



# Kell Bank CE School Child Protection and Safeguarding Policy

Kell Bank CE Primary School's Full Governing Body has adopted the policy provided by North Yorkshire County Council (NYCC) Children and Young People's services. The document format remains unchanged from the version provided by NYCC.

**Headteacher: Kathleen Allison**

## Named personnel with designated responsibility for Child Protection

Academic year	Designated Senior Person	Deputy Designated Senior Person	Nominated Governor	Chair of Governors
2009/10	Kathleen Allison	Wendy Knight	Tink Palmer	Tink Palmer
2010/2011	Kathleen Allison	Wendy Knight	Tink Palmer	Tink Palmer
2011/2012	Kathleen Allison	Wendy Knight	Tink Palmer	Tink Palmer
2012/2013	Kathleen Allison	Wendy Knight	Tink Palmer	Tink Palmer
2013/2014	Kathleen Allison	Rachel Morris	Tink Palmer	Tink Palmer

## Dates of Staff Training and details of course title and training provider

Whole School	Designated Senior Person	Deputy Designated Senior Person
June 2006 (2 day course)	Kathleen Allison (NYCC)	
January 2008	Kathleen Allison	
January 2008	Whole school	Wendy Knight, Lisa Simper, Natasha Verity, Beverley Roullier and Lyn Blyth
27 September 2010	Kathleen Allison (Crakehall CE Primary School – NYCC)	Wendy Knight, Lisa Simper, Janet Stelling, Julie Henderson
18 October 2012	Kathleen Allison	Child Protection Awareness (refresher) North Yorkshire Safeguarding Children Boards
25 September 2013	Kathleen Allison (Aiskew, Leeming Bar CE Primary School - NYCC)	Kathleen Allison, Wendy Knight, Lisa Simper, Lesley Mouat, Joanne Thomas, Christina Stelling, Nicola Bell, Natasha Verity, Rachel Morris

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## INTRODUCTION

This policy was written by Rosemary Cannell and Karen Lewis, North Yorkshire Education Child Protection and Safeguarding Managers, with acknowledgement that they have included information from the CAPE sample school policy.

The policy updates the LA Sample policy issued 2007 and is in response to:

- i) Sections 175 and 157 of the Education Act 2002, implemented June 2004
- ii) 'Safeguarding Children and Safer Recruitment in Education' issued by DfES 2007

It is in line with the above and

- the North Yorkshire Safeguarding Children Board Child Protection Procedures [www.safeguardingchildren.co.uk](http://www.safeguardingchildren.co.uk);
- "Working Together To Safeguard Children" 2010;
- "Dealing with Allegations of Abuse against Teachers & other Staff" DfE July 2011;
- 'What To Do If You Are Worried A Child is Being Abused' 2006;
- Recommendations from national and local Serious Case Reviews

Early Years' Foundation Stage:

- School complies with the "Early Years' Foundation Stage Section 3 – The Safeguarding And Welfare Requirements" September 2012
- Where the Early Years' provision is registered with OfSTED, the school and registered provider comply with EYFS Section 3

**This policy applies to all adults, including volunteers, working in or on behalf of the school.**

'Everyone in the education service shares an objective to help keep children and young people safe by contributing to:

- Providing a safe environment for children and young people to learn in education settings; and
- Identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting'

*Safeguarding Children and Safer Recruitment in Education DfES 2007*

## SCHOOL COMMITMENT

School is committed to Safeguarding and Promoting the Welfare of all of its pupils. Each pupil's welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse e.g. those with Special Educational Needs,

those living in adverse circumstances. We recognise that children who are abused or neglected may find it difficult to develop a sense of self worth and to view the world in a positive way. Whilst at school, their behaviour may be challenging. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all of our pupils.

## PROVIDING A SAFE AND SUPPORTIVE ENVIRONMENT

### 1. Safer Recruitment and Selection

The school pays full regard to DfES guidance 'Safeguarding Children and Safer Recruitment in Education' Jan 2007 and the Protection of Freedoms Act 2012. We ensure that all appropriate measures are applied in relation to everyone who works in the school who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and, where appropriate, undertaking ISA Children's List and Criminal Records Bureau checks. Early Years' Staff are made aware that they are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment at the school/setting).

All NYCC school staff are made aware that they are required to notify the line manager of any convictions or cautions during employment with the Council or receive a Penalty Notice for Damage or Penalty Notice for Disorder. For those who drive on business at any point during their employment (Authority's vehicle or own vehicle), this includes all motoring offences dealt with through the courts and penalty points on driving licences - whether awarded by a court or through fixed penalty notices.

