



**Byerley Park  
Primary School**

## **Byerley Park Primary School**

# **Child Protection and Safeguarding Policy**

**May 2018**

<b>School:</b>	<b>Byerley Park Primary School</b>
<b>Governor Lead:</b>	<b>Mrs V Slee</b>
<b>Nominated Lead Member of Staff:</b>	<b>Mrs Alison Gargan is Safeguarding Lead</b>
<b>The following are also trained:</b>	<b>Mrs R Pattison</b>
<b>Status &amp; Review Cycle:</b>	<b>Statutory and Annual</b>
<b>Next Review Date:</b>	<b>May 2019</b>

## *INDEX*

### **Principles of the Policy**

#### **1. Overview: Safeguarding**

➤ *Definition of 'safeguarding'*

➤ *Safeguarding within this school*

➤ *Safeguarding throughout school life*

- *Caring ethos*

- *Curriculum*

- *Universal services and specialist support staff*

- *Visitors*

- *The extended day*

- *Working with parents and carers*

➤ *Safeguarding and Child protection training for all staff/adults working in school*

#### **2. Child Protection within overall safeguarding arrangements for all children/young people in school**

➤ *Every Child Matters*

➤ *Life at home*

➤ *Signs and behaviours of concern*

➤ *Single Assessment Procedure and Practice Guidance*

➤ *Child in Need*

➤ *Child Protection and significant harm*

➤ *Prepare for the unexpected*

➤ *The Durham Staircase*

### **3. Child Protection Policy**

*(1) Establishing a safe environment in which children can learn and develop*

*(2) Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children*

*(3) Training and supporting staff to equip them to appropriately recognise, respond to and support children who are vulnerable and may be in need of safeguarding*

*(4) Raising awareness of Child Protection issues and equipping children with the skills needed to keep them safe*

*(5) Developing and implementing procedures for identifying and reporting cases, or suspected cases, of abuse*

- Names of designated safeguarding leads in school
- Listening to children and receiving disclosures
- Recording and response of the designated lead professional
- Discussing concerns with the First Contact Service
- Concerns documented on Early Help assessment
- Discussions with First Contact will be followed up in writing
- Attendance at Strategy meetings if assessed as child protection concern

*(6) Supporting pupils who have been abused in accordance with their agreed child protection plan*

### **4. Multi-agency work in Child Protection**

➤ *Initial Child Protection Conference: school responsibilities*

**-Attendance**

**-Preparation of a report**

**-Chronology of significant events**

**-Sharing the report**

➤ *Membership of a Core Group*

➤ *Review Child Protection Conference*

**5. Information-sharing**

➤ *Parents/carers*

➤ *School staff*

➤ *Children transferring to another school*

➤ *Retention of records*

➤ *County guidance and protocols*

**6. Allegations against staff**

**Role of Chair of governors**

**7. Safe Touch/Team Teach**

**Physical contact other than to control or restrain**

**8. Physical control and restrictive physical intervention**

**9. Prevent responsibilities within school**

**10. Child Sexual exploitation**

**11. Female Genital Mutilation**

**Appendices**

**1 Responsibilities and entitlements**

**2 Definitions of abuse; signs and symptoms**

**3 Behaviour guidelines for staff and volunteers**

**4 School Brochure information**

**5 Responding to Disclosures**

**6 Early Help Assessment**

**7 Summary of multi-agency meetings**

**8 Initial Child Conference Report/or use Early Help Assessment form**

**9 Review Child Protection Conference Report**

**10 A Guide for Professionals on the Sharing of Information**

Children maximise their potential in an environment which is safe, secure and supportive of all their needs, including any needs they have for protection from abuse.

Byerley Park is committed to promoting the welfare of all children by working in partnership with parents and carers, the Local Authority (LA) and multi-agency partners in early help and child protection, in accordance with locally agreed Local Safeguarding Children Board procedures and practices.

Our policy applies to members of the school community in its widest sense. Thus this includes children and young people, their parents/carers, school staff, governors, visitors, specialist staff, and the local and wider community where they interface with the school. Within its framework, the policy outlines entitlements and responsibilities in securing the protection of children who attend the school (Appendix 1).

Our policy is underpinned and shaped by legislation and guidance contained in a variety of documents including: -

- The Children Act 1989; Children Act 2004
- The Education Act 2002; Education and Inspections Act 2006
- Working Together to Safeguard Children 2015
- The Local Safeguarding Children Board (LSCB) procedures ([www.durham-lscb.org.uk](http://www.durham-lscb.org.uk))
- What to do if you're worried a child is being abused – DfES 2006
- Keeping Children Safe in Education. Statutory guidance for schools and colleges. September 2016
- Use of reasonable force. Advice for head teachers, staff and governing bodies. DfES. July 2013
- County Durham Practice Framework: Single Assessment Procedures and Practice Guidance April 2014
- Confidential Reporting Code, (Durham Schools Extranet; Documents Library/HR)
- A Guide for Professionals on the Sharing of Information  
County Durham Safeguarding Adults Inter-Agency Partnership and Durham Local Safeguarding Children Board
- Operating Procedures for children and young people who either go missing from home or go missing from Care. Durham Constabulary and Durham County Council May 2012
- *Prevent Duty Guidance*: for England and Wales  
HM Government 2016
- The Prevent duty Departmental advice for schools and childcare providers  
Department for Education June 2016

To emphasise the caring ethos of Byerley Park, the staff and governors are committed to the following principles:-

- ◆ The welfare and well-being of each child is of paramount importance.
- ◆ Our policy works on the premise that abuse takes place in all communities and that school staff are particularly well-placed to identify and refer concerns and also to act to prevent children and young people from being abused.
- ◆ We respect and value each child as an individual.
- ◆ We are a listening school, and encourage an environment where children feel free to talk, knowing that they will be listened to.
- ◆ The protection of children from abuse is a whole-school issue, and the responsibility therefore of the entire school community.
- ◆ Our policy should be accessible in terms of understanding and availability. Regular training will ensure all adults in school are aware of indicators of concern or abuse and the designated safeguarding leads that such information should be promptly passed on to.
- ◆ Our policy will be developed and kept up to date with information from our relevant partners in early help and child protection as well as national documentation issued by HM Government and The Department of Education.
- ◆ We will use the school curriculum to resource our children to protect themselves from abuse, both as victims and as potential perpetrators.
- ◆ The school runs in an open, transparent way.

# 1. Overview: Safeguarding

## *Definition of 'safeguarding'*

'Keeping Children Safe in Education', DfE, 2016, defines safeguarding and promoting the welfare of children as:

'Protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes. 'Children' includes every one under the age of 18'.

## *Safeguarding within this school*

Everyone who comes into contact with children and their families has a role to play in safeguarding children. School staff are particularly important as they are in a position to identify concerns early and provide help for children, to prevent concerns from escalating. Schools and their staff form part of the wider safeguarding system for children working with social care, the police and health services both to promote the welfare of children and protect them from harm.

