caring, supportive climate. 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 and 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. 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 and procedures, for instance:

- Behaviour Management
- Anti-Bullying
- Special Educational Needs
- Educational Visits
- First Aid and the Administration of Medicines
- Health and Safety
- Sex & Relationships Education
- ICT Code of Conduct
- The School Recruitment and Selection Policy
- The School Whistleblowing Policy and Notes of Guidance for Staff
- Off-site learning: arrangements and procedures
- 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.

### 3. The Policy

There are four main elements to our Child Protection 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 and appropriate working practice by staff). Wider safeguarding policies and procedures are 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.

### 4. 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 feel free to talk about any concerns and 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, are encouraged to talk, and are listened to;
- Ensure that pupils know that there are adults in the school who they can approach if they are worried or are in difficulty;
- Include in the curriculum, activities and opportunities which equip children with the skills they need to stay safe from abuse and develop resilience 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 are appropriately acted on.
- 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/CPC 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 continued training and support as required by KCSiE.

## 5. Confidentiality

We recognise that all matters relating to Child Protection are highly confidential and the Headteacher or DSL/CPC will share such 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.

Staff are also aware that such breaches of confidentiality and data protection may result in disciplinary action and risks bringing the school into disrepute. In specific circumstances this may place children at risk.

## 6. Roles and Responsibilities

All staff receive and have time allocated to read and the opportunity to seek advice or clarification about the current:

- Keeping Children Safe in Education – Part 1 Information for all School and College staff
- Keeping Children Safe in Education 2018 – Annex A
- School Staff Code of Conduct
- Staff Child Protection Procedures



All staff have access to current full guidance in the staffroom and on Staff Shared/Safeguarding 2018 2019:

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.
2. 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 staff Handbook, School "Whistleblowing" Policy and related Notes of Guidance for Staff). Failure to report such concerns may be considered an act of misconduct or gross misconduct within the school's Disciplinary Policy.
3. There are key people within the school and the Local Authority who have specific responsibilities. The names of those carrying such responsibilities for the current year are listed at the start of this document.
4. The DSL (or another appropriately trained senior member of staff) will be available on site when the school is open to advise staff or respond to urgent Child Protection matters. The School Child Protection Coordinator (CPC) works closely with the Designated Safeguarding Lead (DSL) in taking 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 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
  - encouraging a culture in staff of listening to pupils and taking account of their wishes and feelings to ensure supporting measures and plans can be put in place to support or protect them; and
  - liaising with the Headteacher and Child Protection Governor (CPG).

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. 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.

5. Management and leadership by the Headteacher and Governors ensures that the time, resources and training are adequate to ensure that the DSL responsibilities of the school, as outlined in KCSiE, are carried out and that all strategic Child Protection and Safeguarding arrangements are in place and effective.
6. Any allegations of abusive or inappropriate behaviour against a member of staff should be passed immediately to the Headteacher. If the allegation is against the Headteacher it should be referred to the Chair of Governors, the Deputy Headteacher or the ER LADO.
7. 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 a regular agenda item at Governing Body Meetings, and any relevant reports regarding CP 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 outlines in KCSiE.

8. The CPG acts as a 'Champion' for Child Protection and liaises with the Headteacher & DSL/CPC in order to report to, and update and advise, the Full Governing Body on the strategic and operational aspects of safeguarding.
9. The DSL/CPC & CPG meet over CP issues and prepare CP Reports to be discussed at meetings of the Full Governing Body. Governors will not normally have access to details of individual Child Protection cases and understand the requirement for confidentiality.

## **7. Records and monitoring (See Appendix 7)**

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 using the CPOMS Safeguarding Referral system.



3. The DSL/CPC is responsible for such records and for deciding at what point these records should be shared with, or transferred to, other agencies or schools, in consultation with the Headteacher or appropriate senior manager.
4. Child Protection records are stored using CPOMS Safeguarding software which will contain a chronology detailing clearly and referencing any concerns, contact with parents and other agencies, information shared, case conferences and other events. Any subsequent actions will be recorded clearly and the file will also contain all other relevant information and be separate from the child's school records. All staff can input an incident/cause for concern within CPOMS. However, only the DSL/DDSL can access all areas.
5. Historical CP files are stored in a secure location on the school network at Melbourne Primary School. Only the Head/DSL/DDSL have access to these files. New incidents from September 2018 are recorded on CPOMS.
6. The information in these files may be shared with other agencies as appropriate and in some cases used as evidence by other agencies, by liaising with the DSL/DDSL.
7. Only factual verified information is recorded as such. If unsubstantiated information is recorded, it is indicated as such.
8. Parents/Carers 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 '3<sup>rd</sup> party' information that will need to be redacted.
9. The DSL/CPC or Headteacher will decide what information needs to be shared with whom, and when, on a case by case basis. Confidentiality is essential but staff working with children can only provide effective support and monitor concerns if they are made aware of them or at the least that individual children are being monitored.
10. Child Protection Records are reviewed regularly to check whether any action, advice and updating are needed.

## **8. 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/CPC and the appropriate pastoral staff or DSL at the receiving school.

Records are sent or if possible handed to the receiving school separately from other records and marked 'Private & Confidential for the attention of the DSL'. If sending by post records will be sealed in an envelope and marked as above and sealed in an addressed envelope before sending by recorded delivery. 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 25<sup>th</sup> birthday of the pupil and then destroyed at the earliest convenience.

## 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, poor or irregular attendance and failure to develop appropriately. Staff are also made aware of emerging local safeguarding trends and given advice on what they may identify.

## 9.2 Sexual, Physical, Emotional Abuse and Neglect

- **Sexual abuse:** behaviour changes, precocity, withdrawal, sexually inappropriate behaviour
- **Emotional abuse:** excessive dependence, inappropriate emotional responses, over-reaction to mistakes
- **Neglect:** inadequate clothing, hunger, lack of sleep, lack of supervision
- **Physical Abuse:** aggression, inconsistent explanations, refusal to discuss injuries

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

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

## 9.3 Child Sexual Exploitation (CSE)



Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

Indicators of child sexual exploitation may include:

- Acquisition of money, clothes, mobile phones, etc. without plausible explanation;
- Gang-association and/or isolation from peers/social networks;
- Exclusion or unexplained absences from school, college or work;
- Leaving home/care without explanation and persistently going missing or returning late;
- Excessive receipt of texts/phone calls;
- Returning home under the influence of drugs/alcohol;
- Inappropriate sexualised behaviour for age/sexually transmitted infections;
- Evidence of/suspicions of physical or sexual assault;
- Relationships with controlling or significantly older individuals or groups;
- Multiple callers (unknown adults or peers);
- Frequenting areas known for sex work;
- Concerning use of internet or other social media;
- Increasing secretiveness around behaviours; and
- Self-harm or significant changes in emotional well-being.