The school has regard to the principles of Value Based Interviewing [www.nspcc.org.uk](http://www.nspcc.org.uk) and has full regard to DfES guidance 'Safeguarding Children and Safer Recruitment in Education' Jan 2007

Statutory changes, underpinned by regulations, are that:

- a CRB Enhanced Disclosure is obtained for **all** new paid appointments to the school's workforce,
- a CRB Enhanced Disclosure is obtained for volunteers further to a risk assessment considering the regularity, frequency, duration and nature of contact with children and the level of supervision of the volunteer by another person engaging in regulated activity (see p.49 of above guidance)

- schools will ensure that any contracted staff are CRB checked where appropriate (see p.53 of above guidance)
- schools must keep a single central record detailing a range of checks carried out on their staff
- all new appointments to the school workforce who have lived outside the UK are subject to additional checks as appropriate
- schools must satisfy themselves that supply staff have undergone the necessary checks
- identity checks must be carried out on all appointments to the school workforce before the appointment is made

Kathleen Allison (Headteacher), Rachel Morris (School Business Manager), have undertaken the DfE online training in Safer Recruitment for schools available @ <http://www.education.gov.uk/childrenandyoungpeople/safeguardingchildren/b00203550/safer-recruitment-training/online> or taught @ [www.safeguardingchildren.co.uk](http://www.safeguardingchildren.co.uk) and David Cleeves and Ian Whittaker (School Governors) have undertaken the National College for School Leadership Safe Recruitment training ([www.ncsl.org.uk](http://www.ncsl.org.uk)). One of the above will be involved in all staff and volunteer appointments and arrangements (including, where appropriate, contracted services).

NYCC Schools' Recruitment guidance

<http://intranet.northyorks.gov.uk/directorate/hr/schools/Pages/Home.aspx>

## 2. Safer Working Practice

The school has adopted and made all staff & volunteers aware of the DCSF "Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings."

<http://cyps.northyorks.gov.uk/index.aspx?articleid=15232> and NSPCC Briefing *The role of schools, colleges and academies in protecting children from grooming and entrapment* [www.nspcc.org.uk](http://www.nspcc.org.uk) to ensure that staff are safe and aware of behaviours which should be avoided.

Safe working practice ensures that pupils are safe and that all staff:

- are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions;
- work in an open and transparent way;
- discuss and/or take advice from school management over any incident which may give rise to concern;
- record any incidents or decisions made;

- apply the same professional standards regardless of gender or sexuality;
- are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

### **3. Safeguarding Information for pupils**

The school is committed to ensuring that pupils are aware of behaviour towards them that is not acceptable and how they can keep themselves safe. All pupils know that we have a senior member of staff with responsibility for child protection and know who this is. We inform pupils of whom they might talk to, both in and out of school, their right to be listened to and heard and what steps can be taken to protect them from harm.

NYCC P.S.H.E. materials we use to help pupils learn how to keep safe are available @ [www.Fronter.com/northyorks](http://www.Fronter.com/northyorks) SMSC, Health and Wellbeing and E-safety NYCC Fronter room

<http://www.education.gov.uk/search/results?q=PSHE>

<http://www.education.gov.uk/schools/pupilsupport/pastoralcare/health>

NSPCC ChildLine Schools' Service available for Primary Schools contact:  
Tracey Myers (Area Coordinator North Yorkshire) [tracey.myers@nspcc.org.uk](mailto:tracey.myers@nspcc.org.uk)  
01132625937 / 07792654739

The following Information is made available to pupils; helplines, posters, weekly news letters, Miss Dorothy.com and Crucial Crew.

School's arrangements for consulting with and listening to pupils are school council, questionnaires, suggestions box and peer support. We make pupils aware of these arrangements by assemblies, displays, weekly newsletters and discussion.

### **4. Partnership with Parents**

The school shares a purpose with parents to keep children safe from harm and to have their welfare promoted, through weekly newsletters and websites e.g. [www.safeguardingchildren.co.uk](http://www.safeguardingchildren.co.uk), NSPCC website [www.nspcc.org.uk](http://www.nspcc.org.uk) [www.ceop.gov.uk](http://www.ceop.gov.uk) )

We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so in order to protect a child. School will share with parents any concerns we may have about their child unless to do so may place a child at risk of harm (see Section 3: 3 Action by Senior Designated Person).

*We encourage parents to discuss any concerns they may have with Kathleen Allison (Head Teacher), Wendy Knight (KS1 Teacher) and Tink Palmer (Chair of Governors).*

*We make parents aware of our policy through the prospectus and news letters and parents are made aware that they can view this policy on request.*

## 5. Partnerships with others

The school recognises that it is essential to establish positive and effective working relationships with other agencies LA, Social Care, Police, Health, District Council, Extended Schools services and Childnet.

## 6. School Training and Staff Induction

The school's Designated Senior Person with designated responsibility for child protection undertakes basic child protection training and training in inter-agency working, (that is provided by, or to standards agreed by, the NYSCB) and refresher training at 2 yearly interval NYCC training details available from [Eleanor.Birkhead@northyorks.gov.uk](mailto:Eleanor.Birkhead@northyorks.gov.uk)

The Headteacher, school governors and all other school staff, including non teaching staff, undertake appropriate induction training to equip them to carry out their responsibilities for child protection effectively, which is kept up to date by refresher training at 3 yearly intervals.