Safeguarding children permeates all aspects of our work as a school, with a preventative role to inform and boost the resilience of all students by enhancing protective factors in their lives. Accordingly this policy links with many other related policies in school:

School Behaviour policy  
Whole-school Anti-bullying policy, including cyber-bullying  
Health and Safety policies  
Medication in school/First Aid policies  
Intimate care policy  
School visits including risk-assessments  
ICT/e-safety  
SEN/LAC  
Equal Opportunities  
Prevent Policy

## *Safeguarding throughout school life*

We aim to create and maintain a **caring ethos** where all children and adults feel safe, secure and valued. If children feel happy and enjoy school this will encourage good attendance and then create conditions in which they can do their best in every area of school life. Our school operates as a listening school where children are able to approach adults with concerns. These will be taken seriously and relevant Local Safeguarding Children Board (LSCB) procedures followed without delay if there is a risk/likelihood of, or actual **significant harm**.

**Curriculum:** children have access to an appropriate curriculum, differentiated to meet their needs. This enables them to learn to develop the necessary skills to build self-esteem, respect others, defend those in need, and resolve conflict without resorting to violence. Children learn skills to question and challenge to enable them to make informed choices now and later in life. A protective factor for children is personal resilience including strong social and emotional skills. All work with children which boosts confidence and self-esteem is valuable to protect them from peer pressure and outside influences detrimental to their physical and mental well-being.

Children are encouraged to express and discuss their ideas, thoughts and feelings through a variety of activities and have access to a range of cultural opportunities which promote respect and empathy for others. As part of our Prevent Duty under S.26 of the Counter-Terrorism and Security Act 2015 we are aware of the importance of building pupils' resilience to radicalisation by promoting fundamental British values and enabling them to challenge extremist views. Schools can build pupils' resilience to radicalisation by providing a safe environment for debating controversial issues and helping children and young people understand how they can influence and participate in decision-making. (See Section 9)

PSHCE curriculum, Religious Education, Art, Music, Drama, Science and English are some of the areas of the curriculum in which children can discuss and debate important issues including lifestyles, health, safety and well-being (physical and emotional), sex education and healthy relationships, family life, child care and parenting, forced marriage, domestic abuse, religious beliefs and practices as well as human rights issues. These subjects can be used to teach children and young people to recognise and manage risk, make safer choices, and recognise when pressure from others threatens their personal safety and wellbeing. They can develop effective ways of resisting pressure, including knowing when, where and how to get help.

### **Universal services and specialist support staff**

The following professionals are also available to support individual children in school:

*One Point Hub, Newton Aycliffe- 0300 026 1118*

The school nurse is Julie Sutherland

Child and Adolescent Mental Health Service

School Attendance and Improvement Officer Helen Lyons

The following **visitors** also contribute to our work to safeguard and promote the welfare of our students:

Community police officers regularly visit the school

Jet and Ben

Stranger Danger

E-Safety for parents and adults – Paul Hodgkinson - DCC

Fire Brigade/Safety Carousel

Child line in schools etc.

### **The extended day**

Lunchtime activities, meals and supervision by catering/supervisory staff

After-school activities on site

These all provide further opportunities for students to develop positive and caring relationships with adults, who themselves will be trained to be aware of signs and behaviours that could suggest concerns. Supportive relationships outside the home, such as those with adults in school and other children are additional protective factors that boost children's resilience. Staff will always work with children in a professional way and are reminded to respond to disclosures sensitively and appropriately. All adults in school know the names of the designated safeguarding lead (Mrs Gargan) and should be made aware of their responsibility to pass on any issues of concern without delay and make a written record.



### **Working with parents and carers**

Our school believes in effective communication with parents and carers. We welcome parent/carer views and concerns about the welfare of their children and use this feedback to regularly review our practices. Parental views are obtained in the following ways: surveys, questionnaires, open afternoons, parents' evenings etc.

We keep parents informed about important and topical issues, including child protection elements of safeguarding, in the following ways:

Newsletters, letters home, website, School celebrations and certificates, House Points, text messages, training/information sessions e.g. e-safety, bullying etc.

We aim to have good working relationships with parents and carers and to work in partnership with them through transparency and honesty. However, we do not forget that their child's needs and welfare are our paramount concern, thus obtaining consent to take matters further is **not** always appropriate.

### ***Safeguarding and Child Protection training for all staff/adults working in school***

Our school complies with the advice laid down in 'Working Together to Safeguard Children' 2015 and 'Keeping Children Safe in Education' 2016 to undertake regular training.

This is covered in more detail in Section 3.

Date of last training: 17<sup>th</sup> April 2018

A record of those trained may be found in the Single Central Record. Individuals have a certificate to verify their attendance.

- Training for the designated safeguarding lead and other designated teachers in school is undertaken every 2 years (Mrs Gargan, Mrs Pattison)
- Prevent training has been undertaken by the Headteacher. Staff have also had a number of briefings and training. Staff and Governors have undertaken on-line Prevent training. We recognise that as a minimum, schools should ensure that the Designated Safeguarding Lead undertakes Prevent awareness training and is thus able to provide advice and support to other members of staff on protecting children from the risk of radicalisation (The Prevent duty DFE 2016). Senior staff also attend relevant briefings related to Prevent as legislation develops.
- The Nominated Governor with responsibility for Child Protection is Mrs V Slee.

## **2. Child Protection within safeguarding arrangements for all children/young people in school**

There are a series of layers of care and intervention ranging from safeguarding for all/universal services (single-agency activities) through to multi-agency work under the Children Acts 1989 and 2004:

Safeguarding arrangements in school: entitlements under Every Child Matters

Early Help within universal services

Child in Need

Child Protection

The Single Assessment Procedures & Practice Guidance, April 2014 show these diagrammatically on the 'Durham Staircase and continuum of Need'

The five steps span a continuous process of assessment from Early Support and Intervention to statutory arrangements.