Although the following vulnerabilities increase the risk of child sexual exploitation, it must be remembered that not all children with these indicators will be exploited. Child sexual exploitation can occur without any of these issues.

- Having a prior experience of neglect, physical and/or sexual abuse;
- Lack of a safe/stable home environment, now or in the past (domestic violence or parental substance misuse, mental health issues or criminality, for example);
- Recent bereavement or loss;
- Social isolation or social difficulties;
- Absence of a safe environment to explore sexuality;
- Economic vulnerability;
- Homelessness or insecure accommodation status;



- Connections with other children and young people who are being sexually exploited;
- Family members or other connections involved in adult sex work;
- Having a physical or learning disability;
- Being in care (particularly those in residential care and those with interrupted care histories); and
- Sexual identity.

More information can be found in:

Child sexual exploitation: Definition and a guide for practitioners (DfE 2017)

#### **9.4 Criminal Exploitation of Children and 'County Lines'**

Across the country, young people and vulnerable adults are being exploited by gangs to move and sell drugs on their behalf in suburban areas, market towns and coastal regions. This criminal activity is known as 'county lines', as young people travel to different regions where they're unknown to the police and can therefore operate undetected. These young people can be as young as 10 and are often subjected to threats, violence, and sexual abuse by the gangs.

Children most at risk are those with chaotic backgrounds, maybe some previous offending, poor school attenders, and often children who are looked after. Signs that should prompt people to consider a young person's involvement in county lines include:

- Being found in distant areas
- Unexplained new clothes, money or phones
- Being associated with older people
- Significant change in behaviour or mental state

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

Female genital mutilation refers to procedures that intentionally alter or cause injury to the female genital organs for non-medical reasons. The practice is illegal in the UK. FGM typically takes place between birth and around 15 years old; however, it is believed that the majority of cases happen between the ages of 5 and 8.

Risk factors for FGM include:

- low level of integration into UK society
- mother or a sister who has undergone FGM



- girls who are withdrawn from PSHE
- visiting female elder from the country of origin
- being taken on a long holiday to the country of origin
- talk about a 'special' procedure to become a woman

Indications that FGM may have already taken place may include:

- difficulty walking, sitting or standing and may even look uncomfortable.
- spending longer than normal in the bathroom or toilet due to difficulties urinating.
- spending long periods of time away from a classroom during the day with bladder or menstrual problems.
- frequent urinary, menstrual or stomach problems.
- prolonged or repeated absences from school or college, especially with noticeable behaviour changes (e.g. withdrawal or depression) on the girl's return
- reluctance to undergo normal medical examinations.
- confiding in a professional without being explicit about the problem due to embarrassment or fear.
- talking about pain or discomfort between her legs

All staff are reminded of the need to be aware of the possibility of such abuse at Early Years, Primary and Secondary school age as outlined in Annex A of KCSiE 2018 and that they have a statutory duty and responsibility to report concerns relating to FGM.

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

#### Reporting Concerns

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



**guidance and support of the DSL/CPC. For other staff, such a referral will be made by the DSL/CPC but this will need to identify the member of staff and the information they have reported.**

- e) The referral will be made at the latest by the close of the next working day but ideally immediately and on the same day if a school holiday or weekend follows the next day.
- f) If the CPC/DSL is not available within this timescale the member of staff should contact EHaSH and update the DSL/CPC.
- g) A written 'Confirmation of Referral' form should be forwarded to EHaSH in line with ERSCB safeguarding procedures.

## **9.6 'Honour-based' Violence**

So-called 'honour-based' violence (HBV) encompasses crimes which have been committed to protect or defend the honour of the family and/or the community, including Female Genital Mutilation (FGM), forced marriage, and practices such as breast ironing. All forms of so called HBV are abuse (regardless of the motivation) and should be handled and escalated as such.

Where staff are concerned that a child might be at risk of HBV, they must contact the DSL/CPC as a matter of urgency.

## **9.7 Possible Violent Extremist Radicalisation**

As part of the Counter Terrorism and Security Act 2015, schools have a duty to 'prevent people being drawn into terrorism'. This has become known as the 'Prevent Duty'. Where staff are concerned that children and young people are developing extremist views or show signs of becoming radicalized, they should discuss this with the DSL/CPC.

We use the curriculum to ensure that children and young people understand how people with extreme views share these with others, especially using the internet.

We are committed to ensuring that our pupils are offered a broad and balanced curriculum that aims to prepare them for life in modern Britain. Teaching the school's core values alongside the fundamental British Values supports quality teaching and learning, whilst making a positive contribution to the development of a fair, just and civil society. 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.

Recognising Extremism:

Early indicators of radicalisation or extremism may include:

- showing sympathy for extremist causes



- glorifying violence, especially to other faiths or cultures
- making remarks or comments about being at extremist events or rallies outside school
- evidence of possessing illegal or extremist literature
- advocating messages similar to illegal organisations or other extremist groups
- out of character changes in dress, behaviour and peer relationships (but there are also very powerful narratives, programmes and networks that young people can come across online so involvement with particular groups may not be apparent.)
- secretive behaviour
- online searches or sharing extremist messages or social profiles
- intolerance of difference, including faith, culture, gender, race or sexuality
- graffiti, art work or writing that displays extremist themes
- attempts to impose extremist views or practices on others
- verbalising anti-Western or anti-British views
- advocating violence towards others

All staff have undertaken 'Prevent' E-learning training and 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 the DSL/CPC or other senior staff. In line with ERSCB, ERLA and Humberside Police arrangements, advice will be sought by contacting EHaSH which includes Humberside Police Decision makers (Appendix 6). If there is an immediate concern of risk or emergency the school will call 999.

### **9.8 Peer on Peer abuse and harassment**

Staff should be aware that safeguarding issues can manifest themselves via peer on peer abuse. This is most likely to include, but not limited to:

- bullying (including cyberbullying);
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;
- sexual violence and sexual harassment;
- gender-based violence
- sexting (also known as youth produced sexual imagery); and
- initiation-type violence and rituals.

Abuse is abuse and should never be tolerated or passed off as "banter" or "part of growing up". Different gender issues can be prevalent when dealing with peer on peer abuse. This could for example include girls being sexually touched/assaulted or boys being subject to initiation-type violence.



At Melbourne Primary School we believe that all children have a right to attend school and learn in a safe environment. Children should be free from harm by adults in the school and other pupils.

We recognise that some pupils will sometimes negatively affect the learning and wellbeing of others and their behaviour will be dealt with under the school's Behaviour Policy. Occasionally, allegations may be made against pupils by others in the school, which are of a safeguarding nature. Safeguarding issues raised in this way may include physical abuse, emotional abuse, sexual abuse and sexual exploitation. It is likely that to be considered a safeguarding allegation against a pupil, some of the following features will be found.