**Basic Awareness online training** [www.safeguardingchildren.co.uk/course-signup.html](http://www.safeguardingchildren.co.uk/course-signup.html)

**NYCC Child Protection Whole School training materials** with teaching notes: <http://cyps.northyorks.gov.uk/index.aspx?articleid=15231> or details available from [Eleanor.Birkhead@northyorks.gov.uk](mailto:Eleanor.Birkhead@northyorks.gov.uk) for support to deliver whole school training.

Child Protection Whole School training must ensure staff are able to:

- understand the policy and procedures;
- understand individual staff responsibilities to ensure that concerns for the safety of a child are effectively addressed;
- identify signs of possible abuse and neglect at the earliest opportunity;
- respond in a timely and appropriate way including appropriate communication with children
- understand the role of the DSP;
- be aware of external avenues for notifying concerns including the use of escalation and whistle-blowing procedures;
- comply with record-keeping requirements;
- recognise grooming behaviour by adults including inappropriate sexual comments; excessive one-to-one attention or inappropriate sharing of images;
- recognise normal and concerning sexual behaviours of children
- have up to date knowledge of safeguarding issues.

E-safety training available from NYCC Q&I

All staff (including temporary staff, school governors and volunteers) are provided

with the school's child protection policy and informed of school's child protection arrangements on induction.

## **7. Supervision, Support, and Advice for Staff**

At Kell Bank school, supervision provides support, coaching and training for staff and promotes the interests of children and fosters a culture of mutual support, teamwork and continuous improvement which encourages the confidential discussion of sensitive issues.

Supervision provides opportunities for staff to:

- discuss any issues – particularly concerning children's development or well-being;
- identify solutions to address issues as they arise; and
- receive coaching to improve their personal effectiveness.

Regular staff appraisals are carried out to identify any training needs, and secure opportunities for continued professional development for staff.

Staff will be supported by Kathleen Allison (Head Teacher). The designated senior person will be supported by, Tink Palmer (Chair of Governors) and county support. Advice and support is always available from the Educational Social Work Service (Rosemary Cannell (Child Protection Manager) and Education Social Workers for the Harrogate area, see Appendix 1 for contact details).

Advice is available from Children's Social Care duty social worker and the Police Child Abuse Investigation Team (see Contacts list Appendix 1)

## **8. Related School Policies**

'Safeguarding covers more than the contribution made to child protection in relation to individual children. It also encompasses all aspects of pupils' health, safety and well-being including:

- the rigour with which absences are followed up;
- adopting appropriate arrangements to ensure the security of school premises;
- ensuring freedom from bullying, including any form of abuse, harassment and discrimination;
- implementing appropriate procedures to manage any complex or challenging behaviour, including the use of physical intervention to safeguard pupils and staff;
- providing effective guidance to pupils on risky behaviours and having robust procedures for dealing with them, including drug and substance misuse and e-safety;
- having robust procedures to ensure pupils' safety when engaged in learning beyond the classroom, such as educational visits or work experience;

- meeting the needs of pupils with medical conditions, including the provision of intimate care;
- ensuring that safe working practices are adopted by all staff;
- providing first aid;
- dealing with any issues which may be specific to a local area or population, for example gang activity.

*Safeguarding Children and Safer Recruitment in Education DfES 2007*  
*NYCC Safeguarding Audit for Schools 2012*

All school policies detailing or related to safeguarding can be accessed via the school website (<http://kellbank.n-yorks.sch.uk/>) or can be requested from the school office.

### **The use of mobile phones and cameras in the school**

All staff, volunteers and pupils comply with the

- NYCC Acceptable Use Agreement – ICT and E Technology *Example Acceptable Use Policies are available in the e-safeguarding room on [www.Fronter.com/northyorks](http://www.Fronter.com/northyorks)*
- DCSF “Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings.”  
<http://cyps.northyorks.gov.uk/index.aspx?articleid=15232>

### **Children Missing from Education**

The school follows the North Yorkshire LA procedures “Children Who May Be Missing/Lost From Education” Contact: [cmecoordinator@northyorks.gov.uk](mailto:cmecoordinator@northyorks.gov.uk)

The school has a procedure to be followed in the event of a parent and/or carer failing to collect a child at the appointed time, or in the event of a child going missing at, or away from, the school/Early Years’ provision available @ (<http://kellbank.n-yorks.sch.uk/>) or can be requested from the school office.

### **Confidentiality**

School has regard to DfE guidance on Information Sharing @ <http://www.education.gov.uk/childrenandyoungpeople/strategy/integratedworking/a0072915/information-sharing>

“Where there is a concern that the child may be suffering or is at risk of suffering significant harm the child’s safety and welfare must be the overriding consideration.”