### ***Every Child Matters***

The Children Act 2004 sets out in statute the five outcomes that are seen as key to children and young people's wellbeing:

- be healthy;
- stay safe;
- enjoy and achieve;
- make a positive contribution;
- achieve economic wellbeing

Education settings have a significant role in promoting these five outcomes as part of their every-day safeguarding work with pupils:

The Children, Young People and Families Plan 2015/2018, produced by the County Durham and Families Partnership includes the following objectives that link directly to our safeguarding work in schools:

### **Objective 1: Children and Young People realise and maximise their potential:**

Outcome 1: Children are supported to achieve and develop during their early years

Outcome 2: Children and young people are supported to achieve and attain during school years to prepare them for adulthood

Outcome 3: Young people are supported to progress and achieve in education, employment and training to achieve their potential

Outcome 4: Children with additional needs are supported to achieve and attain

### **Objective 2: Children and young people make healthy choices and have the best start in life**

Outcome 5: Negative risk-taking behaviour is reduced

Outcome 6: Children and young people are more resilient

Outcome 7: A range of positive activities are available for children and young people

### **Objective 3: A think family approach is embedded in our support for families**

Outcome 8: Early intervention and prevention services improve outcomes for families

Outcome 9: Children are safeguarded and protected from harm

Outcome 10: Children who cannot live with their families achieve permanence and stability

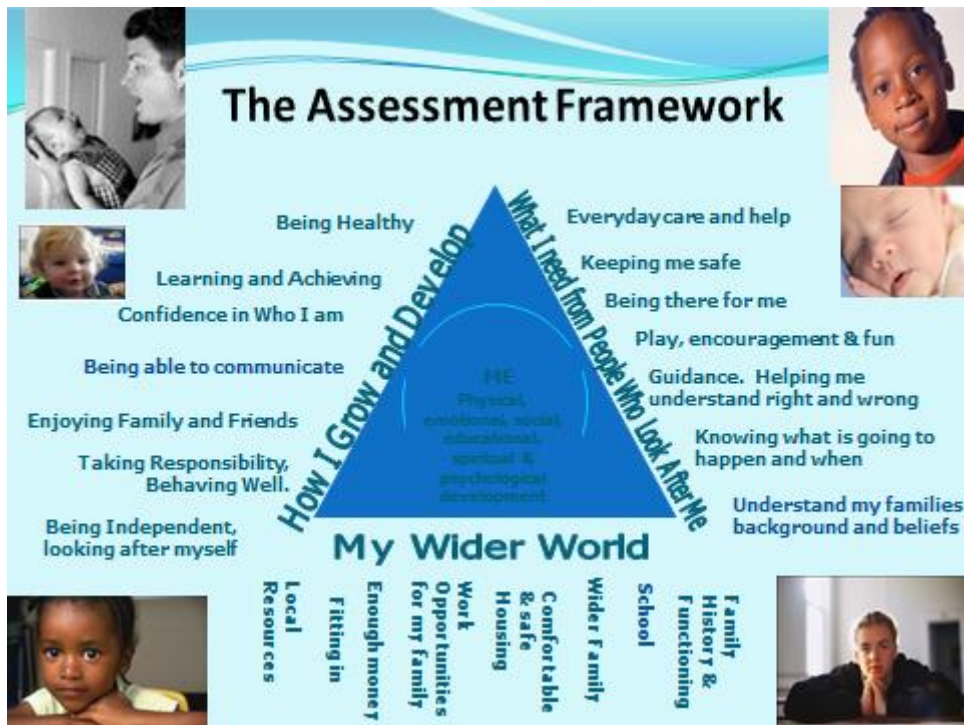
### ***Life at Home***

The Framework for Assessment triangle, reproduced below, summarises every aspect of a child's life under three headings:

- Child's developmental needs (How I grow and develop)
- Parenting capacity (What I need from people that look after me)

-Family and environmental factors (My wider world)

This structure is mirrored in the Single Assessment Framework Early Help Assessment

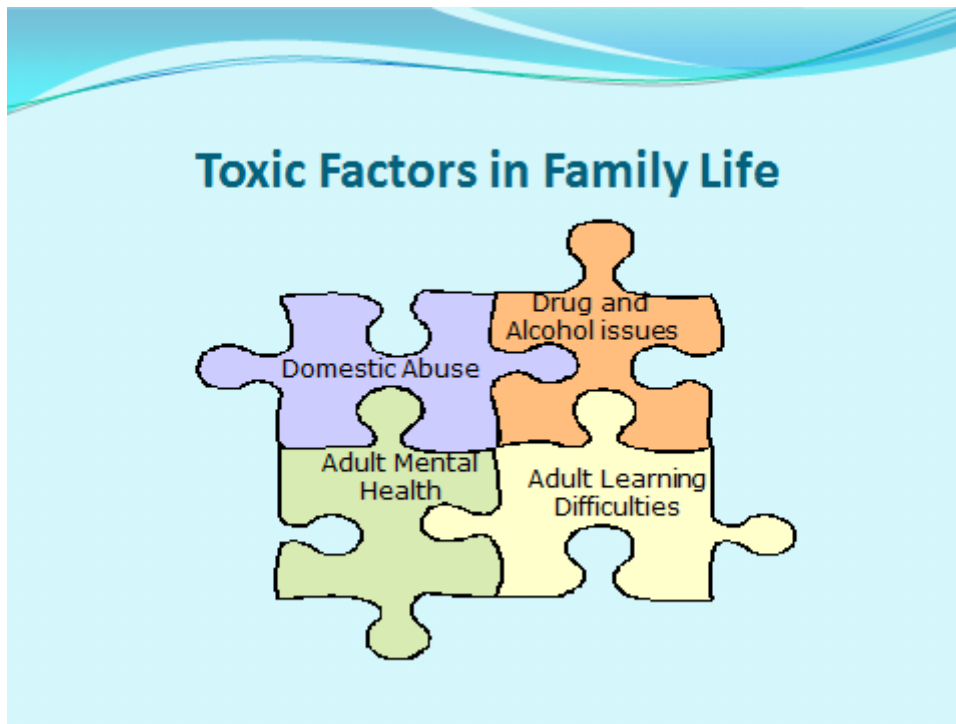


Aspects from all three domains combine in home life and staff and adults in school should be mindful of these connections as they work with children and their parents/carers in school.

This school believes that it is essential to work with parents and carers in the best interests of their children. However, good relationships with parents and carers should not detract from our primary concern which is the welfare of children in this school.

Staff are made aware in training of the 'toxic four' issues in home life that could have an impact on the way children are parented (Munroe, 2010). The Government research into Serious Case Reviews reveals that the presence of one or more of the following issues could have a detrimental impact on parenting of children in that household:

- Domestic abuse (violence)
- Substance misuse (alcohol and or drugs)
- Adult mental health
- Learning Disabilities



Neglect is the largest category for children being on the Child Protection list (nationally and in Durham). There is Neglect Practice Guidance produced by the LSCB on the website containing factors and can elevate and reduce risk.

### ***Signs and behaviours of concern***

‘All school and college staff members should be aware of the signs of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection’.<sup>1</sup>

In addition to discussion and resources from the introductory course that all staff attend, it is vital that staff are regularly reminded of these between their three-year cycles of training. In our school we constantly keep these issues to the fore through notice boards and briefings.

### ***The Single Assessment Procedure & Practice Guidance***

This initiative from April 2014 has resulted in a re-configuration of Early Help/One point, safeguarding and child protection services within the County.

This school works with the consent of parents and carers to jointly undertake assessments where an unmet need has been identified. However, we are aware from the new document, ‘A Guide for Professionals on the Sharing of Information’ (Durham, 2014) that it may be necessary to meet with other services and agencies even if this consent for a ‘Team around the Family’ meeting is not forthcoming. This is an early means of intervention to provide appropriate advice and support for the parents/carers and young person by working with appropriate local agencies through Team around the Family arrangements. [See www.durham-lscb.org.uk](http://www.durham-lscb.org.uk) . If families are reluctant to engage with these processes, we will continue to encourage them to participate for the benefit of their child.