The allegation:

- is made against an older pupil and refers to their behaviour towards a younger pupil or a more vulnerable pupil
- is of a serious nature, possibly including a criminal offence
- raises risk factors for other pupils in the school
- indicates that other pupils may have been affected by this student
- indicates that young people outside the school may be affected by this student

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/CPC. This includes incidents or behaviours that may have occurred outside of the school that staff become aware of.

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/CPC 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.

In cases of 'sexting' we follow guidance given to schools and colleges by the UK Council for Child Internet Safety (UKCCIS) published in 2017: 'Sexting in schools and colleges, responding to incidents, and safeguarding young people'.

### **9.9 Children Missing Education (CME)**

Knowing where children are during school hours is an extremely important aspect of Safeguarding. Missing school can be an indicator of abuse and neglect and may also raise concerns about others safeguarding issues, including the criminal exploitation of children. We monitor attendance carefully and address poor or irregular attendance without delay.

Once morning registers have been taken and checked, the Attendance Officer for Melbourne Primary School (Avril Charlton) will contact home for any pupil absent from school with no known reason by either text or telephone call. This means we need to have at least two up to date contact numbers for pupils. Parents should remember to update the school as soon as possible if the numbers change.

In response to the guidance in KCSiE (2018) the school has:

- a. Staff who understand what to do when children do not attend regularly
- b. Appropriate policies, procedures and responses for pupils who go missing from education (especially on repeat occasions).
- c. Staff who know the signs and triggers for travelling to conflict zones, FGM and forced marriage.
- d. Procedures to inform the local authority when we plan to take pupils off-roll when they:
  - i. leave school to be home educated
  - ii. move away from the school's location
  - iii. remain medically unfit beyond compulsory school age
  - iv. are in custody for four months or more (and will not return to school afterwards); or



v. are permanently excluded

We will ensure that pupils who are expected to attend the school, but fail to take up the place will be referred to the local authority. When a pupil leaves the school, we will record the name of the pupil's new school and their expected start date.

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

If a child, who is the subject of a Child Protection Plan or is otherwise open to the CST, does not attend school without a verified valid reason, the CPC will contact the assigned social worker or CST duty desk if unavailable.

If a child not open to the CST that the school has concerns about, does not attend school, the school will contact EHaSH, the EWS and/or the Police depending on the circumstances.

If a child absconds from the site the school will make an initial search and contact the parent/carer or other emergency contact (and social worker if open to CST). If, after that search, the child is not located the school will contact the police within 20 minutes of the alert.

### **9.10 Concerns about the capacity of parent/carer collecting children**

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

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

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

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

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



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



## 9.11 Private Fostering

A private fostering arrangement is one that is made privately (without the involvement of a local authority) for the care of a child under the age of 16 years (under 18, if disabled) by someone other than a parent or close relative, in their own home, with the intention that it should last for 28 days or more. A close family relative is defined as a 'grandparent, brother, sister, uncle or aunt' and includes half-siblings and step-parents; it does not include great-aunts or uncles, great grandparents or cousins.

Parents and private foster carers both have a legal duty to inform the relevant local authority at least six weeks before the arrangement is due to start; not to do so is a criminal offence.

Whilst most privately fostered children are appropriately supported and looked after, they are a potentially vulnerable group who should be monitored by the local authority, particularly when the child has come from another country. In some cases privately fostered children are affected by abuse and neglect, or be involved in trafficking, child sexual exploitation or modern-day slavery.

Schools have a mandatory duty to report to the local authority where they are aware or suspect that a child is subject to a private fostering arrangement. Although schools have a duty to inform the local authority, there is no duty for anyone, including the private foster carer or social workers to inform the school. However, it should be clear to the school who has parental responsibility.

School staff should notify the DSL/CPC if they become aware of private fostering arrangements so that a referral to EHaSH can be made. On admission to the school, we will take steps to verify the relationship of the adults to the child who is being registered.

## 9.12 Direct Payments

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

## 9.13 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 they may have, and pass these concerns on to the DSL/CPC immediately (as outlined in Appendix 2). If for any reason neither the DSL or CPC are available, staff must speak to a member of SLT.

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



- Wherever possible, this information should be recorded on CPOMS. If a concern is made verbally, this should be followed up promptly by submitting the concern via CPOMS. Once submitted electronically, both the DSL/CPC will be alerted.
- Concerns relating to marks or injuries should be described, in addition to recording on a 'Body Map' within CPOMS (Appendix 3a).
- Photographs must not be taken of any marks or injuries.

It is vital that staff do not:

- dismiss concerns or disclosures as insignificant; they may provide a vital link to other information.
- keep such concerns to themselves.
- investigate or seek proof.
- delay recording or passing concerns to the DSL/CPC.
- promise secrecy to children or adults making disclosures but reassure them that information will be shared appropriately and confidentially.
- discuss with parents or carers.
- 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. **T**ell me..., **E**xplain..., **D**escribe....,

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 and that any such failures will be regarded as potential disciplinary matters.

## **9.14 Passing on concerns**

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

Arrangements for passing on concerns are detailed in notes written and up-dated for staff annually. These are always presented to all staff during a Training Day in September, at the start of the new academic year; key points are emphasised. Notes can be found in Appendix 12.

## **10. Further action**

### **10.1 Considerations**

After taking advice from EHaSH or CST if needed, the DSL/CPC will decide 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's case is already 'open' to a social worker, an initial contact should be made with that social worker (or duty team member if the social worker is unavailable).
- If after consultation with EHaSH an Early Help Assessment is agreed to be appropriate and that school is best placed to initiate this assessment consent must be obtained from parents or carers and if appropriate the pupil. Advice about the EHA process is available from EHaSH
- After consultation with EHaSH, the DSL/CPC may advise that the situation will be monitored and inform the appropriate staff.
- In all cases, records of discussions with EHaSH and other professionals and any subsequent decisions and action taken, including details of other persons involved in the decision-making will be recorded in the Child's file.

## **10.2 Escalating concerns about individual cases**

If the DSL/CPC 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/CPC 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/CPC 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/CPC 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 other 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.

## **10.3 Informing Parents (See Appendix 6)**

In all cases before parents or carers are informed the DSL/CPC 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 or carers might place staff at risk.
- Where a delay may be caused in referring if contact cannot be made with parents.

#### **10.4 CP Referrals (See Appendix 6)**

If the school makes a CP Referral, the East Riding Safeguarding Children Board Procedure will be followed by the CPC.

After a telephone contact to EHASH, the DSL/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. This information will be made available to the CST manager by EHASH. (See Appendix 10)



## **10.5 Feedback**

Within 24 hours of receiving the referral from EHASH, the CST in whose area the child lives should report back to the DSL/CPC 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 the school day), the DSL/CPC should contact the CST Manager to seek information. If this fails to get a response, the DSL/CPC should contact EHASH for advice.

Whatever the outcome of reported concerns, the DSL/CPC will report back to the member(s) of staff involved and appraise them of the situation, as appropriate, under the 'need to know' principle.