Please see the Confidentiality Policy for further details.

The school policy indicates:

- a) when information must be shared with police and Social Care where the child/young person is / may be at risk of significant harm
- b) when the pupil's and/or parent's confidentiality must not be breached

## **9. Pupil Information**

In order to keep children safe and provide appropriate care for them the school requires accurate and up to date information regarding:

- Names ( including any previous names), address and date of birth of child
- Names and contact details of persons with whom the child normally lives
- Names and contact details of all persons with parental responsibility (if different from above)
- Emergency contact details (if different from above)
- Details of any persons authorised to collect the child from school (if different from above)
- Any relevant court orders in place including those which affect any person's access to the child (e.g. Residence Order, Contact Order, Care Order, Injunctions etc.)
- If the child is or has a Child Protection Plan (formerly known as being on the Child Protection Register)
- Name and contact detail of key persons in other agencies, including GP
- Any other factors which may impact on the safety and welfare of the child

The school will collate, store and agree access to this information. The school has been registered in accordance with the Data Protection Act 1998. All data handling procedures undertaken by the school are in accordance with the LA's recommended practices for data security and information governance. Confidential records are stored in a locked filing cabinet with controlled access (see section 5 Recording and Monitoring).

## **10. Roles and Responsibilities**

### ***Governing Body should ensure that:***

- the school has a child protection policy and procedures in place that are in accordance with local authority guidance and locally agreed inter-agency procedures, and the policy is made available to parents on request;
- the school operates safe recruitment procedures and makes sure that all appropriate checks are carried out on staff and volunteers who work with children;
- the school has procedures for dealing with allegations of abuse against staff and volunteers that comply with guidance from the local authority and locally agreed inter-agency procedures;
- a senior member of the school's leadership team is designated to take lead responsibility for child protection (and deputy);
- staff undertake appropriate child protection training;

- they remedy, without delay, any deficiencies or weaknesses regarding child protection arrangements;
- a governor is nominated to be responsible for liaising with the LA and /or partner agencies in the event of allegations of abuse being made against the head teacher
- `where services or activities are provided on the school premises by another body, the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection and liaises with the school on these matters where appropriate.
- they review their policies and procedures annually and provide information to the LA about them and about how the above duties have been discharged

### ***Headteacher should ensure that:***

- the policies and procedures adopted by the Governing Body or Proprietor are fully implemented, and followed by all staff;
- sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities; and
- all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing policies.

### ***Senior Member of Staff with Designated Responsibility for Child Protection***

#### **Referrals**

- Refer cases of suspected abuse or allegations to the relevant investigating agencies;
- Act as a source of support , advice and expertise within the educational establishment;
- Liaise with head teacher to inform him/her of any issues and ongoing investigations and ensure there is always cover for this role.

#### **Training**

- To recognise how to identify signs of abuse and when it is appropriate to make a referral;
- Have a working knowledge of how LSCBs operate, the conduct of a child protection case conference and be able to attend and contribute to these;
- Ensure that all staff have access to and understand the school's child protection policy;
- Ensure that all staff have induction training;
- Keep detailed accurate secure written records and/or concerns
- Obtain access to resources and attend any relevant or refresher training

- courses at least every two years.
- Keep up-to-date with recent guidance.

## **Raising Awareness**

- Ensure the child protection policy is updated and reviewed annually and work with the governing body regarding this;
- Ensure parents are made aware of the child protection policy which alerts them to the fact that referrals may be made and the role of the establishment in this to avoid conflict later;
- Where a child leaves the establishment, ensure the child protection file is copied for the new establishment asap and transferred to the new school separately from the main pupil file. If a child goes missing or leaves to be educated at home, then the child protection file should be copied and the copy forwarded to the Principal Education Social Worker, County Hall, Northallerton, DL7 8AE

## **All staff and volunteers**

- fully comply with the school's policies and procedures
- attend appropriate training
- inform the designated person of any concerns

## **IDENTIFYING CHILDREN AND YOUNG PEOPLE WHO MAY BE SUFFERING SIGNIFICANT HARM**

Teachers and other adults in school are well placed to observe any physical, emotional or behavioural signs which indicate that a child may be suffering significant harm. The relationships between staff, pupils, parents and the public which foster respect, confidence and trust can lead to disclosures of abuse, and/or school staff being alerted to concerns.

## **Definitions**

As in the Children Acts 1989 and 2004, a **child** is anyone who has not yet reached his/her 18<sup>th</sup> birthday.

Abuse and neglect are forms of maltreatment of a child. Somebody 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 for example, via the internet. They may be abused by an adult or adults, or another child or children.

**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 fabricates the symptoms of, or deliberately induces, illness in a child.