### **➤ *Child in Need***

Section 17 of the 1989 Children Act  
Working Together 2016

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<sup>1</sup> Keeping Children Safe in Education, September 2016 Section 12

Durham LSCB Child Protection procedures 1.18 [www.durham-lscb.gov.uk](http://www.durham-lscb.gov.uk)

*.... 'those (children) whose vulnerability is such that they are unlikely to reach or maintain a satisfactory level of health or development, or their health and development will be significantly impaired, without the provision of services, plus those who are disabled'*

This school recognises the importance of this work undertaken with the consent of parents and carers at Steps 3 and 4 of the Durham Staircase and Continuum of Need. We work with parents/carers, the child and other relevant agencies. We recognise the importance of attendance at Child Care Plan meetings and the production of relevant reports for these.

### ***Child Protection and significant harm***

Section 47 of the 1989 Children Act

Working Together 2016

Durham LSCB Procedures 1.20 [www.durham-lscb.org.uk](http://www.durham-lscb.org.uk)

Significant harm is where some children are in need because they are **suffering, or likely to suffer, significant harm**. This is the threshold that justifies compulsory intervention in family life in the best interests of children.

Our school understands that it is best practice to discuss concerns with parents/carers before contacting First Contact Service (providing this does not cause a delay), or unless by doing so the child would be at further risk of harm. First Contact Service: 03000 267979

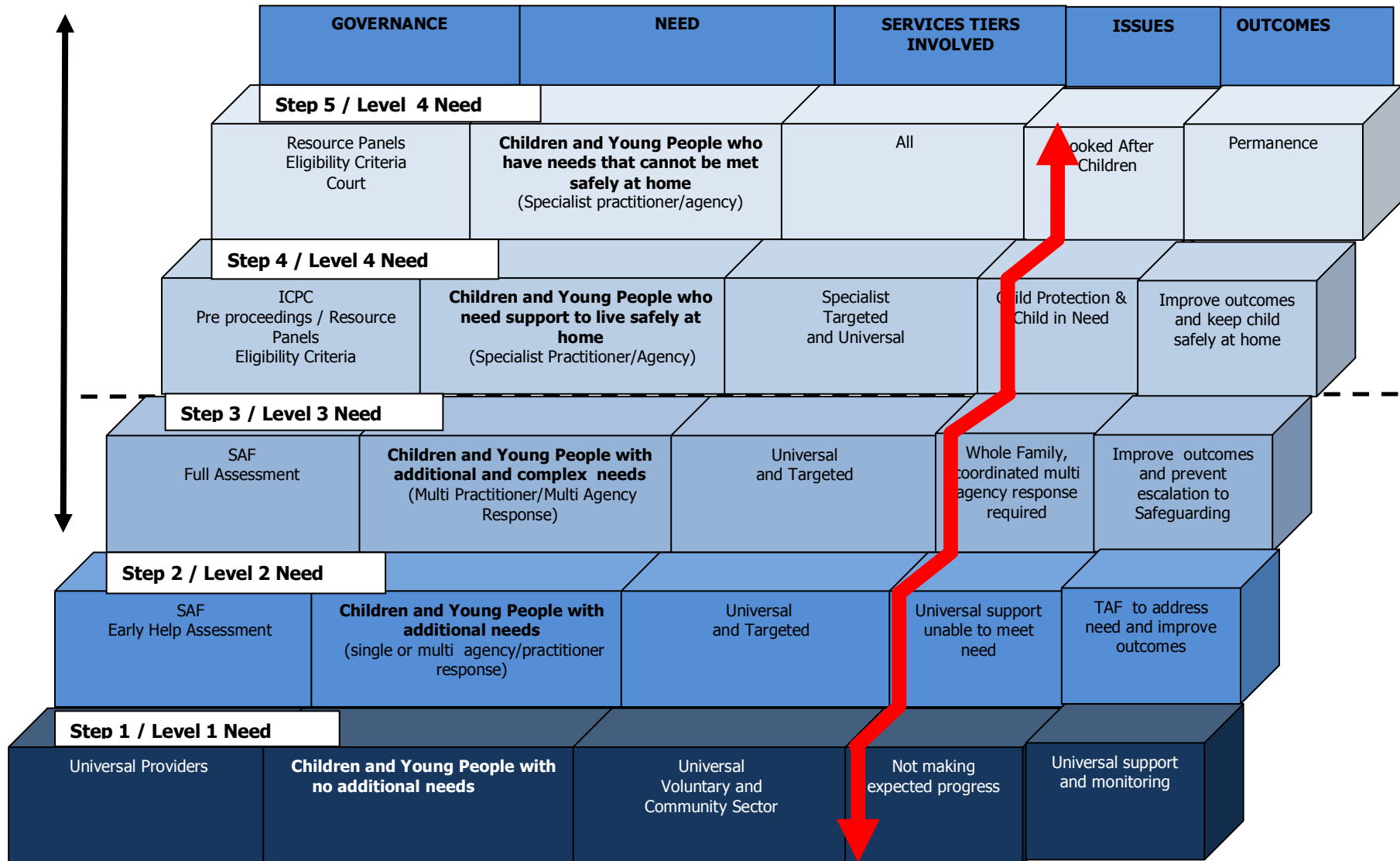
### ***Prepare for the unexpected***

Staff are aware from their training that some children might display worrying signs/symptoms or disclose information suggesting abuse, when they have never previously given rise to concern. Staff must contact the designated safeguarding lead for child protection **without delay** so concerns can be discussed with the Initial Response Service as soon as possible. In all cases it should be borne in mind that other siblings might be at risk in the household as well as the one presenting concerns in school.

### **➤ *The Durham Staircase***

This is a diagrammatic representation of the continuum of assessment and intervention in Durham from universal services through to child protection arrangements.

## The Durham Staircase & Continuum of Need



### 3. Child Protection Policy for Byerley Park Primary School

This policy applies to all staff, governors and volunteers working in school. There are six main elements to the policy:

- (1) Establishing a safe environment in which children can learn and develop
- (2) Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children
- (3) Training and supporting staff to equip them to appropriately recognise, respond to and support children who are vulnerable and may be in need of safeguarding
- (4) Raising awareness of child protection issues and equipping children with the skills needed to keep them safe
- (5) Developing and implementing procedures for identifying and reporting cases, or suspected cases, of abuse
- (6) Supporting pupils who have been abused in accordance with his/her agreed child protection plan

#### *(1) Establishing a safe environment in which children can learn and develop*

This links to the school's overall safeguarding arrangements and duty of care to all students.