## **11 Vulnerable Children - supporting pupils at risk**

Children and young people with special educational needs and disabilities can face additional safeguarding challenges because:

- there may be assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration;
- children with SEN and disabilities can be disproportionately impacted by things like bullying without outwardly showing any signs; and
- difficulties may arise in overcoming communication barriers.

At Melbourne Primary School we identify pupils who might need more support to be kept safe or to keep themselves safe by:

1. providing such children with the support that is necessary and build their self-esteem and confidence.
2. ensuring that 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 and keep them alert to factors which may be of concern.
3. reminding staff that children with SEN, disabilities, communication or behaviour problems are at greater risk of abuse, neglect and bullying than other children.
4. the Designated Teacher supporting Looked After Children will liaise with the DSL/CPC and staff involved with Looked After Children to support the child and ensure that the needs identified in the child's Personal Education Plan are supported by staff involved with the child.



5. considering safeguarding implications 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.
6. if a child, who is the subject of a Child Protection Plan or is otherwise open to the CST, does not attend school without a verified, valid reason the CPC will contact the assigned social worker or CST duty desk if unavailable.
7. if a child not open to CST that the school has concerns about, does not attend school, the school will contact EHaSH, the EWS and/or police depending on the circumstances.

## **12. 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 work with energy to ensure that barriers to learning and inclusion are minimised for children.

We are, therefore, committed to initiating and supporting inter-agency work through:

- Early Help Assessments;
- CP Case Conferences (& Reviews), Strategy & Core Group Meetings, and other Multi-Agency Meetings;
- Youth & Family Support Service, Prevention in Education Team & Children Centre intervention;
- Health and CAMHS intervention and assessment;
- The weekly School Inclusion Team Meetings (held in Woldgate), including EWS.

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

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

- The DSL/CPC & Headteacher will ensure that the appropriate member(s) of staff attend Initial and Review Case Conferences and subsequent Core Group Meetings, and provide written reports for these.
- Reports will be compiled after discussion with relevant staff such as Subject Teachers, Form Tutors, Heads of Care and Achievement and SENCO.
- Reports will be discussed with parents, if possible, before forwarding to the Case Conference Chair 3 days before an Initial and 5 days before a Review Case Conference.
- Feedback will be given to staff under the 'need to know' principle on a case-by-case basis.



## 14. Information Sharing

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

The DSL/CPC/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 2015*' and that it is:

- necessary, proportionate, relevant, adequate, accurate, timely and secure;
- necessary for the purpose for which it is shared;
- accurate, up-to-date, shared in a timely fashion and securely;
- is shared appropriately and confidentially with the appropriate professionals, and that this is logged on the child's CP file.



## **15. 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. Any expression of concern in relation to an individual child/young person will be listened to and acted upon to safeguard his/her welfare.

1. Children will be made aware of the opportunities available to them to seek advice and support within the formal and informal curriculum. This includes the opportunity to talk to our ELSA team who are available to offer their support.
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.

## **16. Recruitment and selection of staff**

1. The school complies fully with Statutory Guidance 'Keeping Children Safe in Education 2018 Part 3 Safer Recruitment' and the ERLA safer recruitment supporting guidance. Supporting documentation and procedures have been developed within School to augment those produced by the LA.
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. Any staff or volunteers not in regulated activity are continually supervised by staff.
3. A Single Central Register for all staff, visiting staff, volunteers and governors is maintained using LA and Statutory guidance; we are particularly mindful of our commitment towards Performing Arts in this respect.
4. ERSCB 'Safer Recruitment Training' has been completed by a range of staff (both teaching and non-teaching, including the Headteacher and CPG). All appointment panels will have at least one member who has completed this training in the last 5 years. This training will be reviewed periodically and may be extended to other colleagues.
5. 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. See section 24 for further guidance on contractors, visitors etc.

## **17. Induction**



When new permanent or part-time staff, or volunteers, start at the school they are briefed on the School CP and Safe Working procedures and given a copy of

- This policy
- Expectations and Code of conduct
- Behaviour policy
- Keeping Children Safe In Education 2018 (Sec 1 & Annex B)
- CME/CMOE safeguarding response
- The Child Protection Staff Reference guide
- The role of DSL/CPC

Other temporary or visiting staff, and students on placement, are made aware of the CP reporting procedures in school and the School Code of Conduct. Safe Working is also addressed.

All student teachers undergoing training, and newly qualified teachers, adhere to the School Induction Programme, which is led and managed by the responsible senior member of staff. This involves regular discussions, mentoring, observation of good practice and carefully monitored performance checks. Addressing CP is an ongoing element of this programme.

## **18. Staff Safeguarding Training and Awareness**

All staff receive and have time allocated to read and have the opportunity to seek advice or clarification about the current:

- Keeping Children Safe in Education 2018 – Part 1
- Keeping Children Safe in Education 2018 – Annex A
- Safeguarding and Child Protection Policy
- The School's Code of Conduct
- School's Behaviour Policy
- Children Missing Education – School Approach

All staff are reminded of the Policy and procedures at the start of each school year and at other times, as required, through Staff Meetings and/or staff bulletins. All staff complete the on-line core Training (and refresher training every 3 years thereafter).

The DSL and CPC will complete the following ERSCB training as a minimum as required by their role:

- Annual ERSCB/LA School DSL dedicated update and refresher training
- In school 1:1 LADO/CP Officer training, support and audit
- Safeguarding in Education (online)
- Working Together to Safeguard Children
- Child Protection Case Conferences and Core Groups



- Workshop to Raise Awareness of Prevent
- Early Help Assessments
- FGM online training

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

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

Staff will ensure that the School Policy on Physical Intervention is followed and that any incidents requiring such action are logged with the Headteacher or appropriate senior manager, and parents are informed on the same day.

Only adults designated by the Headteacher in the School Policy should use physical intervention as a last resort to protect the safety of children or adults.

## **20. E-Safety & Acceptable Use Policies**

The School's E-safety and Acceptable Use Policy explains how we try to keep pupils safe in school and protect and educate them in the safe and appropriate use of technology. Behaviour such as cyberbullying and sexting will be managed through the anti-bullying procedures or Child Protection/CSE procedures if more serious.

When children use the school's network to access the internet, they are protected from inappropriate content by our filtering and monitoring systems which are in place. Whilst not infallible, this together with effective monitoring by staff ensures any risk is minimised. However, many pupils are able to access the internet using their own data plan and to minimise inappropriate use, as a school, we ask that pupils refrain from using mobile phones during the school day and offer advice via the curriculum and on our website about keeping themselves safe.

We understand that using online technology 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.

## **21. Safe and Appropriate Working**

1. All staff should ensure that they do not behave in a way that will result in founded, or unfounded, allegations of inappropriate, abusive or dangerous behaviour.