**Emotional abuse** is the persistent emotional maltreatment 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 include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say and how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

**Sexual abuse** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in a sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**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. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate care-givers)
- Ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

## **TAKING ACTION TO ENSURE THAT CHILDREN ARE SAFE AT SCHOOL AND AT HOME**

All staff follow the North Yorkshire SCB Child Protection Procedures which are consistent with 'Working Together to Safeguard Children' and 'What To Do If You Are Worried A Child is Being Abused'

It is **not** the responsibility of the school staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff, however, have a duty to recognise concerns and maintain an open mind. Accordingly all concerns regarding the welfare of pupils will be recorded and discussed with the designated senior person with responsibility for child protection (or another senior member of staff in the absence of the designated person) prior to any discussion with parents.

### **1. Staff must immediately report:**

- any suspicion that a child is injured, marked, or bruised in a way which is not readily attributable to the normal knocks or scrapes received in play
- any explanation given which appears inconsistent or suspicious
- any behaviours which give rise to suspicions that a child may have suffered harm (e.g. significant changes in behaviour, worrying drawings or play)
- any concerns that a child may be suffering from inadequate care, ill treatment, or emotional maltreatment
- any concerns that a child is presenting signs or symptoms of abuse or neglect
- any significant changes in a child's presentation, including non-attendance
- any hint or disclosure of abuse from any person
- any concerns regarding person(s) who may pose a risk to children (e.g. staff in school or person living in a household with children present) including inappropriate behaviour e.g. inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images.

### **2. Responding to Disclosure**

Disclosures or information may be received from pupils, parents or other members of the public. School recognises that those who disclose such information may do so with difficulty, having chosen carefully to whom they will speak. Accordingly all staff will handle disclosures with sensitivity. All staff are aware of the fact that pupils may communicate in different ways, verbally and symbolically through play and art.

Such information cannot remain confidential and staff will immediately communicate what they have been told to the designated person and make a contemporaneous record.

## **Principles**

Staff will not investigate but will, wherever possible, elicit enough information to pass on to the designated person in order that s/he can make an informed decision of what to do next.

Staff will:

- listen to and take seriously any disclosure or information that a child may be at risk of harm
- try to ensure that the person disclosing does not have to speak to another member of school staff
- **clarify the information**
- try to keep questions to a minimum and of an 'open' nature e.g. 'Can you tell me what happened ?' rather than 'Did x hit you?'
- try not to show signs of shock, horror or surprise
- not express feelings or judgements regarding any person alleged to have harmed the child
- explain sensitively to the person that they have a responsibility to refer the information to the senior designated person
- reassure and support the person as far as possible explain that only those who 'need to know' will be told
- explain what will happen next and that the person will be involved as appropriate

### **3. Action by the Designated Senior Person (or other senior person in their absence)**

The following actions will be taken where there are concerns about significant harm to any child including when the child is already open to CSC, (e.g. Looked After Child)

Following any information raising concern, the Designated Senior Person will consider:

- any urgent medical needs of the child
- making an enquiry to the Central Database **01609 774298** to establish if the child is or has been subject of a Child Protection Plan (formerly known as Child Protection Register.
- discussing the matter with other agencies involved with the family
- consulting with appropriate persons e.g. ESW service, Social Care
- the child's wishes and any fears or concerns s/he may have

Then decide:

- wherever possible, to talk to parents, unless to do so may place a child at risk of significant harm, impede any police investigation and/or place the member of staff or others at risk
- whether to make a child protection referral to social care because a child is suffering or is likely to suffer significant harm and if this needs to be undertaken immediately

**OR**

- not to make a referral at this stage
- if further monitoring is necessary
- if it would be appropriate to undertake an assessment (e.g. CAF) and/or make a referral for other services

All information and actions taken, including the reasons for any decisions made, will be fully documented. All referrals to social care will be accompanied by a standard referral form.

#### **4. Action following a child protection referral**

It is the responsibility of all staff to safeguard children. It is the role of the DSP to attend multi-agency meetings and provide reports for these. Other staff in school, however, may be asked to contribute.

The Designated Senior Person will:

- make regular contact with Children's Social Care
- contribute to the Strategy Discussion and all assessments
- provide a report for, attend and contribute to any subsequent Child Protection Conference
- if the child or children has a Child Protection Plan (formerly placed on the Child Protection Register), contribute to the Child Protection Plan and attend Core Group Meetings and Review Child Protection Conferences
- where possible, share all reports with parents prior to meetings
- where in disagreement with a decision made e.g. not to apply Child Protection Procedures or not to convene a Child Protection Conference, follow the NYSCB procedures 6.16
- where there is significant information in respect of a child subject to a Child Protection Plan, **immediately** inform the key worker or his/her manager in Children's Social Care e.g. any significant changes or concerns, departures from the CP plan, child moves/goes missing,/is removed from school or fails to attend school

#### **5. Recording and monitoring**

**School will record:**

- Information about the child : name (aka) address, d.o.b., those with parental responsibility, primary carers, emergency contacts, names of persons

authorised to collect from school, any court orders, if a child is or has been subject to a CP Plan (been on the CP Register)