#### *(2) Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children*

- Our school will comply with the requirements outlined on the LSCB website 'Key Safeguarding Employment Standards' and in the LSCB Child Protection procedures Section 6.227 onwards as well as national documentation in 'Keeping Children Safe in Education' 2016, Part 3.
- Our school will refer to its responsibilities regarding safeguarding and child protection in all job descriptions, and/or to its profile in the school, in the general information distributed with application forms. Annex B in Keeping Children Safe in Education 2016 has specific details of the role of the designated safeguarding lead.
- Our school will undertake appropriate pre-employment checks on all staff working in school, including criminal record checks (DBS checks), barred list checks and prohibition checks together with references and interview information, as detailed in Part 3: Safer Recruitment in Keeping Children Safe in Education, 2016.
- The level of DBS and other checks required will depend on the role and duties of the applicant. Most staff will be in 'regulated activity' (see page 25 of Keeping Children Safe in Education 2016) thus most appointments will require an enhanced DBS check with barred list information.
- In a school or college a **supervised** volunteer who regularly teaches or looks after children is not in regulated activity.
- Volunteers will not be left unsupervised with groups of children, nor will they be in areas where they cannot be fully seen by the supervising teacher.
- In accepting the offer of help from volunteers, especially those unknown, staff are aware that schools in general are attractive places for 'unsafe' volunteers.

- Schools may be places where those with unhealthy interests in children seek to find employment (paid or otherwise). Staff should be vigilant about all inappropriate behaviour with children that gives cause for concern. The Head Teacher and governors must be aware of the Durham County Council Confidential Reporting Code arrangements.
- Supply staff - ensure that appropriate DBS checks are carried out before employing supply staff, especially those not available via the Durham Supply Partnership.
- Our Governing Body will be aware of their responsibilities in connection with staff appointments and similarly aware of their liabilities especially if they fail to follow LA guidance.
- Volunteers and helpers will not be given tasks beyond their capabilities and therefore where they might feel under pressure.
- Volunteers and helpers should feel able to discuss difficulties with the teacher, who will respond with advice and additional guidance and supervision.
- Volunteers and helpers will not have the opportunity to feel that they are in charge and thus in a position of power, which may then be abused.
- Volunteers, helpers and staff new to the school are given a leaflet that covers behaviour guidelines for staff and volunteers.
- Relevant staff will be required by the Head Teacher to complete the 'Disqualification by Association' declaration form. This is included in the pre-employment checks for those posts covered by the provision as part of recruitment. (Durham Schools Extranet, Document Library/HR).

***(3) Training and supporting staff to equip them to appropriately recognise, respond to and support children who are vulnerable and may be in need of safeguarding***

- Every member of staff (including temporary, supply staff, contracted staff and volunteers) should receive an induction covering signs and symptoms to be aware of, response to disclosures and the need for prompt communication to the designated safeguarding leads and accurate recording.
- They will be informed who the designated safeguarding lead is and other trained designated teachers supporting this work within school.
- Safeguarding responsibilities of all staff will be re-enforced before they start work. This policy along with a booklet covering safe professional practice, 'Behaviour Guidelines for Staff', will be made available to them. All staff will be made aware of the practical government guidance document 'Guidance on Safer Working practice for Adults who Work with Children and Young People', DCSF.
- All adults working in school have read Part 1 'Safeguarding information for all staff', pages 1-17 from 'Keeping Children Safe in Education' 2016.



- All adults working in school receive regular whole-school safeguarding and child protection training on a three-yearly cycle. The majority of staff receive training in twilight sessions or INSET days. Training is delivered by the Learning and Development Team at County Hall. ‘Introduction to safeguarding and child protection’ is regularly updated to reflect new priorities and concerns within the County and priorities of the LSCB.
- Staff who miss these sessions or join the school within the three-year cycle receive training either through e-learning, attendance at a neighbouring school or through an in-house briefing by the designated safeguarding lead in school.
- Names of adults at these sessions are recorded in the Safeguarding File along with the Single Central Record.

### **Date of last training:**

- In addition, adults are regularly reminded of key messages in order to maintain heightened awareness of safeguarding and child protection issues. Safeguarding is embedded in all our work within school. We do this in the following ways in school:  
Briefings at staff meetings, written reminders etc.
- The following staff are responsible for coordinating child protection and safeguarding work within the broader school curriculum and extended curriculum: Mrs Gargan and Mrs Pattison
- Member of the team supporting the safeguarding lead specialises in promoting certain themes within school  
Looked after children- Mrs Gargan  
Prevent- Mrs Gargan  
E-safety- Mrs Gargan/Mrs Slee
- Training for designated safeguarding leads is undertaken every 2 years (Section 40, ‘Keeping Children Safe in Education’, 2016).

Courses are delivered by the Safeguarding Lead (Mrs Gargan) with materials from the Safeguarding Team at the LA.

In addition to the school courses staff are encouraged to attend multi-agency courses available through the LSCB. These include a Level 2 Safeguarding course as well as specialist themes on Level 3 courses.

- The Nominated Governor with responsibility for Child Protection is Mrs V Slee

### ***(4) Raising awareness of child protection issues, boosting resilience and equipping children with the skills needed to keep them safe***

We raise child protection issues with children and their parents/carers in the following ways:

#### **Children**

- Awareness of IT, e-safety issues and cyber-bullying. We are mindful that children are safe from terrorist and extremist material when accessing the internet in schools. There is also suitable filtering in place for this and other potentially risky content. Online safety is continually emphasised.

- Pupil Voice sharing their findings with the school
- Our SEAL/PSHCE curriculum covers related themes including safe touch, feelings and healthy relationships
- Visitors and presentations e.g. 'Jet and Ben', local refuge, NSPCC, DCC E-safety talk to parents and carers in schools etc.

## **Parents/Carers**

- Our school brochure, website and other means of communication with parents will re-enforce the message that our school is committed to the welfare and protection of all children in its care. School staff and governors take this duty of care very seriously.
- Newsletters, letters to parents about specific issues, our school web site and Parents' Evenings are used to disseminate and re-enforce key safeguarding and child protection information
- Parents are told that it is essential that school records are kept up to date. Parents are asked to keep school informed of any changes. School will accordingly update records held to reflect
  - current address and telephone contacts
  - which adults have parental responsibility
  - court orders which may be in force
  - children on the Child Protection list
  - the child's name at birth and any subsequent names (taking care over unusual spellings)
  - any other changes home circumstances

## ***(5) Developing and implementing procedures for identifying and reporting cases, or suspected cases, of abuse***

### **Names of designated safeguarding leads**

All staff, including part-time, peripatetic and adults working with children in school are informed of who these colleagues are. Crucially, this also applies to work-placement students, trainee teachers and supply staff who might be the fresh new face that a child might disclose something important to.

### **Recording concerns**

ALL concerns passed to the designated safeguarding leads are written up and recorded electronically on an encrypted memory stick. Staff are asked to ensure there is as much information detailed as possible and the Safeguarding lead will ensure that there is as much detailed chronology as is feasible.