2. At the start of each year, or at induction, all staff are reminded that they are in a Position of trust and what the implications of that are, together with the need to adhere to the Staff Code of Conduct and related policies.
3. 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 log their concerns immediately with the appropriate senior member of staff and seek advice.
4. 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. Their conduct towards pupils must remain beyond reasonable reproach.
5. Staff are reminded 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

## **22. Allegations against staff and Whistleblowing**

All staff have access to:

- The School Whistleblowing (Safeguarding) Policy
- Statutory Guidance – Allegations of Abuse made against teachers and other staff (Section 4 KCSiE)
- Contact details of the Chair of Governors and LADO

All staff are made aware of their responsibilities and the procedure to follow in the strictest confidence, however, it must be appreciated that in the case of a Whistleblowing situation, an investigation may reveal the source of the information and a statement by the referrer may be required.

1. If a member of staff is in receipt of an allegation of inappropriate or abusive behaviour by a colleague or pupil, or feels required to make, or pass on, such an allegation, they should pass the information, without delay, to the Headteacher.
2. 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 to not refer such concerns.
3. The Headteacher (or other in 2 above) will, on the same day, contact the LA Designated Officer and follow the statutory guidance contained in ERSCB guidance Keeping Children Safe in Education 2018 Sec 4.
4. All involved will attempt to ensure that any allegation is dealt with fairly, quickly and consistently, in a way that provides effective protection for the child and, at the same time, supports the person who is the subject of the allegation.



5. 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 Head teacher (or other in 2) 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.
6. The NSPCC runs a whistleblowing helpline on behalf of the government, the number is 0808 800 5000.

### **23. 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/CPC will discuss such concerns with our Educational Visits Coordinator and visit leaders at the visit planning stage.

The school will follow the appropriate LA planning and Risk Assessment procedures for all educational visits and activities.

### **24. Visitors, Supply and Agency Staff and 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 DBS/vetting procedures in place. The school will follow KCSiE statutory Guidance advice in such cases.



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

The Single Central Register 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.

## **25. Site Security, Health and Safety and emergency procedures**

There is a school specific Health and Safety Policy in place:

- Daily visual site inspections are carried out before school
- Trebly H&S inspections are carried out
- Annual governor H&S and environmental audits and inspections are carried out
- All staff are made aware of their responsibilities for procedures for reporting H&S concerns and there is a clear system for staff and pupils to report and log H&S concerns
- H&S Risk Assessments 'On Site Security' and 'Managing Violence and Aggression' are adapted and used as appropriate.

Fire practices are held regularly at varying times of day and week and any deficiencies corrected. Communication systems are in place and understood by all staff and volunteers to ensure appropriate and safe responses in the event of critical incidents. This includes the need to evacuate in the event of a bomb scare or the need to initiate a complete or partial 'lock down'.

## **26. Parents**

We believe that our Safeguarding and Child Protection work will be more effective if it is carried out in partnership with parents and carers and that preventative and supportive strategies such as the Early Help Assessment and intervention by Children's Centres and Youth and Family Support Services are instigated when required. It is a priority to inform and involve parents at every stage in their child's time at the school. However, since our first priority is a child's welfare, we ensure that parents are aware that we may need to consult other agencies without their consent or knowledge.

Parents are made aware that this policy is available from the School, and the name of the CPG can be requested if they wish to raise any suggestions or queries about the Policy or specific issues. Any such concerns will be taken into account when the Policy is reviewed and responded to by the CPG, DSL/CPC or Headteacher.



If you want to know more about our procedures, or the Policy, please speak to the Headteacher (Mr J Britton), your child's Head of Care and Achievement or the School Child Protection Coordinator (Mrs Ibbetson). Alternatively, you may wish to speak to Ms Longstaff who is our Designated Safeguarding Lead or Mrs Faulkner, who is the Governor with responsibility for Child Protection.

## **27. Policy Review**

The staff and governors will review this policy each year, and if any changes are suggested or required, they will be discussed by governors. The views of staff, pupils, parents and governors will be sought and taken into account in this review.

If at any time any deficiencies or weaknesses in the Child Protection Policy, and procedures, are identified, they will be addressed by the Governing Body and staff immediately, and remedied.

**Review Date: September 2019**



## **Appendix 1 (Melbourne Primary School)**

### **Definitions of Significant Harm & Indicators of Abuse and Neglect**

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

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

### **Indicators of Abuse**

It is important to note that these lists are possible indicators of abuse. Many of these signs could have other explanations.

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

### **Signs of Physical Abuse**



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

### **Signs of Emotional Abuse**

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

### **Signs of Sexual Abuse**

- Sudden changes in behaviour or school performance
- Displays of affection in a sexualised manner inappropriate to age
- Tendency to cling or need constant reassurance
- Tendency to cry easily
- Regression to younger behaviour e.g. thumb sucking, acting like a baby, playing with discarded toys
- Complaints of genital itching or pain
- Distrust of a familiar adult, or anxiety about being left with other adults



E.g. a relative, baby-sitter or lodger

- Unexplained gifts or money
- Depression and withdrawal
- Apparent secrecy
- Wetting, day or night
- Sleep disturbances or nightmares
- Chronic illnesses, especially throat infections and STIs
- Anorexia or bulimia
- Self-mutilation, attempted suicide, frequently running away
- Unexplained pregnancy
- Fear of undressing for gym
- Phobias or panic attacks

Not all sexually abused children will exhibit clear signs of disturbance. Some will be model pupils, displaying none of the characteristic effects of sexual abuse.

### **Signs of Neglect**

- Constant hunger
- Poor personal hygiene
- Constant tiredness
- Poor state of clothing
- Emaciation
- Frequent lateness or non-attendance at school
- Untreated medical problems
- Destructive tendencies
- Low self-esteem
- Neurotic behaviour (e.g. rocking, hair twisting, thumb sucking)
- No social relationships
- Running away
- Compulsive stealing or scavenging

### **Signs of Child Sexual Exploitation**

- Acquisition of money, clothes, mobile phones, etc. without plausible explanation;
- Gang-association and/or isolation from peers/social networks;
- Exclusion or unexplained absences from school, college or work;
- Leaving home/care without explanation and persistently going missing or returning late;
- Excessive receipt of texts/phone calls;
- Returning home under the influence of drugs/alcohol;
- Inappropriate sexualised behaviour for age/sexually transmitted infections;
- Evidence of/suspicious of physical or sexual assault;



- Relationships with controlling or significantly older individuals or groups;
- Multiple callers (unknown adults or peers);
- Frequenting areas known for sex work;
- Concerning use of internet or other social media;
- Increasing secretiveness around behaviours; and
- Self-harm or significant changes in emotional well-being.

### **Signs of Peer on Peer abuse and harassment**

- bullying (including cyberbullying);
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;
- sexual violence and sexual harassment;
- gender-based violence
- sexting (also known as youth produced sexual imagery); and
- initiation-type violence and rituals.