- Key contacts in other agencies including GP details
- Any disclosures/accounts from child or others, including parents (and keep original notes)
- Significant contacts with carers/other agencies/professionals
- All concerns, discussions, decisions, agreements made and actions taken (dated, timed and signed, to include the name and agency/title of the person responsible/ spoken to,) and arrangements for monitoring/review

**All records should be objective and include:**

- Statements, facts and observable things (what was seen/heard)
- Diagram indicating position, size and colour of any injuries (not photograph)
- Words child uses, (not translated into 'proper' words)
- Non-verbal behaviours

All C.P. documents will be retained in a 'Child Protection' file, separate from the child's main file. This will be locked away and only accessible to the headteacher and senior designated person. These records will be copied and transferred to any school or setting the child moves to, clearly marked 'Child Protection, Confidential, for attention of Designated Senior Person Child Protection.' Along with the original CP file, a record will be kept of when & to which establishment the copy CP file was sent. We will retain all original copies of C.P. files until the child's 25<sup>th</sup> birthday.

When sharing confidential information about a member of staff or pupil, the school has regard to its responsibilities under the Data Protection Act (DPA) 1998 and where relevant, the Education (Pupil Information)(England) Regulations 2005 and the Freedom of Information Act 2000.

<http://www.education.gov.uk/schools/pupilsupport/parents/keepinginformed/a0014921/pupil-reports-and-records>

If the child goes missing from education or is removed from roll to be educated at home then any Child Protection file should be copied and the copy sent to the Principal Education Social Worker, County Hall, Northallerton, DL7 8AE.

**School will monitor:**

**Any cause for concern including where there could be serious child welfare concerns:**

- Injuries/marks
- Attendance
- Changes e.g. mood/ academic functioning
- Relationships
- Language
- Behaviour
- Demeanour and appearance
- Statements, comments

- Medicals
- Stories, 'news', drawings
- Response to P.E./Sport
- Family circumstances
- Parental behaviour/ care of child

**The DSP will review all monitoring arrangements in the timescale and manner determined by circumstances, recorded and clearly understood by all concerned**

## **6. Supporting the Child and Partnership with Parents**

- School recognises that the child's welfare is paramount, however good child protection practice and outcome relies on a positive, open and honest working partnership with parents
- Whilst we may, on occasion, need to make referrals without consultation with parents, we will make every effort to maintain a positive working relationship with them whilst fulfilling our duties to protect any child
- We will provide a secure, caring, supportive and protective relationship for the child
- Children will be given a proper explanation (appropriate to age & understanding) of what action is being taken on their behalf and why
- We will endeavour always to preserve the privacy, dignity and right to confidentiality of the child and parents. The Designated Senior Person will determine which members of staff "need to know" personal information and what they "need to know" for the purpose of supporting and protecting the child
- 

### **Allegations regarding person(s) working in or on behalf of school (including volunteers)**

Where an allegation is made against any person working in or on behalf of the school, that he or she has:

- a. behaved in a way that has harmed a child or may have harmed a child
- b. possibly committed a criminal offence against or related to a child or
- c. behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children

school will apply the same principles as in the rest of this document.

We will always follow the NYSCB procedures [www.safeguardingchildren.co.uk](http://www.safeguardingchildren.co.uk) Section 10 "Managing Allegations against Staff & Volunteers" and the NYCC Guidance <http://cyps.northyorks.gov.uk/index.aspx?articleid=13713>

Detailed and accurate records will be made to include decisions, actions taken, and reasons for these. Records of all incidents and concerns about staff will be kept in order that historical patterns can be detected. All records will be retained securely in locked filing cabinet with controlled access, i.e. only designated personnel (Kathleen Allison

(Head Teacher), Wendy Knight (KS1 Teacher), Tink Palmer (Chair of Governors) and Rachel Morris (School Business Manager) can these access records. Each time a record is accessed it will be recorded in the Access to Confidential Records Register located in the school office.

Whilst we acknowledge such allegations, (as all others), may be false, malicious or displaced, we also acknowledge they may be founded. It is, therefore, essential that all allegations are investigated properly and in line with agreed procedures.

### Initial Action

- The person who has received an allegation or witnessed an event will immediately inform the headteacher and make a record
- In the event that an allegation is made against the headteacher the matter will be reported to the Chair of Governors who will proceed as the 'headteacher'
- The headteacher will take steps, where necessary, to secure the immediate safety of children and any urgent medical needs
- The member of staff will not be approached at this stage unless it is necessary to address the **immediate** safety of children
- The headteacher may need to clarify any information regarding the allegation, however no person will be formally interviewed or asked to write a formal statement at this stage
- The headteacher will consult with Local Authority Designated Officer LADO (see Contacts List) in order to determine if it is appropriate for the allegation to be dealt with by school or if there needs to be a referral to social care and/or the police for investigation
- Consideration will be given throughout to the support and information needs of pupils, parents and staff
- The headteacher will inform the Chair of Governors of any allegation.