The more relevant details staff have observed the better (approximate size, colour of injury, which arm, if burn is scabbing over etc.) Staff can express concern or sensitively remark about an injury (open ended questions), but should not ask direct questions. They should never do so in front of other children.

Disclosures of worrying information by children is recorded. Staff are encouraged to write the exact words used by the child.

## Listening to Children and Receiving Disclosures

- We embrace our role as a listening school where children can discuss concerns with any member of staff or adult who works with them. Appendix 5 has the guidance from the Introduction to Safeguarding and Child Protection course.
- Staff (teaching and support) will make time and be available should children approach them with a situation they are worried about.
- Concerns must be taken seriously and at face-value. It is easy to make speedy judgements based on previous knowledge of the child or young person.
- Staff receiving a disclosure are unable to promise 'keeping a secret' or confidentiality. They will need to explain that depending on what the child says they might need to share the information with someone who deals with these concerns in school
- If the child does not wish to continue and say anything further the adult should pass on the concern to the designated safeguarding lead that might wish to keep an eye on that student and may well be aware of other issues of concern.
- When the member of staff next comes across the child concerned, it would be appropriate to ask how they are and remind them that they are able to come and talk when they wish.
- Staff should never speak to another sibling in the family to make enquiries: to investigate concerns is not the role of the school and parents/carers would be rightly aggrieved.
- If there is concern about another member of staff or adult working in school, the matter must be passed straight to the Head Teacher. The member of staff concerned must not be spoken to.
- If there is a concern about the Head Teacher then the matter is passed to the Chair of Governors

### **Please remember:**

- (i) the child should be allowed to make the disclosure at his/her own pace and in his/her own way.
- (ii) the member of staff should avoid interrupting except to clarify what the child is saying but
- (iii) should not probe for any information that the child does not volunteer.

### **Recording and Response of the designated lead professional**

All information received should be stored in the school's child protection files. This is kept securely in locked storage and away from the child's individual school records. It is essential that all designated safeguarding leads can access these documents in an emergency.

Good practice is to have a simple 'chronology of events' sheet at the start of the file. This enables more efficient regular monitoring of children's files as part of the on-going work of the designated lead professional.

### **Discussing concerns with the First Contact Service 03000 267979**

Section 5 of the LSCB Child Protection procedures (5.116 onwards), [www.lscb-durham.org.uk](http://www.lscb-durham.org.uk) has detailed information about the management of individual cases. In addition staff should refer to the County Durham Practice Framework: Single Assessment Procedure and Practice Guidance, April 2014.

The child's concern file has basic details of name (previous/present surnames), date of birth, address, parents/carers and telephone contact details. Staff should use the Early Help Assessment to marshal information and concerns to discuss with First Contact. It is essential to record the name of the First Contact colleague, the time and details of advice given and action to be taken.

If a concern is taken up as a **referral** under section 47: Child Protection, actual or likelihood of significant harm, parents or carers should be informed of this **unless to do so would place the child at further risk of harm**. First Contact will triage this and pass on to colleagues in the appropriate Assessment and Intervention/Families First team within the County.

If the child requires immediate medical attention staff will accompany the child to the nearest Accident and Emergency Department. First Contact will be informed immediately if the injuries are linked to a child protection matter, so an appropriate paediatrician sees the child. The Director of Children and Young People's Services will be informed and parents will be notified of the action taken.

If the situation is an emergency and staff are unable to speak to First Contact they should phone the Police on 101 and ask to speak to a colleague in the Vulnerability Unit concerning a child.

<p style="text-align: center;"><b>Police Switchboard: 101</b> <b>Ask for the nearest local Vulnerability Unit to school</b></p>
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**Discussions with First Contact will be followed up in writing**

Discussions of concern or specific referrals will be followed up in writing, using the format of the Early Help Assessment.

The information will be sent via secure e-mail to First Contact, by fax (taking extreme care to ensure the number is correct) or by tamper-proof envelope or by e-mail to a gx account. A copy is kept on the child's concern file.

If a member of staff feels that the designated safeguarding lead and/or Head Teacher are not taking concerns seriously enough, then it is appropriate for them to tell that person that they are going to consult with First Contact themselves.

Section 34<sup>i</sup>: **If, at any point, there is a risk of immediate serious harm to a child a referral should be made to children's social care immediately** (First Contact in Durham). **Anybody can make a referral.**

<p style="text-align: center;"><b>First Contact Service</b> <b>Telephone: 03000 267979</b> <b>Fax: 0191 383 5752</b></p>
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**Attendance at Strategy meetings if assessed to be child protection concern**

Strategy meetings are one of four multi-agency meetings as part of Child Protection processes. LSCB procedures section 5.150 onwards has detailed guidance about these meetings, [www.lscb-durham.org.uk](http://www.lscb-durham.org.uk)

There is a table to summarise multi-agency meetings, timescales and responsibilities of attendees in Appendix 7.

School staff may be invited by an Assessment and Intervention Team/Families First Team to a strategy meeting. These multi-agency meetings are called to decide whether a S47 enquiry should commence to look into the concerns that have been raised.

These meetings may be called at short notice and we recognise that appropriate staff from this school should attend wherever possible. If the school is the referring agency they should be invited to attend these meetings that are usually held at A&I/Families First Hubs/Team offices.

Staff should make available any handwritten notes, dated and signed, as well as other records from the concern file including the single agency chronology of concerns. Any further written evidence from the child: stories, drawings etc. should be brought to the meeting.

In school, staff should monitor the child discreetly for any further concerns or signs that are worrying and give reassurance to the child.

All information should be treated with discretion and confidentiality and shared in accordance with 'A Guide for Professionals on the Sharing of Information'. Durham LSCB, 2014.

If concerns are not substantiated following the section 47 enquiries our school will work with other agencies to determine what further support the family and child require. The school will continue to monitor and support the child.

## **4. Multi-Agency Work**

### ***Initial Child Protection Conference: school responsibilities***

See LSCB procedures 5.275

Following the final strategy meeting (some complex cases like forced marriage, fabricated and induced illness and organisational abuse may require several strategy meetings) a decision might be made to hold an Initial Child Protection Conference. This work continues within Assessment and Intervention Teams within the County.

A conference will be called if there is thought to be an on-going risk or likelihood of significant harm to the child(ren). The date will be **15 working days** after the last strategy meeting.

### **School responsibilities**

#### **Attendance**

It is understood that appropriate school staff should make every effort to attend (unless the date coincides with school holidays). In this case it might be possible for Attendance Improvement Officer or Parent Support Officers to attend *if they have a working knowledge of the child or family*.

If no one is able to attend, the conference clerk and the Independent Reviewing Officer should be contacted without delay.

Likewise these colleagues should be informed if the invitation to attend the conference arrives too late to enable other responsibilities (writing report, sharing with parents) to be undertaken as laid down in the LSCB procedures.