## Appendix 2 - (Melbourne Primary School CP Policy)

### Responding to Concerns - Disclosures

- React calmly; promise CONFIDENTIALITY **not** SECRECY.
- Be aware of your non-verbal messages.
- Keep responses short, simple, slow and gentle.
- Do not stop a child or parent who is talking freely about what has happened.
- Observe and listen; only ask open ended questions if you need to clarify something 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...

### **or open ended questions e.g.**

What happened?

Where were you?

When did this happen?

Who was there?

How did it make you feel?

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

Make a written note of:

- What is said.
- Who is present.
- Anything else that happens after the child discloses.
- Ensure legibility, full dates & a clear signature.
- Maintain strict confidentiality.
- If you see or are shown marks or injuries, describe them and record on a body map
- Inform DSL/DDSL immediately about your concern.
- Submit the electronic form using CPOMS to the CPC/DSL or in their absence, speak to other SLT as soon as possible but certainly on the same day.



## Appendix 3 Record of Concerns and Disclosures CPOMS Safeguarding software

CPOMS Website CPOMS User Guide Contact Support CPOMS FAQ  
It is your responsibility to logout and protect the security of student information.

Melbourne Community Primary School Dashboard Reporting Planner Library Admin Account Settings CPOMS Staff

REMIND ME HIDE NAMES BLANK SCREEN

Add Incident 168 LOGOUT

### Add Incident

← Back

**Student**  
Begin typing a student's name

**Incident**

**Categories**

Behaviour  Bullying/ Friendship Related Issues  Child Contact  External Agency  Incident Category  Medical Issues  
 Meetings/Assessments  Parental Contact  Pastoral  Safeguarding  SEND

**Safeguarding Subcategories**

Child In Need  Child Protection Plan  School Concerns / EHASH

**Linked student(s)**  
Begin typing a student's name  
Type a student's name to link them to this incident.

**Body map**

**Date/Time**  
Wed 09 January 2019 3:26PM

**Alert Staff Members**  
Begin typing a staff member's name  
Type a colleague's name to alert them to this incident. Colleagues highlighted in red would not normally be able to view this incident.

Who should I alert?



**The following documents are only to be used if the CPOMS electronic system is down.**

**Melbourne Primary School Child Protection Record of Concern or Disclosure**

Complete and pass to the Designated Safeguarding Lead as soon as possible

<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 C) if appropriate</u>					
Continue on reverse if needed					
<b>Passed to:</b>	<b>Received by:</b>	<b>Date:</b>			
<b>Action taken by DSL (or person receiving this form)</b>					
This form to be filed in pupils CP file and noted on CP chronology					



**The following documents are only to be used if the CPOMS electronic system is down.**

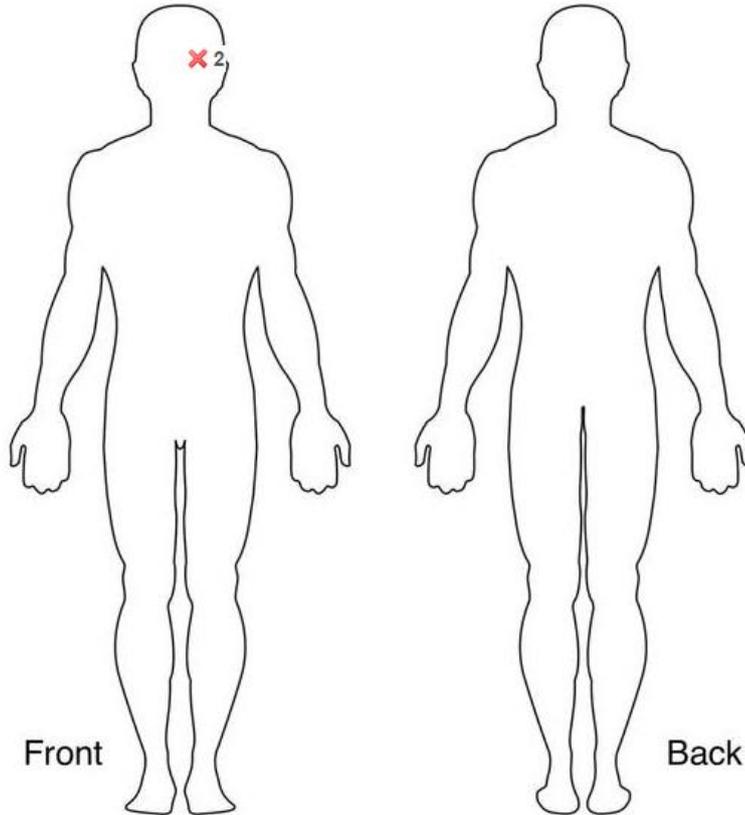
<b>Child Protection Record of Concern - Body Map</b> <b>(Attach to Record of Concern Form)</b>							
Name of Child:							
Date of Birth				Date of completion:			
<b>Full Description of Injury</b>							
<b>Signed:</b>				<b>Position:</b>			



### Appendix 3a. Body Map - Example using CPOMS

Type a student's name to link them to this incident.

Body map



Date/Time

Alert Staff Members



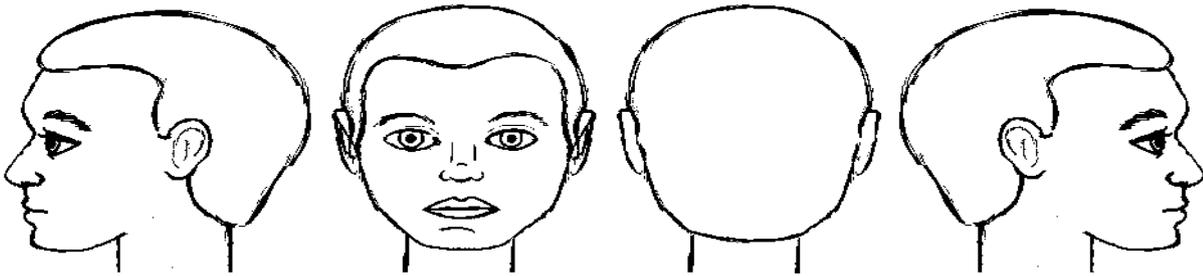
The following documents are only to be used if the CPOMS electronic system is down.