Where the Early Years' provider is registered with OfSTED, the provider must inform Ofsted of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere). The providers must also notify Ofsted of the action taken in respect of the allegations. These notifications must be made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made.

### Document History

Document Type	Statutory Policy
Document amendment summary	Updated following staff training and to include access to policies March 2012 updated to include current academic year and addition of Safeguarding in title. Included signature of Chair on document following document history.
	Updated following the issue by NYCC of a revised policy in September 2012.

	Amended relevant sections and updated training information.
	Updated training section and amended Deputy DP.
<b>Policy approved by Governing Body</b>	November 2013
<b>Review Term for this document</b>	Annual
<b>Date next review for this document</b>	November 2014

**Chair of Governors signature:**

**Date**

## Appendix 1

## CONTACTS

### EDUCATION SOCIAL WORK SERVICE

Principal E.S.W.	<b>Alan Critchlow</b>	01609 532320 / 07715540712
ESWS Admin manager	<b>Julie Hodges</b>	01609 532477
CP Admin	<b>Will Narburgh</b>	01609 536210
CME Coordinator (Children Missing Education)	<b>Julie Hodges</b>	01609 532477 <a href="mailto:cme.coordinator@northyorks.gov.uk">cme.coordinator@northyorks.gov.uk</a>

### Safeguarding and CP Managers & Local Authority Designated Officers (LADOs)

Craven / Harrogate / Selby	<b>Rosemary Cannell</b>	01609 534974	07715 540723
	<b>Susan Crawford</b>	01609 532152	07813 005161
North / White Horse / Coast	<b>Karen Lewis</b>	01609 534200	07715 540711
	<b>Dave Peat</b>	01609 535646	07814 533363

### Senior Education Social Workers

Craven	<b>Claire Middleton</b>	01609 536767
Harrogate	<b>Rhiannon Tillotson</b>	01609 534985
North	<b>Polly Hampton</b>	01609 536317
White Horse	<b>Julie Parrish</b>	01609 798013
Central Vale	<b>Lis Grimshaw</b>	01609 536819
Coast	<b>Sally Locke</b>	01609 534460

### NYCC HUMAN RESOURCES

[schoolshradvisory@northyorks.gov.uk](mailto:schoolshradvisory@northyorks.gov.uk)

**CHILDREN'S SOCIAL CARE**

**Customer Service Centre**

Tel: 01609 536993      Fax: 01609 532009  
Social.care@northyorks.gov.uk

**For advice please ask to speak to an Assistant Team Manager in the Customer Service Centre or in your area**

**Emergency Duty Team**

0845 034 9417

**Central Database**

(formerly known as the Child Protection Register)

01609 774298

**NORTH YORKSHIRE POLICE**

Protecting Vulnerable Persons Unit in your area)

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(Ask for

**Customer Service Contact numbers for referral to Social Care in neighbouring Local Authorities:**

Redcar and Cleveland	01642 774774
Stockton on Tees	01642 528501
Darlington	01325 346200
Middlesbrough	01642 854591
Durham	0919 560 8000
Cumbria	01228 606060
Lancashire	0161 7780123
Bradford	01274 432918
Leeds	0113 2477400
East Yorkshire	01482 393939
Wakefield	01924 201688
Doncaster	01302 736000
York	01904 554141

**Appendix 2**

**Referral Form to Children’s Social Care - Personal Details (Page 1)**

<b>Surname:</b>	<b>First Name:</b>	<b>Title:</b>
<b>Preferred Name/Mode of Address:</b>		
<b>D.O.B.:</b>	<b>M/F/Unborn</b>	
<b><u>Permanent Address</u></b>	<b><u>Temporary Address</u></b>	
<b>Tel:</b>	<b>Tel:</b>	
<b>School attended:</b>	<b>Name of School Contact:</b>	
<b>First Language:</b>	<b>Interpreter Required?</b>	
<b>Ethnic Origin:</b>	<b>Religion:</b>	
<b>If Refugee/Asylum Seeker:</b>		
<b>Nationality:</b>	<b>Status:</b>	
<b>Any Risk to Professionals?</b>		
<b>Does the Child have any Special Needs?</b>		
<b><u>G.P. (Inc. Telephone Number)</u></b>		

**FAMILY/OTHER MEMBERS OF THE HOUSEHOLD**

<b>Name</b>	<b>Address/Telephone</b>	<b>Age/DOB</b>	<b>Relationship</b>	<b>Parental Responsibility</b>