The person attending the conference should be knowledgeable about the child. School will determine the most appropriate colleague: Class Teacher, Head Teacher, designated lead professional for child protection.

This colleague should be fully briefed about preparation for and conduct of Initial (and Review) Child Protection conferences and they should be in a position to commit the school to continue the work and resources involved in monitoring the child's welfare and any other tasks allocated as part of the Child Protection Plan.

### **Preparation of a report**

There is a template available to facilitate report-writing (see Appendix 8). Schools may wish to use the Early Help part of the Single Assessment as the basis of their report. Less experienced colleagues should be supported with the preparation of this document.

The report will contain objective facts and provide evidence to support the views contained within it. It will refer to all aspects of the child's life in school, noting specific changes or areas/situations where the child's attitudes and concentration differ from the norm. It will provide details of how the school has worked and might continue to work with the child and their family.

### **Chronology of significant events**

A single-agency chronology should also be produced for this meeting using the template available on the LSCB website [www.durham-lscb.org.uk](http://www.durham-lscb.org.uk).

### **Sharing of the report**

This may cause tensions between school and the child's parents and carers but this is in line with LSCB procedures. It is the responsibility of all professionals attending the conference. The report should be shared with parents/carers of the child at least **two working days** before the conference. Part of the report may also be shared with the young person, where age-appropriate. This will give the family a chance to question or clarify any issues raised within the report prior to the conference. If there are areas of the report which are confidential then the designated lead professional should contact the Independent Reviewing Officer who chairs the conference. The report will be passed to the Conference Clerk via the secure e-mail system ready for dissemination to other professionals attending the conference.

### ***Membership of a Core Group***

(See LSCB Child Protection Procedures section 5.458 onwards)

This school recognises that membership of a core group is a responsibility that necessitates time and commitment to attend regular meetings and complete the work detailed in the Child Protection Plan.

The merged multi-agency chronology will be regularly updated as part of this on-going work.

### ***Review Child Protection Conference***

(See LSCB Child Protection Procedures section 5.483 onwards)

The school will complete the relevant report for the first review conference, after 10 weeks and for any subsequent reviews at intervals of 5 months. The report will detail work undertaken by the school with parents/carers and the child to complete the tasks assigned in the Child Protection Plan. This report should be shared **7 days** before the conference takes place. A template is available in Appendix 9.

## **5. Information-sharing**

### **(1) Parents/Carers**

Staff and Head Teacher must **not** automatically contact parents if there is a disclosure by the child or there are other concerns that the child may be at risk of significant harm. Rather schools should

discuss concerns with the First Contact Service. Information should not be shared with parents if there was likelihood that by doing so it might place the child at further risk of harm.

Parents must be aware that once matters have been referred to the First Contact Service the school can only explain the procedure and is not able to give 'progress reports' on the case.

## **(2) School staff**

There is a delicate balance to be struck between alerting members of staff to the concern about the child and the need to protect the child from too many people knowing. Information should only be divulged on a 'need to know' basis. Other members of staff need to know sufficient to prepare them to act with sensitivity to a distressed pupil. They do not need to know details.

## **(3) Children transferring to another school**

When a child on the Child Protection List moves to another school the designated lead professional will inform the new school immediately and arrange the handover of confidential information separately from other records.

If a child for whom there are other existing serious concerns transfers to another school, the new receiving school will be informed immediately and written records will follow. If the school is within the County or close by, information could be handed over personally from one safeguarding lead to another. A form should be prepared for both schools to sign to confirm receipt of the records.

Any child transferring to another school (or at the end of a key stage) who has a concern file, this should be passed on promptly to the new school. If schools fail to do this the new school should phone the previous school and clarify that there are no issues that school should be aware of.

## **(4) County Guidance and protocols**

(See LSCB website for further details, 'Information sharing')

## **Eight Golden Rules for Information-sharing and flowchart**

### **County Durham Protocol for Working Together in the Delivery of Services to Adults and Children**

LSCB Child Protection Procedures Section 2.234

### **A Guide for Professionals on the Sharing of Information**

County Durham Safeguarding Adults Inter-Agency Partnership and Durham LSCB (2014).

Staff at our school are aware of the need to share information appropriately. The documents above emphasise the key point that if there is a suspicion that a child could be at risk of significant harm, they should refer the matter to the First Contact Service without delay. Concerns must always be followed up in writing.

Our school takes care to ensure that information about a child is only given to the appropriate external people or agencies. Staff will take names and ring back via a main switchboard if unsure. All staff within school will be aware of the confidential nature of personal information about a child and the need for maintaining confidentiality. They will seek advice about parental responsibility issues if unsure.

<p><b>Further advice about legal issues is available from Corporate Legal Services: Julian Wilson, solicitor (Children and Adults Services) 03000 269680</b></p>
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## 6. Allegations against teachers and other staff

(Refer to LSCB procedures, section 6.224 and Appendix 5 of those procedures and Part 4 of Keeping Children Safe in Education 2016.)

-Allegations of abuse by staff in schools must be investigated in accordance with the LSCB procedures, and when dealing with any allegation against staff, it is vital to keep the welfare of the child as the central concern. However, as in all child protection issues, a balance needs to be struck between supporting and protecting the child and keeping the effects of possibly false allegations to a minimum. Thus, urgent consideration should be given to the substance of the allegations.

- On receiving an allegation, the Head Teacher will proceed in line with recognised procedures - consulting immediately with LA officers (LADO, Local Authority Designated Officer) and/or informing the First Contact Service. If the LADO is unavailable there should be no delay in discussing with First Contact. **The Head Teacher must not start to investigate.**
- Allegations regarding the Head Teacher should be passed to the Chair of Governors. Should this lead to delay, the person receiving details of the allegation should follow the advice above and report the matter immediately to the LADO and First Contact Service. At this stage the Head Teacher should not be informed of the allegation (the same process as for any member of staff or adult in school). The Chair of Governors should be informed as soon as possible and asked to contact the LADO.

<p style="text-align: center;"><b>Local Authority Designated Officer (LADO)</b> <b>Sharon Lewis 03000 261872</b> <b>First Contact Service</b> <b>03000 267979</b></p>
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- Investigations will be carried out by the appropriate agencies.
- In dealing with any allegation the Head Teacher and governors need to balance:
  - The seriousness of the allegation.
  - The risk of harm to pupils.
  - Possible contamination of evidence.
  - The welfare of the person concerned.
- Suspension of the member of staff will be considered
  - (a) if there are any grounds for doubt as to the suitability of the employee to continue to work
  - (b) where suspension may assist in the completion of an investigation.
- Suspension will be carried out in line with LA guidelines. Head Teachers may find it useful to contact the LA Human Resources Department for guidance.
- During the investigation support will be offered to both the pupil making the allegation and the member of staff concerned.
- A disciplinary investigation will be carried out only after Police and Intervention and Assessment Teams propose to take no further action.



