



North

Yorkshire County Council

Children and Young People's Service

## North Yorkshire LA

### Osmotherley - Mission Statement

At Osmotherley Community Primary School, we hold the values of hope, wisdom, peace, justice, friendship and trust at the heart of everything we do. We will equip all of our school family members with the skills and attributes necessary to fulfil their potential in the wider world. Through our engaging curriculum, high standards and expectations, we strive to enable our young people to be creative problem solvers, connected with, and having respect for, the outdoors and the environment. It is our mission to make learning irresistible for all.

### Swainby and Potto - Mission Statement

As a Church of `England Voluntary Aided Primary School, we hold the Christian values of hope, wisdom, peace, justice, friendship and trust at the heart of everything we do. We will equip all of our school family members with the skills and attributes necessary to fulfil their potential in the wider world. Through our engaging curriculum, high standards and expectations, underpinned by our Christian foundation, we strive to enable our young people to be creative problem solvers, connected with, and having reverence for, the outdoors and the environment. It is our mission to make learning irresistible for all.

**School : Swainby and Potto CE Primary School &  
Osmotherley Community Primary**

**Headteacher : David Sims**

### Named personnel with designated responsibility for Child Protection

Headteacher \_\_\_\_\_

Date \_\_\_\_\_

Chair of Governors \_\_\_\_\_

Date \_\_\_\_\_

|               |                          |                                 |                          |                          |
|---------------|--------------------------|---------------------------------|--------------------------|--------------------------|
| Academic year | Designated Senior Person | Deputy Designated Senior Person | Nominated Governor       | Chair of Governors       |
| 2014-15       | David Sims               | Di Foster                       | Ruth Fraser/David Wilson | Ruth Fraser/David Wilson |
| 2013-14       | David Sims               | Di Foster                       | Eileen Bellett           | Eileen Bellett           |
| 2012-13       | Penny Vernon             | Di Foster                       | Mark Decosemo            | Mark Decosemo            |
| 2011-12       | Penny Vernon             | Di Foster                       | Mark Decosemo            | Mark Decosemo            |

### Policy Review dates

| Review Date    | Changes made                | By whom   | Date Shared with staff |
|----------------|-----------------------------|-----------|------------------------|
| <b>Sept 10</b> | <b>updated</b>              | <b>PV</b> | <b>November 10</b>     |
| <b>Sept 11</b> | <b>updated</b>              | <b>PV</b> | <b>November 11</b>     |
| <b>Sept 12</b> | <b>updated</b>              | <b>PV</b> | <b>November 12</b>     |
| <b>Jan 14</b>  | <b>updated and reviewed</b> | <b>DS</b> | <b>January 14</b>      |

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

|  |   |                                 |
|--|---|---------------------------------|
| Whole School   | Designated Senior Person  | Deputy Designated Senior Person |
| <b>September 07</b>                                    | <b>June 2006</b>  | <b>Sept 07</b>                  |
| <b>January 2010</b>                                    | <b>November 2009</b>  | <b>Jan 10</b>                   |
| <b>September 2012<br/>Safer Recruitment<br/>online</b> | <b>David Sims</b>   | <b>Di Foster</b>                |
|  | LSCB Comprehensive Child Protection Pathway (CCPP) - Level 2 4.12.13 NYCC |                                 |

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# INTRODUCTION

This policy was written by Rosemary Cannell, Karen Lewis & Claire Hamilton , 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 2010 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, 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 and 'What To Do If You Are Worried A Child is Being Abused' (2006)

**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

**The Designated Senior Person for Child Protection is David Sims**

.....  
**and the person who deputises in his absence is Di Foster**

.....  
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. 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.

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 (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
- 
- **since 1 January 2010 it has been mandatory that any appointments of school staff are made by a recruitment panel that includes at least one person who has been trained in safer recruitment. Ofsted will request evidence as part of their inspections that each recruitment panel meets this requirement.**

David Sims (Head Teacher) and Eileen Bellett (School Governor) and Gill Hunton (Governor) have undertaken the Children's Workforce Development Council Safe Recruitment training [www.cwdcouncil.org.uk](http://www.cwdcouncil.org.uk) or taught @ [www.safeguardingchildren.co.uk](http://www.safeguardingchildren.co.uk) (Previously NCSL on-line Safer Recruitment training)

One of the above will be involved in all staff and volunteer appointments and arrangements (including, where appropriate, contracted services).

N.Yorks. Safer Recruitment guidance <http://intranet.northyorks.gov.uk/ICSLogin/?%22http://intranet.northyorks.gov.uk/directorate/hr/schools%22>

## **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/CHttpHandler.ashx?id=13141&p=0>) to ensure that staff are safe and aware of behaviours which should be avoided.

