



Staynor Hall Community Primary Academy

SAFEGUARDING AND CHILD PROTECTION PROCEDURES FOR STAFF

APRIL 2019

Agency	Role	Contact details
School Designated Safeguarding Lead	Donna Bedford Headteacher	d.bedford@ebor.academy
Deputy DSL	Mandy Carolan EYFS Lead	Mrs.carolan@sh.ebor.academy
Designated Safeguarding Governor	Duncan Fraser	d.fraser@ebor.academy
Designated LAC teacher	Mandy Carolan EYFS Lead	Mrs.carolan@sh.ebor.academy
Chair of Governors	John Tweedlie	j.tweedlie@sh.ebor.academy
Local Safeguarding Team	County Hall screening- Front Door Selby Prevention Hub Early Help	01609 780780 01609 532385
Local Authority Designated Officer	For referral of allegations against staff and volunteers.	Duty LADO 01609 532477. Dave Peat : 01609 535646 07814533363

Child Protection Procedures

This guidance provides a summary of:

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

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

- Statutory Guidance Keeping Children Safe in Education 2018 (KCSIE) 'Information for all School & College staff.'
- All staff must read each version of this guidance and seek advice if you have any questions or concerns about the information
- The Staff handbook
- The School Behaviour Policy
- Procedures for Children Missing Education
- E safety policy

Other useful sources of information that are available on the EBOR/school website are below are suggestions add to this as required :

- The school Strategic Child Protection and Safeguarding policy - which outlines the overall Child Protection and Safeguarding arrangements in more detail
- What to do if you are worried a child is being abused (DFE DOC)
- KCSIE 2018 the full document (includes management of safeguarding, safer recruitment and allegations against staff guidance)
- The School Safeguarding whistle blowing policy guidance

Safeguarding and Child Protection Concerns

KCSIE 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 and carers has a role to play in safeguarding children...' And that 'School and college staff are particularly important as they are in a position to identify concerns early, provide help for children, and prevent concerns from escalating.'

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

Awareness of indicators of Abuse & Neglect

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

- In addition to these forms of abuse it is important to remain aware of other Child Protection and safeguarding concerns also outlined in these documents and training. These include:
 - o Child sexual & criminal exploitation
 - o Poor or irregular attendance
 - o Possible radicalisation by violent political or religious extremism
 - o Female Genital Mutilation and forced marriage
 - o Inappropriate or sexualised behaviour such as 'Sexting'
- Within school it is important to remain vigilant to the possibility of:
 - o Pupil on Pupil abuse and not dismiss such behaviour such as sexual touching or verbal abuse as 'part of growing up' or 'banter'.
 - o 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

Responding to concerns or disclosures

'Never do nothing - Do the simple things well'

Any member of staff who has a concern about a child's welfare should follow the internal referral process

All Incidents of a safeguarding nature which may consist of a concern, an observation or a direct disclosure must, in the first instance, be shared immediately and verbally with the School's Safeguarding officer, Donna Bedford. If Donna is not in the building, share the information with Mandy Carolan who will act accordingly. If neither are in please pass on your concern directly to Richard Moss. In the rare event of the above not being in school, direct phone contact should be made with Donna Bedford via the school office.

Anything that is a safeguarding concern must be passed directly to Donna for further instruction. Any decisions or next steps when the concern being reported is potentially safeguarding, can only be taken by Donna.

Information Recording Systems For Safeguarding

Never input anything to CPOMS under the safeguarding tab without speaking to one of the safeguarding team as listed above.

In the first instance please record your concern/disclosure on a google doc, this ensures the quality of the information you have is accurate and timely. It allows for all details to be captured immediately. Please note dates, times, location, people present and any quotes from conversations. If the concern is around an unexplained injury please make a detailed account in reference to where the injury is on the child's body.

Once advice has been taken you will be instructed to formalise your records on CPOMS. If it is that a safeguarding threshold has been met, you will be instructed to share your google doc for verification by Donna first. All entries on CPOMS under safeguarding must only be shared with Donna and Mandy. If it is not a safeguarding concern, you will be advised as to how to categorise and record this on the system.

Your personal responsibility is to report a concern, you must never take an action without being advised to do so first. Nor can you leave a concern until the following day.

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
- Reassure 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 type questions if you feel you need to clarify. Specific more detailed questioning may be better left to the DSL or SLT
- Tell me what happened - Explain what you mean - Describe how it made you feel .
- Tell the child or parent what will happen next, make clear this cannot stay with you and you will be passing this on to a supportive adult.

It is **not our job to investigate** it is our responsibility to **pass on all concerns to the named safeguarding lead.**

Feedback

You should expect to receive feedback following such internal referrals on a 'Need to Know' basis from the DSL. If this does not happen it is good practice to seek feedback.

The DSL or Dep DSL* will be available on site when the school is open to advise staff or respond to urgent safeguarding matters. The DSL and Deputy DSL are designated to take the lead responsibility for Child Protection. This includes:

- Providing advice and support and information to staff as appropriate
- Liaising with the LA and other agencies including the involvement in Early Help Assessments and plans
- Obtaining, maintaining and transferring CP records for individual pupils and liaising with previous and receiving schools
- Ensuring the preparation of appropriate reports for and attendance at Case Conferences, Core Groups and other multi agency meetings
- Arranging appropriate induction and continuing training for all staff
- Liaising with the headteacher and Designated Safeguarding Governor
- Encouraging a culture in staff of listening to pupils and taking account of their wishes and feelings and supporting measures and plans put in place to support or protect them.

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

Safe and Appropriate Working - Code of Conduct

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

- Help all staff establish safe and responsive learning environments which safeguard children

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

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

It is particularly important that you are aware that this code of conduct includes the requirement to follow the school 'Acceptable use policy' in respect of the use of internet and other IT applications.

Also that behaviour out of school may call into question your suitability to work with children will need to be assessed by the school's senior leadership team.

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

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

- Safer working Practice for Adults who work with Children & Young People in Education Settings (October 15 Safer Recruitment Consortium)
- School Safeguarding Whistle blowing guidance
- KCSiE part 2 and part 4 'Managing Allegations against teachers and other 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 the Local Authority Designated Officer.

Safeguarding Referral

- If you feel a child is **at risk or you have a child protection concern** then please make a referral via the customer contact centre on ; **01609 780780** (see referral form attached)

LADO

- Any allegations please consult with the Local area designated officer on (LADO) **01609 532477**

CME

- Children who are missing from education (CME) or any other attendance related concerns please contact the CME team on;
01609 532477 Safeguardingunit@northyorks.gov.uk

- **LA**

For further information on safeguarding curriculum information, training and support please contact School's safeguarding advisors on;

Katharine Bruce, Lead Adviser Vulnerable Learners (0-19) on 01609 535497,
katharine.bruce@northyorks.gov.uk

Clare Barrowman, Health and Wellbeing Adviser 0-19, on 01609 536808,
clare.barrowman@northyorks.gov.uk

Safeguarding Board/Partnership arrangements

- Any queries in relation to policy or practice please refer to the safeguarding board website <http://www.safeguardingchildren.co.uk>