- Detailed records will be kept by all parties involved.
- Where recommendations are made to school regarding the outcome of a Child Protection investigation the school will advise Children and Young People's Services regarding their response to the recommendation. For example, if a person is suspended and returns to school, the date of that return should be communicated.

The following definitions are now used when determining the outcome of allegation investigations:

**Substantiated:** there is sufficient evidence to prove the allegation;

**Malicious:** there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive;

**False:** there is sufficient evidence to disprove the allegation;

**Unsubstantiated:** there is insufficient evidence to either prove or disprove the allegation. The term, therefore, does not imply guilt or innocence.

## 7. Safe Touch

### **Physical contact other than to control or restrain**

Our school has a policy/guidelines on the use of touch, including an Intimate Care policy and this includes such points as:

- assisting in the washing of young children who have wet/soiled themselves
- intimate care risk assessments for certain children with medical needs or disabilities.
- using physical contact to demonstrate exercises or techniques, for example, in PE, sports coaching, CDT
- administering First Aid
- supporting younger children and children with special needs who may need physical prompts or help
- giving appropriate comfort to a child who is distressed
- recognising that physical contact is a sensitive issue for some cultural groups
- acknowledging that physical contact becomes increasingly open to question as children reach and go through adolescence
- ensuring a consistent approach where staff and pupils are of different genders
- acknowledging that innocent and well-intentioned physical contact can sometimes be misconstrued
- having a prescribed handling policy for children requiring complex or repeated physical handling, with specific training for staff who deal with them.

## 8. Use of reasonable force

Our school has a policy on the use of restrictive physical interventions covering the appropriate use of reasonable force.

Our school policy relates to the following pieces of legislation:

**Education Act 1996**

**Education and Inspections Act 2006**

**Violent Crime Reduction Act 2006**

**Apprenticeships, Skills, Children and Learners Act 2009**

**Guidance: The use of force to control or restrain pupils (2013)**

- Our school Policy on the Use of Restrictive Physical Interventions gives guidance on:
- when staff may use physical control and restraint
- who is allowed to use physical control and restraint
- what forms physical control and restraint may take in particular circumstances
- what forms of physical control and restraint are not acceptable
- recording of incidents where physical handling has been used
- The Policy also makes it clear that corporal punishment is NOT allowed.

## 9. The Prevent Duty

The Counter Terrorism and Security Act 2015 places a due on certain bodies, including schools, to have ‘due regard to the need to prevent people from being drawn into terrorism’. The DfE has produced non-statutory advice for schools, ‘The Prevent duty’ June 2015. This duty applies to all schools from 1<sup>st</sup> July 2015.

This work is part of schools’ broader safeguarding responsibilities and protecting children from other harms (drugs, gangs, neglect, and sexual exploitation). During the process of radicalisation it is possible to intervene to prevent vulnerable people being radicalised. Keeping Children Safe in Education (September 2016) summarises four areas in which schools might be involved: risk assessment, working in partnership, staff training and IT policies.

Thus schools should have:

- staff being able to identify children who may be vulnerable to radicalisation. (Some staff and Governors have undertaken online Prevent Training).

Information or concerns should be passed to the Designated Safeguarding Lead in the same way as other information that might be a safeguarding concern. The DSLs will see if there are already concerns about the young person and might need to consult with Sergeants Jane Freeman and Steve Holden at Durham Constabulary.

- policies and procedures in line with those of DCC, Durham Constabulary and the LSCB.
- training needs more widely should be made in the light of a school’s assessment of risk. However, it is a minimum requirement that the designated safeguarding lead undertakes Prevent awareness training. They can provide advice and support to other staff and may need to contact the relevant officers at Durham Constabulary or Community Safety.
- -throughout the life of the school as well as in specific lessons to build pupils’ resilience to radicalisation by promoting fundamental British values and enabling them to challenge extremist views.
- -robust IT policies

Prevent Duty Guidance in England and Wales (2015), paragraph 64, notes

*‘Schools should be safe spaces in which children and young people can understand and discuss sensitive topics, including terrorism and the extremist ideas that are part of terrorist ideology, and learn how to challenge these ideas. The Prevent duty is not intended to limit discussion of these issues. Schools should, however, be mindful of their existing duties to forbid political indoctrination and secure a balanced presentation of political issues’*

Through discussion with the specialist colleagues at Durham Constabulary it may be appropriate to make a referral to the Channel programme. This programme focuses on support at an early stage, tailor-made to the individual young person. Engagement with the programme is entirely voluntary.

A school representative may be asked to be a member if a student from the school is to be discussed at the Channel panel.

The Prevent Team

Sgt. Jane Freeman and Sgt. Steve Holden 0191 375 2234

HQ special [branch@durham.pnn.police.uk](mailto:branch@durham.pnn.police.uk)

DCC Community Safety 03000 265436/435

[Community.safety@durham.gov.uk](mailto:Community.safety@durham.gov.uk)

## 10. Child Sexual Exploitation

Schools must be aware of young people who could be at risk of sexual exploitation. A definition is provided in Keeping Children Safe in Education, 2016 makes it clear that this is where there is an imbalance of power in a relationship when the young person receives something as a result of engaging in sexual activities. There are varying degrees of coercion, intimidation or enticement that might also link to bullying, peer pressure and e-safety issues. National Serious Case Reviews highlight that sometimes these young people are perceived as ‘bad’ not ‘sad’. Where there is a deterioration in behaviour, work, and changes to friendship patterns along with missing from home or absenting school the underlying factors need to be examined. If there is a concern that a young person may be at risk of sexual exploitation the designated lead should discuss with First Contact Service where there are specialist colleagues trained to assist in these cases.

Durham LSCB has section of their website devoted to resources, guidance, and a risk assessment matrix that assists schools. In Primary Schools ‘Child line’ offers a talk on ‘The Underwear Rule’ PANTS:

- **P**rivates are private
- **A**lways remember your body belongs to you
- **N**o means no
- **T**alk about secrets that upset you
- **S**peak up, someone can help

## 11. Female Genital Mutilation

This comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. This is illegal in the UK (The FGM Act 2003), abusive and has varied long-lasting consequences for the young girl. If adults working with girls suspect that one might be at risk it is essential that they pass the information on to the designated safeguarding lead who will phone First Contact for advice. There is a FGM Helpline also on 0800 028 3550. There is also a useful website: [fgmhelp@nspcc.org.uk](mailto:fgmhelp@nspcc.org.uk)

The Home Office has produced some free, informative, on-line training that designated leads might wish to access:

Virtual college e-learning: Recognising and Preventing FGM.

The Headteacher accessed this training in March 2015.

If a teacher discovers that an act of FGM has been undertaken on a girl under the age of 18, they have a duty to report this to the police.

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<sup>i</sup> From ‘Keeping children safe in education’ 2016