### BODY MAP

SCHOOL: \_\_\_\_\_

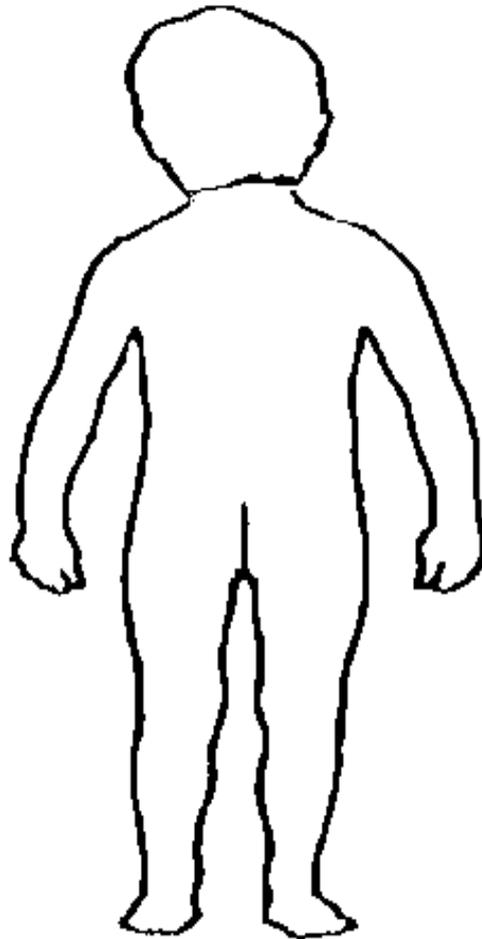
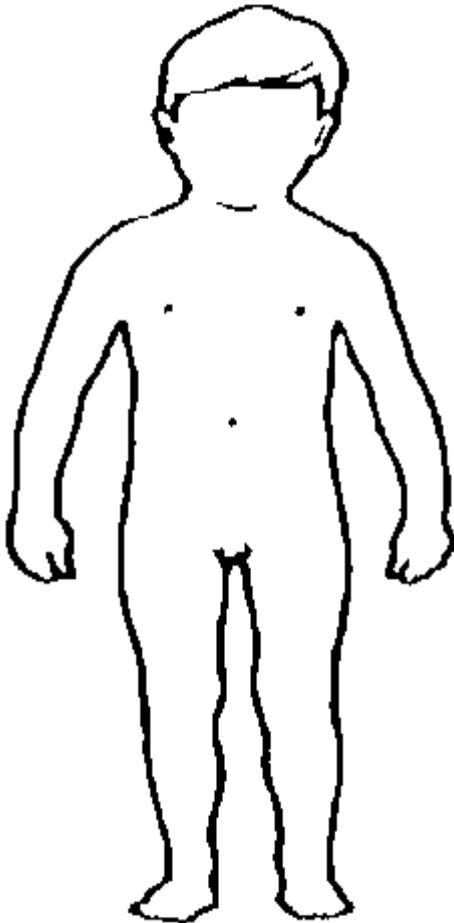
DATE: \_\_\_\_\_

CHILD INITIALS: \_\_\_\_\_



Left Side

Right Side





**BODY MAP CONTINUED.**



**Left Hand**

**Right Hand**



**Left Foot**

**Right Foot**

**Full Description of Injury**

--



**Appendix 4: Melbourne Primary School CP Policy**

**The following documents are only to be used if the CPOMS electronic system is down.**

**Child Protection Cover Sheet and Summary Record**

Name of Child  DoB

Date record opened:  Completed by:  Title:

Date Enrolled  Previous School

Siblings in School		
Name	Gender	Age

SEN	YES/NO	Disability	YES/NO
EAL	YES/NO	Other	YES/NO

If Yes record brief details:

Current involvement of other Agencies and Contacts. e.g.: CP Plan, CIN, CAMHS, Children's Centre, SAL			
Date:	Agency:	Contact details :	End Date





## Appendix 5 (Melbourne Primary School CP Policy)

### Example of Advice for Children

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

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

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

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

#### **You should:**

- **Tell someone** you trust, such as your friends, teachers, parents or 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.
- 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)

**0808 800 5000**

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

**0800 1111**

[www.barnardos.org.uk](http://www.barnardos.org.uk)

[www.saferinternet.org.uk](http://www.saferinternet.org.uk)

[www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)



## **Appendix 6 (Melbourne Primary School CP Policy)**

The Local Safeguarding Children Board's Procedures contain the detailed inter-agency processes, protocols and expectations for safeguarding children. They can be found on the ERSCB website at [www.erscb.org.uk](http://www.erscb.org.uk).

### **Making a Child Protection Referral**

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

1. EHaSH are available to discuss individual cases for advice and guidance during office hours on (01482) 395500 or outside office hours to the ER Emergency Duty Team on (01377) 241273.
2. Parents/carers should not be informed before discussions with EHaSH or the Social Worker. It should be established with EHaSH or the Social Worker when and by whom they will be informed and if there are other actions the school needs to take.
3. When a CP Referral is made the time and the person taking the referral should be recorded on CPOMS.
4. All telephone referrals must be followed by an ERSCB 'Confirmation of Referral' Form (with as much information completed as possible), which should be emailed to EHaSH.
5. 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 this is not done the school should seek that information from the CST Manager and, if there is no response, contact EHaSH for advice.
6. If it appears that urgent medical attention is required, arrange for the child to be taken to hospital (normally this means calling an ambulance) accompanied by a member of staff who must inform medical staff that non-accidental injury is suspected. Parents must be informed that the child has been taken to hospital.
7. Exceptional circumstances: If it is feared that the child might be at immediate risk on leaving school, take advice from CST or the police (for instance about difficulties if the school day has ended). Remain with the child until the Social Worker takes responsibility.



8. If school needs to refer a pupil who lives in a neighbouring Local Authority the following contact numbers should be used for new referrals.

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



## **Appendix 7 (Melbourne Primary School CP Policy)**

### **Record Keeping – Why is it important?**

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

### **Record Keeping: Organisation**

1. Paper files will be kept securely on site and only accessible to designated staff. From September 2018, electronic files are stored using CPOMS Safeguarding software.
  
2. The file contains Chronology Sheets (Appendix 4a) which log the following:
  - Records of Concern
  - Body Map sheets if submitted
  - CP Referral Form copy
  - Meeting and Case Conference minutes.
  - Copies of Reports for meetings
  - Details of siblings
  - Details of Social Workers/Family Support Workers
  - Details of contact with parents and other agencies
  - Any other relevant information/notes

It is essential that these are all referred to on Chronology Sheets and fully dated.

### 3. When children transfer school, 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 is 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 roll 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 a specific transfer of Child Protection information as part of the formal transition arrangements.



## **Appendix 8 (Melbourne Primary School CP Policy)**

### **Safeguarding children: Information for visitors, supply staff and volunteers**

Melbourne Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This means we have a Child Protection Policy and accompanying 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 conversations heard, and report these as soon as possible the same day.

All concerns are recorded on CPOMS. If you do not have access to the CPOMS software 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. Please ensure this information is delivered to the DSL/CPC confidentially and as quickly as possible.

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

#### You might be concerned if:

- You see an injury.
- Another person expresses 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 immediately.

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



## Appendix 9 (Melbourne Primary School CP Policy)

### Referral Form for EHaSH



#### **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		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.			
<b>Anonymity</b>			
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 10 (Melbourne Primary School CP Policy)**

### **Role of DSL**

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 CPC/DSL 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 or college 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.