Safer 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.

The following Information is made available to pupils - helplines, posters, NSPCC Childline ‘kidzone’ website addresses, Crucial Crew,

School’s arrangements for consulting with and listening to pupils are made with the class teacher in each class. Children have the opportunity to share with staff whenever they feel it necessary.

## **4. Partnership with Parents**

The school shares a purpose with parents to keep children safe from harm and to have their welfare promoted.

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 Mr Sims. We make parents aware of our policy (it is on the school website) 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 e.g. Integrated Children's Services, Education Social Work Service, Children's Social Care, Barnardo's, Police, Health, District Council, NSPCC ChildLine Schools' Service, Children's Centres.)

## 6. School Training and Staff Induction

The school's senior member of staff with designated responsibility for child protection undertakes basic child protection training and attends training in inter-agency working (to standards agreed by the NYSCB) and refresher training at least every 2 years. For details contact [Eleanor.Birkhead@northyorks.gov.uk](mailto:Eleanor.Birkhead@northyorks.gov.uk)

The Headteacher undertakes basic child protection training and attends the NYCC CP induction training. For details contact [Eleanor.Birkhead@northyorks.gov.uk](mailto:Eleanor.Birkhead@northyorks.gov.uk)

All other school staff, including non teaching staff, undertake appropriate induction training to equip them to carry out their responsibilities for child protection effectively.

The Headteacher and all staff undertake refresher training at 3 yearly intervals.

All staff (including temporary staff and volunteers) are provided with the school's child protection policy and informed of school's child protection arrangements on induction.

## 7. Support, Advice and Guidance for Staff

Staff will be supported by bringing any concerns to the headteacher  
The designated senior person will be supported by the EDA and Child protection officers.  
Child Protection advice and support is available from the Educational Social Work Service  
Child Protection advice is also available from Children's Social Care and North Yorkshire Police :**Karen Lewis**                      01609 534200                      07715540711

## 8. Related School Policies

'Safeguarding covers more than the contribution made to child protection in relation to individual children. It also encompasses issues such as pupil health and safety and bullying.....and a range of other issues, for example, arrangements for meeting the medical needs of children ....providing first aid, school security, drugs and substance misuse, etc. There may also be other safeguarding issues that are specific to the local area or population'  
*Safeguarding Children and Safer Recruitment in Education DfES 2007*

## Children Missing from Education

The school follows the North Yorkshire LA procedure “Children Who May Be Missing/Lost From School” [www.northyorks.gov.uk/index.aspx?articleid=13711](http://www.northyorks.gov.uk/index.aspx?articleid=13711)  
Contact: [cmecoordinator@northyorks.gov.uk](mailto:cmecoordinator@northyorks.gov.uk)

## 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. “

**Schools should have a clear and explicit confidentiality policy.**

The school policy should indicate:

- 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, Special Guardianship Order Injunctions etc.)
- If the child is or has been subject to 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  
Teaching staff all have access to these files – kept in the school office.

## **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 (ref. Schools' Safeguarding Checklist Appendix 4)

### ***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 establishment separately from the main pupil file. School will retain the original CP file until the child's 25<sup>th</sup> birthday along with a record of when & to which establishment the copy was sent. 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 NYSCB Child Protection Procedures and Guidance [www.safeguardingchildren.co.uk](http://www.safeguardingchildren.co.uk) 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 or determine the truth of any disclosure or allegation of abuse or neglect. All staff, however, have a duty to recognise concerns and maintain an open mind. Accordingly all concerns indicating possible abuse or neglect will be recorded and discussed with the designated senior person with responsibility for child protection (or in his/her absence with the person who deputises) 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. 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 or neglect received from the child, or from any other person, including disclosures of abuse or neglect perpetrated by adults outside of the family or by other children or young people
- any concerns regarding person(s) who may pose a risk to children (e.g. living in a household with children present)

## **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 ensuring that the senior member of staff is aware.

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 and be informed of what action is to be taken

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

Following any information raising concern, the senior designated person will consider:

- any urgent medical needs of the child
- whether to make 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 they 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**

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, discuss this with the Education Safeguarding and Child Protection Manager
- 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)
- 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.

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.

We will retain all original copies of C.P. files until the child's 25<sup>th</sup> birthday.

### **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 and supportive 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

we 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 records will be made to include decisions, actions taken, and reasons for these. All records will be retained securely 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.