**OTHER PROFESSIONALS INVOLVED**

<b>Name</b>	<b>Address &amp; Telephone Number</b>	<b>Role</b>


**Referral Form to Childrens Social Care - Personal Details (Page 2)**

<b>Surname:</b>	First Name(s):
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Subject aware of Referral ?	Responsible Adult aware ?
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Referred By:
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Designation:	Date & Time:
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Address:
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Telephone Number
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<u>Reason for Referral:</u>
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<b><u>Current Issues and Additional Information</u></b>  <u>Child's Developmental Needs</u>  <u>Parenting Capacity Family</u>  <u>Environmental Factors</u>  (Continue on separate sheet if necessary)
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Copy for:	Customer Relations Specialist Customer Services Team (Social Care) North Yorkshire County Council County Hall, East Block, Northallerton DL7 8AH Fax No. 01609 532009 Social.care@northyorks.gov.uk	Own Records Education staff, copy to Will Narburgh Child Protection & Safeguarding Admin Assistant Learning, Youth & Skills SB115, County Hall, Northallerton, DL7 8AE <b>William.Narburgh@northyorks.gov.uk</b>
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### Appendix 3

## Resources

NYSCB [www.safeguardingchildren.co.uk](http://www.safeguardingchildren.co.uk)  
(CP Procedures and Training)  
CAPE (Child Protection in Education) [www.cape.org.uk](http://www.cape.org.uk)

## Keeping Children Safe

[www.Fronter.com/northyorks](http://www.Fronter.com/northyorks) SMSC, Health and Wellbeing and E-safety NYCC Fronter room

<http://www.education.gov.uk/search/results?q=PSHE>

<http://www.education.gov.uk/schools/pupilsupport/pastoralcare/health>

Children Missing from Education [www.northyorks.gov.uk/index.aspx?articleid=7791](http://www.northyorks.gov.uk/index.aspx?articleid=7791)  
Sexual Abuse [www.parentsprotect.co.uk](http://www.parentsprotect.co.uk)  
Metropolitan Police [www.safe.met.police.uk/index.html](http://www.safe.met.police.uk/index.html)  
Cyberbullying [www.kidscape.org.uk/cyberbullying/](http://www.kidscape.org.uk/cyberbullying/)  
KS2/3 [www.missdorothy.com](http://www.missdorothy.com)  
Bullying & child abuse [www.education.gov.uk/aboutdfe/advice/f0076899/preventing-](http://www.education.gov.uk/aboutdfe/advice/f0076899/preventing-and-tackling-bullying/what-is-bullying)

[www.anti-bullyingalliance.org](http://www.anti-bullyingalliance.org)  
[www.kidscape.org.uk](http://www.kidscape.org.uk)  
[www.childline.org.uk](http://www.childline.org.uk)  
[www.nspcc.org.uk](http://www.nspcc.org.uk)  
Domestic Violence [www.northyorks.gov.uk/index.aspx?articleid=16579](http://www.northyorks.gov.uk/index.aspx?articleid=16579)  
[www.thehideout.org.uk](http://www.thehideout.org.uk)  
[www.idas.org.uk](http://www.idas.org.uk)

Internet Safety [www.thinkuknow.co.uk/teachers](http://www.thinkuknow.co.uk/teachers)  
[www.ceop.org.uk/thinkuknow](http://www.ceop.org.uk/thinkuknow)  
[www.childnet-int.org](http://www.childnet-int.org)

[http://files.lqfl.net/eSafety/Education/e\\_Literacy\\_and\\_e\\_Safety\\_framework\\_update\\_2011v5.pdf](http://files.lqfl.net/eSafety/Education/e_Literacy_and_e_Safety_framework_update_2011v5.pdf)  
[www.direct.gov.uk/en/YoungPeople/HealthAndRelationships/Bullying/DG\\_184893](http://www.direct.gov.uk/en/YoungPeople/HealthAndRelationships/Bullying/DG_184893)

KS2/3 [www.kidsmart.org.uk](http://www.kidsmart.org.uk)  
Jenny's story [www.childnet-int.org/jenny](http://www.childnet-int.org/jenny)  
Grooming behaviour NSPCC Briefing [www.nspcc.org.uk](http://www.nspcc.org.uk)

## Documents

**DfES/DCSF/DfE Documents** [www.education.gov.uk](http://www.education.gov.uk)

Statutory Guidance and Departmental Advice  
Safeguarding Children & Safer Recruitment in Education  
Working Together to Safeguard Children 2010

**North Yorks School CP Documents** <http://cyps.northyorks.gov.uk>

## Training Materials

Online Basic Awareness [www.safeguardingchildren.co.uk](http://www.safeguardingchildren.co.uk)  
Whole School CP Training Materials <http://cyps.northyorks.gov.uk>  
[eswadminteam@northyorks.gov.uk](mailto:eswadminteam@northyorks.gov.uk)

Safer Recruitment [www.education.gov.uk](http://www.education.gov.uk)  
Domestic Abuse Basic Awareness [www.idas.org.uk/training/index.asp](http://www.idas.org.uk/training/index.asp)  
E-safety training available from NYCC Q&I