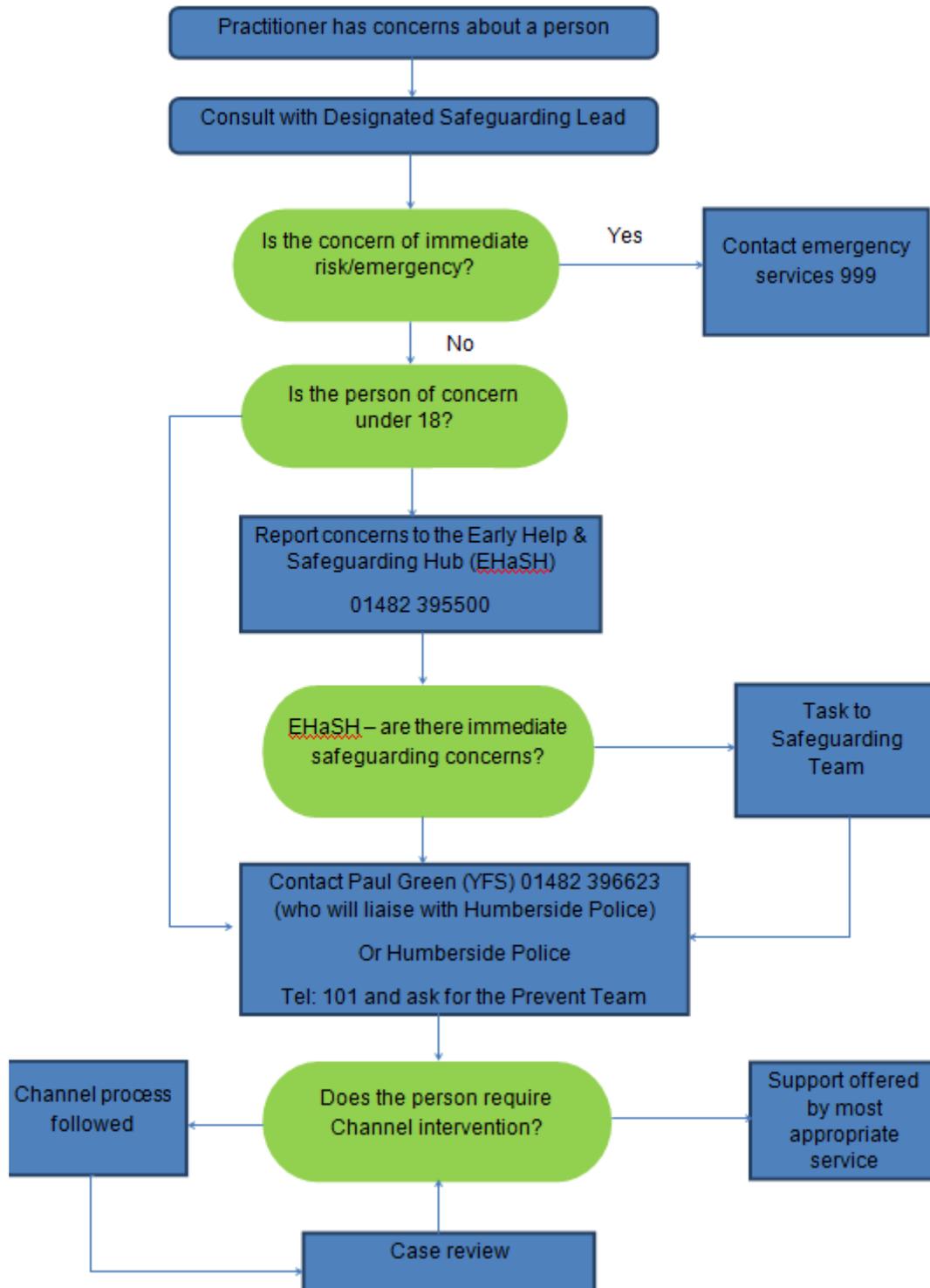


- Link with the local LSCB to make sure staff are aware of training opportunities and the latest local policies on safeguarding.
- Where children leave the school or college ensure their child protection file is transferred to the new school or college as soon as possible. This should be transferred separately from the main pupil file, ensuring secure transit and confirmation of receipt should be obtained.



## Appendix 11 (Melbourne Primary School CP Policy)

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





## Appendix 12

### A Brief Note of Guidance to Staff on Child Protection

(DSL/CP Co-ordinator: Claire Fielding)

- Teachers are well placed to identify at an early stage changes or disruptions in the behaviour of the children with whom they work on a daily basis. We are in a good position to spot the signs that may reveal a child in need, at whatever level that may be.
- We should be constantly aware of our obligations to care for children and ensure their safety and protection, initiating the correct procedures when we consider that a child has been harmed or is at risk of being harmed.
- All staff will need to use their own judgment, to a degree, to determine if a young person is at risk: contextual factors affect our assessment of a situation. However, we should all err on the side of caution. If any member of staff has any anxiety or is worried at all about the welfare, care arrangements, perceived need or safety of a child they know or have had any contact with (however brief), advice should be sought.

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
- The responsibilities of the DSL/CPC
- Advice and expectations for safe and appropriate working

KCSiE (2018) makes it clear that:

*'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...'*

*'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.'*

*'Safeguarding and promoting the welfare of children is defined as:*

- *Protecting children from maltreatment;*
- *Preventing impairment of children's health or development;*
- *Ensuring that children grow up in circumstances consistent with the provision of safe and effective care;*
- *Taking action to enable all children to have the best outcomes.'*

- 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**' (see Appendix 1)
- In addition, it is important to remain aware of other Child Protection and Safeguarding concerns which include:



- Child Sexual Exploitation
- Peer on peer abuse
- Child missing from/missing out on education
- Possible radicalisation by violent, political or religious extremism
- Female Genital Mutilation and Forced Marriage

All staff should remain aware 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 or communication difficulty.

### **Never do nothing – Do the simple things well**

- Any member of staff who has a concern about a child's welfare should follow the internal referral process as outlined in the school CP policy without delay. Staff should ensure that concerns are clearly recorded electronically using CPOMS Safeguarding without delay. 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
- **T**ell me what happened - **E**xplain what you mean - **D**escribe 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/CPC. If this does not happen seek feedback.

### **DSL/CPC**

The DSL/CPC will be available on site when the school is open to advise staff or respond to urgent Child Protection matters. The 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 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.

*\*A fuller outline of the Role of the DSL is at Annex B of KCSiE (2018)*



## Safe and Appropriate Working - Code of Conduct

KCSIIE 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. 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.

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.

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.

### 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 Children's Social Care or, in the case of allegations, to the Local Authority Designated Officer.

Finally, if ever you are in doubt about whether to pursue a matter, please talk to Ruth Ibbetson or Amanda Longstaff. Our collective observations and detailed knowledge of the children are vital, and valuable to the work of other agencies, who also have the care, welfare and safety of children at the heart of what they do.