## Appendix 1 CONTACTS

### EDUCATION SOCIAL WORK SERVICE

ESWS Admin manager     **Julie Hodges**     01609 532477

CP Admin     **Will Narburgh**     01609 536210

CME Coordinator **Julie Hodges**  
(Children Missing Education)

01609 532477  
[cme.coordinator@northyorks.gov.uk](mailto:cme.coordinator@northyorks.gov.uk)

### **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)

01609 798343

### **CHILDREN'S SOCIAL CARE**

**Customer Service Centre** Tel: 01609 536993 Fax: 01609 532009  
[Social.care@northyorks.gov.uk](mailto: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** 01609 774298  
(formerly known as the Child Protection Register)

**NORTH YORKSHIRE POLICE** 101 (Ask  
for Protecting Vulnerable Persons Unit in your area)

### **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 Childrens Social Care - Personal Details (Page 1)**

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

**FAMILY/OTHER MEMBERS OF THE HOUSEHOLD**

| Name | Address/Telephone | Age/DOB | Relationship | Parental Responsibility |
|------|-------------------|---------|--------------|-------------------------|
|      |                   |         |              |                         |
|      |                   |         |              |                         |
|      |                   |         |              |                         |
|      |                   |         |              |                         |
|      |                   |         |              |                         |
|      |                   |         |              |                         |

**OTHER PROFESSIONALS INVOLVED**

| Name | Address & Telephone Number | Role |
|------|----------------------------|------|
|      |                            |      |
|      |                            |      |
|      |                            |      |
|      |                            |      |
|      |                            |      |

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

|                             |                           |
|-----------------------------|---------------------------|
| <b>Surname:</b>             | <b>First Name(s):</b>     |
| Subject aware of Referral ? | Responsible Adult aware ? |
| Referred By:                |                           |
| Designation:                | Date & Time:              |
| Address:                    |                           |
| Telephone Number            |                           |

**Current Issues and Additional Information:**(Give regard to: The Child's Developmental Needs; Parenting Capacity ;Family and Environmental Factors

(Continue on separate sheet if necessary)

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  
 Eleanor Birkhead  
 SB115, NYCC County Hall  
**Northallerton**  
**DL7 8AH**  
**Eleanor.birkhead@northyorks.gov.uk**

## Appendix 3

### Useful Websites

NYSCB  
(CP Procedures and Training) [www.safeguardingchildren.co.uk](http://www.safeguardingchildren.co.uk)

CAPE (Child Protection in Education) [www.cape.org.uk](http://www.cape.org.uk)

### **Keeping Children Safe**

Children Missing from Education [www.northyorks.gov.uk/index.aspx?articleid=13711](http://www.northyorks.gov.uk/index.aspx?articleid=13711)

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-and-tackling-bullying/what-is-bullying](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)

Domestic Violence  
[articleid=16579](#)

[www.nspcc.org.uk](http://www.nspcc.org.uk)  
[www.northyorks.gov.uk/index.aspx?](http://www.northyorks.gov.uk/index.aspx?)

Internet Safety

[www.thehideout.org.uk](http://www.thehideout.org.uk)  
[www.idas.org.uk](http://www.idas.org.uk)  
[www.ceop.org.uk/thinkuknow](http://www.ceop.org.uk/thinkuknow)  
[www.childnet-int.org](http://www.childnet-int.org)  
[www.direct.gov.uk/en/YoungPeople/](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)

## **Documents**

### **DfES/DCSF/DfE Documents**

Statutory Guidance

[www.education.gov.uk/schools/leadership/](http://www.education.gov.uk/schools/leadership/)

[statutoryguidance](#)

Departmental Advice

[www.education.gov.uk/schools/leadership/advice](http://www.education.gov.uk/schools/leadership/advice)

Safeguarding Children & Safer Recruitment in Education

[www.education.gov.uk/publications/standard/publicationdetail/page1/](http://www.education.gov.uk/publications/standard/publicationdetail/page1/)

[dfes-04217-2006](#)

Working Together to Safeguard Children 2010

[www.education.gov.uk/publications/standard/publicationDetail/Page1/](http://www.education.gov.uk/publications/standard/publicationDetail/Page1/)

DCSF-00305-2010

**North Yorks School Documents** [www.northyorks.gov.uk/index.aspx?](http://www.northyorks.gov.uk/index.aspx?)

[articleid=13496](#)

### **Training Materials**

Online Basic Awareness Training

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

Whole School CP Training Materials

[www.northyorks.gov.uk/index.aspx?](http://www.northyorks.gov.uk/index.aspx?)

[articleid=15231](#)

Safer Recruitment Training

[Eleanor.birkhead@northyorks.gov.uk](mailto:Eleanor.birkhead@northyorks.gov.uk)

Domestic Abuse Basic Awareness

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

[www.idas.org.uk/training/index.asp](http://www.idas.org.uk/training/index.asp)